

Part 1: Vocabulary



1 Complete the sentences with the phrases from the list

flexitime / overtime / home-working / core hours / lunch break / public holiday / paternity leave / unpaid leave / annual leave / statutory pay

- 1 I work , so I can start and finish my working day whenever I like.
- 2 Our employees' are between ten and four, when they have to be in the office.
- 3 Last week, I worked for 55 hours, so I did 20 hours .
- 4 I work from home once a week because my company has a system of .
- 5 With maternity leave, the first 12 weeks are fully paid and then you receive 27 weeks' which is less.
- 6 I rarely take a . I usually keep working and eat my sandwich at my desk.
- 7 In many countries, 1st January is a .
- 8 Nowadays, more fathers are taking to help with a new baby.
- 9 Last year, I took six months to travel round the world. It was a great experience but I missed receiving a salary!
- 10 I need to take the rest of my before the end of the year or I'll lose it.

2 Complete the sentences with the correct phrasal verb below

feel up to something, give up, run out of, stress out, come down with, calm down

- 1 Stop shouting, please. Take a deep breath and .
- 2 I feel horrible. I think I'm the flu.
- 3 I'd like to climb this mountain, but I don't it.
- 4 Do you think it is easy to smoking?
- 5 I've coffee. What am I going to do now?
- 6 Keep calm. There is no need to .