

**Exercise 4**

Read Andrea Farrell's letter again. Find a word in the letter to complete the following sentences.

- a To \_\_\_\_\_ for something, such as a job, means to ask if you can have that job.
- b When I say 'please find my C.V. \_\_\_\_\_' it means that I have put my C.V. in the envelope together with my covering letter.
- c A \_\_\_\_\_ is a person who deals with the money that a shop or a business has in its cash register at the end of every day.
- d Your \_\_\_\_\_ are the things that you can do well, especially in relation to your job.
- e If you are \_\_\_\_\_ about something, it means that you like that activity and you enjoy doing it.
- f If you are \_\_\_\_\_ to start work, it means that you are available to begin working immediately.
- g An \_\_\_\_\_ is the chance to do something.
- h If a \_\_\_\_\_ is available with a particular company it means that the company has a job for which it needs an employee.

**Help desk****What do these words mean?**

**communication skills** – a person's ability to speak and listen to other people in an effective way. The opposite of good communication skills is poor communication skills.

**cash register** – the machine into which a shop or some other business puts the money when a customer pays for something. Also called 'a till'.

**AN EMPLOYMENT CONTRACT**

There are two very important words connected with talking about any contract. These are:

- **clause** (noun): a clause is a *section* of the contract. A clause usually has a number, for example, clause 1 of the contract. Sometimes a clause is divided into further sections, for example, 1.1, 1.2, 1.3, etc.
- **provision** (noun): a provision is a *term* contained in a contract. All of the terms and conditions of a contract are called the provisions of the contract. Lawyers often use the verb 'to provide', for example, 'Clause 1 of the contract provides that the employee is entitled to four weeks' holiday every year'. This means that it is an obligation of the employer to give the employee four weeks' holiday.

**Exercise 1**

Here are the titles of some clauses that you will find in an employment contract. Lawyers usually call them 'clause headings'. On the next page are descriptions of what each clause deals with. Match the headings of the clauses with the descriptions provided.

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|-------------------------------|---------------------------------|--------------------------|
| ● <b>Term of the contract</b> | ● <b>Holidays</b>               | ● <b>Pension</b>         |
| ● <b>Job title</b>            | ● <b>Sick pay</b>               | ● <b>Confidentiality</b> |
| ● <b>Working hours</b>        | ● <b>Grievance procedure</b>    | ● <b>Non-competition</b> |
| ● <b>Remuneration</b>         | ● <b>Disciplinary procedure</b> | ● <b>Termination</b>     |