Activity 1:

Match the word to the correct definition. Write the number with definition.

	Words	Definitions
1.	late	_____ to plan that something will happen at a certain time
2.	change	_____ a time of rest from work or school
3.	overtime	_____ not on time
4.	vacation	_____ to telephone the place where you work to let them know that you are going to be absent or late
5.	schedule	_____ time worked more than the regular working hours in a day or week
6.	call in	_____ something that does not change
7.	permanent	_____ to make something different
8.	break	_____ a list of times when a person works
9.	absent	_____ time when you do not have to be at work
10.	time off work	_____ not at work, school, or another place that a person should be
11.	shift	_____ a small amount of time when a person can stop working to eat or rest
12.	work schedule	_____ time of the day a person works

LIVEWORKSHEETS