

Business Result

Intermediate (B1)

Unit 2

Exercise 1

Match.

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|---------------|----------------|
| 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.