

EBEN EZER BILINGUAL SCHOOL

Ministry of Education (MEDUCA) · Republic of Panama

Oral English | 11th Grade | Global Workplace Hub Unit

Name: _____

Date: _____

Score: _____

SECTION 1 · Vocabulary Builder — Matching

Instructions: Match each word or phrase in Column A with its correct definition in Column B. Write the letter of the correct answer on the line provided.

#	COLUMN A — Word / Phrase	Answer	✦	COLUMN B — Definition
1.	headquarters (n.)	_____	A.	the combined effort of a group working together
2.	branch office (n.)	_____	B.	the main office of a company
3.	colleague (n.)	_____	C.	a person you work with
4.	supervisor (n.)	_____	D.	formal discussion to reach an agreement
5.	deadline (n.)	_____	E.	a smaller office belonging to a larger company
6.	workload (n.)	_____	F.	the latest time or date by which something must be finished
7.	negotiation (n.)	_____	G.	a person or company that pays for a service
8.	client (n.)	_____	H.	a person who oversees the work of others
9.	remote work (n.)	_____	I.	working from a location outside the office
10.	commute (n./v.)	_____	J.	the amount of work a person has to do
11.	salary (n.)	_____	K.	to travel regularly between home and work
12.	promotion (n.)	_____	L.	fixed regular payment for work, usually monthly
13.	qualification (n.)	_____	M.	advancement to a higher position at work
14.	interview panel (n.)	_____	N.	a skill or achievement that makes someone suitable for a job
15.	candidate (n.)	_____	O.	a group of people who interview a candidate together
16.	résumé / CV (n.)	_____	P.	a person applying for a job
17.	cover letter (n.)	_____	Q.	a document listing a person's education and experience
18.	cultural etiquette (n.)	_____	R.	a letter sent with a résumé explaining interest in a job

#	COLUMN A — Word / Phrase	Answer	◆	COLUMN B — Definition
19.	time zone (n.)	_____	S.	polite behavior expected within a specific culture
20.	open-plan office (n.)	_____	T.	a region that observes a uniform standard time
21.	skyline (n.)	_____	U.	a workspace without walls dividing employees
22.	district / hub (n.)	_____	V.	the outline of tall buildings against the sky
23.	multinational company (n.)	_____	W.	an area known for a particular kind of business activity
24.	work-life balance (n.)	_____	X.	a company operating in more than one country
25.	teamwork (n.)	_____	Y.	the balance between career and personal life