

1. Jobs and Companies

<i>accountant</i>	comptable	<i>parent company</i>	société mère
<i>after-sales service</i>	SAV	<i>partnership</i>	partenariat
<i>bankrupt / go bankrupt (to)</i>	en faillite	<i>payroll</i>	effectif, personnel
<i>board of directors</i>	conseil d'administration	<i>premises</i>	locaux
<i>branch</i>	succursale	<i>procurement</i>	approvisionnement
<i>C.E.O. (C.F.O. / C.I.O. ...)</i>	Directeur Général (/ financier / d'information)	<i>profit</i>	bénéfices
<i>clock in / out (to)</i>	pointer	<i>purchasing</i>	achats
<i>colleague</i>	collègue	<i>quality</i>	qualité
<i>company policy</i>	politique d'entreprise	<i>R&D Research and Development</i>	recherche et développement
<i>competitor</i>	concurrent	<i>report to (to)</i>	rapporter à, rendre compte à
<i>counterpart</i>	homologue	<i>responsible for (to be)</i>	être responsable de
<i>customer</i>	client	<i>retailer</i>	vente au détail
<i>cutback (to)</i>	faire des économies	<i>S.B.U. (Strategic Business Unit)</i>	unité commerciale stratégique
<i>deal with (to)</i>	s'occuper de	<i>S.M.E. (Small and Middle-sized Enterprise)</i>	PME
<i>downsize (to)</i>	réduire (effectif ...)	<i>sales administration</i>	administration des ventes
<i>employee</i>	employé	<i>sales department</i>	service des ventes
<i>exchange rate</i>	taux de change	<i>self-employed</i>	travailleur indépendant
<i>found (to) / founder</i>	fonder / fondateur	<i>shareholder</i>	actionnaire
<i>grow (to) / growth</i>	croître / la croissance	<i>shift (night)</i>	équipe (3x8) (de nuit)
<i>H.R. Human Resources</i>	R.H.	<i>showroom</i>	salle d'exposition
<i>headquarters / head office</i>	siège social	<i>sister company</i>	société sœur
<i>I.T.(C) Information Technology (and Communication)</i>	Informatique	<i>society</i>	association
<i>in charge of (to be)</i>	être responsable de	<i>stakeholder</i>	partie prenante
<i>invest (to) / investment</i>	investir / investissement	<i>strengthen (to)</i>	renforcer
<i>locate (to)</i>	implanter, localiser	<i>strike</i>	grève
<i>low cost</i>	bas prix	<i>subsidiary</i>	filiale
<i>market share</i>	part de marché	<i>supplier</i>	fournisseur
<i>merge (to) / a merger</i>	fusionner / fusion	<i>supply chain</i>	chaîne d'approvisionnement
<i>office</i>	bureau (pièce)	<i>take over (to) / takeover</i>	prendre le contrôle de / OPA
<i>outlet</i>	point de vente	<i>team</i>	équipe
<i>overheads</i>	frais généraux	<i>turnover</i>	chiffre d'affaires
<i>P&L Profit and Loss</i>	compte de pertes et profits	<i>wholesale</i>	vente en gros
		<i>works committee / council</i>	comité d'entreprise

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5 COMPANY ORGANISATION

Put the right word into the gap.

branch – headquarters – department – outlets – parent company – showroom – sister company – self-employed – service – subsidiary

1. Come and visit our s..... so you can see the high quality of our products for yourselves.
2. He's his own boss because he's s.....
3. To contact your bank, see our website for the contact details of your local b.....
4. The p..... decided to outsource HR for all the firms in the group.

5. The after-sales s..... works closely with the sales administration department.
6. The company has retail o..... all over the country.
7. The h....., or head office, was moved to Zurich about 5 years ago.
8. The parent company has decided to close down the s..... in southern Spain.
9. Our s..... in London sends in the same monthly reports as us.
10. The quality d..... is responsible for maintaining the highest quality standards.

6 THE PEOPLE INVOLVED

Match the person / people to the definition.

