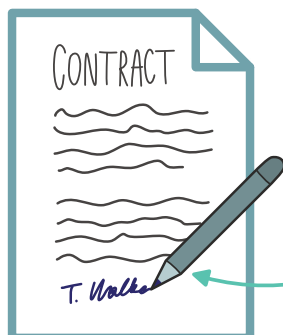


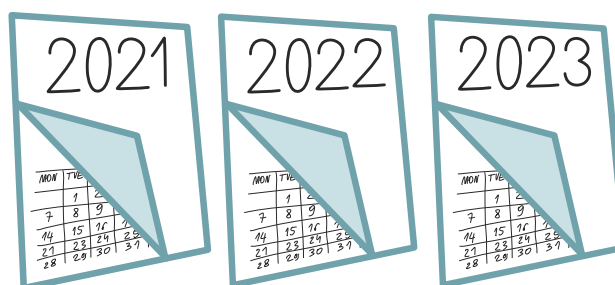
LOOKING FOR A JOB 2

A2



A **contract** is a document between an employee and an employer. There is information about your working hours, salary, and holidays in the contract.

Before your first day at a new job, you read and **sign** the contract.



I have a **permanent contract**. I do not have to look for a new job. I can work for my employer for a long time.

May						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						





August						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

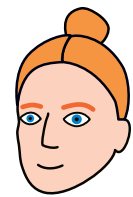
October						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

I have a **fixed-term contract** at a hotel. I will work in July, August, and September. Then, I will look for a new job.



Monday	
8 am -	
9 am -	 £12
10 am -	 £12
11 am -	 £12
12 am -	 £12

My hourly rate is £12. On Mondays, I work four hours. I make £48.



May						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				








June						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

£1250

£1250



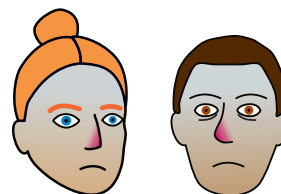
I work full-time and my salary is £1250 per month.

August						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
W	O	R	K			
			W	O	R	K
      						
W	O	R	K			
			W	O	R	K

In May, I will only work for three weeks. I am taking one week of **annual leave**. My employer will pay me for this week. This information is in my contract.



January						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
W	O	R	K			
			W	O	R	K
I N			B E D			
W	O	R	K			
			W	O	R	K



When I am sick, I can take **sick leave** and stay at home. I have to call my employer and go to the doctor's. I can take 14 days of sick leave per year. My employer will pay me for these days. This information is in my contract.



I work part-time. I can take 7 days of **sick leave** per year. This is not the same for every job.

1. Select the correct word.

Before I start a new job, my employer gives me a...

- sick leave contract salary

I make £9 per one hour of work. It is my...

- annual leave sick leave hourly rate

When I am sick, I take a...

- sick leave annual leave fixed-term

I get £1300 per month. It is my...

- hourly rate permanent salary

I will work at an office for two months. My contract is...

- fixed-term salary permanent

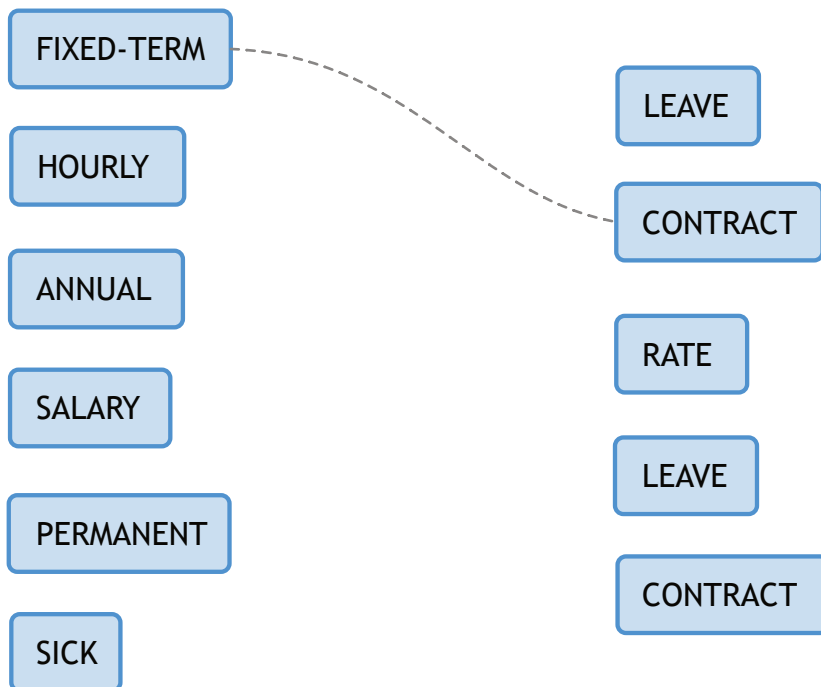
When I want to go on a holiday, I take a...

- sick leave annual leave contract

My contract is not fixed-term, so it is...

- hourly rate fixed-term permanent

2. Connect the words. There is one word that does not connect with anything.



3. Read the dialogues and write the correct words.

- PERMANENT
- HOURLY RATE
- SICK LEAVE
- SALARY
- ANNUAL LEAVE
- FIXED-TERM
- CONTRACT



Hello, Devan. In July, I want to visit my family in Albania. I would like to take

That's okay. You can take two weeks in July.



Good morning, Mary. How are you?

Good morning, Devan. I am sorry but I feel ill today. Can I take ?



