The Work That Can Wait

B2 Upper-intermediate · Work · about 2 min of audio

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Name _____ Date _____

Part 1 — Fill the gaps while you listen

1. Trading Friday for four working days can sound _____ until the same reports must fit tighter deadlines.
2. At a design agency, the team tested the idea by tracking _____ and unfinished tasks.
3. They found that status meetings repeated updates already visible in shared notes, while client reviews needed _____.
4. Removing the meetings freed hours, but it did not make every deadline _____.
5. Some _____ could wait until Monday, whereas safety checks and promised replies could not.
6. That _____ matters because cutting work of little value is different from hiding it inside longer days.
7. _____ also need a way to flag tasks that remain essential but lack enough time.
8. Otherwise, the trial may reward silent overtime rather than reveal genuine _____.
9. Clients may prefer dependable response times to a shorter week whose costs are quietly _____ to them.
10. A shorter week works when _____ are clear, coverage is protected, and overload is not disguised as efficiency.

Part 2 — Write every sentence you hear

1. _____

2. _____

3.

4.

5.

6.

7.

8.

9.

10.

Answer key

Part 1 — the missing words

1. appealing 2. interruptions 3. discussion 4. realistic 5. requests 6. distinction 7. Employees 8. efficiencies 9. transferred 10. priorities

Part 2 — the full transcript

1. Trading Friday for four working days can sound appealing until the same reports must fit tighter deadlines.
2. At a design agency, the team tested the idea by tracking interruptions and unfinished tasks.
3. They found that status meetings repeated updates already visible in shared notes, while client reviews needed discussion.
4. Removing the meetings freed hours, but it did not make every deadline realistic.
5. Some requests could wait until Monday, whereas safety checks and promised replies could not.
6. That distinction matters because cutting work of little value is different from hiding it inside longer days.
7. Employees also need a way to flag tasks that remain essential but lack enough time.
8. Otherwise, the trial may reward silent overtime rather than reveal genuine efficiencies.
9. Clients may prefer dependable response times to a shorter week whose costs are quietly transferred to them.
10. A shorter week works when priorities are clear, coverage is protected, and overload is not disguised as efficiency.

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