

## TOLES FOUNDATION EXAM PRACTICE

### Exercise 1

Look at the sentences below. Each sentence contains a mistake. The mistake is either an incorrect word or a word that should not be there. Put a circle around the word. Do not circle more than one word for each sentence. There is an example at the beginning (\*).

#### Example

(\*) The telephone company employs thousands of staffs.

- 1 Your skills are the things that you can do good.
- 2 Your employer did not make the correct procedure when he dismissed you.
- 3 Could you please confirm me that you agree to pay my client for his work?
- 4 Marco explained me at our meeting that his company dismissed him because he is a foreigner.
- 5 I would like to discuss about my salary for next year.

### Exercise 2

Read the text below. There are ten words missing from the text. In the spaces below, write the missing words. The first letter of each word has been provided for you. There is an example at the beginning (\*).

#### DISMISSING AN EMPLOYEE FOR GROSS MISCONDUCT

Gross misconduct is (\*) \_\_\_\_\_ that is completely unacceptable. When an employee is guilty of gross misconduct the law does not expect an employer to tolerate it. The employer can usually dismiss the employee without giving him or her any warning. A lawyer would describe this as dismissing the employee without (1) \_\_\_\_\_.

When an employee is dismissed on the (2) \_\_\_\_\_ of gross misconduct he or she might file a (3) \_\_\_\_\_ against the employer in a special court called an employment tribunal. The tribunal will take several (4) \_\_\_\_\_ into account when deciding if the employer acted fairly. One of the most important things that an employer must do is make sure that the correct disciplinary (5) \_\_\_\_\_ is followed. Even in cases of very serious misconduct the employer should:

- Inform the employee in (6) \_\_\_\_\_ what the problem is, as well as speaking to him or her about it. This normally takes the form of a letter.
- Allow the employee a face-to-face meeting to discuss the misconduct. The employer must tell the employee that he or she is entitled to have a (7) \_\_\_\_\_ union representative or some other witness present at that meeting.
- Allow the employee to (8) \_\_\_\_\_ against the decision if he or she is dismissed.

Employers must follow these rules. It is very dangerous to dismiss an employee on-the-(9) \_\_\_\_\_. This means asking the employee to leave immediately without having a proper investigation. If an employer does this, then the employee will almost certainly (10) \_\_\_\_\_ for damages and he or she is very likely to win.

(\*) **behaviour**

(1) **n**

(6) **w**

(2) **g**

(7) **t**

(3) **c**

(8) **a**

(4) **f**

(9) **s**

(5) **p**

(10) **s**