

ESSENTIAL EMPLOYMENT VOCABULARY

- **TO HIRE / BE HIRED:** when you are accepted into a new job
- **EMPLOYEE:** you become an employee when you're hired
- **EMPLOYER:** the company becomes your employer
- **COLLEAGUES / COWORKERS:** the other employees in the company
- **BOSS / SUPERVISOR:** the person above you who is responsible for your work
- **FULL-TIME (40H/WEEK)**
- **PART-TIME (15-25H/WEEK)**
- **FLEX-TIME:** the employees can set their own schedule
- **SHIFTS:** the hours aren't the same every day
- **OVERTIME:** you work extra hours
- **GO TO WORK:** arrive at work
- **GET OFF WORK:** leave work
- **COMMUTE:** how long it takes you to arrive at work by car or public transport
- **WORK REMOTELY:** you can work from home or another place with internet connection
- **EARN A SALARY:** money you receive regularly for your work.
INCORRECT: WIN A SALARY
- **PAY RAISE:** an increase in your salary
- **PROMOTION:** an increase in importance and authority
- **TO FIRE/BE FIRED:** when the company forces you to leave your work
- **LAY OFF:** when an employee loses his/her job because of a neutral reason, like the company reducing its size due to financial problems
- **QUIT / LEAVE YOUR JOB // RESIGN:** when you decide to leave your work
- **TO RETIRE / BE RETIRED:** when you are old enough to decide to stop working