

Course: Business English

Level 3

Day №30

Unit 15 Work in the Future

15.3 Changing workplace environment



***What were the changes that took place in your workplace for the past five years?
Were these changes beneficial?***

YUKO SOMA: The work we do every day is changing. Just ten years ago few of us used computers on a daily basis. Now a computer is as essential as a pencil. How will our jobs be ten years from now? Will we work at home? Will machines do most of the work? Will we have more free time? And will we be better paid? I talked to some prominent Asian executives to get their opinions. Here's Charles Tang of Zenith Architects.

CHARLES TANG: My staff share ideas best when they are comfortable – we often sit around with coffee and share ideas. So I think more and more companies will provide space for workers to relax and share ideas: rooms with comfortable seating, free snacks and drinks, you know. Uh, kinda like a family sitting around the kitchen table.

YUKO SOMA: Doesn't sound like my office! Here's what Choi Sun Jin of Walker Publishing has to say.

CHOI SUN JIN: In the future we will have to be ready to work anywhere, anytime. At home, in the car, in a hotel – wherever we may be – the traditional office won't exist. When companies need to hold face-to-face meetings there will be office space they can rent – just like a hotel. Otherwise we will meet with colleagues and clients in virtual space.

YUKO SOMA: Now here's what Satoshi Miura of Taylor and Saunders, a major US accounting firm, thinks.

SATOSHI MIURA: Twenty years from now, holding long-distance meetings in front of life-size screens will be routine. But first we must find more efficient ways to share information. Now, if you write an email and send it to twenty people you might get fifteen different or even contradictory replies. So you have to send fifteen or more different replies. This is not an efficient way to share information. The virtual office of the future will give all team members a single focus for comments or replies. Any work conversation will be recorded, so rather than having to open months' worth of e-mails, all relevant information will be in one place.

YUKO SOMA: So, there you have it. Telecommuting, virtual conferencing, office hotels ... personally I like the idea of a more comfortable office. I'm Yuko Soma.

Yuko Soma, a TV reporter, asked three people for their opinions about work in the future.

Read the sentences below. Write T if the sentences reflect the opinion given in the interview. Otherwise, write F and modify the statement.

1. Yuko Soma, TV reporter: Just ten years ago some of us used computers on a daily basis.

2. Charles Tang of Zenith Architects: More and more companies will provide space for workers to relax and share ideas.

3. Choi Sun Jin of Walker Publishing: We will meet with colleagues and clients in real space.

4. Satoshi Miura of Taylor and Saunders: Long distance meeting in front of life-size screen will be routine.

Complete the sentences using the words in the box.

essential virtual efficient traditional relevant contradictory comfortable changing

1. *The work we do everyday is _____.*
2. *Now a computer is as _____ as a pencil.*
3. *My staff shares ideas best when they are _____.*
4. *In the future we will have to be ready to work anywhere, anytime. The _____ office won't exist.*
5. *First we must find more _____ to share information.*
6. *Rather than to open months' worth of emails, all _____ information is in one place.*

There are two words in the box that you didn't use. What do they mean?

What changes would you like to take place in your workplace?

If you were to propose changes or innovations to you boss, what would they be and how would you support those ideas?



Unit 15 Work in the Future

15.4 Future of work



What is our current perception of work?

How do you envision work in the near and far future?

Read the article and answer the questions.

1. According to the article, how will work change in the future?
2. How soon will these things happen?
3. What do you like or dislike about these predictions?

Work in the future

In the future, how will we work? Email already keeps us in constant contact with each other. Important documents can be sent around the world in seconds. Soon more and more people will work from home – or “telecommute” – rather than go into the office. By 2015 the Internet camera, will allow vast numbers of people to telecommunicate. Working hours will definitely be more flexible. Workers will fit their home lives around their work, such as taking the kids to school or doing the laundry.



People will start work earlier and finish work later to make up for the lost time in between. But work in the future won't be easy as it first sounds. Working hours will be long and weekend work common. People may need two or more part-time jobs to make a living. And don't forget that video camera on your computer-companies might be using it to monitor how hard their employees are working.

Do you agree with the opinions in the article? Make your own predictions about the future of work.

Making Predictions

Very likely

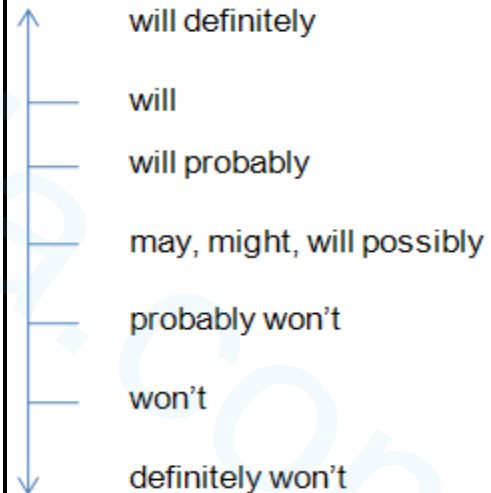
- Working hours will definitely be more flexible.
- Soon more and more people will work from home.

Probable

- People may need two or more part-time jobs to make a living.
- Companies might be using a video camera to monitor how hard their employees are working.

Make some sentences about the following topics for the year 2020. Do you think they are very likely or probable?

- *robot secretaries*
- *electric cars*
- *talking computers*
- *casual dress*



Making Predictions

Make a prediction for the future of business. Use your own ideas or develop one of the suggestions below. Then explain your prediction.

- money will be completely replaced by cards.
- virtual conferences will mean no more business travel
- robots will do more of our work



***Thank you for
today!***

***I'm looking forward to
seeing you again!***