

Work, Careers and Employment

Vocabulary Lesson, Examples & Practice Questions

Work, Careers and Employment

Whether you are looking for your first job, thinking about a career change, or simply talking about work with colleagues and friends, having the right vocabulary is essential. In English, there are many useful words, phrases, and expressions connected to work and employment — and knowing them will help you communicate confidently in professional and everyday situations.

Before we explore the vocabulary, read this short situation:

Maria has just finished university and is looking for a job. She has sent her CV to several companies and has an interview next week. Her friend Daniel has been working at a marketing agency for two years and is thinking about applying for a promotion. They meet for coffee and talk about their careers.

As you read through the lesson, notice how the words below appear naturally in situations like Maria's and Daniel's.

Key Vocabulary & Meaning Breakdown

1. Jobs, People and the Workplace

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
employee	<i>noun</i> — a person who is paid to work for a company or organisation	Maria became a full-time employee after her trial period.	full-time employee, part-time employee, senior employee
employer	<i>noun</i> — a person or company that pays others to work for them	Her employer offered her a good salary and flexible hours.	potential employer, former employer, employer and employee
colleague	<i>noun</i> — a person you work with in the same organisation or department	Daniel gets on well with all his colleagues at the agency.	work colleague, a friendly colleague; <i>Note: not the same as "friend"</i>
manager	<i>noun</i> — a person who is responsible for a team or department	Her manager gave her very positive feedback after the presentation.	line manager, department manager, report to a manager

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
team	<i>noun</i> — a group of people who work together on the same tasks	Daniel works in a team of five people in the marketing department.	work in a team, lead a team, team member, team meeting
workplace	<i>noun</i> — the location or environment where you do your job	A comfortable workplace can make employees more productive.	safe workplace, modern workplace, return to the workplace
self-employed	<i>adjective</i> — working for yourself, not for a company	Maria's sister is self-employed and runs her own design business.	become self-employed, work as self-employed; opposite: employed

2. Finding Work and the Recruitment Process

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
apply (for)	<i>verb</i> — to make a formal request for a job or position	Maria decided to apply for a job at a local publishing company.	apply for a job / position / post; application (noun)
CV (curriculum vitae)	<i>noun</i> — a document listing your education, skills, and work experience	She updated her CV before sending it to employers.	send / submit a CV, update your CV; also called a <i>résumé</i> in American English
interview	<i>noun / verb</i> — a formal meeting where an employer asks a candidate questions	Daniel helped Maria prepare for her job interview .	have / attend an interview, prepare for an interview, interview for a position
candidate	<i>noun</i> — a person who applies for a job and is being considered for it	The company shortlisted five candidates for the marketing role.	shortlist a candidate, the best candidate, a strong candidate
qualification	<i>noun</i> — a certificate, degree or skill that shows you are trained for something	Maria has the right qualifications for a career in communications.	have / gain / obtain qualifications; professional qualifications
experience	<i>noun</i> — knowledge or skills gained by doing something over time	Employers often look for candidates with previous work experience .	work experience, relevant experience, gain experience; <i>Note: uncountable in this sense</i>

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
advertise	<i>verb</i> — to publicly announce that a job is available	The company advertised the vacancy on several job websites.	advertise a job / vacancy / position; advertisement (noun), job advert
vacancy	<i>noun</i> — a job position that is available and needs to be filled	Maria spotted a vacancy for a communications assistant.	fill a vacancy, advertise a vacancy, current vacancies

