

L35 - At work - Vocabulary










WORK HARD.
play hard.




Vocabulary (office stationery)

https://quizlet.com/_5gg6fs

1. briefcase – сумка, дипломат
2. computer screen – экран
3. keyboard – клавиатура
4. mouse – мышь
5. mouse mat – коврик для мышки
6. fax machine – факс
7. photocopier – ксерокс
8. printer – принтер
9. folder – папка
10. notepad – блокнот
11. paper clip – скрепка
12. pins – кнопки
13. pencil sharpener – точилка для карандаша
14. stamp – печать
15. stapler – степлер

Exercise 1. Match the pictures with the words.

	Keyboard
	Notepad
	Briefcase
	Printer
	Paper clip
	Computer screen
	Pencil sharpener

	Pins
	Rubber stamp
	Folder

Exercise 2. Complete the sentences with words given below.

Printer mobile phone briefcase photocopier email

1. I need to print this letter, but the ... isn't working.
2. Don't forget your I may need to call you while you're out of the office
3. I left my ... on the train. It had all kinds of important documents in it.
4. Could you make a copy of this letter for me, please? The ... is over there.
5. Send me an It's quicker than writing a letter.



Vocabulary (Employment)

[https://quizlet.com/ 5gkhyi](https://quizlet.com/5gkhyi)

1. to hire – нанимать на работу
2. employee – работающий
3. **employer** – работодатель
4. **colleagues / coworkers** – коллеги
5. **boss / supervisor** – начальник
6. **full-time** – полное рабочее время
7. **part-time** – неполное рабочее время
8. **flex-time** – гибкий график
9. **shift** – рабочая смена
10. **overtime** – сверхурочная работа
11. **go to work** – идти на работу
12. **get off work** – идти с работы
13. **commute** – поездка на работу и обратно
14. **earn a salary** – зарабатывать зарплату
15. **promotion** – повышение
16. **bonus** – бонус
17. **to fire** – уволить
18. **to retire** – выходить на пенсию
19. *stressful* – стрессовый, напряженный
20. *day off* – выходной

Exercise 3. Complete and translate the sentences.

fire go to hire commute get off retire

1. I was ... by an insurance company just two weeks after graduating from college.
2. I ... work at 8:30, and I ... work at 5.
3. I have a 20-minute
4. Peter was ... because he never came to work on time.
5. In most countries, people ... around age 65.

Exercise 4. Choose the correct word and translate the sentence.

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.