

**Exercise 2**

A new employee has some questions about her employment contract. Complete each question using the correct word from the box below.

- |              |         |            |             |
|--------------|---------|------------|-------------|
| ● hours      | ● term  | ● sick pay | ● salary    |
| ● provisions | ● title | ● holiday  | ● terminate |

- a What does the \_\_\_\_\_ of the contract mean?  
It means the duration of the contract.
- b What are the \_\_\_\_\_ of a contract?  
They are all of the terms and conditions contained in the contract.
- c What is my job \_\_\_\_\_?  
It is assistant manager.
- d What are my \_\_\_\_\_ of employment?  
Monday to Friday, 9am to 5.30pm.
- e What will my annual \_\_\_\_\_ be?  
£25,000 a year.
- f How many weeks' \_\_\_\_\_ can I have?  
You are entitled to four weeks a year, in addition to public holidays.
- g Am I entitled to \_\_\_\_\_ when I am ill?  
Yes. But you must provide us with a medical certificate.
- h How much notice must I give if I want to \_\_\_\_\_ the contract?  
Four weeks. We use that time to find a new employee who can begin work at the time that you leave us.

**Exercise 3**

Here are the clause headings from Exercise 1 again. Below are some very short extracts from an employment contract. Match the correct heading from the blue box with each extract.

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

- a 'For a period of 12 months after the termination of this agreement the Employee agrees that he or she will not start a business that is the same or similar to the Employer's business.'  
The clause is \_\_\_\_\_
- b 'The Employer shall pay the Employee a salary of £21,000 a year.'  
The clause is \_\_\_\_\_