

Business Result
Intermediate (B1)
Unit 2

Exercise 1

Match.

1. annual	a. hours
2. contact	b. break
3. core	c. holiday
4. home	d. pay
5. lunch	e. certificate
6. maternity	f. leave
7. medical	g. details
8. public	h. balance
9. statutory	i. leave
10. work-life	j. working

Exercise 2

Complete the sentences with the words below.

*off sick flexitime paternity leave free time salary
terms and conditions full pay overtime sick leave in lieu*

1. I work _____, so I can start and finish my working day whenever I like.
2. I finish work on time so I have _____ in the evening.
3. Employees receive _____ for a short-term illness.
4. Sometimes we work through the weekends, but we have a system of time off _____.
5. Marie isn't in work today. She's _____.
6. Last week, I worked for 55 hours, so I did 20 hours _____.
7. Fathers can take two weeks off for _____ after the child's birth.
8. I'd rather have fewer holidays and a higher _____.
9. My colleague has been on _____ for three weeks.
10. If you don't like the _____ at your company, do something about it.