

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.

Do not look at salary as your only basis for comparison in () job offers. () can be made up of more than () salary. There are such things as () or additional () pay. A signing bonus or () for relocation costs are other forms of financial compensation. Also, you might be offered the (), which may include health insurance, life insurance, () insurance, and retirement benefits. You might also need to evaluate job conditions, () (), and the company itself. Check if you can easily () to the workplace, if the job allows you () time for your hobbies, if you decide to (), do you like the lifestyle the company's () offers? What is the company's ()?

DAY 31

 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

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.