**WORK AND STUDY**

**A] Complete the following sentences with a word from those given below in italics.**

*Career, entitlement, experience, glass, overworked, passed, paternity/maternity, shortlisted, snowed, turned*

1. In some countries new fathers are allowed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ leave.
2. Women sometimes complain of a(n) \_\_\_\_\_\_\_\_\_\_\_ ceiling, which stops them from getting promotion.
3. I can’t come out tonight – I’m \_\_\_\_\_\_\_\_ under with work.
4. Dom has been \_\_\_\_\_\_\_ for the job – he’s got an interview next week.
5. The salary for Neil’s job is excellent but the holiday \_\_\_\_\_\_\_\_\_\_\_ is not very good.
6. Bella is always complaining of being \_\_\_\_\_\_\_\_ and underpaid.
7. If you are looking for a rewarding \_\_\_\_\_\_\_\_ in journalism, send us your CV.
8. We are looking for people who already have some sales \_\_\_\_\_\_\_\_\_\_\_.
9. Kay was disappointed when she was \_\_\_\_\_\_\_\_\_ down for the job she’d applied for.
10. Vita was \_\_\_\_\_\_\_\_\_ over for promotion again this year.

**B] Match words from group A with words from group B to make ten expressions and then use them to rewrite the sentences (1-10) without changing the meaning.**

GROUP A: a lack, a penalty, an outstanding, low, the survival, to acknowledge, to amass, to conduct, to default, to miss, to submit

GROUP B: a deadline, a fortune, a tender, account, business, clause, morale, of resources, of the fittest, on a payment, receipt

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Henry had already made a lot of money by the time he was thirty.
12. Please let me know when you receive the parcel.
13. Unfortunately, you have failed to complete your report by the agreed date.
14. The staff are\*suffering from a lack of confidence in the company. \*\*
15. In business just as in the natural world, it is the case that the strongest will be the most successful.
16. Please note that a point of the contract that states what happens if you do not do what you agreed to do.
17. The company’s problem is that it doesn’t have enough staff, equipment or materials.
18. If you are interested in doing the work, you should send in a proposal by June, 1st.
19. We no longer do business with that company because they have failed to pay a bill.
20. The company still has a bill from us that they have not yet paid.

**C] Decide which paraphrase best fits and matches the meaning of the underlined expressions.**

1. I’m pretty low down in the pecking order in the company.
2. *System of choosing people to do particular jobs in rotation*
3. *Hierarchy or order of importance*
4. I’d prefer not to talk shop at the moment.
5. *Talk about work matters outside of working hours*
6. *Talk about problems on the shop floor*
7. Charles is my opposite number in the Singapore office.
8. *Charles does the same job as me in the Singapore office*
9. *Charles does a completely different job to mine in the Singapore office*
10. I don’t like to having to meet deadlines.
11. *Get things finished by a fixed time*
12. *Meet dull, boring people*
13. I usually knock off around five on Fridays [clock on, clock off]
14. *I usually do about five jobs on a typical Friday*
15. *I usually finish work about five o’clock on a typical Friday*

**D] How do you call …………...?**

1. A job where two people have a 50% contract to do the same job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The system where employees may start and finish work at times that suit them? \_\_\_\_\_\_\_\_
3. A work with no prospects of promotion? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Work that involves a lot of forms, letters, reports, invoices, beginning with “p”? \_\_\_\_\_\_\_\_
5. A worker that works days one week, then nights the following week, et.c? \_\_\_\_\_\_\_\_\_\_\_\_

**D] Match the halves of these expressions and then use them to fill in the gaps of the sentences.**

Hard Marketing

Niche Leader

Confusion Selling

Inertia Market

Loss Sell

1. Computers that you wear on your wrist may become popular in the future, but for now they only appeal to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of people who love gadgets.
2. They are selling CDs as a \_\_\_\_\_\_\_\_\_\_\_ to attract more customers into the store.
3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ doesn’t always work with everybody; a lot of people don’t like to feel they are being pushed into buying things.
4. There’s a lot of \_\_\_\_\_\_\_\_\_\_ going on right now; it’s not surprising that people get mixed up over who can offer the best products or the best price.
5. It was an example of \_\_\_\_\_\_\_\_\_\_; we were forced to buy travel insurance just because we didn’t explicitly say “no” on the travel agent’s form.

