Business Result – Intermediate

Unit 2 - Exercises

Working with words 1

Choose the correct words to complete the sentences.

flexitime | overtime | home-working | core hours | lunch break | public holidays | paternity leave | unpaid leave | annual leave | statutory pay

1- Working (1)_____ means I can go to work when my children are at school, and be at home when they come back.

2- Ewa's (2)_____ are 9:30 – 17:30, but she sometimes works later if there is a lot of work to do.

3- One of the countries with the most (3)_____ in a year is India. They have an average of 21 days off, usually for things like religious festivals.

4- In Sweden, men who have become fathers can take three months' (4)_____. The state pays 80% of your salary, and the employer pays 10%.

5- At busy times, the factory pays workers (5)_____ to work extra hours so that orders are delivered on time.

6- Janis going on holiday for a long time, so he asked his boss for (6)_____.

7- It's important to take a (7)_____ away from your desk and eat a good meal.

8- (8)_____ can be a good way to work if you don't have any meetings. All you need is a computer and the internet.

Working with words 2

Choose the correct words to complete the sentences.

maternity leave | sick leave | annual leave | statutory pay | full pay | time off in lieu | absent

1- The company has a system of (1)_____. So if you work a day at the weekend, you can take an extra day off some other time.

2- All employees can take 25 days' holiday per year. After five years of service, employees can take an extra two days' (2)_____.

3- Expectant mothers can take up to 52 weeks' (3)_____ for the birth of their child.

4- Employees can take paid (4)_____ if they are not feeling well.

5- A medical certificate is required from your doctor if you are (5)_____ for more than five days.

6- In cases of illness, all employees receive (6)_____ for a short-term illness up to 28 days or up to six months, if they have over 24 months' service.

7- Employees with under 24 months' service receive (7)_____ after 28 days if they are still not able to return to work because of illness.

LIVEWORKSHEETS