3. Conditions of Work and Career Development

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
salary	<i>noun</i> — the fixed amount of money you earn each month or year	Daniel earns a good salary at the marketing agency.	earn a salary, a competitive salary, a basic salary; paid monthly
wages	<i>noun (plural)</i> — money paid to workers, usually weekly or daily	The factory workers received their wages every Friday.	pay wages, hourly wages, minimum wages; usually for manual or part-time work
overtime	<i>noun / adverb</i> — extra hours worked beyond your normal working hours	Maria sometimes works overtime to finish important projects.	work overtime, paid overtime, do overtime; can also be used as an adverb: <i>work overtime</i>
promotion	<i>noun</i> — a move to a higher and better-paid position in a company	Daniel is hoping to get a promotion at the end of the year.	get / receive a promotion, apply for a promotion, deserve a promotion
resignation	<i>noun</i> — the act of officially leaving your job by telling your employer	After ten years, she finally handed in her resignation .	hand in your resignation, letter of resignation; resign (verb)
redundant	<i>adjective</i> — no longer needed in a job, usually because the role has been removed	Fifty workers were made redundant when the factory closed.	be made redundant, redundancy (noun), redundancy payment
retire	<i>verb</i> — to permanently stop working, usually at a certain age	Maria's father plans to retire at the age of 65.	retire from work, retire early, retirement age, retirement (noun)
commute	<i>verb / noun</i> — to travel regularly between home and work	Daniel commutes to the office by train every morning.	commute to work, long commute, daily commute; commuter (noun)

Word / Phrase	Part of Speech & Meaning	Example Sentence	Collocations / Notes
deadline	<i>noun</i> — the date or time by which something must be finished	The team worked late to meet the project deadline .	meet a deadline, miss a deadline, tight deadline, set a deadline
flexible	<i>adjective</i> — able to change or adapt easily, especially working hours	Many employees prefer flexible working hours so they can manage their time better.	flexible hours / working, flexible schedule, flexible arrangement

Collocations & Useful Expressions

Learning collocations — words that naturally go together — will help you sound more natural in English. Here are the most important collocations for work, careers and employment:

apply for + a job / a position / a vacancy

She decided to apply for a vacancy she saw online.

get / find + a job

It can be difficult to find a job straight after university.

earn + a salary / a wage / money

He earns a good salary as a project manager.

hand in + your notice / your resignation

After the argument with her boss, she handed in her notice.

be + in charge of / responsible for

Daniel is responsible for managing the social media accounts.

meet + a deadline

The whole team worked together to meet the deadline.

take + time off / a day off / sick leave

She took a few days off because she wasn't feeling well.

work + full-time / part-time / overtime / from home

Many people now work from home at least two days a week.

be promoted + to a higher position

After two years, she was promoted to senior designer.

go on + maternity leave / paternity leave / sick leave

She is going on maternity leave next month.

run + a business / a company / a department

He has been running his own business for five years.

look for + a job / a new position / work

Maria has been looking for a job since she graduated.

Important Differences & Confusing Words

Job vs Work vs Career

These three words are often confused by learners. Here is how to use them correctly:

Job is a countable noun. It refers to a specific position or role that you do for pay.

Maria is looking for a job in communications.

He has a part-time job at the library.

Work is an uncountable noun in most cases. It refers to the activity of doing tasks, or to employment in general. You cannot say "a work" or "works" in this sense.

She has a lot of work to do before the deadline.

He is looking for work. (= looking for employment)

Career is a countable noun. It refers to the long-term professional path a person follows over many years.

Daniel wants to build a career in marketing.

She had a successful career as a nurse for 30 years.

Salary vs Wages

Salary is a fixed annual or monthly amount, usually for office or professional workers. It does not change based on hours worked.

Her salary is £30,000 per year.

Wages are paid per hour, day, or week. They are more common for manual workers, part-time workers, or casual workers. The amount can change depending on hours worked.

The workers received their wages at the end of the week.

Resign vs Be Dismissed vs Be Made Redundant

Resign means you choose to leave your job. It is your own decision.

She resigned because she found a better job.

Be dismissed (or **be sacked** in informal British English) means your employer ends your employment, usually because of poor performance or bad behaviour.

He was dismissed for arriving late every day.

Be made redundant means you lose your job because the company no longer needs your role — not because of anything you did wrong.

When the company restructured, twenty employees were made redundant.

Unemployed vs Self-employed vs Retired

Unemployed — currently without a job and looking for work.

He has been unemployed for three months.

Self-employed — working for yourself, not for a company. You run your own business or work as a freelancer.

She is self-employed as a graphic designer.

Retired — has permanently stopped working, usually due to age.

My grandfather is retired. He stopped working at 67.

Common Mistakes

✗ She is looking for a work.

✓ **She is looking for work.** — "Work" is uncountable when it means employment. Do not use "a" before it.

✗ He does a full-time job since two years.

