

UNIT 3 TEST

1. Here are some word partnerships that apply to employee relations. Write the words or phrases next to the definitions on the right.

equal pay	contract of employment	workplace injuries	work-related stress
parental leave	sex discrimination	short-time working	disciplinary & grievance procedure
_____	_____	_____	_____
reduced working hours, usually when a company has a decrease in production	the right for parents to take time off work to look after a child	procedure when an employee breaks the rules and what the employee can do if unhappy with a decision	
_____	_____	_____	_____
accidents that happen at work	the same salary for men and women	written details given to an employee to confirm terms and conditions	
_____	_____	_____	_____
to treat someone of either sex unfairly	stress caused by negative factors in the job		

2. A recruitment officer, June Stewart, and a team leader, Chiara Rossi, are discussing terms and conditions with Marion Pelletier, who has just been offered a position with Business Systems Ltd at their Manchester office. Listen to the conversation and decide whether the following statements are true (T) or false (F).

- 1 Marion will be working flexitime in her new job. _____
- 2 She will be paid for the first 12 weeks if she is ill. _____
- 3 Her holiday entitlement is 20 days from the date she starts. _____
- 4 She sent in copies of her references with her application. _____
- 5 She hasn't told her employer in Marseille she's leaving yet. _____
- 6 She will receive the offer letter in two weeks. _____

3. Word families: Complete the following sentences with words related to the key word FLEX. (You might need to add prefixes or suffixes and change the form.)

- 1 We have a very _____ system in the company for our staff who need time off work for childcare.
- 2 We've been operating _____ in the company since the early 90s.
- 3 There is little or no _____ for our staff in terms of hours of work as they have to be around when our customers need them.
- 4 Unfortunately, our managing director is very _____ when it comes to deadlines.

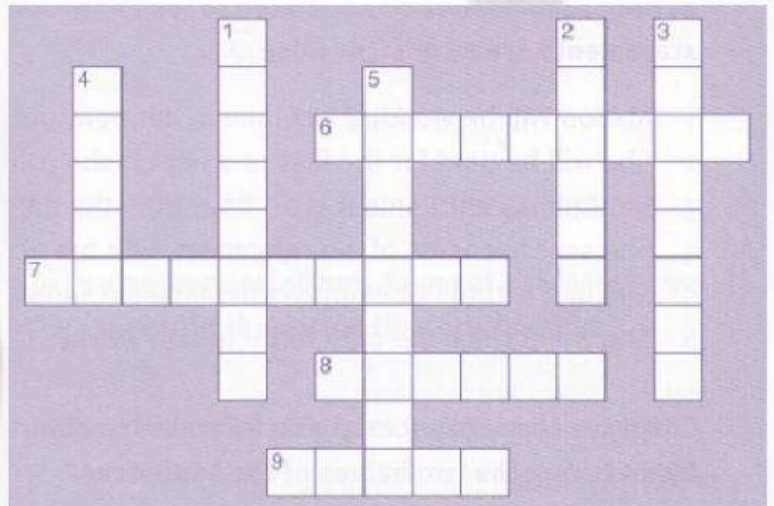
4. Complete the puzzle with words derived from these definitions.

Down

- 1 people who supply the information in 5 down
- 2 to agree to sth, to keep a promise
- 3 an official written agreement
- 4 letter containing all terms and conditions: ... letter
- 5 information about how well you worked in your previous job(s)

Across

- 6 the opposite of temporary
- 7 ways of doing things
- 8 instead (of sth else)
- 9 to get official permission: to ... sth with sb



5. Complete these sentences with words and phrases below.

can be found • notified in writing • are expected • may be required • notify • payable monthly in arrears •
will be discussed • are asked • subject to disciplinary action • are entitled to

- 1 Full details of the sick pay scheme _____ in the staff handbook.
- 2 You _____ to work in another office of the company from time to time.
- 3 Employees _____ to work overtime as and when needed.
- 4 Changes to your contract and you will be _____
- 5 You _____ four weeks' holiday per annum after completion of six months' probation.
- 6 Your salary is _____ on the last day of each month.
- 7 Employees _____ to _____ the company of any absence by 10 a.m. on the first day.
- 8 You may be _____ if you fail to do this.