A. LISTEN TO THE DIALOGUE. PUT T (TRUE) OR F (FALSE) NEXT TO EACH STATEMENT BELOW.

1) *Working hours are strictly from 9 am to 5 pm.*
2) *The office closes at 7 pm.*
3) *Lunch breaks are 30 minutes long.*
4) *There is no formal dress code.*
5) *Employees get 26 days annual leave.*
6) *Holiday days do not carry over to the next year if employees don't use them all.*
7) *Telecommuting is possible after a few months.*

B. USEFUL QUESTIONS. COMPLETE THE DIALOGUE WITH THE QUESTIONS BELOW.

Am I allowed to use them all at once?	***Can I leave 30 minutes earlier?***
Does this company allow telecommuting?	***How long are we allowed for lunch?***
Is there a strict policy on working hours?	***What is the dress code here?***
Will they expire?	

Mark: So, Judith, do you have any questions?
Judith: Yes. _____1
Mark: Generally, we work 8 hours every day. You can report to work anytime between 8 and 11 am. But not later than 11 as we close the office at 7 pm.
Judith: Okay. _____2
Mark: You get one hour for lunch. If you want to take a longer break, you can, but the extra time will be treated as unpaid time, so you'll have to stay longer at work.
Judith: And what if I only take a 30-minute lunch. _____3
Mark: Yes, you can.
Judith: What about coffee breaks?
Mark: You're allowed to take a coffee break whenever you feel tired or need to clear your head. In fact, we encourage it.
Judith: OK, fine. _____4
Mark: We don't really have a strict dress code. So, don't worry, you don't have to wear heels and you don't need to wear a skirt. But obviously, you shouldn't dress inappropriately.
Judith: All right. What about holidays?
Mark: You're entitled to 28 days paid annual leave.
Judith: _____5
Mark: Yes, you can use them however you want. You can take a 28-day holiday or several shorter breaks. But you should always give us advance notice if you're going to take a break. For a longer break, I mean 2 weeks or more, you should give us at least one month's notice.
Judith: OK. And what if I don't use my leave days in the same year?
_____6
Mark: You must take at least three weeks' holiday a year. Only holiday on top of this may be carried over to the next year.
Judith: OK, thanks. I think that's everything ... oh, _____7
Mark: Telecommuting ... you mean working from home?
Judith: Yes, that's right.
Mark: At the beginning we'd prefer that you work at the office, unless there's some emergency and you have to work from home. After a few months, when you've settled in, we can talk about it. We try to be flexible with our employees.

C. COLLOCATIONS. MATCH THE VERBS ON THE LEFT TO THE EXPRESSIONS ON THE RIGHT TO FORM PHRASES FROM THE DIALOGUE.

1. report	a. someone to do something
2. take	b. a break
3. stay	c. in
4. clear	d. from home
5. annual	e. longer at work
6. give	f. leave
7. work	g. advance notice
8. encourage	h. to something
9. be entitled	i. to work
10. settle	j. your head

D. ANSWER THE QUESTIONS:

a. What time should you report _____?
b. How many times per day are you allowed to take _____?
c. Is it a common thing for you to stay_____?
d. Why it's important to clear _____ during the working day?
e. How many days you have for your annual _____?
f. Before leaving on vacation, how many days you have to give _____ to your boss or HR?
g. Is it convenient for you to work _____?
h. Does your boss always encourage you _____?
i. Are you _____ to year-end bonus payments?
j. How long will it take you to _____at a new job?

E. CREATE YOUR OWN SENTENCE FOR EACH PHRASE:

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10. _____