

Functional Skills English | Level 2 Reading | Group Reading Activity | Text One

Article

Survey shows benefits of flexible working by Grant Bailey

Paragraph 1

Workers who are offered the option of flexible working are benefiting UK business by working more productively, a new survey claims. The poll compared the productivity of 1,500 workers who set their own hours or working location against 500 who do not. The findings suggest that flexible working could mean larger profits for companies.

Paragraph 2

The flexible workers surveyed said they felt they worked more effectively than those working a traditional nine-to-five job. A quarter of these people said they work hours that suit them better than normal office hours in their new flexi-routine.

Paragraph 3

'Flexible working has a huge number of benefits for employees and employers alike', said Olivia Hill, Chief HR Officer at AAT, which commissioned the study. 'In this connected world, all many people need to work is a laptop and a stable internet connection. These can be found in many places other than the office environment.'

Paragraph 4

'It seems employers are also becoming more likely to allow flexibility with hours as well as with location. The view is that as long as the job gets done, it doesn't really matter when and where it happens. The most important thing is strong levels of productivity.'

Paragraph 5

The main reason people gave for wanting to work flexibly was to balance their home and family life with work. Wanting more time with the kids was a common theme. Half of the workers also said that they wouldn't want to take a job if flexible working wasn't offered to sweeten the deal.

(Source: adapted from independent.co.uk, Flexible Workers take less leave and are more productive, Grant Bailey)

Functional Skills English | Level 2 Reading | Group Reading Activity | Text One Questions

1. Using Text One, identify **two** ways that businesses benefit from flexible working.

1.

2.

2. Which word best describes the style of Text One?

A serious

B humorous

C critical

D friendly

3. Which two of these quotations from Text One are examples of informal language?

A 'allow flexibility with hours'

B 'to sweeten the deal'

C 'strong levels of productivity'

D 'more time with the kids'

E 'home and family life'

4. You have been asked to add subheadings to each paragraph in Text One.

Number each subheading from 1 to 5 to show which best matches each paragraph.

Two have been done for you.

Subheading	Paragraph number
Flexibility on offer	4
Role of IT	
Work and family	
Working hours	2
Key findings	

5. You may use a dictionary to answer this question.

‘traditional nine-to-five job’

Give **one** word or phrase to replace the word ‘traditional’ that keeps the meaning of this quotation from Text One the same.

Functional Skills English | Level 2 Reading | Group Reading Activity | Text One Answers

1.

Award **1** mark for each correct answer, up to a maximum of **2** marks:

- (employees) working more productively (1)
- larger profits (1)
- (employees) worked more effectively (1)

Accept any other appropriate wording.

2.

A – serious

3.

B – ‘to sweeten the deal’

D – ‘more time with the kids’

4.

Paragraph number to match subheading:

Subheading	Paragraph number
Flexibility on offer	4
Role of IT	3
Work and family	5
Working hours	2
Key findings	1

- Award **1** mark if one is correct.
- Award **2** marks if two or three are correct.

5.

Award **1** mark for any reasonable word or phrase to replace 'traditional' that does not change the meaning of the sentence, e.g.:

- old-fashioned
- conventional / typical
- ordinary / normal
- established / customary