











Keys

1.

	Computer screen
	Pins
	Pencil sharpener
	Notepad
	Folder
	Paper clip
	Rubber stamp

	Keyboard
	Printer
	Briefcase

2. 1. Printer. 2. Mobile phone. 3. Briefcase. 4. Photocopier. 5. Email.

3. 1. I was **hired** by an insurance company just two weeks after graduating from college.

2. I **go to** work at 8:30, and I **get off** work at 5.

3. I have a 20-minute **commute**.

4. Peter was **fired** because he never came to work on time.

5. In most countries, people **retire** around age 65.

4. 1. This job is too *(stressed-out/stressful)*.

2. I was *(hired/heard)* last month.

3. They *(fired/failed)* two of my co-workers, and I'm afraid I might be next.

4. I work *(at/in)* sales.

5. The company has a reputation for treating their *(employees/employed)* well.

6. I usually don't eat in the *(lunchroom/lunch-zone)*. I go out to eat.

7. The dress *(code/cut)* is casual.

8. I get along well with most of my *(colleagues/employees)* (= co-workers).

9. He's not very *(producing/productive)*. He just chats to his friends on Facebook all day.

10. I'm taking a week *(off/of)* to go on vacation.