

Unit 6: Functional Language – Rules and requirements

Complete the conversation using the phrases below. There is one extra phrase.

= don't need to worry about

= has to be

= I understand that

= it's a question of

= it's great that you

= my position is

= needs signing

= we can't agree unless

= we really appreciate all

A: So, tell me Josh, what's on your mind?

B: Some friends are planning to do a charity bike ride in the USA and the thing is, I'd like to go with them. The ride is three weeks, but I'd like to take six weeks holiday.

A: Six weeks is a long time and you've only been working here for nine months.

1 want to do it, but you don't have enough
..... holiday.

B: 2 this could be a problem but I'm happy to take
..... time off unpaid.

A: I'm sorry but 3 policy. No unpaid holiday is
..... normally permitted in your first year.

B: But I haven't had a single day off in nine months!

A: I know you haven't and 4 your work but you're
..... only allowed to take four weeks in a complete first year.

5 clear
.....

B: Well, could I take four weeks now and no more for the rest of the year?

A: I know this is difficult but 6 there are special
circumstances. How about three weeks?

B: OK, that can work! What do I need to do next?

A: A holiday form 7 by your manager. It
8 signed two weeks in advance, but I would ask
.....
her to do it now. Tell her you've discussed it with me!