

Exercise 1

Choose a word from the previous page to complete these sentences about resignation.

- a To _____ means to tell your employer that you intend to stop working for him or her.
- b The correct way to resign is usually to give your employer a letter of _____.
- c When an employee resigns he or she must usually work a _____ period of several weeks.
- d In the UK the informal way to say 'resigning' is to say _____ in your notice.

Exercise 2

Choose a word from the previous page to complete these sentences about retirement.

- a To _____ from work means to stop working with the intention that you will not work again.
- b Some people choose to take early _____ and stop working at the age of 45 or 50 years old, for example.
- c When a person retires they usually live on the money from a _____.
- d A private pension _____ is a way of saving extra money for old age in case the money from the government is not enough.

Exercise 3

Choose a word from the previous page to complete these sentences about redundancy.

- a When an employee is made _____ it is usually because the employer no longer needs so many workers.
- b _____ is a great problem in western Europe and the USA at the moment. This is because many goods and services are cheaper to produce in other countries.
- c The final sum of money that an employer pays to an employee can be a very large amount. This is called a final redundancy _____ and sometimes depends on the number of years that the employee worked for the employer.
- d When John lost his job at the car factory he was offered a _____ course in computer skills to help him find a new job.

Exercise 4

Choose a word from the previous page to complete these sentences about dismissal.

- a The printing company _____ Jason because he did some printing for his friend and he did not ask his friend to pay for it.
- b I dismissed an employee for gross _____ last year because she telephoned me to say that she was ill but really she was on holiday in Spain.
- c My employer did not follow the correct _____ when he dismissed me. My lawyer says that I can make a claim against my employer because he breached employment law.
- d The informal word for dismissed in the USA is 'fired' and in the UK it is '_____'.