

Questions 15–21

Complete the sentences below.

*Choose **NO MORE THAN TWO WORDS AND/OR A NUMBER** from the text for each answer.*

Write your answers in boxes 15–21 on your answer sheet.

- 15** The law on minimum pay doesn't cover you if you are working in your or if you are a volunteer.
- 16** You may be paid under £5 an hour if you are receiving at the start of a job.
- 17** There are different rules for people who are provided with with their jobs.
- 18** If you earn extra money, for example for working longer hours or in tips, this counts as part of your wage when you receive it via
- 19** Anyone being paid below the National Minimum Wage should speak to their if they can.
- 20** According to the law, you can ask to look at your boss's
- 21** You have a period of to complain if your boss does not co-operate within the specified period of time.

Questions 22–27

Complete the flow chart below.

Choose **NO MORE THAN TWO WORDS** from the text for each answer.

Write your answers in boxes 22–27 on your answer sheet.

Dealing with emails

