

# Vocabulary Associated with Work

## Activity Sheet (page 1/2)

**A. Match the beginnings of the sentences with the correct endings.**

- |  |   |
|--|---|
| 1. We can't afford to <b>hire</b> .....                  | a. meeting, as many of the staff were ill.    |
| 2. I decided to <b>resign</b> as I was no .....          | b. as the working hours didn't suit him.      |
| 3. Although I don't <b>earn</b> a lot of .....           | c. soon as I turn 65.                         |
| 4. Peter had to <b>turn down</b> the job offer .....     | d. longer happy working for the company.      |
| 5. I had to <b>sack</b> one of our waiters because ..... | e. any new staff right now.                   |
| 6. I plan to <b>retire</b> as .....                      | f. though I was unlikely to get it.           |
| 7. I decided to <b>apply</b> for the job, even .....     | g. many customers had complained about him.   |
| 8. We decided to <b>call off</b> the .....               | h. money, I really love my job.               |
| 9. The company had to <b>lay off</b> 50 members .....    | i. day. It takes me an hour each way.         |
| 10. I <b>commute</b> to work by train every .....        | j. of staff as it was struggling financially. |

**B. Match the verbs in bold from Exercise A with their definitions below.**

- |   |   |
|---|---|
| 1. Make money from working                | 6. Employ / take someone on                         |
| 2. Quit a job                             | 7. Ask formally for a job. (via email, letter, etc) |
| 3. Regularly travel between home and work | 8. Refuse an offer                                  |
| 4. Dismiss from employment                | 9. Dismiss from a job due to financial problems     |
| 5. Stop working due to age                | 10. Cancel  |
1. .... 2. .... 3. .... 4. .... 5. ....
6. .... 7. .... 8. .... 9. .... 10. ....

**C. Complete the sentences using the words below.**

applicant   employer   colleague   employee   intern

- An ..... is someone working to gain experience.
- An ..... is someone who works for a person or organisation.
- An ..... is a person or organisation that pays people to work for them.
- An ..... is a person who applies for a job.
- A ..... is someone that you work with.

**D. Complete the sentences using verbs from the previous page in the correct form plus one of the words below.**

pay rise    salary    CV    promotion    unemployed  
experience    part-time    overtime    position    career

1. Although I work hard, I don't ..... a high .....
2. They won't ..... anyone unless they have ..... working in this field.
3. I decided to ..... the ....., as I didn't want the extra responsibility.
4. The student was ..... from his ..... job after being caught stealing.
5. The company had to ..... staff last year. Many of them are still .....
6. They ..... my interview as they had just found someone for the .....
7. I spend 2 hours ..... every day and work ....., so I'm rarely home.
8. Stan ..... at 65 after a long and successful ..... in the music industry.
9. When I ..... for the job I sent them a copy of my .....
10. I ..... from my job, as after 10 years working there I'd never had a .....

**E. i) Complete the conversation questions using the words below.**

salary    part-time    promotion    retire    commute

1. Have you ever had a ..... job? If so, what was it?
2. At what age would you like to .....? What would you do with your time?
3. Would you prefer an interesting job with a low ..... or a dull job with a high one?
4. How long does it take you to ..... to work or school each day? How do you get there?
5. Have you ever been given a .....? If so, what extra responsibilities were you given?

**ii) If you were looking for a job, what would your priorities be? With your partner, rank the following factors in order of importance to you, with one being the most important and six being the least important. Afterwards, compare your priorities with another pair.**

- ..... friendly colleagues
- ..... good career opportunities with possibility of promotion
- ..... high salary
- ..... short commute from home
- ..... travel opportunities
- ..... other factors (explain)