

**1 Complete the sentences with the pairs of verbs in the box.**

should / turn off	not-allow / drink	shouldn't / send
not suppose / leave	suppose / clear	allow / buy

- Employees *are not allowed to drink* alcohol or smoke anywhere in the building.
- We ..... company products at a 10 per cent discount off the normal price.
- All employees ..... their tables when they have finished lunch.
- I ..... really ..... personal mail from the post room, but it's OK just this once.
- Visitors ..... the building without signing out and returning their passes.
- We ..... really ..... our computers at the end of each day, but sometimes I'm in a rush, so I leave mine on.

**2 Read the list of some of the world's strangest rules. Find and correct a mistake in each example.**

- You are not allowed die in the Houses of Parliament in London.
- You are not suppose to put a stamp showing the British king or queen's head upside-down on an envelope.
- In Scotland, if someone knocks on your door and asks to use your toilet, you have let them come in.
- In Ohio, you don't allowed to get a fish drunk.
- In Florida, single women no are supposed to parachute on Sundays.
- In Vermont, a woman have to get written permission from her husband to wear false teeth.
- In Milan, you have smile at all times, except during funerals or hospital visits.
- In France, you no allowed to name a pig 'Napoleon'.



**3 Rewrite the sentences using the expressions in the box.**

was fined	a legal requirement	ban
hire and fire people	against the law	ignored

- It's illegal to offer different rates of pay for the same job. It's *against the law* to offer different rates of pay for the same job.
- The company tried to stop staff using their smartphones during working hours. The company tried to ..... the use of smartphones during working hours.
- The law says you have to offer staff a smoke-free environment to work in. It's ..... to offer staff a smoke-free environment to work in.
- The factory was closed down because the owners didn't follow fire safety procedures. The factory was closed down because the owners ..... fire safety procedures.
- A good manager needs to know when to take on and dismiss staff. A good manager needs to know when to .....
- The company had to pay a financial penalty for not keeping accurate accounts. The company ..... for not keeping accurate accounts.

**4 Choose the correct words.**

- The company used positive *discriminate / discrimination* to employ equal numbers of men and women, which was an *unpopular / unpleasant* decision with some managers.
- Two of the directors were *called / found* guilty of *take / taking* money from the company pension.
- The country has *introduced / changed* existing laws on the *employment / employ* of workers from abroad.
- More needs to be done to *force / enforce* taxation law in order to reduce *corruption / corrupt*.
- A group of workers *took / held* their company to court because of unsafe working conditions. They *beat / won* their case and the company had to pay a large sum of money.