

- ▶ **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