- | | | |
|-----------------------|---|--|
| 1. Colleague | • | a. Someone who sells goods in bulk. |
| 2. Supplier | • | b. Someone who is a rival against another. |
| 3. Employee | • | c. Someone who sells goods to the consumer. |
| 4. Competitor | • | d. Someone who provides a service or product. |
| 5. Board of Directors | • | e. A committee of employee / employer representatives. |
| 6. Works Council | • | f. Someone whom you work with. |
| 7. Counterpart | • | g. Someone who buys goods or services. |
| 8. Wholesaler | • | h. Someone who works for an employer. |
| 9. Customer | • | i. A group of people who govern the company. |
| 10. Retailer | • | j. Someone with a corresponding job / functions. |

7 COMPANY PROFILE

Choose the right word between the words in *italics*.

The company was *founded / fund* by B.B. Bother in 1946. It was a small *partnership / partner hood* but soon grew to become a limited company. The *housing / premises* were firstly *located / localized* near Birmingham, but owing to considerable *growth / growing up*, we were able to buy real estate in the center of London. The *merger / fusion* with PPL Ltd in 1953, followed by some exceptional *investisement / investment* in R&D, enabled us to *weakened / strengthen* our market position, increase our *turnover / affaires figures* tenfold, and we became highly successful.

However, we saw our *market share / market parts* decreasing and feared that we were going to go *bankruptcy / bankrupt*. We were *taken over / taken out* by Blue Brass Inc. who made a lot of changes which meant we could keep our heads above water. Many *cutbacks / cutdowns* were made: first of all from a *pay ship / payroll* aspect – teams were *downloaded / downsized* and everyone in the company now has to *clock / point* in or out. We also had to reduce our *overheads / general cost* and the procurement and *purchasing / shopping* departments improved supply chain management and found new low cost suppliers. This led to social unrest, and the night shift came out on *strike / stroke* for three weeks.

Despite all these upheavals, our company *policy / politics* has never changed, “happy workers are good workers” and “customers rule ok”.

8 RESPONSIBILITIES

Add the right preposition to the verb. *by – for – of – to – with*

1. The accountant reports the C.F.O.
2. The foreman is responsible the smooth running of the assembly line.
3. The warehouseman deals supplying the factory on time.
4. The marketing manager is in charge sales and marketing.
5. The engineer is assisted 3 technicians.

■ 2. Reports and meetings

A.O.B. <i>Any other Business</i>	questions diverses	<i>notify (to)</i>	notifier, prévenir
<i>agenda</i>	ordre du jour	<i>on time</i>	à l'heure
<i>attendees</i>	participant	<i>organisation chart</i>	organigramme
<i>audit / auditor</i>	audit, vérification / auditeur	<i>pie chart</i>	camembert (graphique)
<i>bar chart</i>	histogramme	<i>polar graph</i>	graphique polaire
<i>blueprint</i>	plan d'architecte	<i>present (to)</i>	présenter
<i>board meeting</i>	réunion du conseil d'administration	<i>presentation</i>	présentation
<i>brainstorm (to)</i>	faire du brainstorming	<i>project</i>	projet
<i>break</i>	pause	<i>proxy vote</i>	vote par procuration
<i>budget</i>	budget	<i>quarterly</i>	trimestriel
<i>chairman / chairperson</i>	président	<i>report</i>	rapport
<i>conference room</i>	salle de conférence	<i>results</i>	résultats
<i>dashboard</i>	tableau de bord	<i>review meeting</i>	réunion d'évaluation
<i>demonstrate (to)</i>	expliquer / décrire	<i>road map</i>	feuille de route
<i>figures</i>	chiffres	<i>shelve (to)</i>	abandonner
<i>flowchart</i>	schéma de processus / opérations	<i>slump (to)</i>	effondrer
<i>forecast (to) / forecast</i>	prévoir / prévision	<i>spreadsheet</i>	tableur
<i>graph</i>	graphique	<i>steering committee</i>	comité de pilotage
<i>issue</i>	problème, sujet de litige	<i>sum up (to)</i>	résumer
<i>line graph / run chart</i>	courbe (graphique)	<i>take notes (to)</i>	prendre des notes
<i>meeting</i>	réunion	<i>think tank</i>	groupe de réflexion
<i>minutes</i>	compte-rendu	<i>trade fair</i>	foire / salon commercial
<i>monthly</i>	mensuel	<i>update / update (to)</i>	mise / mettre à jour
<i>motion</i>	motion	<i>visuals</i>	supports visuels
		<i>weekly meeting</i>	réunion hebdomadaire
		<i>write up (to)</i>	rédiger
		<i>year-to-date</i>	à ce jour

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9 MEETINGS

Complete the word puzzle with the clues.

