

Time and Work vocabulary

1. Read the definitions and match them with a suitable word from the list. Use an online dictionary if necessary.

1. _____: temporary and intended to last only until something permanent is arranged
2. _____: happening once every year
3. _____: not done or paid by the expected or required time
4. _____: sudden and unexpected, often without warning or preparation
5. _____: working in a well-organised way that achieves results without wasting time or resources
6. _____: no longer used because something more modern or effective has replaced it
7. _____: lasting forever or seeming to have no end
8. _____: to officially come to an end, especially a contract, agreement, or time period
9. _____: the length of time that something continues
10. _____: to delay something until a later time

11. _____: happening at the same time as something else
12. _____: advancement to a higher position or rank at work
13. _____: to find and hire new employees
14. _____: existing or happening before something else
15. _____: happening after something else
16. _____: arriving or happening at the expected time; not late
17. _____: no longer needed or useful, especially referring to a job position
18. _____: an organisation that represents workers and protects their rights and interests
19. _____: to dismiss someone from their job, usually for a serious reason
20. _____: relating to something produced in the past and considered of high quality

2. Read the text and fill in the empty gaps with the word forms from the box.

promoting | **interim** | **efficient** | **annual** | **redundant** | **simultaneous** | **expires** | **abruptly** | **prior** | **recruits**

Workplace Changes in a Modern Company

This year's ¹ _____ conference marked a turning point for the organisation. ² _____ planning ensured that every stage of the event ran smoothly, despite the challenging economic climate. An ³ _____ director was appointed to supervise the transition period while senior management reconsidered long-term strategies.

The company announced that its current service agreement ⁴ _____ at the end of the financial year, which has created some uncertainty among staff. At the same time, several ⁵ _____ have recently joined the workforce, bringing fresh perspectives and updated technical skills. Management insists that the new digital infrastructure is highly ⁶ _____ and will significantly reduce operational costs.

Two ⁷ _____ projects are now underway, each designed to strengthen the organisation's market position. However, restructuring has unfortunately made a number of roles ⁸ _____, highlighting the pressure to remain competitive. The leadership team is actively ⁹ _____ a culture of innovation and adaptability in response to these changes.

Although the conference concluded ¹⁰ _____ following a series of unexpected budget discussions, it clearly demonstrated that the company is entering a new phase of development.

3. Choose a suitable phrasal verb from the list to complete the sentences.

1. The conference _____ (*began with*) an inspiring speech from the CEO.
2. If we don't plan carefully, we could _____ (*reach a particular situation*) missing the deadline.
3. It's time you _____ (*start working hard after delaying it*) and focus on your revision before the test.
4. After the busy week, she listened to music to _____ (*relax after stress or excitement*).
5. A series of several important decisions _____ (*are going to happen in the future*) for the company.
6. The team _____ (*started working in order to achieve a specific aim*) to improve customer service.
7. She is _____ the lost hours (*working at different times because she didn't work enough before*) today.
8. The doctor told him to _____ (*stop using for a short period*) caffeine.
9. When the new project was announced, she immediately _____ (*started doing it very enthusiastically*) and began contributing ideas.
10. I was completely _____ (*had too much to deal with*) at the end of the month.