LINKING WORDS

A) Choose the appropriate linking word.

Sophie: As you know, we need to review our benefits package to bring it in line with our offices in Denmark and the Netherlands. What is your view on this? Paola?

Paola: Yes, I think we need to introduce more family-friendly benefits and also flexible working hours.

Sophie: Could I have your input, Steve?

Steve: Uh, yes. What exactly do you mean by work/life balance, Paola?

Paola: It means trying to achieve a better balance between work and home life.

Steve: I see. Well, I'm definitely in favour of flexible working hours. **1.** _____, I think we should also look closely at childcare - even eldercare - provisions to encourage some of our female staff back to work. **2.** _____ I would like to submit a proposal on this at a future meeting.

Sophie: Good idea. Paola, could you please prepare a summary of all our current benefits and ask accounts to print off a list of the annual costs?

Paola: Yes. OK. By the way, I've had several discussions with our colleagues in Amsterdam and Copenhagen on their ideas for new initiatives on flexible working, **3.** _____ I'll fill you in on that, **4.** _____.

Sophie: Good. **5.** _____ I'll give you the details of the new profit-sharing bonus the directors have been discussing...

B) Use the linking words in brackets to write complete sentences about the offers and conditions below:

1. our members get a 5% increase in pay / take industrial action (unless)

   _____

2. be another review in nine months / no industrial action (on condition that)

   _____

3. be an increase in sales / can offer a further 2 % pay rise (provided that)

   _____

4. customer service not suffer / introduce flexible working hours (provided)

   _____

LIVEWORKSHEETS

WRITING

Choose one of the following tasks and write a brief text:

- You're Steve. Write an email to Management trying to persuade them to review the company's benefit package regarding child and elder care provisions.
- You're Sophie. Write an information message to Management informing them about the HR departmental meeting's decisions.

LIVEWORKSHEETS