✓ **He has had a full-time job for two years.** — Use the present perfect with "for" to describe how long a situation has continued.

✗ I applied to the job online.

✓ **I applied for the job online.** — Always use "apply for" when talking about jobs and positions.

✗ She earned many experiences in her first job.

✓ **She gained a lot of experience in her first job.** — "Experience" is uncountable in this context. Use "a lot of" not "many", and "gain" is the correct verb.

✗ He handed in his resign yesterday.

✓ **He handed in his resignation yesterday.** — "Resign" is a verb. The noun form is "resignation".

✗ My colleague is very experience in this field.

✓ **My colleague is very experienced in this field.** — Use the adjective "experienced", not the noun "experience", after the verb "to be".

✗ She was promoted as a manager.

✓ **She was promoted to manager.** — Use "promoted to" (not "as") when describing a new position.

Work, Careers and Employment: Quick Summary & Review

In this lesson, you have learnt key vocabulary connected to work, careers and employment at the B1 level. Here is a quick summary of the most important points:

- **People at work:** employee, employer, colleague, manager, team — each word refers to a different role or relationship in the workplace.
- **Finding a job:** Use the verb *apply for* (not "apply to") when looking for a position. A CV lists your qualifications and experience. A vacancy is a position that is available.
- **Pay and conditions:** Use *salary* for monthly/annual pay and *wages* for hourly or weekly pay. Remember that *overtime* means extra hours beyond your normal schedule.
- **Career changes:** You can *resign* (choose to leave), be *dismissed* (employer ends your contract), be *made redundant* (your role is no longer needed), or *retire* (permanently stop working).
- **Key grammar point:** *Work* is uncountable — never say "a work" or "works" when talking about employment. Say "look for work" or "find a job".
- **Key collocation point:** Always use *meet a deadline*, *hand in your notice*, *apply for a job*, and *earn a salary* — these are the natural, correct combinations in English.

Now practise **work, careers and employment** vocabulary in the exercises below.

Work, Careers and Employment – Practice Test

B1 | Practice Exercises: Multiple Choice, Fill-in-the-Gap, Fill-in-the-Blank, Matrix Matching & Sorting

Part 1: Multiple Choice (Questions 1–10)

1 She decided to _____ for the marketing manager position after seeing the job advertisement online.

- A** apply
- B** appeal
- C** attend
- D** arrange

2 My brother works _____ a large international company as a software engineer.

- A** in
- B** at
- C** for
- D** by

3 After five years at the company, James was given a _____ and became head of the sales department.

- A** salary
- B** bonus
- C** promotion
- D** contract

4 The job requires candidates to have at least two years of _____ in customer service.

- A** knowledge
- B** experience
- C** education
- D** training

5 He was _____ from his job because the company needed to reduce its number of employees.

- A** resigned
- B** retired
- C** dismissed
- D** recruited

6 The new employee had to complete a six-month _____ period before becoming a permanent member of staff.

- A** deadline
- B** probation
- C** overtime
- D** shift

7 Many people who lose their jobs can claim _____ from the government while they are looking for new work.

- A** a wage
- B** a pension
- C** unemployment benefit
- D** a commission

8 The manager asked all staff to work _____ this weekend because the project deadline was approaching.

- A** overtime
- B** undertime
- C** part-time
- D** full-time

9 Before starting a new job, you are usually asked to send your _____, which lists your education and work history.

- A** reference
- B** CV
- C** payslip
- D** invoice

10 The company offers flexible _____ hours, which means employees can choose when to start and finish work each day.

- A** working
- B** business
- C** office
- D** shift

Part 2: Fill in the Gap (Questions 11–20)

11 She decided to ____ for the marketing manager position after seeing the job advertisement online.

- A** apply
- B** request
- C** demand

12 After working at the company for ten years, Carlos was offered a ____ and became a team leader.

- A** promotion
- B** retirement
- C** contract

13 New employees usually have to complete a ____ period of three months before they are offered a permanent contract.

- A** probationary
- B** voluntary
- C** flexible

14 The factory had to ____ fifty workers because it was losing money and could not afford to pay them.

- A** lay off
- B** take on
- C** put off

15 My sister is ____ employed, so she works for herself and manages her own schedule.

- A** self
- B** over
- C** under

16 The job offer looked perfect, but the ____ — including health insurance and paid holidays — made it even more attractive.

