Learning Goals

In this class, you will learn language to do the following:

• Talk about the technology used in your workplace.
• Consider whether technology has transformed your workplace.
• Discuss the advantages and disadvantages of telecommuting.
• Speculate on future technology changes in your workplace.
Technology in the Workplace

Advanced

- What kind of technology is used in your workplace?
- Does your job require computer literacy?

**Vocabulary**

<table>
<thead>
<tr>
<th>voicemail</th>
<th>email</th>
<th>tech-savvy</th>
</tr>
</thead>
<tbody>
<tr>
<td>video conference</td>
<td>laptop</td>
<td>website</td>
</tr>
<tr>
<td>automated system</td>
<td>cellular phone</td>
<td>Internet</td>
</tr>
</tbody>
</table>
The Technology Revolution

Advanced

How has technology transformed your workplace over recent years?

Vocabulary

amount of communication  training and development
lifelong learning  research and development (R&D)
information overload  repetitive stress injury
ergonomics  rate of change
multitasking
• What are the advantages and disadvantages of telecommuting?
• Does your company allow telecommuting? Why or why not?

Vocabulary

<table>
<thead>
<tr>
<th>independence</th>
<th>discipline</th>
<th>traffic</th>
<th>commuting</th>
</tr>
</thead>
<tbody>
<tr>
<td>isolation</td>
<td>freedom</td>
<td>teamwork</td>
<td>corporate culture</td>
</tr>
</tbody>
</table>
The Future

Advanced

In your opinion, how will the technology in your workplace be different 10 years from now?

**Vocabulary**

- robots
- drones
- biometrics
- outsourcing
- speech to text
- artificial intelligence
- natural language processing
- mass customization
- virtual assistants
Links for Further Study
Advanced

Vocabulary Center: Technology
http://edge.globalenglish.com/templates/bin/template.asp?lang=en&ClassId=204&ObjectId=226906
GlobalEnglish One >> Study >> Vocabulary >> Topic Word Lists >> Technology (Advanced - 22 words)

Grammar Center: Conditional (to talk about imaginary situations in the future)
https://edge.globalenglish.com/GrammarCenter/Details/sentencetype/conditionalunreal/100304
GlobalEnglish One >> Study >> Grammar Center >> Sentence Type >> Conditional