Exercise 1 Word list contact, pay cut, freelancer, emotional intelligence, overlook, recruitment, fit in, level-headed, enhance efficiency, disciplinary, entry-level, influence decisions, temporary contract, compensation, avoid bias, build up, full-time, take control, provide feedback, hire

1. Companies should try to _____ when assessing candidates so that everyone has equal opportunities.
2. _____ is becoming increasingly important in leadership and teamwork.
3. The new manager managed to _____ of the situation and resolved the conflict quickly.
4. After several interviews, the company decided to _____ three new employees.
5. Many graduates start their careers in _____ positions to gain experience.
6. The recruitment process was long because the employer didn't want to _____ any strong candidates.
7. She works as a _____, which means she doesn't have a permanent contract with one employer.
8. The company offers a competitive _____ package, including bonuses and benefits.
9. He was employed on a _____ because the project was only expected to last six months.
10. Good leaders know how to _____ without being too controlling.
11. The internship helped her _____ with the rest of the team very quickly.
12. Employees were shocked when the company announced a _____ due to financial problems.
13. The new training programme aims to _____ and improve productivity.
14. After the probation period, she was offered a _____ position.
15. The HR department is responsible for the entire _____ process.
16. His calm and _____ attitude helped him deal with stressful situations.
17. Managers should regularly _____ to help employees improve their performance.
18. Young professionals need time to _____ their skills and confidence.
19. He was given a warning for _____ reasons after breaking company rules.
20. Having the right _____ in the industry can help you advance your career faster.

Exercise 2 Word list self-employed, abandon, be qualified for, consumer, work under pressure, promotion, applicant, discontinue, gain experience in, earnings, cope with, retire, benefit, seek employment through agencies, permanent, contribute to, candidate, specialize in, sack, be responsible for

1. She decided to _____ her studies and start working full-time.
2. The successful _____ will be invited for a second interview.
3. After five years in the company, he finally received a _____.
4. One major _____ of the job is the flexible working schedule.
5. The company had to _____ several employees due to budget cuts.
6. He prefers a _____ contract rather than short-term work.
7. Modern businesses must understand the needs of the _____.
8. Her monthly _____ increased after she changed jobs.
9. She plans to _____ marketing and brand management.
10. He decided to _____ at the age of 67.
11. She is _____ organizing staff training sessions.
12. Students often _____ different fields during internships.
13. Every _____ must submit a CV and cover letter.
14. Many graduates _____ to find their first job.
15. You must _____ stressful situations in this role.
16. Working in emergency services means you have to _____ every day.
17. Everyone is encouraged to _____ team projects.
18. He is _____, so he works for several clients.
19. She is highly _____ the position thanks to her experience.
20. The company decided to _____ the outdated product line.

LIVEWORKSHEETS