

20000 – 1205: English in Workplace Activity Sheet

Name: _____ No: _____ Class: _____

Objective: In this class, students will learn about employee benefits and remuneration.

Then the students will be given the tasks to categorize the types of benefit from the text and answer the questions.

Activity 1: Grouping the given employee benefits to their corresponding category.

- Short-term disability support	- Children tuition support	- Annual Vacation Leave
- Sick Leave Paid	- Retirement Pension	- Free company car
- Health Insurance	- Childcare Leave	- Minimum Wage
- Paid Holiday	- Overtime Paid	- Provided clothes

Health Benefits	Financial Benefits	Lifestyle Benefits

Activity 2: Complete the following sentences with the provided vocabulary.

- Short-term disability support	- Children tuition support	- Annual vacation leave
- Sick leave paid	- Retirement pension	- Free company car
- Health insurance	- Childcare leave	- Minimum wage
- Paid holiday	- Overtime paid	- Provided clothes

1. James experienced a car crash last weekend. Luckily, he didn't hurt much, but his left hand was broken. I think we should provide him a _____.
2. Jessica has given a birth to her newborn son; I think she should have her _____.
3. Thank you for your hard working through put this year. Please enjoy your vacation with your _____ bonus.
4. Have you heard that Jamaica is retiring? I'm happy for him. He's dedicated so much for our company. He should enjoy his _____ with his family.
5. This is unfortunate. The inflation rate affects the economy so much that we can't provide our daughters the tuition fees. I think I should ask my supervisor for _____.
6. Our working quota is only 40 hours a week, so if someone ask you to stay up late to finish the job, you can ask them to pay you an _____.

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Activity 3: Read the passage given and answer the questions.

This is XYZ company limited; we are employee-friendly company. We have our 70 branches across the globe. We are looking for new employees to join our operation. At our company, we provide employees with many benefits. Starting with first, the health insurance section; our employees who experience with health difficulty or disability will have their financial support until their condition are better. As one of our employees, you will enjoy your annual leave up to 5 weeks according to your dedication to the company. Here, we also provide our workers to make sure that they are sufficient with their living costs, an OT paid will be provided regularly and reasonably. Finally, if you faced financial crises and urgently in need of money, you can sign the paper to ask for the financial support.

- 1) How many benefits are mentioned in this passage? What are they?

- 2) Are the XYZ Company Limited's health benefits useful? Explain your answer

- 3) If you were one of the employees of the company, which benefit would you sign up for? Explain your answer

- 4) If you were one of the employees of the company, what kinds of benefit would you suggested the company to provide to its employees? Explain your answer
