

4 Match the collocations about pay and benefits with their definitions.

severance package career opportunities appraisal system
effort-reward balance glass ceiling pay rise fringe benefits
annual leave

- 1 _____ things that you get because of your job which are not in the form of money
- 2 _____ the way in which the job performance of an employee is evaluated in terms of efficiency and productivity by his or her manager
- 3 _____ an increase in the fixed amount of money you earn for doing your job
- 4 _____ money paid to an employee whose job the employer has had to bring to an end
- 5 _____ the situation in which the work which is put into something is equalled by what the employee gets out of it
- 6 _____ a point you cannot go beyond, usually refers to improving your position at work, it is an invisible barrier which can keep someone from achieving a higher position that he or she may be qualified to do
- 7 _____ the amount of paid days off that an employee is allowed to have each year
- 8 _____ chances or situations which make it possible for you to do something you want to do, usually means getting a better job or a promotion at work

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5 Read the sentences below. If there is a mistake, cross it out and correct it. Tick the correct sentences.

- 1 He hopes to become the doctor when he finishes his studies. ☐
- 2 The pay rise I received last year was not enough as prices are still going up. ☐
- 3 Upper management has few effect on how employees perform on a daily basis. ☐
- 4 In my job there is not many incentive to work hard. ☐
- 5 The customer called us with a little complaints yesterday. ☐
- 6 My new position is really challenging and I have a lot of motivations to do a good job. ☐
- 7 The factors that lead to a successful product are being looked at by our development department. ☐
- 8 We have the excellent mentoring system in place in our company. ☐
- 9 We have a meeting in the Berlin on Wednesday. ☐
- 10 This could be the biggest contract we ever sign. ☐

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6 Complete the sentences using the verbs in brackets and the correct form of going to future, will future or present continuous.

- 1 I think I _____ a sabbatical next year and work on my MBA. (take)
- 2 There is a vacancy in the marketing department and I _____ it. Do you think I will get it? (apply for)
- 3 There's a party for the product launch tonight. _____ you _____ to it? (go)
- 4 Last year we recruited eight new staff members and this year we _____ another five. (hire)
- 5 I have to leave now. I _____ John at the airport in half an hour. (meet)
- 6 How do you think the new method of 360-degree feedback _____? It seems like an interesting concept. (work)
- 7 The financial situation is not very good. We _____ a difficult time selling some of our products. (have)
- 8 A: I really don't understand how to complete this new tax form.
B: Don't worry I _____ (help) you.

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7 Match the situations (A-F) to these sentences containing modal verbs.

- 1 We could discuss these problems at the staff meeting on Friday. ☐
- 2 We may have to change our billing process. ☐
- 3 She might not want to move to another department. ☐
- 4 Could you finish the report by this evening? ☐
- 5 We will probably move to Asia in the spring. ☐
- 6 The new business could mean that we will need more staff members. ☐
- A Customers sometimes complain about our invoices so there is a possibility that we will need to do something about this.
- B It is very probable that your office will relocate.
- C There is a possibility to deal with difficulties when everyone gets together.
- D There is a possibility that we will have to recruit people in the future.
- E You want to know if there is a possibility that a staff member can complete a job by a certain time.
- F An employee has said that she is very happy with her job and you think she will want to stay where she is.

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TOTAL MARKS /60