Business and Work – Worksheet 1

Name: Class: Date: Score: / 37

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Exercise 1: Match the words to their meanings

Match each definition with a word from the box. There are two extra words you do not need.

WORD BOX

deadline **promotion** **colleague** **resignation** **salary** **shift** **workload** **redundancy** **freelancer** **appraisal**

1. A fixed amount of money you are paid every year for your job. → _____
2. The latest time or date by which a task must be finished. → _____
3. A move to a higher position in a company. → _____
4. The amount of work a person has to do. → _____
5. A formal statement saying that you are leaving your job. → _____
6. A person who works for several different clients rather than for one employer. → _____
7. A meeting in which a manager discusses how well an employee has performed. → _____
8. The situation of losing your job because your employer no longer needs your position. → _____

Exercise 2: Verb + noun collocations

Complete each sentence with a verb from the box. There are two extra verbs you do not need.

Example: Our manager will ___ the weekly meeting today. → chair

WORD BOX

meet **apply** **launch** **reach** **run** **attend** **negotiate** **hand in** **commute** **retire**

9. We worked all weekend so that we could _____ the deadline.
10. Sofia has decided to _____ for the manager's position.
11. The company plans to _____ a new product range in the spring.
12. The two sides hope to _____ an agreement by Friday.
13. Marco would love to _____ his own business one day.
14. All staff are expected to _____ the training session on Monday.

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15. Before you accept the offer, try to _____ a higher salary.

16. If you're unhappy, you could _____ your notice and look for another job.

Exercise 3: Word formation

Use the word in capitals to form a word that fits the gap.

Example: She has a lot of ___ in marketing. (EXPERIENCE → no change) / He is a very ___ worker. (RELY) → reliable

17. Lena has worked as a sales _____ for five years. (REPRESENT)

18. Working from home has made our team more _____. (PRODUCE)

19. The company is looking for _____ with at least three years' experience. (APPLY)

20. Rising _____ is a serious concern for young people in many countries. (EMPLOY)

21. The new product line has proved highly _____. (PROFIT)

22. Our team leader shows real _____ in difficult situations. (LEAD)

23. All candidates must have relevant professional _____. (QUALIFY)

24. Staff felt _____ with the decision, so several people left the company. (SATISFY)

Exercise 4: Find and correct the mistake

Each sentence has one mistake. Write the correct sentence.

Example: She works as an accountant in a bank since 2020. → She has worked as an accountant in a bank since 2020.

25. Tom did a lot of money when he worked in finance.

_____

26. She was promoted at sales manager last year.

_____

27. He is responsible of training new staff.

_____

28. She has a lot of experiences in customer service.

_____

29. The manager is away on a business travel this week.

_____

30. The company has decided to rise salaries by 3%.

_____

31. My colleague is in charge for the new project.

_____

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Exercise 5: Rewrite the sentences

Rewrite each sentence so that it has a similar meaning. Use the word in capitals.

Example: Kim travels to work every day by train. (COMMUTES) → Kim commutes to work by train every day.

32. Ana left her job last month. (RESIGNED)

33. The company gave Paul a higher position. (PROMOTED)

34. Jan works for himself. (SELF-EMPLOYED)

35. They lost their jobs because the factory closed. (REDUNDANT)

36. Mark is the person who manages the sales team. (CHARGE)

37. The company employs 500 people. (WORKFORCE)

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Answer key – Business and Work – Worksheet 1

Exercise 1: Match the words to their meanings

1. **salary**
   A salary is a fixed yearly payment, usually paid monthly.
2. **deadline**
   A deadline is the time limit for finishing something.
3. **promotion**
   When you get a promotion, you move up to a more senior job.
4. **workload**
   Your workload is how much work you have.
5. **resignation**
   You hand in your resignation when you decide to leave a job.
6. **freelancer**
   A freelancer sells their work to different clients and is not a permanent employee.
7. **appraisal**
   An appraisal is a formal review of an employee's performance.
8. **redundancy**
   Redundancy happens when a job is no longer needed, not because of the worker's performance.

Exercise 2: Verb + noun collocations

9. **meet**
   We say 'meet a deadline' when we finish on time.
10. **apply**
    You 'apply for' a job or position.
11. **launch**
    Companies 'launch' new products when they introduce them to the market.
12. **reach**
    The usual collocation is 'reach an agreement'.
13. **run**
    To 'run a business' means to manage it.
14. **attend**
    You 'attend' a meeting, course or training session.
15. **negotiate**
    You 'negotiate' a salary when you discuss it to get better terms.
16. **hand in**
    To 'hand in your notice' means to tell your employer you are leaving.

Exercise 3: Word formation

17. **representative**
    A sales representative is a person whose job is to sell a company's products.
18. **productive**
    We need an adjective after 'more': productive.
19. **applicants**
    People who apply for a job are applicants; the plural is needed here.
20. **unemployment**
    The context needs a negative noun: unemployment means not having a job.
21. **profitable**
    After 'highly' we need an adjective: profitable.
22. **leadership**
    Leadership is the noun for the ability to lead others.
23. **qualifications**
    The noun is qualification; the plural is most natural here.
24. **dissatisfied**
    The context is negative, so we need the adjective with the prefix dis-: dissatisfied.

Exercise 4: Find and correct the mistake

25. **Tom made a lot of money when he worked in finance.**
    We say 'make money', not 'do money'.
26. **She was promoted to sales manager last year.**
    We say 'be promoted to' a position.
27. **He is responsible for training new staff.**
    The correct preposition is 'responsible for'.
28. **She has a lot of experience in customer service.**
    When it means skill or knowledge, 'experience' is uncountable.
29. **The manager is away on a business trip this week.**
    We say 'a business trip'; 'travel' is not used with 'a' in this way.
30. **The company has decided to raise salaries by 3%.**
    'Raise' takes an object; 'rise' does not.
31. **My colleague is in charge of the new project.**
    The fixed phrase is 'in charge of'.

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Exercise 5: Rewrite the sentences

32. **Ana resigned from her job last month.**
    We say 'resign (from) a job' to mean leave it formally.
33. **The company promoted Paul.**
    To give someone a higher position at work is to 'promote' them, so you can write 'The company promoted Paul' or use the passive 'Paul was promoted (by the company)', and the informal passive 'Paul got promoted' is also correct.
34. **Jan is self-employed.**
    Someone who works for themselves is self-employed.
35. **They were made redundant because the factory closed.**
    The fixed phrase is 'be made redundant'.
36. **Mark is in charge of the sales team.**
    'Be in charge of' means to manage or be responsible for.
37. **The company has a workforce of 500 people.**
    A company's workforce is all the people who work for it.

Notes for teachers: Start with Exercise 1 to check that learners know the core meanings before moving on to the collocation and word-form tasks. Common errors include 'do money' instead of 'make money', 'responsible of' instead of 'responsible for', 'rise' instead of 'raise' and treating 'experience' (meaning skill or knowledge) as a countable noun. As a follow-up, ask pairs to role-play a job appraisal or a salary negotiation using at least eight words from the worksheet.

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