

Revision Unit 2

Try to explain the meaning of the phrases to your partner.

| Student A | Student B |
|-------------------------------------|----------------------------------|
| Operate (run) a system of flexitime | Requests must be made in writing |
| Core hours | Full-time employees |
| Paid overtime | Part-time employees |
| Unpaid overtime | Annual leave |
| Years of service | Medical certificate |
| Flexible working hours | Over ...months of service |
| Under ... years of service | Longer-term illness |
| Fixed working hours | Additional leave |
| Full-pay | Short-term illness |
| Home-working/ home office | Expectant mothers |
| Statutory pay | Maternity leave |
| Sick leave | Paternity leave |

1
START

Work some paid overtime. Have another go.

Ask another player about what his/her department deals with.

20
END

2
Do you like ...?

9
How often do you ...?

12
Ask another player about his/her main responsibilities.

19
Check the spelling of another player's name.

3
Move to the nearest player's square. Say hello and ask a question.

8
Move to the nearest player's square. Ask him/her a question about his/her leisure time.

13
Can you give me ...?

18
Take unpaid leave. Miss a go.

4
Ask for and check another player's phone number.

7
Next year, do you plan to ...?

14
Move to the nearest player's square. Ask him/her to describe his/her job.

17
Ask another player if he/she's interested in any sports.

5
In your job, is it difficult to ...?

6
Take a day off. Miss a go.

15
Ask for and check another player's email address.

16
Move to the nearest player's square. Ask for and check his/her company web address.

To + infinitive or -ing form?

1. I'm happy (inform) you about the sales results.
2. He's responsible for (manage) the HR department.
3. I really want (be promoted) soon.
4. We enjoy (go) out together on Fridays.
5. The manager agreed (hire) a new receptionist.
6. He once dealt with (coordinate) foreign projects.
7. My job consists of (advise) organizations on employment law.
8. I'm meeting my friends tonight (talk) to them about trip to Mexico.
9. I don't think he's interested in (take) a day off tomorrow.
10. I look forward to (meet) the new manager.
11. Mr Jackson is in charge of (plan) our courses.
12. It's really important (keep) good work-life balance.
13. What are you going to do (prepare) well for the English test?
14. It's easier (learn) grammar than vocabulary.

1. I'm happy (**to inform**) you about the sales results.
2. He's responsible for (**managing**) the HR department.
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5. The manager agreed (**to hire**) a new receptionist.
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7. My job consists of (**advising**) organizations on employment law.
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9. I don't think he's interested in (**taking**) a day off tomorrow.
10. I look forward to (**meeting**) the new manager.
11. Mr Jackson is in charge of (**planning**) our courses.
12. It's really important (**to keep**) good work-life balance.
13. What are you going to do (**to prepare**) well for the English test?
14. It's easier (**to learn**) grammar than vocabulary.

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How would you read the information on these business cards?