

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 Years of service	Annual leave Medical certificate
Flexible working hours Under ... years of service	Over ...months of service Longer-term illness
Fixed working hours Full-pay	Additional leave Short-term illness
Home-working/ home office Statutory pay Sick leave	Expectant mothers Maternity 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.
8. I'm meeting my friends tonight (**to talk**) to them about trip to Mexico.
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.

Amanda Ross
Lab technician
(45)9854782099
www.chemicals.fr/lab
amanda_ross@chemicals.fr

John Hughes
Sales representative
(0034) 98577860224
www.oxfix.com/rep
john_hughes@oxfix.com

Peter Burns
Electrician
(0039)85462986553
www.primeelectrics.gr/ele
peter_burns@primeelectrics.gr

How would you read the information on these business cards?