Yes, you can. Please, call me tomorrow morning. I hope you feel better soon.



We are very happy that you want to work at our company. This is your Please, read it.



Thank you. I will read it and sign it now.





We are very happy that you want to be a waitress at our coffee shop. Do you have any questions?

What is the, please?



It's £10.



Hi, Clara! Are you happy about your new job?

Yes! The job is nice and I have a good
I make £1500 per month.



Do you have a new job, Tony?

Yes. I am starting next week.



Are you going back to college in September?



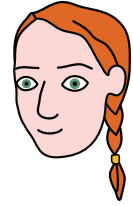
Yes, I am. My contract is and it ends in August. In September, I can study full-time.





What contract do you have, Clara? Is it fixed-term too?

No, it is I want to work at this company for many years. I finished college last year and I like this job.



4. Listen and write the words.

Where do you work?

I work at a hospital. I am a nurse.



What is your

I do not have an hourly rate. I get a every month. It is £1500.



Is your contract

Yes, it is. My does not have an end date.

How many days of do you have per year?



I have sixteen days of sick leave per year.

How many days of do you have?



I have twenty-four days of annual leave.

What do you do?

I am a social worker. I work at a school.



What is your

I do not get a salary.
I get an It is £20.



Is your contract

No, it is not. My ends in
one year. It is a contract.

How many days of can
you take?

I can take fourteen days of sick leave per year.



How many days of can you
take?

I can take twenty-eight days of annual leave.



5. Write the correct words.

EMPLOYEES

SHIFT

END OF THE SHIFT

START OF THE SHIFT

FULL-TIME

COLLEAGUES

EMPLOYER

COMPANY

SCHEDULE

DAY OFF

MANAGER

TEAM

PART-TIME



.....
OR
.....



.....



.....

.....



.....

.....

.....

.....

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10 am		WORK	WORK	WORK	WORK		
4 pm							WORK

.....

.....

.....

This is usually thirty-five or more hours of work per week.

.....

This is usually between four and thirty-five hours of work per week.



6. Read the texts and write the correct words.

■ FIXED- TERM

■ PERMANENT

My name is Ali and my company's name is Good Tools. I have three employees: Mary, Samuel, and William. Sometimes, we have employees with contracts too. For example, last year Rashida worked at Good Tools for three months.

■ SALARY

■ HOURLY RATE

■ MANAGER

■ EMPLOYEE



Are you looking for a job? Before you sign a contract, talk to the employer about some important information.

For example, money. I am a at my company. Sometimes, I work on weekends. My is £1500 per month. Mary is my I pay her for the hours she works. Her is £12. When she works for ten hours, I pay her £120.

Before you sign a contract, talk to the employer about the hourly rate or the salary.

■ ANNUAL LEAVE

■ PART-TIME

■ DAYS OFF

■ ANNUAL LEAVE

■ FULL-TIME

Holidays are very important too. In my company, Samuel works He works three days per week. He has sixteen days of William works He works five days per week. William has twenty-eight days of annual leave.

All employees can take some I usually work from Monday to Friday. When I want to have a longer weekend, I take two days off: Thursday and Friday. Samuel is taking sixteen days of in September, because he is visiting his family in Nigeria.

■ SCHEDULE

■ MANAGER

■ PART-TIME

■ FULL-TIME

■ SHIFTS

Last year, I started my new job at Happy Chicken. I wanted a full-time schedule. I work thirty-eight hours per week, so I am happy. I have five per week. I did not want any evening shifts. The said it was ok.

Before you start a new job, talk to the employer about the Some people want to work like me, but some people prefer a job.



■ TEAMS

■ COLLEAGUES

■ EMPLOYEES

I have two in the kitchen: Gavin and Rashida. It's great, because I like working in small In some companies, the teams are very big. Some teams have twenty

Do you want to work in a small team or a big team?

■ CONTRACT

■ MANAGER

■ SICK LEAVE

■ EMPLOYER

■ PART-TIME

Something very important in a contract is the Sometimes you feel ill and you can not work. When I feel ill, I call my Then, I can stay at home. My pays me for my sick leave.

My friend Mary has a contract. She works three days per week. Mary has seven days of sick leave per year. I have fourteen days of sick leave.

Before you sign a, talk to the employer about the sick leave.

7. Listen and write the words.



We are very happy that you want to work at our company, Ms Jamali. Do you have any questions about your

Yes, please. Is it a or a contract?



The contract is fixed-term. After three months, you can sign a contract.

Thank you. Can you tell me about the, please?

Yes. If you work between ten and twenty hours per week, you have eight days of sick leave per year. If you work, you have sixteen days of sick leave per year.



I understand. I have another question. How many days of do I have?

If an employee works, for example sixteen hours per week, they have twelve days of annual leave. If you work, for example thirty-eight hours per week, you have twenty-eight days of



Thank you. I have one more question. What is the

For new, the hourly rate is £8.
After three months, your hourly rate will be £9.
You can be a in the future.
Managers have a



Thank you for your answers. I do not have any more questions.

Thank you for your time, Ms Jamali.
We will call you next week.

8. Answer the questions about Aisha’s contract.

Is Aisha’s contract permanent or fixed-term?
Aisha’s contract is fixed-term.

How many days of sick leave does Aisha have if she works part-time?

How many days of sick leave does Aisha have if she works full-time?

How many days of annual leave does Aisha have if she works part-time?

How many days of annual leave does Aisha have if she works full-time?

Does Aisha have a salary or an hourly rate?

What is Aisha’s hourly rate?

9. Game!

