

READING COMPREHENSION

EMPLOYMENT

NAME: _____

Read and choose the correct answer.

Hiring and recruitment are essential parts of keeping a company productive. Many employers try to *bring new people on board* when workloads increase and often *take on* additional staff for special projects. Some organizations prefer to *hire in-house* because internal employees already know company procedures, while others like to *handpick someone* with very specific skills from outside. For job seekers, it is always exciting to *land a job* after months of applications. Even getting one's *foot in the door* can be a challenge, so candidates are always happy when employers *call back* after an interview. Before making a final decision, companies normally *shortlist someone* before they officially *fill a position*.

However, employment is not always stable. When companies face financial problems, they may need to *lay off* workers or *let someone go* for economic reasons. In more serious cases, employers might *give someone the sack* due to misconduct or performance issues. Employees who do not meet expectations may *get fired* quickly, while others might feel hurt if the company decides to *give them the boot*. Some managers also *show someone the door* when an employee repeatedly breaks company rules. During difficult moments, it becomes necessary for management to *cut back on staff* to keep the business running.

Not all departures are negative. Sometimes an employee decides to *step down* from a leadership role to focus on personal goals or a new direction in life. In other cases, a worker may simply be asked to *pack up their things* and leave when their contract ends. These processes—both hiring and dismissal—remind employers and employees that the workplace is constantly changing and requires professionalism, responsibility, and communication from everyone involved.

1. **Why do companies often bring new people on board?**
 - A. To replace the CEO
 - B. To manage increased workloads
 - C. To close the company
 - D. To reduce productivity
2. **Why do some companies prefer to hire in-house?**
 - A. Internal employees work for free
 - B. They want to avoid interviews
 - C. External employees are illegal
 - D. Internal employees already know company procedures
3. **What usually happens before a company fills a position?**
 - A. They fire the entire team
 - B. They shortlist someone
 - C. They close the vacancy
 - D. They lay off workers
4. **What does the text say about job seekers?**
 - A. They never get callbacks
 - B. Landing a job is boring
 - C. Getting a callback is exciting
 - D. They avoid interviews

5. **Why might a company let someone go?**
 - A. Because of financial difficulties
 - B. Because employees request it
 - C. Because they want to expand
 - D. Because the employee is too friendly
6. **What is a possible reason for giving someone the sack?**
 - A. Excellent teamwork
 - B. Misconduct
 - C. Early arrival to work
 - D. Attending training sessions
7. **What does “cut back on staff” mean in the text?**
 - A. Hiring more employees
 - B. Providing more training
 - C. Reducing the number of workers
 - D. Giving promotions
8. **What is one positive reason someone might step down?**
 - A. To focus on personal goals
 - B. To avoid working entirely
 - C. To punish the company
 - D. To force layoffs
9. **When might employees be asked to pack up their things?**
 - A. When their contract ends
 - B. When they receive a promotion
 - C. When they go on vacation
 - D. When they arrive early
10. **According to the text, what is necessary in the workplace?**
 - A. Constant rule breaking
 - B. Creating confusion
 - C. Increasing conflicts
 - D. Professionalism and communication

True/False Statements

1. Companies always hire externally rather than in-house. _____
2. Getting a callback after an interview is described as something positive. _____
3. Giving someone the boot is mentioned as a friendly way of rewarding employees. _____
4. Sometimes employees choose to step down for personal reasons. _____
5. The text says that packing up your things always means you were fired. _____

MEANING-MATCHING

Match each expression with the correct meaning. (A–J)

Expressions

1. Bring on board _____
2. Handpick someone _____
3. Land a job _____
4. Get one's foot in the door _____
5. Shortlist someone _____
6. Let someone go _____
7. Show someone the door _____
8. Cut back on staff _____
9. Step down _____
10. Pack up your things _____

Meanings

- A. To choose a person very carefully
- B. To resign from a position
- C. To start working for a company
- D. To ask someone to leave immediately
- E. To reduce the number of employees
- F. To be selected for possible hiring
- G. To be politely or firmly removed from a workplace
- H. To receive and accept a job offer
- I. To be dismissed due to economic or performance reasons
- J. To get a small opportunity to enter a company

FILL-IN-THE-BLANKS

Complete each sentence with the correct expression.

Options: bring on board, take on, hire in-house, handpick someone, land a job, get one's foot in the door, call back, shortlist someone, lay off, give someone the sack, get fired, give someone the boot, show someone the door, cut back on staff, step down, pack up your things, fill a position.

- The company wants to _____ a new designer who can start next month.
- After three interviews, Marco finally managed to _____ at a local tech company.
- Due to low sales, the manager announced they would need to _____ several employees.
- The team leader decided to _____ a specialist with advanced software skills.
- Human Resources will _____ candidates before choosing the final two.
- If you break company rules repeatedly, they might _____ without a warning.
- Julia wants to _____ from her leadership role to spend more time with her family.
- Even though he didn't get the job, Thomas was happy to _____ and be considered for future vacancies.
- The company prefers to _____ instead of searching for external candidates.
- When your contract ends, you must _____ and return all company materials.