- A** benefits
- B** wages
- C** salaries

17 Tom handed in his ____ last Friday because he found a better job at another company.

- A** resignation
- B** application
- C** reference

18 The new employee was asked to ____ in with her supervisor every morning to discuss the day's tasks.

- A** check
- B** look
- C** sign

19 She has a lot of experience in sales, but she decided to ____ careers and become a nurse.

- A** change
- B** swap
- C** shift

20 The company offered all staff the chance to attend a ____ course to improve their computer skills.

- A** training
- B** learning
- C** teaching

Part 3: Fill in the Blank (Questions 21–30)

21 After working at the company for ten years, Maria finally got a _____ and became the head of her department.

22 Before you can be considered for the job, you need to send your _____ to the hiring manager.

23 The company decided to _____ three new employees because the team was too small to handle all the work.

24 Tom has been _____ for six months and is actively looking for a new job.

25 My sister works as a _____ photographer, so she chooses her own clients and sets her own hours.

26 The new employee had to complete a three-month _____ period before the company offered her a permanent contract.

27 When James lost his job, he applied for _____ from the government to help pay his bills while he searched for new work.

28 Working from home can be a great _____ because you save time and money on commuting every day.

29 The manager called a meeting to discuss the new _____ for submitting the project report.

30 After the company lost several big clients, it had to _____ twenty workers to reduce costs.

Part 4: Matrix / Match Values (Questions 31–40)

31 Match each work-related word on the left with its correct meaning on the right.

MATCHING OPTIONS:

A Money earned as a percentage of sales made

B An extra payment given as a reward for good work

C A fixed amount of money paid to an employee every month

D Money paid to a worker based on hours worked

Item / Phrase	Write Match Letter (A, B, C...)
Salary	[]
Wage	[]
Bonus	[]
Commission	[]

32 Match each phrasal verb on the left with its correct meaning on the right.

MATCHING OPTIONS:

A To leave an important job or position voluntarily

B To give something officially, such as a resignation

C To formally request a job or position

D To hire or employ someone new

Item / Phrase	Write Match Letter (A, B, C...)
Apply for	[]
Take on	[]
Hand in	[]
Step down	[]

33 Match each job description on the left with the correct job title on the right.

MATCHING OPTIONS:

A Financial advisor

B Architect

C Software developer

Item / Phrase	Write Match Letter (A, B, C...)
A person who designs buildings and structures	[]
A person who helps clients manage their money and investments	[]
A person who writes computer programs and software	[]

34 Match each word on the left with its correct synonym on the right.

MATCHING OPTIONS:

A Stop working permanently due to age

B Sack

C Move someone to a higher position

D Hire

Item / Phrase	Write Match Letter (A, B, C...)
Dismiss	[]
Recruit	[]
Retire	[]
Promote	[]

35 Match each work condition on the left with its correct definition on the right.

MATCHING OPTIONS:

A Extra hours worked beyond the normal working day

B The freedom to choose when you start and finish work

C Working from home or another location outside the office

Item / Phrase	Write Match Letter (A, B, C...)
Flexible hours	[]
Remote working	[]
Overtime	[]

36 Match each word on the left with the correct preposition it is used with on the right.

MATCHING OPTIONS:

A on

B for

C in

D for

Item / Phrase	Write Match Letter (A, B, C...)
Responsible ____	[]
Experienced ____	[]
Apply ____	[]
Depend ____	[]

37 Match each work-related collocation on the left with the correct word to complete it on the right.

MATCHING OPTIONS:

A contract

B presentation

C deadline

D meeting

Item / Phrase	Write Match Letter (A, B, C...)
Meet a ____	[]
Attend a ____	[]
Sign a ____	[]
Give a ____	[]

38 Match each sentence beginning on the left with the correct ending on the right.

MATCHING OPTIONS:

A she worked hard and got excellent results.

B they were unhappy with their pay and conditions.

C the company closed his department.

