

## UNIT 2 QUIZ

1. Match the sentences with the phrases from the list:

- difficult to know
- sad to see
- important to be
- right to ask
- afraid to leave
- nice to see
- It was so \_\_\_\_\_ you last week
- It's really \_\_\_\_\_ what we should do next. There isn't an easy solution
- with staff who aren't working hard enough, it's \_\_\_\_\_ firm but fair.
- I'm \_\_\_\_\_ my current job in case I can't get another.
- On behalf of everyone here, we are \_\_\_\_\_ you go but want to wish you luck in your next job.
- I think you're absolutely \_\_\_\_\_ for a pay rise. It's long overdue.

2. Complete the introduction to a meeting with the infinitive or -ing form of the verbs from the list:

*spend*      *arrive*      *interview*      *keep*      *make*      *talk*  
*offer*      *sum up*

Hello, everyone, and thank you all for 1. \_\_\_\_\_ on time today. I realize you're all busy, so I hope 2. \_\_\_\_\_ this meeting brief. As you know, we have been looking at ways of 3. \_\_\_\_\_ employees the opportunity to work more flexible hours, and I think we have finally come up with a solution 4. \_\_\_\_\_ sure everyone can achieve a better work-life balance. The process has involved 5. \_\_\_\_\_ a large number of different people in every department and I have to say that I've really enjoyed 6. \_\_\_\_\_ time talking to many of you. Anyway, I'd like 7. \_\_\_\_\_ by presenting the overall feedback and then I plan 8. \_\_\_\_\_ about the main points of our proposal.

3. Complete the sentences with the phrases from the list.

*overtime   home-working   core hours   lunch break   public holiday  
paternity leave   unpaid leave   annual leave   statutory pay*

- Our employees' \_\_\_\_\_ are between ten and four, when they have to be in the office.
- Last week, I worked for 55 hours, so I did 20 hours \_\_\_\_\_
- I work from home once a week because my company has a system of \_\_\_\_\_
- With maternity leave, the first 12 weeks are fully paid and then you receive 27 weeks' \_\_\_\_\_, which is less.
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- I rarely take a \_\_\_\_\_. I usually keep working and eat my sandwich at my desk.
- In many countries, 1st January is a \_\_\_\_\_
- Nowadays, more fathers are taking \_\_\_\_\_ to help with a new baby.
- Last year, I took six months \_\_\_\_\_ to travel around the world. It was a great experience but I missed receiving a salary!
- I need to take the rest of my \_\_\_\_\_ before the end of the year or I'll lose it.

4. Choose the correct words (a, b or c) to complete 1-6 in the text.

- |                       |                 |                 |
|-----------------------|-----------------|-----------------|
| 1. a. conditions      | b. agreements   | c. employment   |
| 2. a. core hours      | b. overtime     | c. unpaid       |
| 3. a. annual          | b. statutory    | c. sick         |
| 4. a. holiday         | b. lunch break  | c. unpaid leave |
| 5. a. balance         | b. day          | c. flexible     |
| 6. a. paternity leave | b. annual leave | c. flexitime    |

According to research by Peran Kandola, a business psychology firm, 86% of employees also see a link between their moods and how well they do their work. How can this help us at work?

- Take control. If you don't like the terms and 1. \_\_\_\_\_ at your company, do something about it. Talk to someone or maybe even change jobs.
- Don't work late every day or be the person who always says, 'I'll work 2. \_\_\_\_\_! It'll only end up with you needing to take 3. \_\_\_\_\_ leave.
- Keep your body healthy as well as your mind. Try cycling to work or do exercise during your 4. \_\_\_\_\_ like a walk round the building.
- Aim for a good work-life 5. Make time for your family and friends. Make sure you take time off when you need it and always take your full 6. \_\_\_\_\_