

# ENGLISH PLUS

WITH  
ANSWER  
KEY

## PRACTICE WORKSHEETS



### BUSINESS ENGLISH

### JOB SATISFACTION

# Business English 01 | Job Satisfaction

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## 1. Complete the sentences with expressions you learned in the episode.

- Work that is satisfying and interesting is (A) \_\_\_\_\_ and (B) \_\_\_\_\_.
- If you spend time with customers, you have (C) \_\_\_\_\_.
- If you have a good working relationship with your colleagues, you (D) \_\_\_\_\_ them.
- If you do the actual work of the organization rather than being a manager, you are (E) \_\_\_\_\_.
- If you want to say that work is not repetitious, you can say '(F) \_\_\_\_\_'.
- (G) \_\_\_\_\_ and (H) \_\_\_\_\_ are when you have new and effective ideas that people have not had before.

stimulating  
rewarding  
creativity

client contact  
No two days are the same  
get on well with

Originality  
hands-on

2. **The aircraft engineer talks about his work. Complete his statements with expressions from the episode.**

- I don't always like working with other people. I like **(A)**\_\_\_\_\_.
- It's great to see what I learnt during my engineering course at university being applied in actual designs. I like **(B)**\_\_\_\_\_.
- I hate it when there is a big stack of documents and letters on my desk that I have to deal with. I don't like **(C)**\_\_\_\_\_ and **(D)**\_\_\_\_\_.
- I love the **(E)**\_\_\_\_\_ when we all work together to create something new.
- It's rare, but sometimes when I come into the office and see a huge pile of work waiting for me, I feel **(F)**\_\_\_\_\_.
- When we see a new plane fly for the first time, we all feel a great **(G)**\_\_\_\_\_.
- I get frustrated when you have to get permission to spend anything over \$50. I don't like **(H)**\_\_\_\_\_ and **(I)**\_\_\_\_\_.

teamwork

working on my own

putting ideas into practice

bureaucracy

red tape

snowed under

sense of achievement

admin

paperwork

3. **Put four of the headings in the correct places in the article.**

*Commuting - Hours Worked - Stress - Telecommuting - Time off - Vacation time*

**Most satisfied employees work longer**

People who are satisfied on the job have the best perks in areas you might expect, but they actually put in longer hours than less satisfied employees, according to a new survey. Workers who expressed satisfaction at work had substantially better conditions across the board, with easier unscheduled time off and better telecommuting options.

**Satisfaction vs. (A)**

There are a lot of workers who are both stressed and extremely satisfied. Forty per cent of

respondents in the most satisfied category said they were above the average in feeling stress, according to the study. But that number jumped to over half of respondents in less satisfied categories.

**(B)**  
\_\_\_\_\_

The distance people travelled to work wasn't as correlated to stress and satisfaction as most other categories. The most satisfied workers did have the shortest journeys-85 percent reported under an hour. But that category had almost as many journeys of over two hours as others.

**(C)**  
\_\_\_\_\_

The hours category showed a real shocker-that extremely satisfied employees are putting in a lot more time at work than others. They worked 56 hours a week on average-11 hours more than the least satisfied group.

**(D)**  
\_\_\_\_\_

Overall, 16 per cent of respondents said they could work from home any time they pleased, 28 per cent could do so with their manager's approval and 55 per cent were not allowed to. Satisfied workers had more work-from-home options than other respondents, with only 38 per cent saying that this was never an option.

Commuting

Stress

Hours Worked

Telecommuting

# Business English 01 | Job Satisfaction

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- 1. A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_  
G. \_\_\_\_\_ H. \_\_\_\_\_
  
- 2. A. \_\_\_\_\_ B. \_\_\_\_\_  
C. \_\_\_\_\_ D. \_\_\_\_\_  
E. \_\_\_\_\_ F. \_\_\_\_\_  
G. \_\_\_\_\_ H. \_\_\_\_\_  
I. \_\_\_\_\_
  
- 3. A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_  
D. \_\_\_\_\_

# Business English 01 | Job Satisfaction

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## 1. Complete the sentences with expressions you learned in the episode.

