

## Getting to Know Work Life

Put these words into the correct place:

fixed-term employment

salary/wage

job interview

employment contract

probation

permanent employment

employer

full-time employment

resume/CV

part-time employment

When it comes to work, you must understand some terms. The most important document is 1. \_\_\_\_\_, a paper that talks about your job with the 2. \_\_\_\_\_. It also says how much you get paid, which is your 3. \_\_\_\_\_.

People can work 8 hours or more (4. \_\_\_\_\_) or 6 or 4 hours (5. \_\_\_\_\_). Some jobs last a long time (6. \_\_\_\_\_), while others have an end date (7. \_\_\_\_\_)

To get a job, you might have a 8. \_\_\_\_\_. It's like a chat about your skills and a paper called a 9. \_\_\_\_\_. If you get the job, there's a trial period called 10. \_\_\_\_\_.

Choose the correct word.

Jobs often come with good things called 1. **benefits/ dismissal**, like health stuff or extra money for 2. **overtime / termination**. When you work there's a plan called a 3. **remote work/ work schedule**. It shows the shifts or when and what you usually do.

Everyone needs a break, so there's 4. **annual leave/ training** to relax. There are also days off and time when you're sick, called 5. **sick leave / maternity leave**.

Learning more stuff for work is **professional development**. You learn this through 6. **training/ overtime**.

Sometimes, bosses check how well you're doing this is called 7. **performance review/ company policy**. If you're doing really well, you might get a 8. **promotion/ termination**.

Sometimes jobs end and your contract is terminated. This is called 9. **dismissal / promotion**, and before that you usually get 30 days called 10. **day off/ notice period**.