Part 1: Vocabulary

1 Complete the sentences with the phrases from the list

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

1 I work _____ , so I can start and finish my working day whenever I like.

2 Our employees' _____ are between ten and four, when they have to be in the office.

3 Last week, I worked for 55 hours, so I did 20 hours _____ .

4 I work from home once a week because my company has a system of _____ .

5 With maternity leave, the first 12 weeks _____ are fully paid and then you receive 27 weeks' which is less.

6 I rarely take a _____ . I usually keep working and eat my sandwich at my desk.

7 In many countries, 1st January is a _____ .

8 Nowadays, more fathers are taking _____ to help with a new baby.

9 Last year, I took six months _____ to travel round the world. It was a great experience but I missed receiving a salary!

10 I need to take the rest of my _____ before the end of the year or I'll lose it.

2 Complete the sentences with the correct phrasal verb below

feel up to something, give up, run out of, stress out, come down with, calm down

1 Stop shouting, please. Take a deep breath and _____ .

2 I feel horrible. I think I'm _____ the flu.

3 I'd like to climb this mountain, but I don't _____ it.

4 Do you think it is easy to _____ smoking?

5 I've _____ coffee. What am I going to do now?

6 Keep calm. There is no need to _____ .

LIVEWORKSHEETS