# 169 - Remote Work - Trabajo Remoto

**A.** Complete the text using the verbs from the box. Completa el texto usando los verbos del recuadro (fíjate en el ejemplo).

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sharing - development - recycling - tools - flexibility -

articles - virtual - emails - remote -  travel plans

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Hi everyone! I'm Tom, and I work in software _____ **development** _____. I create apps and websites. I often get my projects on Freelancer.com, Malt, and Upwork. My latest project was developing a mobile app for a startup, which was exciting to see evolve from an idea to a finished product. I love the _____ of remote work because it allows me to work on different projects from anywhere.

My sister Laura works as a _____ assistant. She handles administrative tasks, manages calendars, and deals with _____. She mainly uses Workana but also finds jobs on Freelancer.com and Upwork. There's a lot of demand for virtual assistants, so there's always something available. One of her recent tasks was organizing _____ for a client in three different time zones, which she found challenging but fun. She also loves the flexibility of _____ work as it allows her to manage her schedule and work from different places. Recently, she moved to a new city without affecting her work.

My best friend Susan is a content writer who writes _____, blogs, and website content. She uses Upwork and Freelancer.com too and has had good results on Malt, especially for longer projects. Last month, she finished a blog series about _____. She also enjoys not being limited to just local opportunities and can apply for positions globally.

We all have our favorite _____ that make remote work easier. Laura relies heavily on Zoom for meetings to maintain clear communication with clients, while Susan's go-to tool is Google Docs for writing and collaboration; it's easy to use and perfect for client _____ and editing documents. As for me, I use plenty of tools, and I need help to choose just a few!

**B.** <u>Write true or false. Escribe verdadero o falso (sigue el ejemplo).</u>

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|---|---|
| 1. *Tom works in software development.* | **True** |
| 2. *Susan develops mobile apps for startups.* | **False** |
| 3. *Laura handles administrative tasks as a virtual assistant.* | |
| 4. *Laura uses Google Docs for writing.* | |
| 5. *Tom has trouble choosing just a few tools for his work.* | |
| 6. *Laura organized travel plans for a client in five time zones.* | |
| 7. *Susan finished a project about recycling last month.* | |
| 8. *Laura recently moved to a new city, and it affected her work.* | |
| 9. *Susan writes content like articles and blogs.* | |
| 10. *Susan only works on local projects.* | |

<u>Traducción punto B disponible:</u>

1. *Tom trabaja en desarrollo de software.*
2. *Susan desarrolla aplicaciones móviles para startups.*
3. *Laura maneja tareas administrativas como asistente virtual.*
4. *Laura usa Google Docs para escribir.*
5. *Tom tiene dificultades para elegir solo unas pocas herramientas para su trabajo.*
6. *Laura organizó planes de viaje para un cliente en cinco zonas horarias.*
7. *Susan terminó un proyecto sobre reciclaje el mes pasado.*
8. *Laura se mudó recientemente a una nueva ciudad y eso afectó su trabajo.*
9. *Susan escribe contenido como artículos y blogs.*
10. *Susan solo trabaja en proyectos locales.*