Across:

1. A verb which means to predict the future.
2. To give people warning about a meeting is to ... them.
3. The written report of a meeting is called the
4. Numbers are also known as
5. The people who come to the meeting are called
6. and 7. A meeting of the board of directors is called a
8. A verb which means to write down the notes.
9. A committee which manages the overall business of a company.
10. An interruption during the meeting to pause a little.
11. The person who runs the meeting is called a
12. A meeting which takes place every 28, 30 or 31 days is a ... meeting.
13. "I would like to put forward a ...". (A proposal or suggestion).
14. To give a practical exhibition and explanation of something.

Down: Hidden word: a room where a meeting is likely to take place.

3. Making arrangements

A.G.M.	assemblée générale	earlier	plus tôt
a.m. (ante meridiem)	matin	early / late (to be)	être en avance / en retard
appointment	rendez-vous	fix (to)	organiser
arrange (to)	organiser	fortnight	deux semaines
as soon as possible	dès que possible	free (to be)	être disponible
available (to be)	être disponible	itinerary	itinéraire
away on business	absent pour affaires	later	plus tard
be off (to)	être annulé	lunch	déjeuner
booked up (to be)	occupé, réservé	meet (to)	rencontrer
breakfast	petit-déjeuner	noon / midday	midi
bring forward (to)	faire avancer	out of the office (to be)	être absent du bureau
busy (to be)	être occupé	p.m. (post meridiem)	après-midi
call off (to)	annuler	postpone (to)	remettre à plus tard
cancel (to)	annuler	provide (to)	fournir
change (to)	changer	public (/bank) holiday	jour férié
date	rendez-vous plutôt romantique	put back (to)	reporter
decade	dix ans	put forward (to)	avancer
defer (to)	remettre à plus tard	put off (to)	reporter
delay (to)	retarder	schedule	horaire, emploi du temps
deliver (to)	livrer	set up (to)	organiser
delivery	livraison	show in (to)	faire entrer
delivery delay	retard de livraison	suit (to)	convenir
delivery time / period	délai de livraison	suitable	convenable
diary	agenda	tea	goûter
dinner (/ supper)	dîner (/souper)	tied up (to be)	être occupé
dispatch	envoi de marchandises	topic	sujet, thème
dispatch (to)	envoyer des marchandises	warning	avertissement

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12 COMPLETE THE CONVERSATION

Put a suitable word into the gap.

A.S.A.P. – booked up – breakfast – call off – diary – fix – later – lunch – noon – out of the office – public holiday – show him in – suit – tied up – topic

P: Bill, good morning. I'm calling because I'm afraid I have to our meeting tomorrow. I'd like to another meeting so we can get to the bottom of this supplier problem.

B: I agree Peter. Let me just look at my What do you suggest?

P: Well, Monday morning would me. How about you?

B: Sorry, Monday's a in the UK, so I'll be then. Can you do Tuesday?

P: No, I'll be all day Tuesday with the bankers. I'm pretty next week really. Wednesday's no good at all. Let's see .. What about a meeting at 8 on Thursday?

B: I'm supposed to be seeing the C.E.O. But I could see him .., at (then he can treat me to!). He probably wants to talk about his favorite .., streamlining the supply chain. I'll check and get back to you before the end of today.

P: You'll have to excuse me Bill, the auditor's just arrived. (Mrs. Jones, could you please?)
I'll get back to you later Bill.

B: Fine. I'll speak to you later.

13 EXPLAIN THE WORDS

Match the words to the right description.