**E] Fill in the gaps of the following sentences with an appropriate term/phrase from those provided [Check your Vocabulary for Business and Administration, pp. 39-43]**

*Drive, increment, disciplinary, incentive, in arrears, entitlement, grievance, probationary, appointment, notice period, delegate, disposition, fixed-term, induction, aptitude*

1. Natural tendency or bent of the mind, esp. in relation to moral or social qualities; mental constitution or temperament; turn of mind: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The action or process of increasing or becoming greater, or (with plural) a particular case or instance of this (e.g. in the amount someone is paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The formal introduction to an office, position, or possession: \_\_\_\_\_\_\_\_\_\_\_
4. Having the quality of arousing to feeling or action; provocative, exciting: \_\_\_\_\_\_\_\_\_\_\_\_\_
5. If someone is [paid](https://dictionary.cambridge.org/dictionary/english/paid) in [arrears](https://dictionary.cambridge.org/dictionary/english/arrears), they are [paid](https://dictionary.cambridge.org/dictionary/english/paid) at the end of the [period](https://dictionary.cambridge.org/dictionary/english/period) of time during which the [money](https://dictionary.cambridge.org/dictionary/english/money) was [earned](https://dictionary.cambridge.org/dictionary/english/earn): \_\_\_\_\_\_\_
6. Designating something (such as a contract, appointment, etc.) which lasts for or continues throughout a (specified) finite length of time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. To entrust (authority, responsibilities, a task, etc.) to another person or group - A person who attends a meeting, conference, forum, etc., esp. one who is elected or appointed to represent a particular association or other body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. A legal right or just claim to do, receive, or possess something: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. The [act](https://dictionary.cambridge.org/dictionary/english/act) of [officially](https://dictionary.cambridge.org/dictionary/english/officially) [choosing](https://dictionary.cambridge.org/dictionary/english/choosing) someone for a [job](https://dictionary.cambridge.org/dictionary/english/job), or the [job](https://dictionary.cambridge.org/dictionary/english/job) itself:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Natural capacity to learn or understand; intelligence, quick-wittedness, readiness: \_\_\_\_\_\_\_\_\_\_
11. A [complaint](https://dictionary.cambridge.org/dictionary/english/complaint) or a [strong](https://dictionary.cambridge.org/dictionary/english/strong) [feeling](https://dictionary.cambridge.org/dictionary/english/feeling) that you have been [treated](https://dictionary.cambridge.org/dictionary/english/treat) [unfairly](https://dictionary.cambridge.org/dictionary/english/unfair):\_\_\_\_\_\_\_\_\_
12. Relating to or concerned with discipline; esp. that promotes or enforces disciplined behaviour or orderly observance of rules: \_\_\_\_\_\_\_\_\_\_\_\_
13. [energy](https://dictionary.cambridge.org/dictionary/english/energy) and [determination](https://dictionary.cambridge.org/dictionary/english/determination) to [achieve](https://dictionary.cambridge.org/dictionary/english/achieve) things:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. [Relating](https://dictionary.cambridge.org/dictionary/english/relate) to a [period](https://dictionary.cambridge.org/dictionary/english/period) of [time](https://dictionary.cambridge.org/dictionary/english/time) when you are new to a [job](https://dictionary.cambridge.org/dictionary/english/job) or [activity](https://dictionary.cambridge.org/dictionary/english/activity) and are being [watched](https://dictionary.cambridge.org/dictionary/english/watch) and [tested](https://dictionary.cambridge.org/dictionary/english/test) to [see](https://dictionary.cambridge.org/dictionary/english/see) if you are [suitable](https://dictionary.cambridge.org/dictionary/english/suitable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. The [period](https://dictionary.cambridge.org/dictionary/english/period) of [time](https://dictionary.cambridge.org/dictionary/english/time) that an [employee](https://dictionary.cambridge.org/dictionary/english/employee) must [work](https://dictionary.cambridge.org/dictionary/english/work) in [their](https://dictionary.cambridge.org/dictionary/english/their) [job](https://dictionary.cambridge.org/dictionary/english/job) after they have said that they are [leaving](https://dictionary.cambridge.org/dictionary/english/leaving), or after they have been [asked](https://dictionary.cambridge.org/dictionary/english/ask) to [leave](https://dictionary.cambridge.org/dictionary/english/leave): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MATERIAL SOURCES**

1. Test Your English Vocabulary, Michael MacCarthy & Felicity O’ Dell, Cambridge Publications