Work

VOCABULARY PRACTICE

UPPER-INTERMEDIATE | B2

Name: _____ **Date:** _____

1 Match each employment term with its meaning.

1 probationary period	____	a formal process for raising a workplace complaint
2 permanent contract	____	b chance of moving to a more senior role
3 fixed-term contract	____	c review of an employee's work and progress
4 performance appraisal	____	d employment agreement with no planned end date
5 professional development	____	e amount of work a person is expected to complete
6 promotion prospects	____	f initial period when suitability is assessed
7 workload	____	g arrangement combining remote and workplace attendance
8 work-life balance	____	h training that extends work-related skills
9 hybrid working	____	i relationship between work demands and personal life
10 grievance procedure	____	j employment agreement ending on a specified date

2 Complete the workplace collocations.

appraisal | balance | contract | deadline | development | grievance | prospects | workload

1 meet a demanding _____

2 manage a heavy _____

3 sign a permanent _____

4 attend a performance _____

5 invest in professional _____

6 improve promotion _____

7 maintain a healthy work-life _____

8 follow the formal _____ procedure

3 Choose the most precise term for the context.

1 The first months in which a new employee is assessed: *probationary period / annual leave*.

2 A role guaranteed only until December: *fixed-term contract / permanent contract*.

3 A meeting that reviews progress and objectives: *performance appraisal / job interview*.

4 Training designed to extend career skills: *professional development / induction*.

5 The possibility of gaining a more senior position: *promotion prospects / workload*.

6 Time divided between home and the workplace: *hybrid working / shiftwork*.

7 The total amount of assigned work: *workload / job description*.

8 A formal route for an employee complaint: *grievance procedure / performance review*.

Work

4 Complete the career review with expressions from the box.

fixed-term contract | grievance procedure | hybrid working | performance appraisal | permanent contract | probationary period | professional development | promotion prospects | work-life balance | workload

Aisha joined on a **1** _____ lasting twelve months. After a successful **2** _____, the organisation offered her a **3** _____. Her annual **4** _____ identified strong results but also an excessive **5** _____. A **6** _____ arrangement now lets her work from home twice a week, improving her **7** _____. She is taking a leadership course as part of her **8** _____, which may strengthen her **9** _____. She also knows how to use the **10** _____ if a serious workplace concern arises.

5 Read the text and answer the questions briefly.

Flexibility and fairness

Flexible work can widen access to employment and give staff more control over their time. However, access to flexibility is often uneven. Some roles must be performed in person, while remote employees may become less visible when projects and promotions are discussed. A fair policy therefore needs transparent eligibility criteria, comparable ways to assess results and regular checks for unintended disadvantage. Managers should focus on outcomes without expecting constant availability, and employees need clear opportunities to raise concerns.

1 What two benefits can flexible work provide? _____

2 Why can't every role offer the same flexibility? _____

3 What risk do remote employees face? _____

4 What three features should a fair policy include? _____

5 What should managers assess? _____

6 What expectation should managers avoid? _____

6 Rewrite using the expression in capitals.

1 Her contract has no planned end date. **PERMANENT** _____

2 The meeting formally reviewed his progress. **APPRAISAL** _____

3 She divides her week between home and the office. **HYBRID** _____

4 The employee used the formal complaint process. **GRIEVANCE** _____

OVER TO YOU

Write a **120-150 word** proposal for a fair workplace policy. Cover contracts, workload, flexibility, appraisal, development and complaints.

[ ] Use at least ten target expressions. [ ] Explain benefits and risks. [ ] Include transparent safeguards.

ANSWER KEY

1 Employment terms

1 **f** 2 **d** 3 **j** 4 **c** 5 **h** 6 **b** 7 **e** 8 **i** 9 **g** 10 **a**

2 Workplace collocations

1 **deadline** 2 **workload** 3 **contract** 4 **appraisal** 5 **development** 6 **prospects** 7 **balance** 8 **grievance**

3 Precise terms

1 **probationary period** 2 **fixed-term contract** 3 **performance appraisal** 4 **professional development**
5 **promotion prospects** 6 **hybrid working** 7 **workload** 8 **grievance procedure**

4 Career review

1 **fixed-term contract** 2 **probationary period** 3 **permanent contract** 4 **performance appraisal** 5 **workload**
6 **hybrid working** 7 **work-life balance** 8 **professional development** 9 **promotion prospects** 10 **grievance procedure**

5 Reading - suggested answers

1 Wider access and more control over time. 2 Some roles must be performed in person. 3 Less visibility in project and promotion decisions.
4 Transparent eligibility, comparable assessment and checks for disadvantage. 5 Outcomes. 6 Constant availability.

6 Rewriting - possible answers

1 She has a **permanent contract**. 2 He attended a **performance appraisal**. 3 She has a **hybrid working arrangement**. 4 The employee followed the **grievance procedure**.

Over to you: Answers will vary. Check policy logic, precise terminology, trade-offs and safeguards.