- | | |
|---|--|
| 1. DECADE / FORTNIGHT | |
| A. Ten years | B. Two weeks |
| 2. EARLY / LATE | |
| A. Before the usual or expected time | B. After the usual or expected time |
| 3. TEA / DINNER | |
| A. An evening meal | B. A snack at around 5pm |
| 4. A.M. / P.M. | |
| A. The afternoon | B. The morning |
| 5. APPOINTMENT / DATE | |
| A. A possibly romantic rendez-vous | B. An arrangement to meet |
| 6. BUSY / FREE | |
| A. With a great deal to do | B. Available |
| 7. DELAY / DEADLINE | |
| A. Something being late or postponed | B. The latest time for finishing something |
| 8. ITINERARY / SCHEDULE | |
| A. A plan for a process or procedure | B. A document with planned travel arrangements |
| 9. I LOOK FORWARD TO MEETING / SEEING YOU | |
| A. For the first time you meet someone | B. For when you see someone again |
| 10. AWAY ON BUSINESS / OUT OF THE OFFICE | |
| A. This could be just for an hour or so (or more) | B. You might be gone for some time |

14 DELIVERY TIMES

Of course delivery times are also arrangements. Add another word to the word "delivery" to make a compound noun. What is the odd-man-out in the list, and why?

DEADLINE – DELAY – DISPATCH – TIME / PERIOD

DELIVERY (Will be late)
 (The final date for delivery)
 (The time it takes for goods to arrive)

15 I THINK I NEED TO CHANGE THE APPOINTMENT

Put the words into the appropriate category.

ARRANGE – BE OFF – BRING FORWARD – CALL OFF – CANCEL – DEFER – DELAY – FIX – PUT BACK –
 PUT FORWARD – PUT OFF – SET UP

- | | | | |
|--|-------|-------|-------|
| 1. I must <u>organise</u> a meeting. | | | |
| 2. This meeting will <u>not take place</u> . | | | |
| 3. We'll have to <u>advance the date</u> . | | | |
| 4. He has <u>postponed</u> the appointment. | | | |

4. Negotiating

<i>agree (to)</i>	être d'accord	<i>lawyer</i>	avocat
<i>agreement</i>	accord	<i>let someone know (to)</i>	faire savoir
<i>bribe, bribery</i>	pot-de-vin	<i>M.O.Q. (Minimum Order Quantity)</i>	Quantité minimum de commande
<i>certificate of origin</i>	certificat d'origine	<i>make a deal (to)</i>	conclure un marché
<i>check (to)</i>	vérifier	<i>offer (to) / offer</i>	offrir / offre
<i>clause</i>	clause	<i>open-minded order</i>	large d'esprit commande
<i>come back to someone (to)</i>	revenir vers quelqu'un	<i>order</i>	accusé de réception d'une commande
<i>competitive</i>	compétitif	<i>acknowledgement</i>	commande partielle
<i>comply (to)</i>	être conforme	<i>part order</i>	partie
<i>compromise</i>	compromis	<i>party (parties)</i>	clause de pénalité
<i>conclude (to)</i>	conclure	<i>penalty clause</i>	réduction des prix
<i>confirm (to)</i>	confirmer	<i>price reduction</i>	proposition
<i>convince (to)</i>	convaincre	<i>proposal</i>	bon de commande
<i>counter-offer</i>	contre-proposition	<i>purchase order</i>	faire une offre
<i>customs duties</i>	douane	<i>put in a tender (to)</i>	défaut de qualité
<i>deadline</i>	date limite	<i>quality defect</i>	remise pour achat en grande quantité
<i>deal</i>	affaire	<i>quantity discount</i>	revoir, réexaminer
<i>deal with (to)</i>	s'occuper de	<i>review (to)</i>	prix de vente
<i>decrease (to)</i>	diminuer	<i>sales price</i>	régler
<i>deliver from stock (to)</i>	livrer des stocks	<i>settle (to)</i>	expédier
<i>deposit</i>	arrhes / acompte	<i>ship (to)</i>	signer
<i>disagree (to)</i>	ne pas être d'accord	<i>sign (to)</i>	spécifications
<i>discount</i>	remise, rabais	<i>specifications</i>	maintenir, rester fidèle
<i>draw up (to)</i>	rédiger, dresser	<i>stick to (to)</i>	offre
<i>duty (import)</i>	taxe, frais de douane	<i>tender</i>	conditions
<i>finalize (to)</i>	finaliser	<i>terms</i>	régler les derniers détails
<i>freight forwarder</i>	transporteur	<i>tie up loose ends (to)</i>	frais de transport
<i>gamble / gamble (to)</i>	pari / parier	<i>transport costs</i>	se retirer
<i>go back on (to)</i>	revenir sur quelque chose	<i>withdraw (to)</i>	
<i>goodwill</i>	bonne foi		
<i>handling charges</i>	frais de manutention		
<i>increase (to)</i>	augmenter		

