ENGLISH A2 · UNIT 7 · VOCABULARY Name: _____ Date: _____

Rules and safety at work

Focus: vocabulary: rules and safety at work (uniform, helmet, sign, forbidden, sick leave)

RULES AND SAFETY AT WORK

rule uniform helmet gloves safety sign notice allowed permission forbidden fire exit alarm accident report on time late absent sick leave day off holiday timesheet break smoke mobile phone visitor

1 Choose the correct word.

Example: Put on your _____ at the door of the warehouse. (helmet / timesheet / notice) → helmet

1. There is a _____ on the door: 'No mobile phones'. (break / sign / holiday)
2. Mark was _____ for three days. He was ill. (late / unemployed / absent)
3. Smoking is _____ in the warehouse. It's dangerous. (forbidden / allowed / absent)
4. Write your hours for the week on your _____. (helmet / alarm / timesheet)
5. Every _____ gets a badge at reception. (rule / visitor / break)
6. You can't take a _____ this week. We need you. (day off / sign / helmet)
7. Lena has a cold, so she is on _____ today. (break / sick leave / overtime)
8. The meeting starts at nine. Please be _____. (late / absent / on time)
9. Read your _____ carefully. It has the holiday rules. (contract / timesheet / helmet)
10. All new _____ get a list of the rules and a uniform. (visitors / employers / employees)
11. You can't go in without _____. Ask the manager first. (permission / holiday / alarm)

2 Match the signs and their meaning.

1. No smoking	a. Don't use your phone here.
2. Fire exit	b. Put on your helmet and gloves here.
3. Visitors: please sign in	c. Tell your manager about every accident.
4. Staff only	d. Close the door after you.
5. No mobile phones	e. You mustn't smoke here.
6. Report all accidents	f. Write your name at reception.
7. Keep this door closed	g. Visitors can't go in here.
8. Wear helmets and gloves	h. Leave by this door in an emergency.

ANSWER KEY

1 1 sign, 2 absent, 3 forbidden, 4 timesheet, 5 visitor, 6 day off, 7 sick leave, 8 on time, 9 contract, 10 employees, 11 permission **2** 1 e, 2 h, 3 f, 4 g, 5 a, 6 c, 7 d, 8 b

ڈاؤن لوڈ کرنا، پرنٹ کرنا اور گھر میں، کلاس میں یا کہیں بھی استعمال کرنا مفت ہے۔