

# A business report – task

## Use the information below to write a report in formal style.

You are employed as a consultant for Sys.tech, an IT company employing about 800 people at offices in central London.

**Problem:** Your company has asked you to investigate the feasibility of home-working.

**Procedure:** a) You carry out a series of interviews with managers and employees  
b) You consult the Chamber of Commerce for statistics and look into companies that have introduced home-working

Summarise your findings for Sys.tech and recommend a course of action.

## Your raw data

### a) Typical employee responses

#### 1) from Department Managers

- Traffic congestion has been increasing in the city; many employees arrive at work late. This is eating into valuable core time and decreasing efficiency.
- I can't imagine how home-working is going to work. I need daily face-to-face contact with my staff.

#### 2) from employees

- I live outside London because rents are just too high in the city. I spend up to three hours a day commuting.
- I use public transport to get to work, but this is costing me a bomb every month.
- I want to be able to decide how I spend my working week. This job would be much more attractive if I could do it at home, because I could choose my working times.
- Well, if I'm going to be working at home, I expect the company to provide me with the technology I need.

### b) Results of your research

- Average cost of maintaining a desk in central London = about £10,000 a year
- If at least 20% of employees worked from home two days a week and the company introduced a flexible desk policy, Sys.tech could save 50% in real estate costs in the next ten years.
- Company X has been practicing a home-working model for four years. They have reported increased productivity and a drop in absenteeism.