

STARTING WORK

1 COMPLETE THE TEXT

I really like my boss. She's _____ about the hours we work. We can change the _____ of our lunch break as long as we talk to her first. We can also change our holiday dates right up to the last minute. However, she does have a _____ policy about clothes. We have to wear _____ clothes at the office. We aren't allowed to wear _____ dress, such as jeans. My boss is also careful about _____ and safety rules. She makes sure that we have regular _____ drills and everyone has to do a _____ aid course.

2 CHOOSE THE CORRECT OPTION

- 1 I'm not happy about the way my boss treats me. I'm going to contact my _____ representative.
- 2 There isn't a real fire. It's just a fire _____.
- 3 All the union _____ came to the meeting about the strike.
- 4 The health and _____ rules protect people when they are at work.
- 5 I work the night _____ every Saturday.
- 6 Sarah did a _____ course so that she knows what to do if someone is sick at the office.
- 7 After you've met all the employees, I'll show you around the _____.
- 8 The company has quite _____ working hours. We don't have to start work at 9 a.m. every day.