

A. Match the work-related vocabulary from the box to the definitions.

a. salary

b. duties

c. schedule

d. co-worker

e. benefits

1. A person who you work with who has a similar or the same job.
2. The days and times that an employee must do their work.
3. Things that you have to do because they are part of your job.
4. Good things given to employees for their work that do not include money.
5. The amount of money paid into an employee's bank account every month.



B. Complete the sentences with the work-related words above in their correct form. Then, rewrite the sentences, so they change from a like to a dislike or vice versa.

1. I don't get along well with my They aren't friendly and don't help each other.
.....
2. I have a easy I only work four days a week, and I start at 10 a.m. every day.
.....
3. I don't get a lot of with my job. My employer gives me basic health insurance.
.....
4. The best thing about my job is that I have many interesting I don't have to do boring tasks like read long emails.
.....
5. I want to find a new job as I am not happy with my I can't save any money.
.....

C. With a partner, discuss the things you like and dislike about your job. Use the example below to help you.

A: The best things about my job are the salary and benefits. My boss is also very kind.

B: Me too. I have a good salary, and I also get a lot of paid holidays.

Business English Work Text

Keith Slocum



Business English Work Text:

Business English at Work Susan Jaderstrom, Jaderstrom Susan, Joanne Miller, 2003-06 Written in a conversational tone Business English at Work 2e by Jaderstrom and Miller is a four color text that takes a totally new learning approach to relating Business English to the workplace Telecommunications customer service online references and a host of other real world topics connect directly to activities and exercises in grammar punctuation vocabulary spelling word division and sentence writing revising **Improve Your Global Business English** Fiona Talbot, Sudakshina Bhattacharjee, 2012-11-03 In a business world that spans several continents it is no longer common for everyone to speak English as a first language Whether you speak English as a first second or even third language intercultural business communication means that getting it right first time has never been more important for you and your organization English can never be standardized in the global and digital marketplace instead we can learn how to customize business English according to our own values and culture and communicate successfully across borders Improve Your Global Business English creates an awareness in the reader of what to avoid and how to ensure that communications are correctly understood Very readable and hugely instructive Improve Your Global Business English provides practical self study with quizzes activities and worksheets helping you to fine tune your written communication By mastering the basics defining your readers and tailoring your message to them understanding the conventions of different media and understanding cultures you can enhance your reputation as a truly global modern player in today s marketplace If you want your messages to be perceived as you intended to retain customers or to win new ones Improve Your Global Business English gives you the background you need Online supporting resources for this book include supplementary video self test questions and answers templates and a case study on going global Business English At Work Student Text/Premium OLC Content Package Joanne Miller, Susan Jaderstrom, 2006-06-16 Written in a conversational tone this text takes a totally new learning approach to relating business English to the workplace Up to date topics of telecommunications customer service online references electronic mail and a host of other real world subjects connect directly to an assortment of activities and exercises in grammar punctuation and writing The activities in the text and online accommodate different student learning styles All students regardless of their previous English background have the opportunity to be successful learning grammar in a business context Working Towards a Proficiency Scale of Business English Writing: A Mixed-Methods Approach Li Wang, Jason Fan, 2021-09-29 This book presents an empirical study to develop and validate a proficiency scale of business English writing in the Chinese tertiary context Through a mixture of intuitive quantitative and qualitative methods the book demonstrates how a pool of descriptors are collectively formulated statistically calibrated and meticulously validated for the establishment of a proficiency scale of business English writing The writing scale differs in significant ways from the existing language scales most of which were constructed in English as L1 or L2 contexts and applied to English for General Purposes EGP domains

This book also provides important insights into the construct of business English writing as well as the methods for English for Specific Purposes ESP proficiency scale development and validation It is of particular interest to those who work in the area of ESP teaching and assessment Introducing Business English Catherine Nickerson,Brigitte Planken,2015-09-16

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Style-book of Business English Herbert W. Hammond, 1913 *Educational Publications* Indiana. Department of Public Instruction, 1923

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