

- ▶ **nine to five**      ▶ **weekdays**      ▶ **weekend**      ▶ **before work**      ▶ **lunch break**  
▶ **full-time**      ▶ **clock out**      ▶ **colleague**      ▶ **lunchtime**      ▶ **get off**

**1. Complete these sentences with the words on the list.**

1. Natalie works.....
2. What time do you.....work?
3. I get up very late on the.....
4. Karen is my.....from the bank.
- 5.....is also called a lunch break.
6. My.....is from 12p.m. to 1 p.m.
7. Everyone should have breakfast.....
8. I clock in before work and.....after work
9. On.....I usually go to bed by 11p.m. because I don't want to be late for work.
10. I work.....in a hospital. I'm also a part-time bartender on Friday nights.

**2. Match the departments with their functions.**

- a. logistics department
- b. purchasing department
- c. R&D department
- d. sales department
- e. human resources department

- .....1. Selling things
- .....2. Recruiting and training people
- .....3. Seeking and buying all necessary materials needed for production or daily operation
- .....4. Developing new products and ideas and improve existing, goods
- .....5. Planning and organizing the supply of materials, goods