



LESSON 2

ESSENTIAL EMPLOYMENT VOCABULARY

Warm Up

1. What do you do for a living?
2. How many hours do you work in a day?
3. How many days do you work in a week?

Lesson Proper

In this lesson, we will learn the basic vocabulary involved in the workplace.

Hired - When you are accepted in a job, the company has hired you.

Employee - When you are hired, you become an employee of the company.

Employer - The company you work for is your employer.

Colleagues/Coworkers - The other employees that you work with.

Boss / Supervisor - The person above you who is responsible for your work.

Full-time - You work full-time when you work about 40 hours/week (8 hours a day for 5 days).

Part-time - You work part-time when you work 15-25 hours per week.

Flex-time - This is when you work on the schedule that you want. Few companies offer this.

Shift - This is the time that you start and end work.

Working Shifts - This means that you do not have a fixed schedule. The manager sets your schedule.

Overtime - When you work overtime, you work extra hours in addition to your normal schedule.

"Go to work" - Arriving at work "I go to work at 7:00."

"Get off work" - Leaving work "I leave work at 4:00."

Commute - This is how long it takes for you to arrive at work from your home. "I have a 10-minute commute."

Work remotely - Working remotely means you can work from home or another place with an internet connection. You communicate with your coworkers using phone, e-mail, or video conferencing.

Salary - This is the money you earn for the work that you do.

Pay raise/Raise - An increase in your salary.

Promotion - When you get a promotion, you have an increase in authority or importance.

Bonus - This is the money that you get for a work well done at the end of the year.

Fired - When you are fired, the company forces you to leave your job. Usually when someone is fired, it is because they violated a company rule.

Laid off - When you are laid off, you lose your job for a neutral reason. For example, they are downsizing the company.

When you want to leave your job, you can say.

I'm going to **quit my job**. (informal)

I'm going to **leave my job**. (neutral)

I'm going to **resign**. (formal)

Retire - An old person retires when they decide that they will stop working. The retiring age for most countries is 65 years old. When you are older than 65 and you don't work anymore, you can say, "I'm retired."



Review

1. "We threw a big party for our supervisor when he ____ after 25 years in the company."
A. laid off
B. retired
C. hired
2. "I have great news! I _____!" "Oh, congratulations!"
A. was laid off
B. got demoted
C. got a raise
3. "During the pandemic, a lot of people _____."
A. were laid off.
B. earned a salary.
C. got promotions.
4. "I _____ because I didn't like the working environment. It felt toxic."
A. quit my job
B. got demoted
C. fired my colleague
5. "I'm _____. I do freelance photography for weddings."
A. hired
B. resigning
C. self-employed
6. "She's responsible for creating artwork for our company publications."
A. Graphic designer
B. Editor
C. Writer
7. "He's responsible for making sure that the office is clean and tidy."
A. Janitor
B. Judge
C. Supervisor
8. "I'm responsible for taking phone calls and welcoming visitors."
A. Designer
B. Manager
C. Receptionist
9. "I'm responsible for selling houses, buildings, and land."
A. Construction worker
B. Engineer
C. Real estate agent
10. "She is in charge of preparing food for customers."
A. Bartender
B. Chef
C. Waiter