

Answer key

Ex.1

I think I have a good **working** relationship with most of my colleagues. I tried to establish a good **rapport** with them from the very beginning. The person I like most in my **opposite number** in our office in Paris. Generally, when I socialize **with** my colleagues outside of work, we try not to **talk shop**, but it's not easy and sometimes we have a good gossip about people who are not there.

Ex.2

1. -to-five
2. clock in and out
3. workload
4. behind a desk
5. flexi – time
6. a rut
7. shift work
8. freelance
9. self-employed
10. end job
11. off
12. antisocial

Ex. 3

1. hand in his notice
2. apply for
3. dismissed
4. resign
5. retire
6. filled in
7. promoted
8. attend an interview
9. commute
10. laid off

Ex.4

1. vacancy
2. salesperson
3. employee
4. candidates
5. qualifications / references
6. qualifications / references
7. short-list
8. candidates
9. salary
10. increment
11. commission
12. perks
13. pension
14. promotion
15. manager
16. prospects