Item / Phrase	Write Match Letter (A, B, C...)
She was promoted because	[]
He was made redundant because	[]
They went on strike because	[]

39 Match each word on the left with its correct antonym (opposite) on the right.

MATCHING OPTIONS:

- | | |
|---------------------|--------------------|
| A Demote | B Part-time |
| C Unemployed | D Dismiss |

Item / Phrase	Write Match Letter (A, B, C...)
Employed	[]
Full-time	[]
Promote	[]
Hire	[]

40 Match each workplace term on the left with its correct definition on the right.

MATCHING OPTIONS:

- | | |
|---|--|
| A A trial time at the start of a new job when performance is evaluated | B The time between resigning and actually leaving a job |
| C A document listing a person's qualifications and work experience | D A formal meeting where an employer decides if someone is right for a position |

Item / Phrase	Write Match Letter (A, B, C...)
Probation period	[]
Notice period	[]
Job interview	[]
CV / Résumé	[]

Part 5: Sort the Values (Questions 41–50)

41 Arrange the words to make a correct sentence.

applied online week. last She for the job

42 Arrange the words to make a correct sentence.

promoted manager. senior been has He to

43 Arrange the words to make a correct sentence.

responsible

employees.

colleague

training

for

new

My

is

44 Arrange the words to make a correct sentence.

flexible

company

working

offers

staff.

hours

The

all

to

45 Arrange the words to make a correct sentence.

starting

looking

forward

career.

new

am

to

my

I

46 Arrange the words to make a correct sentence.

qualifications.

experience

depends

salary

your

The

and

on

47 Arrange the words to make a correct sentence.

resignation

handed

years.

after

She

her

ten

in

48 Arrange the words to make a correct sentence.

interview

well,

went

job.

The

got

the

so

he

49 Arrange the words to make a correct sentence.

commuting

working

people

prefer

every

Many

from

home

day.

to

50 Arrange the words to make a correct sentence.

overtime,

receive

extra

work

will

pay.

you

you

If

Answer Key & Explanations

Work, Careers and Employment | B1

Part 1: Multiple Choice

1. **A** Correct Answer: apply ✓ Explanation: When you apply for a job, you formally request to be considered for it, usually by sending a CV or filling in a form. He applied for three jobs last week. The other options — appeal, attend, and arrange — do not collocate correctly with a job position.
2. **C** Correct Answer: for ✓ Explanation: We use work for when talking about the organisation or company that employs someone. She works for a hospital in the city centre. We use work at for a location, but work for is the correct collocation when naming an employer.
3. **C** Correct Answer: promotion ✓ Explanation: A promotion means moving to a higher or more senior position at work. She received a promotion after working very hard all year. A salary is your regular pay, a bonus is extra money, and a contract is a work agreement — none of these describe moving to a better job position.
4. **B** Correct Answer: experience ✓ Explanation: Experience refers to the practical skills and knowledge you gain from doing a job. She has three years of experience in retail. While knowledge and training are related, job advertisements typically ask for work experience in a specific field to show you have done this kind of work before.
5. **C** Correct Answer: dismissed ✓ Explanation: To be dismissed means to be told by your employer that you no longer have a job. He was dismissed because the company was losing money. Resigned means you chose to leave, retired means you stopped working due to age, and recruited means you were hired — so these are all the opposite or unrelated meanings.
6. **B** Correct Answer: probation ✓ Explanation: A probation period is a trial time at the start of a new job when the employer checks if the employee is suitable. She passed her probation and was offered a full-time contract. A deadline is a time limit for a task, overtime is extra hours worked, and a shift is a set period of working hours.
7. **C** Correct Answer: unemployment benefit ✓ Explanation: Unemployment benefit is money paid by the government to people who do not have a job. After losing his job, he applied for unemployment benefit. A wage is money from an employer, a pension is money paid after retirement, and a commission is a percentage paid for sales — none of these come from the government for jobless people.
8. **A** Correct Answer: overtime ✓ Explanation: Overtime means working more hours than your normal working time, often because of a deadline or extra workload. She worked overtime every day this week to finish the report. Part-time and full-time describe contract types, and undertime is not a standard English word.

