

WORKPLACE VOCABULARY

Read the sentences and choose the correct term.

1. The **employer** / **employee** is responsible for paying everyone in the company.
2. I meet my **colleague** / **contract** for coffee every morning before work.
3. If you have a problem at work, speak to your **tutor** / **supervisor** about it.
4. Our **manager** / **deadline** wants to talk about next month's plan.
5. As a **trainer** / **trainee**, she is still learning how to use the new system.
6. The **intern** / **shift** will help with the presentation because he needs experience.
7. The hotel has a large **staff** / **workplace** that works 24 hours a day.
8. Our **sector** / **team** won the award for best project of the year.
9. The company has a comfortable **workplace** / **colleague** with modern furniture.
10. I usually work the morning **contract** / **shift**, from 7 a.m. to 3 p.m.
11. Let me check my **schedule** / **intern** to see if I'm free on Friday.
12. Every **employee** / **employer** must wear a photo ID to enter the building.
13. You need to sign the **chapter** / **contract** before you start your new job.
14. We had to work **overtime** / **timely** to finish the project on time.
15. Many students prefer **part-time** / **occasional** jobs so they can study and work.
16. She works **full-time** / **colleague**, so she is at the office 40 hours a week.
17. We offer **remote** / **distant** work for people who live far from the company site.
18. We must finish the report before the **deadline** / **target** tomorrow.

