

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**.