



Task 1: Write the correct word in the text.

payslip	tax deduction card	medical certification
termination	permanent employee	self-certification
substitute	employer	annual wage
absence due to illness	employee	training
hourly wage	holiday pay	apprenticeship contract

Being at work can be exciting and instructive, but also demanding. You get to know new colleagues and you get to try new tasks.

You are going to work for many years. You get paid to work. If you earn less than the tax exemption limit, you do not need a tax deduction card. When you start a job, you must have a _____. You must update your tax deduction card if you earn more or less than you expect.

When you work, you are an _____. The person who employs you is your _____. You can be a temporary employee or a _____.

You can see on your _____ how much you earn.
The pay you earn in one hour is called _____.
Monthly wage is what you earn in one month before tax is deducted. The
pay you earn in one year is called _____.
_____ is accumulated salary from the year
before that you are paid the following summer.

When you are going to become an
apprentice, you must sign an
_____.
When you start working, you are told
what you will learn in the job. This is
called
_____.



If you become ill, you must call your
boss and let them know. If you are ill
for one or two days, it is normal to
use _____.

If you are ill for longer, you must go to your doctor and get a
_____. The time you are away from work is
called _____. If your workplace needs someone
to do your job while you are away, they can use a
_____.

A _____ is when you or the employer ends the
employment agreement.

Answer key:

Being at work can be exciting and instructive, but also demanding. You get to know new colleagues and you get to try new tasks.

You are going to work for many years. You get paid to work. If you earn less than the tax exemption limit, you do not need a tax deduction card. When you start a full-time job, you must have a **tax deduction card**. You must update your tax deduction card if you earn more or less than you expect.

When you work, you are an **employee**. The person who employs you is your **employer**. You can be a temporary employee or a **permanent employee**.

You can see on your **payslip** how much you earn. The pay you earn in one hour is called **hourly wage**. Monthly wage is what you earn in one month before tax is deducted. The pay you earn in one year is called **annual wage**. **Holiday pay** is accumulated salary from the year before that you are paid the following summer.

When you are going to become an apprentice, you must sign an **apprenticeship contract**. When you start working, you are told what you will learn and do in the job. This is called **training**.

If you become ill, you must call your boss and let them know. If you are ill for one or two days, it is normal to use **self-certification**. If you are ill for longer, you must go to your doctor and get a **medical certification**. The time you are away from work is called **absence due to illness**. If your workplace needs someone to do your job while you are away, they can use a **substitute**.

A **termination** is when you or the employer ends the employment agreement.

Task 2: Write the explanation.

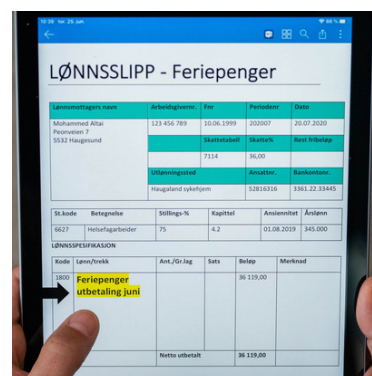
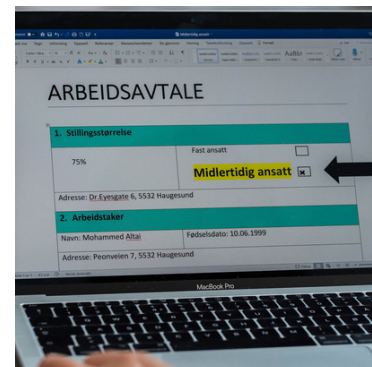
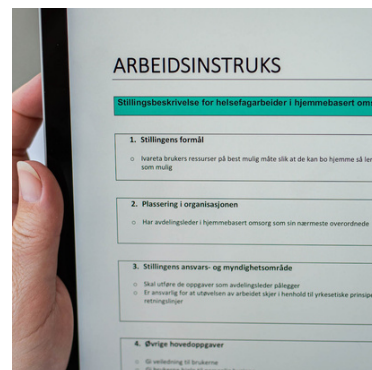
a) Find the term «work schedule».
Write the explanation.

b) Find the term «temporary employee».
Write the explanation.

c) Find the term «holiday pay».
Write the explanation.

d) Find the term «termination».
Write the explanation.

e) Find a term you did not know before.
Write the explanation.



Task 3: Write what is happening in the pictures.

Write what is happening in the pictures. Use the terms when you write.

a)



Absence due to illness



Medical certification

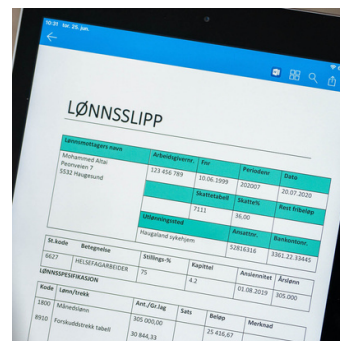
b)



Employer



Employment contract



Payslip