

## PART A: MATCH THE TERMS WITH THEIR MEANINGS

A. commission	1. A system of payment based on sales results rather than a fixed salary.
B. bonus	2. The total amount of money and benefits an employee receives for their work.
C. threat of redundancy	3. A financial reward given for good performance.
D. perks	4. Money paid to an employee when they leave a company involuntarily.
E. empowerment	5. The process of evaluating how well someone is performing their job.
F. remuneration	6. The danger of losing your job due to restructuring or downsizing.
G. fringe benefits	7. Additional advantages, such as a company car or gym membership.
H. severance payment	8. The encouragement for staff to make independent decisions and take responsibility.
I. red tape	9. Complicated official rules and procedures that delay progress.
J. assessment	10. Non-financial benefits provided to employees in addition to salary.

## PART B: REWRITE EACH SENTENCE IN THE PASSIVE VOICE.

1. The HR department will give all employees a better working environment.
2. The company offers staff a substantial bonus every year.
3. Managers are conducting performance assessments this week.
4. The CEO praised the sales team for their excellent results.
5. They will announce new flexible working hours next month.

## PART C: COLD-CALLING - FILL IN THE BLANKS

1. Hello, Mr. Smith. My name's Claire. I work for Global Recruiters. \_\_\_\_\_ your former colleague, Tom Green.
2. \_\_\_\_\_ our new leadership program for senior managers?
3. The position comes with excellent benefits. \_\_\_\_\_ next week?
4. \_\_\_\_\_ ? I'd like to explain more about the package.
5. \_\_\_\_\_ it's a demanding role. However, the rewards are exceptional.

I was given your name by..., Would you like some information about..., I was wondering if you'd be interested in..., Why don't we get together..., People often say that to me, but..., Perhaps we could discuss this face to face?, He thought you might be interested in..., Can you give me some more details?

**PART D: VOCABULARY IN CONTEXT – MULTIPLE CHOICE**

## PART E: WRITING TASK – JOB SATISFACTION

Write a short paragraph (5-7 sentences):

✍ Describe what makes a job satisfying for you. Use at least three of the following words