

Answers:

I. Match the words and phrases to the definitions.

1. money that is earned from doing work or received from investments	a. salary
2. working at different times: days one week, nights the next	b. to work flexi-time
3. the money a retired person receives	c. wages
4. to work regular daytime hours	d. to run a business
5. money paid every month for work	e. fee
6. to manage or be responsible for a company	f. to have a nine-to-five job
7. extra money paid to employees e.g. as a reward for good work	g. income
8. to do routine work such as writing letters, filling in forms	h. to do paperwork
9. money paid per hour or per week of work	i. profit
10. to be able to start and finish work at different times each day	j. to do shift work
11. payment for professional services e.g. of a doctor or lawyer	k. bonus
12. money that is earned in trade or business after paying the costs of producing and selling goods and services	l. pension

1. g 2. j 3. l 4. f 5. a 6. d 7. k 8. h 9. c 10. b 11. e 12. i

II. Complete the sentences.

1. I often do ___ work. **shift**
2. I belong to a ___ union. **trade**
3. We went on ___ last year. **strike**
4. Do you get an annual _____? **bonus**
5. Our working ___ are good. **conditions**
6. I often have to work _____ time. **over**
7. She ___ two weeks off in summer. **takes**

8. Does he suffer from ___ in his job? **stress**

III. Choose the correct word in each sentence.

1. Most people would prefer a **job** / *work* which was near home.
2. Every Friday, the building workers are given their *salary* / **wages**.
3. The manager told David to make an **application** / *invitation* for the job.
4. When he retired he received a monthly **pension** / *reward*.
5. Would you like to come into my *bureau* / **office**?
6. I'm **in charge of** / *deal with* all deliveries out of the factory.
7. I **run** / *lead* the coffee bar and restaurant in the museum.
8. I have to **deal with** / *charge of* any complaints.
9. Ann works in advertising and **earns** / *wins* a very high salary.
10. I have to *run* / **attend** a lot of meetings.

IV. Match the questions with the answers.

1. What do you do for a living?	a. Yes, if we are very busy.
2. How much do you earn?	b. Yes, up to six months' full salary
3. Do you have to pay income tax?	c. £40,000 per year
4. How much holiday do you get?	d. Yes, I pay 40% a year to the government
5. Do you have to work overtime in your job?	e. I deal with overseas clients, mainly.
6. Do you get holiday pay?	f. 28 days.
7. Do you get sick pay?	g. I work for an international bank.
8. What does your job involve?	h. Yes, it's included in my salary

1. g 2. c 3. d 4. f 5. a 6. h 7. b 8. e

V. Complete the sentences.

1. I work __ bank. **in**
2. He always looks worried because he has such a ____ job. **stressful**
3. Everyone has the _____ to a lunch break – it's the law. **right**
4. I don't belong to a _____ any longer. **trade union**
5. Are you ____ to sick pay in your job? **entitled**
6. I often have to work nights, but I don't really like ____ work. **shift**
7. Bus drivers have a basic 35-hour week, but many of them work _____. **overtime**
8. A lot of people get ____ in addition to their salaries. **bonus**
9. Some of the workers went on _____ last year for higher pay. **strike**
10. I work __Fiat. **for**