

VOCAB REVIEW

Fill in the blanks.

1. He n_____ed to tell his employer that he would be taking the day off.
2. The corporation has i_____nted 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 c_____tual obligations.
5. The state's mining law requires mine operators to c_____y w_____h local land use regulations.
6. Have you got used to your new s_____dings?

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.

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It is the responsibility of every company employee to conduct himself or herself in with this policy. It is to be the policy of the company to provide a smoke-free environment for all employ, visitors and because we recognize the caused by exposure to environmental tobacco smoke. This will benefit all employees and visitors and all employees should be responsible for its continued

The manager has overall responsibility for ensuring that the policy be implemented. 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.

 Match each definition (A – P) with today's vocabulary word (1 – 16)

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

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 potentialthan their male counterparts