# **Day 34**

### O Vocab Review

Fill in the blanks.
1. He ned to tell his employer that he would be taking the day off.
2. The corporation has inted a new sales commission system for its sales force.
3. Apparently the zoo animals had become a ated to the crowd noise and were no longer startled by it.
4. The company failed to meet its ctual obligations.
5. The state's mining law requires mine operators to c y wh local land use regulations.
6. Have you got used to your new sdings?

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.

compliance/ butts/ disciplinary/ breaches/ ultimately/ disposed of/ implementation/ objective/ effective/ maintain/ exposure/ detract/ hazards/ extinguished/ appropriate/ contractors

### **WORDS IN CONTEXT**

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

## **MEMO**

To: All employees
From: Management
Subject: No Smoking Policy in the Workplace
The of the no smoking policy is to meet our responsibilities as an employer by:
* Protecting all employees and visitors from to tobacco smoke
* a healthy smoke free working environment
It is the company policy that all our workplaces are smoke-free, and all employees have a
right to work in a smoke-free environment.
1. Smoking is not allowed in any part of the premises or grounds, including offices,
corridors, toilets and car parks.
Smokers are also requested not to smoke immediately outside the office exits. This is to
from smoke going back into the building via open windows and doorways, and to
keep the exits free in case of an emergency.
2. No smoking in any company vehicle.
There will be no smoking in company vehicles at any time.
There will be no smoking in personal vehicles when transporting persons on company
authorized business.
3. All cigarette and matches must be and in
containers.
This policy applies to all employees and visitors.
It is the responsibility of every company employee to conduct himself or herself in with this policy.
Because we recognize the caused by exposure to environmental tobacco smoke, it
shall be the policy of the company to provide a smoke-free environment for all employees,
visitors and
This policy is intended to benefit all employees and visitors and all employees are
responsible for its continued
Overall responsibility for ensuring that the policy is implemented, monitored and reviewed
rests with the manager.
The policy has been produced with the employees' best interests in mind. The right of
people to breathe clean air prevails over the right of the smoker to smoke.
In the unlikely event of a member of staff not respecting the policy, their manager will
attempt to resolve the situation informally in the first instance.
, repeated of the policy will result in procedures.
This policy is from January 1, 2014.

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### **DEFINITIONS**

- A. the act of putting a plan into action
- B. to stop a fire burning
- C. a failure to obey a law
- D. being in a situation where something dangerous might affect you
- E. officially starting
- F. to make something seem less good
- G. suitable for a particular situation
- H. something that you are planning to do or achieve
- I. to get rid of
- J. something that is dangerous and likely to cause a problem
- K. to make a situation continue in the same way
- L. relating to the methods used by companies for dealing with employees who break company rules
- M. finally
- N. the fact of obeying a particular law or rule
- O. the part of a finished cigarette that has not been smoked
- P. a person or company that is paid by another company to work on a particular project for a particular amount of money

- 1. contractor
- 2. objective
- 3. butt
- 4. disciplinary
- 5. implementation
- 6. hazard
- 7. compliance
- 8. extinguish
- 9. breach
- 10. ultimately
- 11. exposure
- 12. disposed of
- 13. effective
- 14. maintain
- 15. appropriate
- 16. detract

## 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. Is this film ..... for small children?
  - (A) appropriateness (B) appropriately (C) appropriation (D) appropriate
- 2. The company says it is in full ..... with US labor laws.
  - (A) compliant (B) compliance (C) comply (D) complied
- 3. Very little has been achieved in the ...... of the peace agreement between the two countries.
  - (A) implemented (B) implements (C) implementation (D) implement

## **O** Gap-filling Exercise

Fill each gap with today's vocabulary words.

- 1. The public are used to ..... of promise by governments.
- 2. It took the firefighters several hours to ...... the flames.
- 3. Working 24/7 is something IT ..... grow used to if they want to compete.
- 4. Investing globally enhances the fund's ability to meet its primary.....
- 5. ..... measures could damage his career.
- 6. When it comes to investments, research shows that women are more likely to weigh up potential ......than their male counterparts