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16 TERMS AND CONDITIONS OF SALE (extract)

Put an appropriate word from the list below into the gaps in the text.

certificate of origin – customs duties (import duties) – handling charges – order acknowledgement – purchase order – quality defects – quantity discount – return – sales price – sign – shipped – transport costs

An order is input once we have received a 1. by e-mail or by post. We will send an 2. to confirm the order.

The 3. is marked on the enclosed price list.

A 5% 4. will be offered for any orders over 5,000 items.

Each shipment is to be accompanied by a 5. as proof of the provenance of the goods.

6. are to be paid by the customer in advance of shipment.
5. The goods are to be 7. Ex-Works. This means that all 8. (trucks, trains, planes...) and 9. (loading, unloading...) are to be covered by the purchaser.
6. The seller will be informed of any 10. or other problems with the delivery, in writing within 5 days of receiving the goods.
7. Please 11. (in ink) and 12. this document to the sales department within the next 10 days to confirm your agreement to these terms and conditions.

17 SITTING ROUND THE NEGOTIATING TABLE

Put the following conversations back into the right order. The first sentence is marked to help you.

Conversation 1:

- **Susan:** So your legal department said "no"? I thought we had made a deal. Now you are changing your proposal. I was planning to sign the agreement today.
- **Peter:** I'm sorry Susan. I have to comply with company policy.
1. **Susan:** Peter, you cannot possibly go back on what you said. You promised that you would remove the confidentiality clause.
- **Peter:** I disagree. In fact what I said was that I had to check with our legal department.
- **Susan:** Well, if that's your company policy, I'm afraid that I have to withdraw our offer.

Conversation 2:

- **C.E.O.:** Well, it looks like you got away with it this time then.
- **Brian:** Well, I did offer him a compromise. I said if he would buy exclusively from us, we would give him a discount.
1. **C.E.O.:** Sit down Brian. Now, this is very serious. The customer is accusing you of bribery. What have you got to say to that?
- **Brian:** That's strange because I heard from them this morning, and they are putting in a firm order for 20,000 parts.
- **C.E.O.:** That was a gamble Brian, and it didn't pay. They say they can no longer work with us on a good will basis, and the purchaser is contacting his lawyer.

Conversation 3:

1. **Charlotte:** Did you put in a tender for the supermarket fittings last week?
- **James:** Price reduction, short delivery deadlines, etc. I'm doing all I can to convince them that we are the right supplier.
- **Charlotte:** Yes, their requirements are very demanding. Did you offer them a price reduction for regular orders?
- **James:** I'll let you know as soon as I have any news.
- **Charlotte:** Can you deal with it and come back to me by tomorrow afternoon?
- **James:** Yes, I did. We'll have to stick very closely to their specifications.

Conversation 4:

- **Bob:** You mentioned something about choosing your own freight forwarder, and putting in a penalty clause in case of late delivery. Is that all?
- **Sara:** We must tie up a few loose ends before we finalize.
- **Bob:** Of course. I'll get my lawyer to draw up the contracts tomorrow.
- **Sara:** Just one more thing, we need to be sure that you can deliver from stock. That means you having a minimum safety stock all the time. Can you guarantee that?
1. **Bob:** Well, I think we've got a deal here, don't you?

18 WE'VE GOT A FEW MORE DETAILS TO GO THROUGH

Choose the right answer : A, B, or C.

