

UNIT 36

TELECOMMUTING

Objectives: at the end of the lesson, students will be able to:

1. understand topic-related vocabulary;
2. use the infinitive to describe a process;
3. discuss the impact of telecommunication on people's lives.

Lead-in: Let's Talk!

1. What are some advantages of telecommuting
2. What are some potential challenges employees might face when telecommuting?

Vocabulary Building

Key Terms

Toggle – is to move from one file or setting to another

Basecamp – is a program offered by the company 37 signals that organizes projects and can be accessed by multiple users simultaneously

Telecommute – is to work at a location away from a main office by using technology

Dashboard – is a display on a computer that shows commonly or recently used files and programs

Color coding – is the practice of labeling things with different colors in order to tell them apart

Centralize – is to bring from multiple places and make them available in one location

Message board – is an online application that displays and organizes messages from users

Real-time – if information is updated or shown in real time, it is updated or shown at the same time as new information is received

Activity: Complete the puzzles using the clues.

A thing that needs to be brought from multiple places and made available in one location		e						i	
--	--	---	--	--	--	--	--	---	--

a display on a computer that shows commonly or recently used files and programs							a		
---	--	--	--	--	--	--	---	--	--

to work at a location away from the main office by using technology		e							
---	--	---	--	--	--	--	--	--	--

to move from one file or setting to another						l	
---	--	--	--	--	--	---	--

a program offered by the company 37 signals that organizes projects and can be accessed by multiple users simultaneously		a						
---	--	---	--	--	--	--	--	--

Reading



Attention all staff members, we are implementing a telecommuting program here at ABC Web Design. All employees now have the opportunity to telecommute one day a week. You are expected to stay in touch on your days out of the office. The following is a summary of the programs we'll use to commute.

Your project manager will show you how to use Basecamp and Dropbox. Basecamp allows us to centralize our projects. Everything you've been working on is available in one place. We use Dropbox for file sharing and storage. These web-based programs both provide remote access to files you normally work on in the office. In addition,

we want to maintain some face-to-face communication, so we will have conference calls daily using Skype.

If you have any further questions or comments, please feel free to post them on the company message board. We have created a special forum just for questions relating to telecommuting. Rather than send an e-mail, please make use of this tool so that we can all share our knowledge in one place.

Thanks,

Bob Smith, CEO, ABC Web Design

Activity: Choose the correct answers.

1. What is the purpose of the e-mail?

- A. To answer questions about telecommuting schedules
- B. To arrange telecommuting meetings and deadlines
- C. To explain a new telecommuting program
- D. To provide instructions on using web-based software for telecommuting

2. Which of the following is NOT a way to connect with the office when telecommuting?

- A. Posting on message boards
- B. Using Skype for file sharing
- C. Using Basecamp for remote access
- D. Using Dropbox for storage

3. What should employees use to comment on the telecommuting policy?

- A. Skype
- B. Dropbox
- C. Basecamp
- D. A message board

Grammar Focus: Infinitive

An infinitive is an impersonal verb form that only names an action and functions as both a verb and a noun. The infinitive answers the question “What to do?”. Most often the infinitive occurs after verbs:

offer	afford	learn	expect
prepare	happen	fail	dare
wish	remember	mean	seem
pretend	begin	manage	decide
start	refuse	try	want

The infinitive is often used after modal verbs. Modal verbs (may, could, should, should, should, maybe, could, would be better, would) are auxiliary verbs that include the ideas of ability, need, request, permission, advice, desire, and etc. to the action expressed by the main verb. The Infinitive of transitive verbs can be used in the passive voice. The passive voice is used when the actor is unknown or unimportant.

Active: (to) do/clean/see etc.

Passive: (to) be done/ cleaned/ seen etc.

Example: Information can be transmitted by devices such as the telephone, radio or TV.

There are many considerations to be taken into account.

Pay attention to the infinitive in the role of a definition, which comes after the word being defined and is translated by a subordinate attributive clause introduced by the word “**which**”. In this case, the predicate in the subordinate clause takes the form of the future tense or is used with the words “**must, need, can**”, regardless of the tense of the predicate.

Example: This is not a process to be oversimplified.

Activity: For each sentence, identify the infinitive and indicate its function (e.g., purpose, intention, etc.).

1. To learn a new language can be challenging but rewarding.

• Infinitive: _____

• Function: _____

2. She decided to travel abroad for her summer vacation.

• Infinitive: _____

• Function: _____

3. To bake a cake from scratch requires both time and patience.

• Infinitive: _____

• Function: _____

4. He promised to help me with my project.
 - Infinitive: _____
 - Function: _____
5. They plan to visit the museum next weekend.
 - Infinitive: _____
 - Function: _____
6. To write a compelling story is a skill that takes practice.
 - Infinitive: _____
 - Function: _____

Speaking

Activity: Discussion

Discuss the role of telecommunication in our life using viewpoint adverbs from the box.

no doubt	It is true that ...
without doubt	It is certain that ...
of course	To tell the truth...
to be sure	It is beyond doubt that
in fact	We assume that

Home assignment

Write a short paragraph (4-5 sentences) about your own experience or opinion on telecommuting. Answer these questions in your paragraph:

- Have you ever worked from home or studied online? What was it like?
- Do you think telecommuting is a good option for everyone? Why or why not?