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https://www.100test.com/kao_ti2020/645/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_645416.htm Flexible working Ex 5: Sample answer: (250words) Resource Planning Manager: Assessment of Suitability for Home-based Working Introduction The purpose of this report is to assess the suitability of my position as Resource Planning Manager for home-based working. Findings My working pattern and that of my colleagues varies from week to week. During certain periods a large proportion of my time is spent doing fieldwork. This is followed by office-based collating and recording the data collected. Once the results have been recorded, I proof-read the colour copies of all reports and maps. As regards communication with colleagues, department meetings are held once a fortnight. At other times, the individual members of the team communicate either face-to-face or by phone, depending on their location. Apart from official meetings, the same results can be achieved whether I am in the office or working elsewhere. Conclusion It is clearly that I could be able to undertake the duties while working from home for a large proportion of my time. Clearly, some days would be spent in the office for face-to-face communication with colleagues. It would also be necessary to use the technical facilities at times. However, in order to be able to work effectively from home, I would need to be provided with a networked computer and printer. Recommendations I would suggest that I should be given the necessary equipment to work partially from home for a trial period.

After this time, further consultation should take place in order to reassess the situation. 相关推荐：商务英语(BEC)段落写作练习及讲解 2010年商务英语高级考试写作范文 BEC商务英语高级范文汇总 BEC高级写作部分综合指导汇总 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com