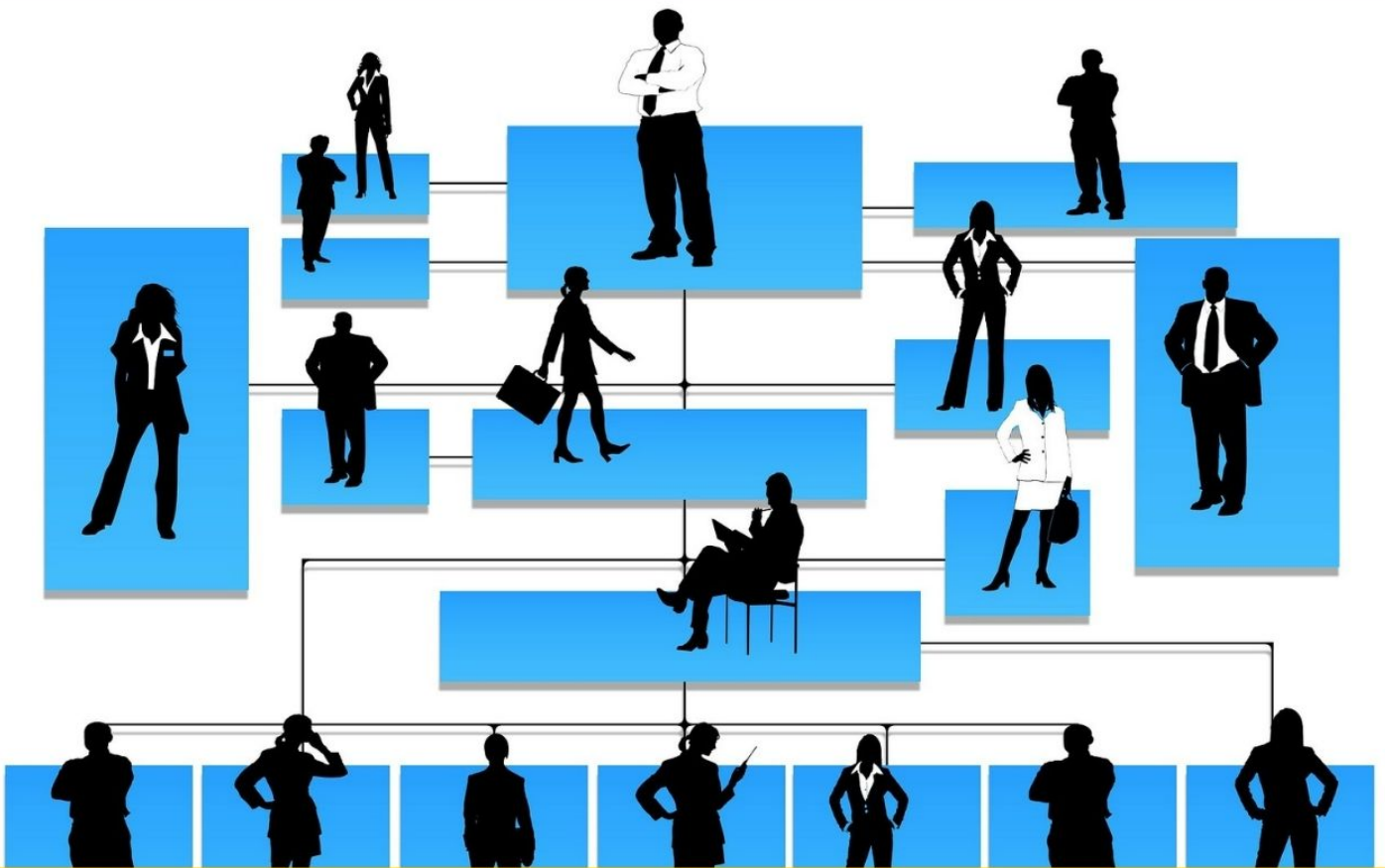


ENGLISH PLUS

WITH
ANSWER
KEY

PRACTICE WORKSHEETS



BUSINESS ENGLISH

COMPANIES AND CAREERS

Business English | Companies and Careers

1. Write the nouns derived from the words below.

- A. retire _____
- B. demote _____
- C. layoff _____
- D. dismiss _____
- E. terminate _____
- F. senior _____
- G. freelance _____
- H. redundant _____
- I. insecure _____
- J. flexible _____

2. Match the sentence beginnings with the correct endings.

- A. ____ Career paths aren't what they used to be. Companies won't
 - B. ____ He worked his way up from
 - C. ____ The new management have restructured and delayered the company,
 - D. ____ We used to do printing in-house,
 - E. ____ Employees are afraid their organizations will be downsized
- 1. and that they will be replaced by temporary workers, or made redundant by technology.
 - 2. factory worker to factory manager.
 - 3. but now we outsource it.
 - 4. reducing the number of management levels in the company hierarchy from five to three.
 - 5. take care of us for life any more. We have to take care of ourselves.

3. **Carla used to work for an Italian magazine publishing company. She talks about how she lost her job. Choose the correct form of the word in each case.**

Edizione Fenice is a big magazine publishing company. I was director of a monthly magazine called Casa e Giardino.

Then Fenice was bought by an international publishing group. we had to have regular performance **(A)** _____ (review/ reviews/ reviewer) with one of the new managers.

After a few months they started laying staff **(B)** _____ (off/ on/ out). Our own journalists were put on temporary **(C)** _____ (contracts/ contractual/ contracting) or replaced by **(D)** _____ (freelancer/ freelancers/ freelanced).

Then they started **(E)** _____ (laid/ lying/ laying) off more senior people like me. The new owners said they wanted to make the company **(F)** _____ (flat/ flatter/ flatten) and **(G)** _____ (lean/ leant/ leaner). So I was made **(H)** _____

(redundant/ redundancies/ redundancy). They offered to help me to find another job with **(I)** _____ (outplacement/ outplaced/ outplacing) services, but I refused.

freelancers
laying
redundant

flatter
off

leaner
contracts

review
outplacement

Business English | Companies and Careers

1. A. retirement B. demotion C. lay-off
D. dismissal E. termination F. seniority
G. freelance(r) H. redundancy I. insecurity
J. flexibility
2. A. 5 B. 2 C. 4 D. 3 E. 1
3. A. review B. off C. contracts
D. freelancers E. laying F. flatter
G. leaner H. redundant I. outplacement