ENGLISH A2 · UNIT 1 · VOCABULARY Name: _____ Date: _____

# The workplace and colleagues

Focus: workplace words: colleague, boss, department, shift, deadline, canteen, badge, salary, full-time / part-time

**THE WORKPLACE**

**colleague boss team department manager staff meeting break shift deadline project report task desk canteen reception badge timetable full-time part-time salary training experience customer support**

## 1 Complete the sentences with words from the box.

*Example: I work in the sales _____. There are ten of us. → department*

1. The _____ for the report is Friday. We can't send it late.
2. The staff have lunch in the _____. The cooks are friendly.
3. Be careful with your _____. It has your name and photo on it.
4. My _____ is 2,000 euros a month. I'm not worried about money.
5. I've got five years' _____ in a hotel reception.
6. New staff do two days of _____ in their first week.
7. We stop for a short _____ at half past ten. I feel relaxed after it.
8. Omar works _____, forty hours a week, from Monday to Friday.

## 2 Put the words in the correct column.

*Example: manager → People*

**colleague canteen shift boss reception break customer office deadline staff car park meeting**

| People | Places | Work and time |
|---|---|---|
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**ANSWER KEY**

**1** 1 deadline, 2 canteen, 3 badge, 4 salary, 5 experience, 6 training, 7 break, 8 full-time **2** People: colleague, boss, customer, staff | Places: canteen, reception, office, car park | Work and time: shift, break, deadline, meeting

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