Ex. 1 Match each word with its correct definition.

hire	A potential customer or client.
inexperienced	A reduction in the usual price of something.
prospect	To employ someone for a job.
issue	Not having had much practice or exposure to something.
discount	An important topic or problem for debate or discussion.

Ex. 2 Fill in the blanks.

able discount professional supposed to
issue experience

1. She is very _____ in her field and has been working as a consultant for 10 years.
2. We were _____ present the report by Friday, but the deadline was extended.
3. He was _____ to complete the task without any assistance.
4. Having previous work _____ in this industry is essential for the role.
5. The employee raised an _____ during the meeting, but it wasn't addressed immediately.
6. If you buy 3 products, you can receive a 10% _____ on your order.

LIVEWORKSHEETS

Ex. 3 Decide whether the following statements are true or false. Write "T" for True or "F" for False

1. An experienced person is someone who has a lot of knowledge and skills in a particular area.
2. A prospect is someone who is currently employed at your company.
3. A professional is someone who is unskilled or new to a job.
4. If someone is unable to perform a task, they are not capable of doing it.
5. A job description tells you what tasks you will perform at a job.
6. A hire is the person you have fired from the company.

Ex. 4 Complete the sentences with the correct form of the word provided in brackets.

1. The company _____ the new employee last week, and he starts on Monday. (hire)
2. As a new employee, he felt quite _____ with the tasks at first. (inexperienced)
3. The manager will _____ an announcement about the policy changes tomorrow. (issue)
4. The client is not _____ to meet with us today, so we have to reschedule. (able)
5. The prospect is _____ to sign the contract next week. (suppose)

LIVEWORKSHEETS

Ex. 5

- **Pick one of the following debate topics related to business and jobs.**
- **Each partner takes an opposing side, using vocabulary words like "supposed to," "professional," "hire," "issue," etc., in their arguments.**

TOPICS:

1. Should companies focus more on hiring inexperienced people and training them, or should they only hire experienced professionals?
2. Should companies provide long-term discounts to loyal customers, or focus on winning new prospects with special promotions?

LIVEWORKSHEETS