9. **B** Correct Answer: CV ✓ Explanation: A CV (curriculum vitae) is a document that summarises your education, skills, and work experience, and is sent to employers when applying for a job. She updated her CV before applying for the new position. A reference is a recommendation from someone, a payslip shows your earnings, and an invoice is a payment request.
10. **A** Correct Answer: working ✓ Explanation: Working hours is the standard collocation used to describe the hours an employee spends doing their job. My working hours are from nine in the morning to five in the afternoon. While office hours is also used, the phrase flexible working hours is the most natural and common expression in an employment context.

Part 2: Fill in the Gap

11. **A** Correct Answer: apply ✓ Explanation: We use apply for a job when we officially ask an employer to consider us for a position. She applied for the job by sending her CV and a cover letter. Request and demand are not used in this context.
12. **A** Correct Answer: promotion ✓ Explanation: A promotion means moving to a higher position with more responsibility and usually better pay. She worked hard and finally got a promotion. Retirement means stopping work, and a contract is a legal agreement.
13. **A** Correct Answer: probationary ✓ Explanation: A probationary period is a trial time at the start of a job where an employer checks if you are suitable. During his probationary period, he worked very hard to impress his manager. Voluntary means unpaid, and flexible refers to working hours.
14. **A** Correct Answer: lay off ✓ Explanation: Lay off is a phrasal verb meaning to dismiss workers, usually because of financial problems. The company laid off twenty staff members last month. Take on means to hire, and put off means to postpone.
15. **A** Correct Answer: self ✓ Explanation: Self-employed means you work for yourself rather than for a company or employer. He became self-employed when he started his own business. Overemployed and underemployed describe situations with too much or too little work.
16. **A** Correct Answer: benefits ✓ Explanation: Benefits are extra things an employer offers in addition to pay, such as health insurance or paid leave. The job came with great benefits, including a gym membership. Wages and salaries both refer to the money you earn, not the extras.
17. **A** Correct Answer: resignation ✓ Explanation: A resignation is a formal notice that you are leaving your job. She wrote a resignation letter and gave it to her manager. An application is for getting a job, and a reference is a recommendation from someone.
18. **A** Correct Answer: check ✓ Explanation: Check in with someone at work means to make brief contact to report or discuss progress. Please check in with me before you start the project. Look in and sign in have different meanings and do not fit this workplace context.

19. **A** Correct Answer: change ✓ Explanation: We use change careers as a fixed collocation meaning to move from one type of work to a completely different one. After fifteen years in finance, he decided to change careers. While swap and shift can mean to move or exchange, they are not used in this collocation.
20. **A** Correct Answer: training ✓ Explanation: A training course is a programme designed to help employees develop new skills for their job. All new staff must complete a training course in the first week. Learning and teaching are not typically used in this workplace collocation.

Part 3: Fill in the Blank

21. **promotion** Correct Answer: promotion ✓ Explanation: A promotion means moving to a higher position at work, usually with more responsibility and better pay. He worked hard and earned a promotion to manager.
22. **resume|CV** Correct Answer: resume / CV ✓ Explanation: A resume (or CV) is a document that lists your education, work experience, and skills. She updated her resume before applying for the new position.
23. **hire** Correct Answer: hire ✓ Explanation: To hire someone means to give them a job. It is different from fire, which means to remove someone from their job. They hired a new assistant to help with the workload.
24. **unemployed** Correct Answer: unemployed ✓ Explanation: Unemployed describes someone who does not currently have a job but is looking for one. After the factory closed, many workers became unemployed.
25. **freelance** Correct Answer: freelance ✓ Explanation: A freelance worker is self-employed and works for different clients rather than one company. He does freelance writing for several online magazines.
26. **trial** Correct Answer: trial ✓ Explanation: A trial period (also called a probation period) is a short time at the start of a job when both the employer and employee decide if it is a good fit. He was on a trial period for his first month at work.
27. **benefits** Correct Answer: benefits ✓ Explanation: Benefits in this context refers to money or support provided by the government to people who are unemployed or in need. She received unemployment benefits while looking for a job.
28. **advantage** Correct Answer: advantage ✓ Explanation: An advantage is a benefit or positive aspect of something. It is the opposite of a disadvantage. One advantage of the job is the flexible schedule.
29. **deadline** Correct Answer: deadline ✓ Explanation: A deadline is the final date or time by which something must be finished. We need to meet the deadline or the client will be unhappy.

