

**1** Match the following words from the recording on page 188 of the Coursebook with the correct definition. There is one extra word.

organisation   management style   company culture   branch   employees   working environment  
company ethos   perks   application   maternity/paternity leave

- a** benefits \_\_\_\_\_
- b** company \_\_\_\_\_
- c** time off from work to have a baby \_\_\_\_\_
- d** workers \_\_\_\_\_
- e** the way in which the bosses of a company look after the workers \_\_\_\_\_
- f** the feeling or facilities in your place of work \_\_\_\_\_
- g** an official, written request for something \_\_\_\_\_
- h** how a company behaves towards its workers \_\_\_\_\_
- i** one of the offices that makes up a large company \_\_\_\_\_
- j** the beliefs and values of a company \_\_\_\_\_