1. Our prices have to be highly if we are going to get the business.
A. competitive B. competition C. concurrent
2. To speed things up, we would be willing to accept a rather than the whole order at the same time.
A. pieces order B. part order C. semi-order
3. We cannot accept your offer so here is our
A. counter-offer B. contra-offer C. content-offer
4. If you don't prices you will lose customers.
A. reduction B. descend C. decrease
5. We always require a for custom orders.
A. depot B. disclosure C. deposit
6. I'm afraid that we have to our prices this year to cover our costs.
A. augmented B. increase C. lower
7. Don't forget to remain during all your negotiations.
A. open-minded B. wide spirited C. inflexible
8. There are three main involved in this agreement.
A. partees B. parties C. partys
9. If we cannot a deal, we shall have to ask an arbitrator.
A. coincide B. concrete C. conclude
10. We should go over this again. We must what we have decided on.
A. review B. resee C. relooking
11. We have to our differences and move forwards.
A. regulate B. settle down C. settle
12. Could you please your agreement in writing?
A. confirme B. confirm C. conform

5. Job seeking

<i>abroad</i>	à l'étranger	<i>lunch / luncheon</i>	chèque déjeuner
<i>application form</i>	dossier de candidature	<i>voucher</i>	
<i>apply (to)</i>	postuler	<i>openings</i>	poste disponible
<i>bonus</i>	bonus	<i>overtime</i>	heures supplémentaires
<i>briefcase</i>	porte-documents	<i>part-/full-/flexi-time</i>	temps mi-/plein-/variable
<i>candidate</i>	candidat	<i>pension scheme / plan</i>	plan de retraite
<i>closing date</i>	date limite	<i>perk</i>	avantage (en nature)
<i>company car</i>	voiture de société	<i>permanent contract</i>	CDI
<i>cover letter</i>	lettre de motivation	<i>position</i>	poste
<i>CV / resumé</i>	CV	<i>promotion</i>	promotion
<i>day off</i>	journée de congé	<i>qualifications</i>	qualifications
<i>desk</i>	bureau	<i>recruit (to)</i>	recruter
<i>drivers licence</i>	permis de conduire	<i>retire (to)</i>	prendre sa retraite
<i>early retirement</i>	retraite anticipée	<i>retirement</i>	retraite
<i>earn</i>	gagner	<i>shortlist</i>	préselection
<i>entail (to)</i>	entraîner, occasionner	<i>single</i>	célibataire
<i>entitlement</i>	droit	<i>spare time</i>	temps libre
<i>experience</i>	expérience	<i>starting salary</i>	salaire de début
<i>fire / sack / dismiss (to)</i>	renvoyer	<i>strengths</i>	points forts
<i>fixed-term contract</i>	CDD	<i>take on / employ (to)</i>	embaucher
<i>fringe benefit</i>	avantage (en nature)	<i>task</i>	tâche, devoir
<i>go-ahead</i>	dynamique	<i>train (to)</i>	former
<i>hard-working</i>	travailleur	<i>training</i>	formation
<i>head-hunter</i>	chasseur de tête	<i>training course</i>	stage de formation
<i>internal / (in-house)</i>	promotion interne	<i>trial / probationary</i>	période d'essai
<i>promotion</i>		<i>period</i>	
<i>interview / interviewee / interviewer</i>	entretien / candidat / personne qui fait passer l'entretien	<i>turn down (to)</i>	refuser
<i>job centre</i>	pôle emploi	<i>unemployment</i>	chômage
<i>job-hunt / hunting</i>	recherche d'emploi	<i>unsocial hours</i>	en dehors de l'horaire normal
<i>lay off / make redundant (to)</i>	licencier	<i>wage</i>	salaire horaire
<i>leave (sick leave...)</i>	congé (maladie...)	<i>weaknesses</i>	faiblesses
		<i>working conditions</i>	conditions de travail
		<i>working hours</i>	temps de travail

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19 WHAT WILL YOU PUT ON or WITH YOUR CV / RESUME?

Add a vowel to make a word which might be useful on your CV.