30. **lay off** Correct Answer: lay off ✓ Explanation: To lay off workers means to end their employment, usually because the company does not have enough money or work. The factory laid off fifty employees last year.

Part 4: Matrix / Match Values

31. **Salary: C • Wage: D • Bonus: B • Commission: A** Correct Matches: • Salary → A fixed amount of money paid to an employee every month • Wage → Money paid to a worker based on hours worked • Bonus → An extra payment given as a reward for good work • Commission → Money earned as a percentage of sales made ✓
Explanation: Salary and wage are both forms of pay, but a salary is fixed and monthly (e.g. She earns a good salary as a manager), while a wage depends on hours worked (e.g. He gets paid an hourly wage). A bonus is extra pay for performance, and commission is linked to sales results.
32. **Apply for: C • Take on: D • Hand in: B • Step down: A** Correct Matches: • Apply for → To formally request a job or position • Take on → To hire or employ someone new • Hand in → To give something officially, such as a resignation • Step down → To leave an important job or position voluntarily ✓ Explanation: These phrasal verbs are all common in workplace English. She decided to apply for the marketing role. The company decided to take on three new staff members. He handed in his notice last Friday. The director chose to step down after ten years.

33. A person who designs buildings and structures: B • A person who helps clients manage their money and investments: A • A person who writes computer programs and software: C

Correct Matches: •
A person who designs buildings and structures → Architect
• A person who helps clients manage their money and investments → Financial advisor • A person who writes computer programs and software → Software developer
✓

Explanation:
An architect plans and designs buildings (e.g. The architect drew detailed plans for the new office block). A financial advisor gives professional money advice, and a software developer creates

apps and programs. Knowing job titles helps with B1 reading and speaking tasks about careers.

34. Dismiss: B • Recruit: D • Retire: A • Promote: C

Correct Matches: • Dismiss → Sack • Recruit → Hire • Retire → Stop working permanently due to age • Promote → Move someone to a higher position ☒ Explanation: Dismiss and sack both mean to end someone's employment (e.g. He was dismissed for being late too often). Recruit and hire both mean to bring someone into a job. Retire means to stop work permanently, while promote means to give someone a better, higher-level role.

35. Flexible hours: B • Remote working: C • Overtime: A

Correct Matches: • Flexible hours → The freedom to choose when you start and finish work • Remote working → Working from home or another location outside the office • Overtime → Extra hours worked beyond the normal working day ☒ Explanation: Flexible hours allow employees to manage their own schedule (e.g. She prefers flexible hours so she can drop her children at school). Remote working became very common after 2020. Overtime is additional time worked, which is often paid at a higher rate (e.g. He worked overtime to finish the project).

36. Responsible ____: B • Experienced ____: C • Apply ____: B • Depend ____: A

Correct Matches: • Responsible ____ → for • Experienced ____ → in • Apply ____ → for • Depend ____ → on ☒ Explanation: These are common dependent prepositions used in work contexts. She is responsible for training new staff. He is experienced in project management. I want to apply for that position. Your salary increase will depend on your performance. Learning the correct preposition with each adjective or verb is essential at B1 level.

37. Meet a ____: C • Attend a ____: D • Sign a ____: A • Give a ____: B

Correct Matches: • Meet a ____ → deadline • Attend a ____ → meeting • Sign a ____ → contract • Give a ____ → presentation ✓

Explanation: These are natural verb + noun collocations in workplace English. We meet a deadline (not 'do' or 'finish' it), attend a meeting, sign a contract (not 'write' or 'do' it), and give a presentation (not 'make' or 'say' it). Using the correct verb with these nouns sounds natural and professional.

38. She was promoted because: A • He was made redundant because: C • They went on strike because: B

Correct Matches: • She was promoted because → she worked hard and got excellent results. • He was made redundant because → the company closed his department. • They went on strike because → they were unhappy with their pay and conditions.