- Work that is satisfying and interesting is (A) rewarding and (B) stimulating.
- If you spend time with customers, you have (C) client contact.
- If you have a good working relationship with your colleagues, you (D) get on well with them.
- If you do the actual work of the organization rather than being a manager, you are (E) hands-on.
- If you want to say that work is not repetitious, you can say '(F) No two days are the same'.
- (G) Originality and (H) creativity are when you have new and effective ideas that people have not had before.

stimulating  
rewarding  
creativity

client contact  
No two days are the same  
get on well with

Originality  
hands-on

2. **The aircraft engineer talks about his work. Complete his statements with expressions from the episode.**

- I don't always like working with other people. I like **(A) working on my own**.
- It's great to see what I learnt during my engineering course at university being applied in actual designs. I like **(B) putting ideas into practice**.
- I hate it when there is a big stack of documents and letters on my desk that I have to deal with. I don't like **(C) admin** and **(D) paperwork**.
- I love the **(E) teamwork** when we all work together to create something new.
- It's rare, but sometimes when I come into the office and see a huge pile of work waiting for me, I feel **(F) snowed under**.
- When we see a new plane fly for the first time, we all feel a great **(G) sense of achievement**.
- I get frustrated when you have to get permission to spend anything over \$50. I don't like **(H) red tape** and **(I) bureaucracy**.

teamwork

bureaucracy

sense of achievement

working on my own

red tape

admin

putting ideas into practice

snowed under

paperwork

3. **Put four of the headings in the correct places in the article.**

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**Most satisfied employees work longer**

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**Satisfaction vs. (A) Stress**

There are a lot of workers who are both stressed and extremely satisfied. Forty per cent of

respondents in the most satisfied category said they were above the average in feeling stress, according to the study. But that number jumped to over half of respondents in less satisfied categories.

### **(B) Commuting**

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The distance people travelled to work wasn't as correlated to stress and satisfaction as most other categories. The most satisfied workers did have the shortest journeys-85 percent reported under an hour. But that category had almost as many journeys of over two hours as others.

### **(C) Hours Worked**

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The hours category showed a real shocker-that extremely satisfied employees are putting in a lot more time at work than others. They worked 56 hours a week on average-11 hours more than the least satisfied group.

### **(D) Telecommuting**

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Overall, 16 per cent of respondents said they could work from home any time they pleased, 28 per cent could do so with their manager's approval and 55 per cent were not allowed to. Satisfied workers had more work-from-home options than other respondents, with only 38 per cent saying that this was never an option.

Commuting

Stress

Hours Worked

Telecommuting

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1. A. ● **rewarding** \_\_\_\_\_ B. ● **stimulating** \_\_\_\_\_  
C. ● **client contact** \_\_\_\_\_ D. ● **get on well with** \_\_\_\_\_  
E. ● **hands-on** \_\_\_\_\_ F. ● **No two days are the same** \_\_\_\_\_  
G. ● **Originality** \_\_\_\_\_ H. ● **creativity** \_\_\_\_\_
2. A. ● **working on my own** \_\_\_\_\_ B. ● **putting ideas into practice** \_\_\_\_\_  
C. ● **admin** \_\_\_\_\_ D. ● **paperwork** \_\_\_\_\_  
E. ● **teamwork** \_\_\_\_\_ F. ● **snowed under** \_\_\_\_\_  
G. ● **sense of achievement** \_\_\_\_\_ H. ● **red tape** \_\_\_\_\_  
I. ● **bureaucracy** \_\_\_\_\_
3. A. **Stress** \_\_\_\_\_ B. **Commuting** \_\_\_\_\_ C. **Hours Worked** \_\_\_\_\_  
D. **Telecommuting** \_\_\_\_\_