1. A letter to show how motivated you are:
2. Previous working background:
3. Something which proves you can drive:
4. An enterprising and dynamic adjective:
5. Diligent and assiduous:
6. Diplomas, degrees...:
7. Married, divorced, or...:

C _ V _ R L _ T T _ R
 _ X P _ R _ _ N C _
 D R _ V _ R ' S L _ C _ N S _
 G _ - _ H _ _ D
 H _ R D - W _ R K _ N G
 Q _ _ L _ F _ C _ T _ _ N S
 S _ N G L _

8. Free time:
9. Your assets:
10. Shortcomings:

SP _ R _ T _ M _
STR _ NGTHS
W _ _ KN _ SS _ S

20 WORKING CONDITIONS

Choose the word that matches the definition.

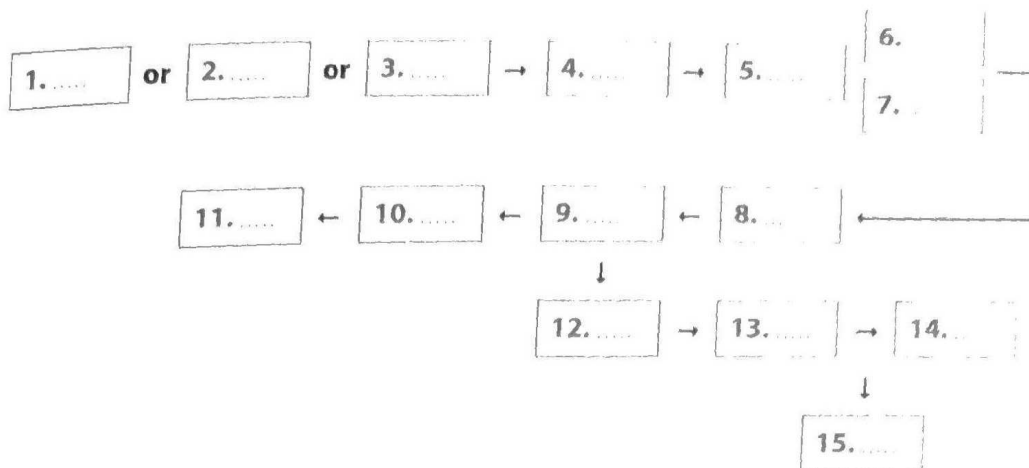
day off – entails – entitlement – flexi time – full-time – overtime – part-time – sick / maternity leave – starting salary – task – unsocial hours – working hours

1. A job to be done or undertaken.
2. The period of time to be spent at work.
3. The pay you receive when you start your job.
4. A job where you work less than 35 hours a week.
5. Leave of absence because you are unwell or expecting.
6. That to which you have a right.
7. A job which is at least 35 hours a week!
8. Includes or involves.
9. Working hours either very early in the morning or very late at night.
10. Hours worked over and above contracted hours.
11. A day when you do not have to work.
12. Varied time for starting or finishing work.

21 JOB HUNTING

Put the following steps into the right order on the flowchart.

- a. Interviewee put on a shortlist and has final interview.
- b. Interviewee turned down.
- c. Go to see a head-hunter or a job center, and look at advertisements, etc.
- d. Candidates may have to fill in an application form.
- e. The company takes on the applicant.
- f. Go back to squares 1, 2 and 3.
- g. Look for openings in companies.
- h. The employee gets a fixed-term or a permanent contract.
- i. Write up a CV and a cover letter.
- j. The applicant is offered the position.
- k. Apply for a job.
- l. The interviewee goes for an interview and is interviewed by the interviewer!
- m. Look for companies which are recruiting.
- n. Don't miss the closing date for applications.
- o. The applicant has a probationary period.



22 SOME ADVANTAGES

Match a word from column 1 to a word from column 2. Then choose one to make a suitable answer to the question.

company	voucher
work	promotion
fringe	abroad
annual	scheme
luncheon	car
training	bonus
pension	course
internal	benefit

1. What will you use to pay for your meal?
2. What will supplement your income when you retire?
3. What is a yearly sum of money for productivity / performance?
4. What can you drive around in at the company's expense?
5. What will help you improve your I.T. or other skills?
6. What could you do to get some foreign experience?
7. What are extra advantages on top of your salary?
8. What is it called when your career advances within the company?

23 NOT AT WORK (FOR NOW)

Put the words below into groups by theme.

early retirement – employ – fire – job hunter – job-seeker – make redundant – retirement – sack

unemployment	
lay off	
dismiss	
retire	