

THE LANGUAGE OF EMPLOYMENT LAW

BEING AN EMPLOYER

Exercise 1

Read this text about being an employer. The most important words are in the key vocabulary below. Answer the questions that follow using a full sentence.

Key vocabulary

- | | | | |
|-------------|--------------|----------|----------------|
| • employer | • secretary | • salary | • full-time |
| • employees | • admin work | • pay | • remuneration |
| • staff | • payroll | • wages | • invoices |
| • manager | • part-time | • order | • suppliers |

'My name is Peter Connolly and I am an **employer** in the town of Chatsworth. This means that I have a business and I pay people to work for me. I am the owner of two shoe shops and I employ a total of 12 **employees**. Another word for a group of employees is **staff**. Some of my staff work in the shops and some of them work in the office. Our office is situated above one of the shops. I employ an office **manager** and a **secretary** in the office. A manager has control of the office. A secretary is a person who helps the office manager with his or her work. These two people are my office staff and they deal with all of the **admin work** connected with the shops. 'Admin work' is short for administrative work. For example, the office staff **order** goods to sell in the shops and they also pay the **invoices** we receive

from **suppliers**. Another duty of the office staff is to deal with the **payroll**. The payroll is a list of people who work for the business. The payroll shows me who works for the business and what **remuneration** each person receives from me each month. Remuneration is a formal word meaning 'payment'. My employees receive a **salary**. A salary is an amount of money that an employee receives each month. Employees who receive payment every week usually refer to this money as **wages** rather than salary. Both salary and wages are sometimes called '**pay**'. Some of my employees work **full-time** and some of them work **part-time**. My full-time staff work for 35 hours a week and my part-time staff work for 15 hours a week.'

a What type of shops does Peter Connolly own in Chatsworth?

Answer: _____

b How many staff does Peter Connolly employ?

Answer: _____

c How many staff work in the office of the business?

Answer: _____

d What information does the payroll show Peter Connolly?

Answer: _____

e What does remuneration mean?

Answer: _____

f Are Peter Connolly's staff paid weekly or monthly?

Answer: _____

g How many hours a week do Peter Connolly's full-time staff work?

Answer: _____