

Day 31

© Vocab Review

Fill in the blanks.

1. What is the best way of contacting p _ _ _ _ _ tive customers?
2. S _ _ _ _ r c _ _ _ _ _ ns get a discount.
3. The group has booked the popular 1000-seat v _ _ _ _ e for its annual sales conference.
4. We i _ _ _ _ _ t with our customers over the phone.
5. Corporate r _ _ _ _ _ _ ers are visiting the university campus to interview final year students.
6. Would 3 o'clock be a c _ _ _ _ _ _ ent time to meet?

© WORDS TO LEARN (Reading Section)

Listen to some essential words for the TOEIC test without looking at the word list.

Now look at the list of today's vocabulary and repeat after the teacher.

disability/ advancement/ reimbursement/ commute/ dress code/ commission/
evaluating/ location/ adequate/ base/ relocate/ incentive/
fringe benefits/ compensation/ opportunities

WORDS IN CONTEXT

- © Fill each of the blanks in the passage with one of today's vocabulary word(s) listed above.

JOB OFFERS 1.

When job offers, do not look at salary as your only basis for comparison. is made up of much more than simply salary. For example, many employers offer or additional pay for a job well done. Employers might also offer a signing bonus or for relocation costs. In addition to the combined forms of financial compensation, you will want to consider the given for the job. Benefits may include health insurance, dental insurance, retirement benefits, profit sharing, life insurance, short- and long-term insurance, and paid time off. You will also want to evaluate job conditions,, and the company itself. Ask yourself: Can I easily to the workplace? Will the job in this particular organization allow time for my hobbies and outside interests? If I decide to, do I like the lifestyle the company's offers? What is the company's? How many hours per week am I expected to work?

◎ **Match each definition (A – O) with today's vocabulary word (1 – 15)**

DEFINITIONS

- A. to move to a different place to work
- B. the process of improving your career
- C. to judge the quality, importance, amount or value of something
- D. the bottom part of something
- E. an accepted way of dressing for a particular situation
- F. money given to someone when they sell something
- G. to regularly travel between work and home
- H. a situation in which it is possible for you to do something that you want to do
- I. the combination of payment and other benefits that an employee receives for doing their job
- J. an extra thing given to you by your employer in addition to your pay
- K. a particular place
- L. something that encourages a person to do something
- M. a physical or mental condition that makes someone unable to act in a way that is considered usual for most people
- N. enough for a particular purpose
- O. when you pay money back to someone, especially money spent because of their work

- 1. base
- 2. dress code
- 3. commute
- 4. fringe benefit
- 5. location
- 6. compensation
- 7. incentive
- 8. disability
- 9. advancement
- 10. reimbursement
- 11. adequate
- 12. opportunity
- 13. commission
- 14. evaluate
- 15. relocate

◎ **Part 5 exercise**

Choose the word that best completes the sentence.

Identifying the missing part of speech (noun, verb, adjective, adverb, etc.) can help you eliminate some of the choices.

If the missing word is a noun, for example, you can rule out the choices that are not nouns.

- 1. One in four people worldwide are without homes.
(A) inadequacy (B) adequacy (C) adequately (D) adequate
- 2. She received \$50,000 in for a lost eye.
(A) compensate (B) compensation (C) compensatory (D) compensated
- 3. In order to keep good employees, you need to provide them with possibilities for
(A) advance (B) advancing (C) advancement (D) advanced

◎ **Gap-filling Exercise**

Fill each gap with today's vocabulary words.

1. Many businesses in the region have closed or abroad.
2. The research aims to the effectiveness of the training program.
3. In order to keep good employees, you need to provide them with possibilities for growth and
4. Investment professionals can earn bonuses of between 100% and 125% of their pay.
5. The staff receive 5% on everything that they sell.
6. John works for an investment bank and is presently between Weybridge and the City.
7. include a company car and free health insurance.