

EMPLOYABILITY

Working from home pack



Stuck?

- ❖ If you can, ask someone you live with for support
- ❖ Email me
- ❖ Email a friend and ask for their advice
- ❖ Use Google
- ❖ Use a dictionary
- ❖ Refer back to any information you've been given
- ❖ Take a break and come back to it

TOPICS

Job Insight: Postal delivery worker

Making a work space at home

Word Scramble

Job Insight: Postal Delivery Worker

Use this website

<https://nationalcareers.service.gov.uk/job-profiles/postman-or-postwoman> to help you find the answers to the questions below.

Q1. What are postal delivery workers commonly referred to as? List both genders.

Q2. What is the role of a postal delivery worker?

Q3. What skills do you need for this role? List the five most important.

Q4. How can you become a postal delivery worker? Explain briefly each route.

Q5. Are there any additional requirements for this role?

Q6. Would you like to be a postal delivery worker? Why/ why not?

Q7. Design a job advert for the role of postal worker. Include salary, working hours etc. Make it look professional and attractive.

Making a Work Space at Home

Read the text below and then answer the questions.

Having a comfortable and functional work space is a necessity when working from home. You can't focus if your space is a mess, and you can't work efficiently if you don't have everything you need within easy reach.

GET A GOOD CHAIR AND DESK

This is really important. You will hate working if you are uncomfortable the whole time.

SET UP YOUR OFFICE SOMEWHERE WITH GOOD LIGHT

If you have the option to choose where to put your desk, put it somewhere near a window with natural light (watch out for monitor glare though) or bring in some lighting so that you can see what you're doing. There's nothing more frustrating than straining to see what you're working on!

CREATE A FILING SYSTEM

If your desk is doing double-duty for both work and personal purposes, you need a great filing system. Get a filing cabinet and use separate drawers for business and personal files like bills, to ensure nothing get mixed up.

HAVE A PLACE TO KEEP "JUNK"

I know that sounds weird, but we all get clutter and junk and random things that end up on our desks. Instead of letting these things get mixed in with your documents, create a space for them. When that space gets full, get it cleaned out! If you need to do something with some of that junk, then do it! Just keep it out of your actual work!

INVEST IN ORGANISATIONAL TOOLS

And use them. Drawer organizers to keep your paperclips, a cup to hold your pens, binders and file folders to hold your documents.

DECORATE YOUR SPACE

Make your work space somewhere you want to spend time! Put up some artwork, colour coordinate your office supplies, and create inspiration boards related to your work.

CLEAN UP AT THE END OF THE DAY

Spend the last few minutes of your workday straightening up your desk and putting things away. Don't leave your work spread out everywhere. Putting your work away at the end of the day helps you "log out" of work, and helps prevent you from mixing your work and play times.

A functional and comfortable work space will make working at home easier and more enjoyable!

Questions

Q1. What are the 7 tips for creating a comfortable work space?

Q2. Why is it important to work somewhere with good lighting?

Q3. Why is it important to have a good chair?

Q4. Describe where you work at home. How could you make it more comfortable and functional?

Q5. It's time to get creative. Think about your ideal home office. What would it look like? What furniture would it have? What stationary would you use? Find four images which show what your ideal home office would look like.

Word Scramble

Unscramble these letters to make a word related to today's topics.

Osapntm

Osapntmwo

Moeh

Korw

Meali

This next one is a top hygiene tip. Fill in the gaps.

W _ S _ Y _ _ R _ A N _ _ R _ G _ L A _ L Y