

1 Match the following words from the recording on page 188 of the Coursebook with the correct definition. There is one extra word.

organisation management style company culture branch employees working environment
company ethos perks application maternity/paternity leave

- a** benefits _____
- b** company _____
- c** time off from work to have a baby _____
- d** workers _____
- e** the way in which the bosses of a company look after the workers _____
- f** the feeling or facilities in your place of work _____
- g** an official, written request for something _____
- h** how a company behaves towards its workers _____
- i** one of the offices that makes up a large company _____
- j** the beliefs and values of a company _____