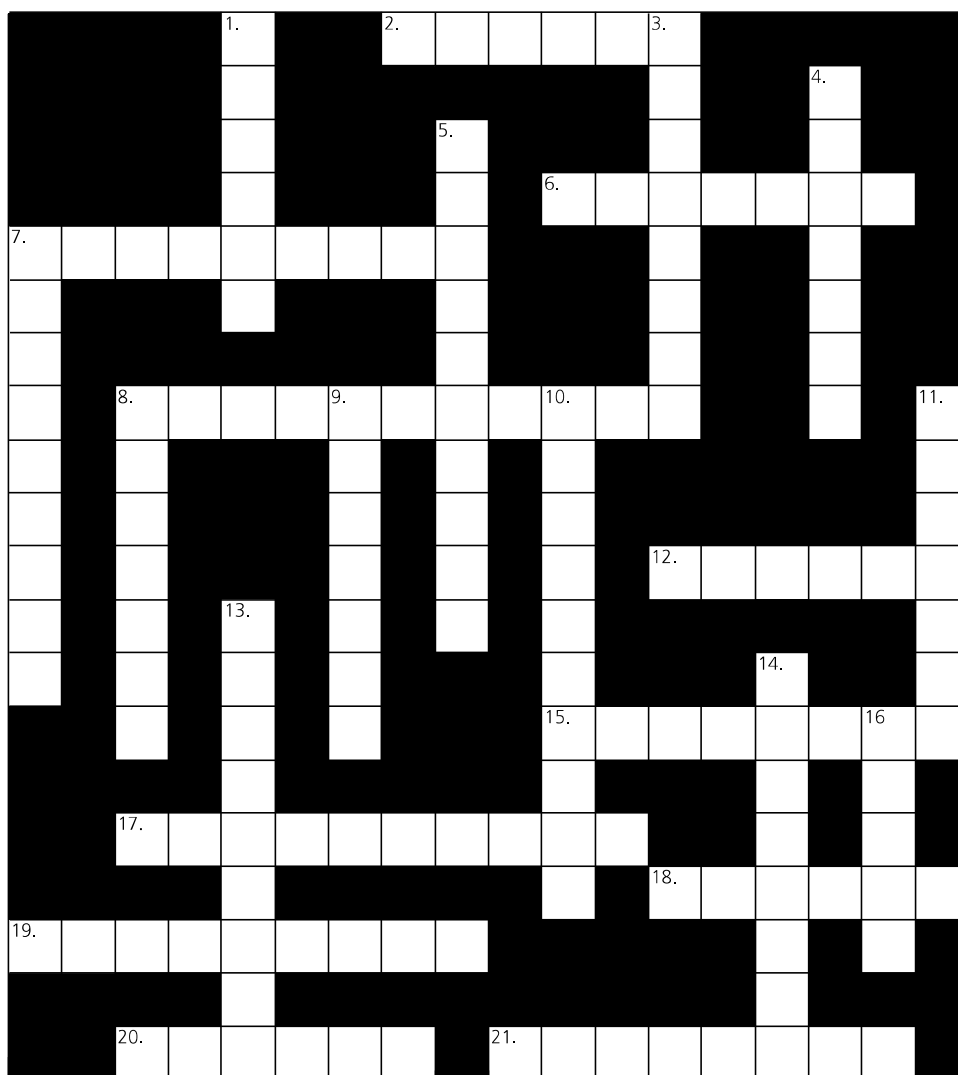


7. We **asked** our accountant **for advice** about our tax.
We _____ our accountant about our tax.
8. Candidates are asked to **state clearly** which of the posts they are applying for.
Candidates are asked to _____ which of the posts they are applying for.
9. He **chose** to take early retirement.
He _____ to take early retirement.
10. We closed the design department and **moved** the workforce **to another department**.
We closed the design department and _____ the workforce.
11. Salaries are **linked** to the cost of living.
Salaries are _____ to the cost of living.
13. We are **trying to find out about** the background of the new supplier.
We are _____ into the background of the new supplier.
14. The company has been **given formal permission** to sell spare parts.
The company has been _____ to sell spare parts.
16. If you want to see the HR manager, **write** your name in the appointments book.
If you want to see the HR manager, _____ your name in the appointments book.



