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

/8

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. ☐

/10

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.

/8

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.

/6

TOTAL MARKS /60

LIVEWORKSHEETS