

Vocabulary Practice: At the Office

Please choose the most appropriate answer for each sentence.

Q1 Giving employees some often helps improve their morale. It feels good to know that you're doing your job well.

- A isolation B annoyance C validation D description

Q2 Health insurance, vacation time, and a plan are all examples of employee benefits.

- A pension B withdrawal C retreat D retire

Q3 Many managers use the and the stick approach with their employees. If you do well, you'll get a reward. If you don't, you'll get punished.

- A rock B carrot C muffin D stork

Q4 Since I'm so good at completing my work ahead of schedule, the boss is assigning me a special project to complete.

- A prolonged B imagined C regular D interruptive

Q5 It's hard to stay focused on a complicated task when there are a lot of at work.

- A relations B distractions C combinations D locations

Q6 It's sometimes hard to know how much to offer employees in the way of You want to pay them enough so that they'll be motivated and happy at work, but not so much that you go broke.

- A reconciliation B validation C compensation D explanation

Q7 Employees who have the most tend to get paid more. Usually, your salary goes up the longer you work for a company.

- A seniority B friends C networks D field work

Q8 People who receive a amount of money per year, instead of being paid by the hour, are known as salaried employees.

- A parceled B sectioned C pieced D fixed

Q9 How hard employees are willing to work is often affected by their morale. If their are low, they won't be willing to work as hard as when they are high.

- A suitors B spirits C sympathies D solutions

Q10 One can learn a lot about an employee or coworker by spending time with the person on his or her-time.

- A on B full C part D off

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D off