

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.