

1. Complete the sentences with a word or phrase from the box.

promotion, resign, workforce, job security, performance review, white-collar, vacancy, job market, benefits, overqualified, internship, permanent contract, layoff, pension scheme

1. After the economic crisis, the company had to initiate a massive _____ affecting nearly a third of its employees.
2. She felt stuck in her role and applied for a _____ in another department.
3. Many recent graduates struggle to find stable positions due to the tough _____ these days.
4. He received excellent feedback during his annual _____ and was offered a salary increase.
5. A good _____ is important to attract and retain skilled employees.
6. Despite being highly experienced, he was rejected for the role because they considered him _____.
7. In many European countries, a _____ ensures income for people after retirement.
8. During her summer _____, she gained valuable experience working in a marketing department.
9. She was thrilled to receive a _____ after only a year at the company.
10. The firm employs mostly _____ staff, working in offices rather than on factory floors.
11. High inflation has made people more concerned about their _____ and long-term employment.
12. He submitted his resignation letter and decided to _____ due to personal reasons.
13. A _____ means you are officially employed by a company with long-term stability.
14. The growing tech sector is hiring aggressively to expand its _____.

2. Choose the best option to complete each sentence.

1. The company announced a major ____, cutting over 200 jobs across departments.
a. resignation b. layoff c. benefit d. recruitment
2. She received a significant ____ after completing her professional certification.
a. pension b. vacancy c. dismissal d. increment
3. Our HR manager works closely with new employees during the _____ period to ensure a smooth transition.
a. performance b. pension c. probation d. internship
4. Many workers today value ____ over high salaries, especially when choosing a long-term job.
a. competition b. career ladder c. job security d. redundancy
5. The company offered an excellent ____ package, including health insurance and paid holidays.
a. benefits b. responsibilities c. internships d. increments
6. After three successful years with the company, she was offered a ____ position.
a. freelance b. redundant c. permanent d. part-time
7. He was considered ____ for the position, as his qualifications exceeded the job requirements.
a. unemployed b. overqualified c. underpaid d. inexperienced
8. When the marketing director left unexpectedly, there was an urgent need to fill the ____.
a. occupation b. employment c. duty. d. vacancy
9. She's climbing the ____ quickly and is now a senior executive at just 28.
a. promotion b. career ladder c. bonus d. dismissal
10. A good ____ review can lead to a bonus, a raise, or even a promotion.
a. performance b. prospects c. pension d. recruitment

3. Choose the correct word.

1. In tough times, companies often reduce staff through **recruitment / redundancy**.
2. Many people look for jobs with **flexible / fixed** working hours to balance family life.
3. After his internship, he was offered a **permanent / freelance** position.
4. They hired a new HR manager to improve employee **rejection / retention**.
5. He was forced to retire early due to **burnout / turnover**.
6. The annual bonus was given as an appreciation for her excellent **workload / performance**.
7. Employees on probation usually don't receive full **retirements / perks**.
8. I'm planning to hand in my **resignation / promotion** next week.
9. The union is negotiating better wages and working **duties / rights** for its members.
10. The company introduced new policies to improve employee **relocation / engagement**.