Explanation: Promoted means moving to a better job as a reward for good performance. Made redundant means losing your job because the role is no longer needed — it is not the worker's fault. Go on strike means workers stop working to protest about pay or conditions. These are

39. Employed: C • Full-time: B • Promote: A • Hire: D

Correct Matches: • Employed → Unemployed • Full-time → Part-time • Promote → Demote • Hire → Dismiss ✓

Explanation: Employed means having a job, while unemployed means not having one. Full-time work means working all regular hours, while part-time means working fewer hours. Promote means to move someone up, while demote means to move someone to a lower position. Hire means to take someone on, while dismiss means to end their employment.

40. Probation period: A • Notice period: B • Job interview: D • CV / Résumé: C

Correct Matches: • Probation period → A trial time at the start of a new job when performance is evaluated • Notice period → The time between resigning and actually leaving a job • Job interview → A formal meeting where an employer decides if someone is right for a position • CV / Résumé → A document listing a person's qualifications and work experience ✓

Explanation: A probation period is common at the start of a new job — usually three to six months (e.g. She is still on probation). The notice period is how long you must keep working after you resign (e.g. My notice period is one month). A CV is sent when applying for jobs, and a job interview is the next step if the employer likes your CV.

Part 5: Sort the Values

41. Correct Answer: She applied for the job online last week. ✓ Explanation: The phrasal verb apply for is a common collocation in work vocabulary, meaning to formally request a position. The word order follows: subject + verb + preposition + object + manner adverb + time expression. Note that apply for always requires the preposition for — you cannot say apply the job.

42. Correct Answer: He has been promoted to senior manager. ✓ Explanation: This is a present perfect passive sentence. The structure is subject + has/have + been + past participle. The collocation promoted to is fixed — we always use the preposition to when talking about a new position, as in promoted to team leader or promoted to director.

- 43.** Correct Answer: My colleague is responsible for training new employees. ✅ Explanation: The adjective responsible is always followed by the preposition for — this is a dependent preposition. After for, we use a gerund (training), not an infinitive. The phrase means that the colleague's duty is to train new staff members.
- 44.** Correct Answer: The company offers flexible working hours to all staff. ✅ Explanation: Flexible working hours is a key B1 work collocation meaning employees can choose when to start and finish work. In this sentence structure, the verb offers is followed by the direct object (flexible working hours) and then the indirect object with to (to all staff).
- 45.** Correct Answer: I am looking forward to starting my new career. ✅ Explanation: Look forward to is a fixed phrasal verb that expresses positive anticipation. Crucially, the word to here is a preposition, not part of an infinitive, so it must be followed by a gerund (starting), not a base verb. Never say look forward to start.
- 46.** Correct Answer: The salary depends on your experience and qualifications. ✅ Explanation: Depend on is a key phrasal verb meaning something is determined by another factor. It always requires the preposition on — you cannot say depend of or depend from. Experience and qualifications are important B1 employment vocabulary words connected here with and.
- 47.** Correct Answer: She handed in her resignation after ten years. ✅ Explanation: Hand in is a common B1 phrasal verb meaning to formally submit something. The collocation hand in your resignation specifically means to formally tell your employer you are leaving your job. The time phrase after ten years comes at the end of the sentence.
- 48.** Correct Answer: The interview went well, so he got the job. ✅ Explanation: This sentence uses so as a conjunction of result, connecting a cause (the interview went well) with its result (he got the job). The collocation go well means something was successful, and get the job means to be offered and accept the position.
- 49.** Correct Answer: Many people prefer working from home to commuting every day. ✅ Explanation: The structure prefer + gerund + to + gerund is used to compare two activities and show which one is more appealing. Note that to here is a preposition, so both options use the -ing form: working and commuting. Work from home and commute are important modern work vocabulary terms.
- 50.** Correct Answer: If you work overtime, you will receive extra pay. ✅ Explanation: This is a first conditional sentence used to talk about a real and likely future situation. The structure is If + present simple, will + base verb. Work overtime means to work more hours than the normal working day, and extra pay is the additional money received — both are essential B1 employment collocations.

Score Guide

45–50 Correct	Excellent! You have mastered this topic.
38–44 Correct	Very good! Review the rules you missed.
30–37 Correct	Good start. Re-read the lesson and examples.
0–29 Correct	Study the lesson again before retaking the test.