

# Vocabulary

## Key Vocabulary

**Read this paragraph about contracts and check your understanding of the words in bold.**

Before you decide to **accept a job offer**, you should carefully read the small print of the contract of employment if the employer provides one. The contract is an official legal agreement that defines various **terms and conditions** that both employer and employee must follow. These will include such things as the amount of **vacation time** you are **entitled to per annum /year** or how much paid **sick leave** you can take off of work. It may also state **regulations** about taking a leave of **absence** for events such as **maternity / paternity leave**. An important condition concerns how much **notice** you have to give if you want to **quit** your job, in other words **terminate your contract**. The contract will also mention how many days **notice** the employer has to give you if they are going to **fire** you because they no longer need you, as well as state how your employer can **lay you off** if you are guilty of **misconduct**. The contract of employment will also state a number of other **company regulations** that you must understand and agree to when you **sign**.

1 Read this conversation between Zoe and Tommy. The words in italics are in the wrong place. Put them in the correct place.

Zoe: I have been looking at the *terminate* of employment here. And I don't understand something.

**1** *terms*

Tommy: What is that? Have you read it carefully?

Zoe: Well, it says here that they can *per annum* my contract if I don't fulfill all the *sick leave*.

**2** \_\_\_\_\_, **3** \_\_\_\_\_

Tommy: Yes, that is right. They can fire you if you are guilty of *sign*, for example. **4** \_\_\_\_\_

Zoe: Oh dear. And what about if I get sick?

Tommy: Well, they allow you a certain number of days for *conditions*. **5** \_\_\_\_\_

Zoe: And what does *misconduct* mean? **6** \_\_\_\_\_

Tommy: Oh, that just means in one year.

Zoe: Oh I didn't know that. Thank you. I guess I will *terms* the contract then. **7** \_\_\_\_\_

## 2 Underline the correct word form.

1 The *regulates* / *regulations* are very clear about parking in the no-parking zone.

2 Cassandra will be *absent* / *absence* from the office for 10 days while she goes on a training course.

3 Mr. Finley has received an *acceptance* / *accept* letter for the job that we offer to the best candidate.

4 Zack isn't going to *sign* / *signature* the contract until he has talked to his lawyer.

5 They have to *terminate* / *termination* the project because of a lack of funding.

6 It states here in your contract of employment that your *entitled* / *entitlement* for paid vacation time is four weeks.

## 3 Complete the sentences with one of the following words.

fired lay off misconduct notice quit sick leave signature vacation

1 She was fired from the company for misconduct.

2 Please add your \_\_\_\_\_ at the bottom of that form.

3 If you wish to leave the company you must give at least one month's \_\_\_\_\_.

4 I was so angry that I shouted at our boss and then he \_\_\_\_\_ me.

5 He said that we will earn two days of paid \_\_\_\_\_ time for every month we work there.

6 Did you hear that Cody \_\_\_\_\_ his job? He got a better job offer.

7 Last month my cousin was quite ill and took several days of \_\_\_\_\_.

8 With the downturn of the economy, the factory has had to \_\_\_\_\_ a large number of workers.