

WORKPLACE VOCABULARY: GAP-FILL

B1 | Adults / Teens | Vocabulary Practice | 20-25 minutes

WORD BANK - Use each word or phrase once.

overtime
workload
task
promotion
workplace

supervisor
meeting
vacancy
schedule
flexible

deadline
colleague
training
teamwork
salary

Complete the sentences with a word or phrase from the box.

1. My new _____ sits next to me and is very helpful.
2. We must finish the report before Friday's _____.
3. My employer offers _____ hours, so I can start early or late.
4. The whole department joined a video _____ this morning.
5. She stayed late to work _____ before the product launch.
6. After three successful years, he received a _____.
7. Please check your _____ before you arrange an appointment.
8. A higher _____ is not the only reason to change jobs.
9. Ask your _____ if you are unsure about the new policy.
10. Your first _____ is to read the safety instructions.
11. Good _____ helps a group solve problems more quickly.
12. All new staff must complete online _____.
13. The company has a _____ for a customer-service assistant.
14. My _____ is heavy this week, so I may need help.
15. A friendly _____ can make a job much more enjoyable.

Discuss with a partner

1. Which workplace word is most important for a successful job? Why?
2. Would you prefer a higher salary or more flexible hours?
3. What makes a workplace pleasant or unpleasant?

WORKPLACE VOCABULARY: GAP-FILL - ANSWERS

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Suggested answers - the completed word or phrase is in bold

1. My new **colleague** sits next to me and is very helpful.
2. We must finish the report before Friday's **deadline**.
3. My employer offers **flexible** hours, so I can start early or late.
4. The whole department joined a video **meeting** this morning.
5. She stayed late to work **overtime** before the product launch.
6. After three successful years, he received a **promotion**.
7. Please check your **schedule** before you arrange an appointment.
8. A higher **salary** is not the only reason to change jobs.
9. Ask your **supervisor** if you are unsure about the new policy.
10. Your first **task** is to read the safety instructions.
11. Good **teamwork** helps a group solve problems more quickly.
12. All new staff must complete online **training**.
13. The company has a **vacancy** for a customer-service assistant.
14. My **workload** is heavy this week, so I may need help.
15. A friendly **workplace** can make a job much more enjoyable.