

An introduction to self-employment Unit 1

Activities/Worksheets

You are going to complete two activities associated with self-employment. You will learn new vocabulary and consider the advantages and disadvantages associated with self-employment.

Please read 'Think about it' first and then complete the activities.

Think about it!

Are you self-employed?

Do you know anyone who is self-employed?

Have you ever thought about becoming self-employed?

If you have answered 'yes' to any of the above questions, you are in the right place!

Now, please ask yourself the following questions. You can write a list if it helps.

'Why do you think some people choose to be self-employed?'

'Why do you think some people don't choose to be self-employed?'

Now, please complete activities 1 and 2. Don't forget to use your dictionary for any problem words.

For further information on becoming self-employed, learners can visit the Citizens Advice Bureau website at:

http://www.adviceguide.org.uk/index/your_money/employment/self-employment_checklist.htm

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Worksheet 1a Advantages and disadvantages

Here are some advantages and disadvantages of being self-employed. Decide if they are advantages or disadvantages for YOU and put them into the corresponding box. There are no right or wrong answers!

Advantages	Disadvantages

- a. You have to arrange your own pension
- b. You have freedom and control
- c. You have no regular income
- d. You can take time off when you want
- e. The working hours are flexible
- f. You can choose who to work with
- g. There's no sick pay
- h. You can do something you love doing
- i. You have no boss
- j. It takes a long time to develop a successful business
- k. You have to work long hours
- l. It is rewarding
- m. You have to do your own bookkeeping
- n. You don't get paid holidays
- o. You can work from home
- p. It's expensive to start a business
- q. You can use all your skills
- r. You have to find enough work
- s. The money you make is yours
- t. If there's no work you can't get unemployment benefits

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Worksheet 1b: Advantages of being self-employed

What would be the main advantages for you if you were self-employed? Rank the list according to 1) Most important; 10) least important. There are no correct answers to this activity.

You can do something you love doing

You have no boss

It is rewarding

The working hours are flexible

You have freedom and control

You can take time off when you want

You can use all your skills

The money you make is yours

You can choose who to work with

You can work from home

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Worksheet 1c Vocabulary development

1. Write the best word(s) in the gaps to complete each sentence.

	paid holidays		sick pay
freedom		skills	pension
	unemployment benefits		rewarding
flexible		bookkeeping	income

1. He has excellent computer _____.
2. I don't want a boss telling me what to do; I want some _____ at work.
3. She's very since becoming self-employed; she finds it _____.
4. He can start work when he likes; the hours are _____.
5. I was in bed with flu last week; unfortunately I won't get any _____.
6. I'm self-employed and can't imagine retiring at 65 with a good _____.
7. Now I'm self-employed I won't get any _____ when I go camping this summer.
8. My sister's feeling rich; her _____ has increased by 10% this year.
9. As she's self-employed, she can't claim _____ when there's no work.
10. His wife keeps all the records of the business; she's good at _____.

Which word class (n/v/adj) does each word in the box belong to?

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Worksheet 1d

Practise saying these words. How many syllables do they have? Where is the main stress?

● ● ●

e.g. holidays

holiday freedom skills pension unemployment

benefit rewarding flexible bookkeeping income

Put each word in the correct place:

●

● ●

● ● ●

holiday

● ● ● ●

● ● ● ● ●



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Worksheet 1e. Web Quest

Have you heard of the Citizens Advice Bureau? What kind of things does the organisation do?

Go to the link to the Citizen's Advice Bureau (CAB) and then click on the tab with the country you live in (England / Northern Ireland / Scotland / Wales).

http://www.adviceguide.org.uk/index/your_money/employment/self-employment_checklist.htm

Try to find answers on the CAB site to the following questions:

1. Why is good bookkeeping or having a bookkeeper/accountant important?
2. Where can you get more information about income tax for self-employed people?
3. As a self-employed person, what do you have to do to get a state retirement pension?
4. Who can advise about how setting up a business may affect your immigration status?
5. Do you have to pay national insurance contributions as a self-employed person?
6. Who can advise a self-employed person about claiming benefits?