Word association 1

The four words in *italics* in each of these sentences can be linked by one other word. All these words have human resources connections. What are they? Write your answers in the grid at the bottom of the page (the first and last letters of each word have been done for you). If you do this correctly, you will reveal something in the **shaded** vertical strip that all candidates should have or prepare when they apply for a job.

- This word can come before *accounting, analysis* and *factor*, and after *marginal*.
- This word can come before *age, pay, wage* and *salary*.
- This word can come before *review* and *structure*, and after *annual* and *basic*.
- This word can come before *call* and *notice*, and after *unofficial* and *wildcat*.
- This word can come before *transfer* and *work*, and after *evening* and *day*.
- This word can come before *cover, examination, insurance* and *report*.
- This word can come before *force* and *dispute*, and after *skilled* and *manual*.
- This word can come before *agency* and *law*, and after *full-time* and *temporary*.
- This word can come before *policy* and *cover*, and after *national* and *medical*.
- This word can come before *tax* and *support*, and after *earned* and *net*.
- This word can come before *enterprise, ownership, secretary* and *sector*.
- This word can come before *scheme* and *contributions*, and after *occupational* and *portable*.
- This word can come before *agency* and *appointment*, and after *senior* and *skeleton*.
- This word can come before *work* and *law*, and after *fixed-term* and *under*.
- This word can come before *allowance, assistant, contract* and *development*.

1						C				T	
2	M						M				
3		S					Y				
4				S						E	
5				S				T			
6		M						L			
7		L					R				
8			E								T
9			I							E	
10		I					E				
11			P							E	
12		P						N			
13					S					F	
14	C							T			
15					P						L

Rewards and benefits 2

Exercise 1

Complete the text with appropriate words and expressions from the box. The first one has been done for you.

acceptance bonus • attendance bonus • basic • benefits • commissions • comradeship
 development • direct • duvet days • extras • extrinsic • fixed
 flexible • gainsharing • growth • incentive • indirect • insurance • intrinsic
 motivation • pensions • performance-related • premium bonus • production bonus
 profit sharing • recognition • satisfaction • security • share • skill • status

Rewards for work fall into two main groups.

The first, and in many opinions the most important, is that of **1. direct** or **2. _____** rewards. These are real, material rewards, and include **3. _____** pay (a guaranteed wage or salary paid by the hour, or on a weekly or monthly basis), and **4. _____** pay, which is linked to how well an employee or a group of employees works. This includes **5. _____** – money paid to a salesperson or group of salespeople which is usually a percentage of the sales made. Some companies also offer **6. _____** pay, usually given only to individual employees who work particularly well, or who make a significant contribution to the company. **7. _____**, which is similar to this, is extra money paid to a group or company for increased productivity, and is often offered in order to increase **8. _____**: it is also sometimes known as a **9. _____**. If an employee takes less than the standard time to finish a task, s/he might receive a **10. _____**. Some employers also offer an **11. _____** for employees who are very rarely absent from work. If an employer is particularly keen to recruit somebody, they might offer him / her an **12. _____** when s/he agrees to join the organisation. **13. _____**, the practice of dividing profits among the employees, is another reward which is often offered.

In addition to payment, other rewards may be offered. These include **14. _____** (known informally as **15. _____**) such as a company car, **16. _____**, free meals, **17. _____** option schemes, holidays, health **18. _____** and **19. _____** (a new concept, especially common in the USA, in which an employee can call their office and say they do not feel like coming to work even though they are not ill). Benefits are usually **20. _____**, which means that the employee is not able to choose what s/he gets, but some companies offer **21. _____** benefits, where the employee can choose from a menu of benefits on offer. **22. _____** plans, which offer employees increased rewards and benefits for good attendance, behaviour and productivity are becoming increasingly common.

The second group of rewards are **23. _____** or **24. _____**. These are non-material, and include **25. _____** (people enjoy being in an important position or a position of authority), job **26. _____**, the opportunities for personal **27. _____**, the chance to learn a new **28. _____**, and career **29. _____** opportunities. Safety and **30. _____** at work can also be included in this group, and for most employees, **31. _____** (being with a group of people you like and get on with) is also a very important reward.