

 PANYAPIWAT TECHNICAL COLLEGE	ใบงาน (Assignment) Unit 4 Getting to know the Workplace	หน้าที่ 45 (Page)
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- ▶ **nine to five**
- ▶ **weekdays**
- ▶ **weekend**
- ▶ **before work**
- ▶ **lunch break**
- ▶ **full-time**
- ▶ **clock out**
- ▶ **colleague**
- ▶ **lunchtime**
- ▶ **get off**

1. Complete these sentences with the words on the list.

1. Natalie works.....
2. What time do you.....work?
3. I get up very late on the.....
4. Karen is my.....from the bank.
- 5.....is also called a lunch break.
6. My.....is from 12p.m. to 1 p.m.
7. Everyone should have breakfast.....
8. I clock in before work and.....after work
9. On.....I usually go to bed by 11p.m. because I don't want to be late for work.
10. I work.....in a hospital. I'm also a part-time bartender on Friday nights.

2. Match the departments with their functions.

- a. logistics department
- b. purchasing department
- c. R&D department
- d. sales department
- e. human resources department

-1. Selling things
-2. Recruiting and training people
-3. Seeking and buying all necessary materials needed for production or daily operation
-4. Developing new products and ideas and improve existing, goods
-5. Planning and organizing the supply of materials, goods