



2

Work-life balance



1. Complete the gaps with compound nouns for these definitions.

- 1 A system of working a particular number of hours each week or month but choosing when you start and finish.
- 2 The times when you always have to work.
- 3 Time at work in addition to your normal hours.
- 4 Not working in your office but at your house.
- 5 The number of days off for holidays per year.
- 6 Extra days off.
- 7 An official rate of pay according to the law.
- 8 Time off with no money.
- 9 Time off for men to spend time with a new baby.
- 10 All your normal salary.

2. Complete with the TO INFINITIVE or the ING FORM of the verbs in brackets.

- 1 They want _____ (change) to a system of flexitime.
- 2 Would you like _____ (join) us for dinner?
- 3 I really dislike _____ (be) late for anything.
- 4 Do you think he'd be interested in _____ (apply) for this vacancy?
- 5 Thanks very much for _____ (invite) us to look round.
- 6 When do you plan _____ (take) your annual leave this year?
- 7 This team is responsible for _____ (develop) a new product.
- 8 I'd be happy _____ (help) you with this.
- 9 When did you decide _____ (requalify)?
- 10 We look forward to _____ (see) you on the 21st.

3. Write other ways to say YES.

D _____
S _____
B _____
A _____

O _ c _____
O _____
E _____
G _____

N _____
W _ n _ ?
N _ p _____
Y _ b _

4. Listen and complete the surnames.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

5. Now listen to these email addresses.

1. _____
2. _____
3. _____
4. _____