

Hiring and firing

Vocabulary

1 Complete the following definitions (1–4) with the correct verb from the box.

dismiss ~~recruit~~ redundant resign

- 1 If you give someone a job, you *recruit* them.
- 2 If you decide to leave your job, you
- 3 If staff have to leave because the company needs to reduce their workforce to save money, they are made
- 4 If you tell someone they must leave because their work is unacceptable, you them.

2 Now match the words and expressions (1–7) below to the words (a–d) with approximately the same meaning. Some of the words on the right can be matched with more than one word on the left.

- | | | |
|-----------------------|---|------------------|
| 1 take on | — | a resign |
| 2 quit | | b make redundant |
| 3 lay off | | c dismiss |
| 4 fire | | d recruit |
| 5 hand in your notice | | |
| 6 hire | | |
| 7 sack | | |

3 Which words in Exercise 2 are informal, do you think?

Choose the best word from the brackets () to fill the gap. The first one is an example.

- 0 I had a 9-to-5^{job}..... when I left school but I hated it. (job/work)
- 1 We have a system, but everyone must be here between 10 and 2. (repetitive/flexitime)
- 2 I work from and simply send my work over the Internet. (house/home)
- 3 I just sit in front of a computer all day, but this work is mentally (tiring/routine)
- 4 This is the most job I've ever had. There is never a boring minute. (stimulating/repetitive)
- 5 We all look forward to 5.30 because then we can off for the day. (shift/clock)
- 6 The 7.30 train to London is always full of (commuters/telecommuters)

Word combinations with 'work'

If you **work** or **have work**, you have a job. But you don't say that someone has '~~a work~~'. **Work** is also the place where you do your job. You don't say for example, '~~at the work~~' or '~~to the work~~'.

Here are some phrases with 'work'.

The economy is growing fast and more people are **in work** – have a job – than ever before. The percentage of people **out of work** – without a job – has fallen to its lowest level for 30 years.

Frank talks about his job:

'I **work** in a bank in New York City. I **leave for work** at 7.30 every morning. I **go to work** by train and subway. I **get to / arrive at work** at about 9. I'm usually **at work** till 6. Luckily, I don't get ill very much so I'm not often **off work** – away from work due to illness.'