

Week 10

Being Employer

A. Answer

1. Firat owns shoe shop
2. 18 employees
3. The office manager has to control the office, while the secretary helps the manager.
4. Office staff orders goods to sell, pay invoices from suppliers, and to deal with the payroll.
5. The payroll shows who works for the business and the remuneration each person receives from Firat each month.
6. A salary is usually paid each month, while the wage is paid every week.
7. Firat's staff receive salary monthly
8. Firat's full-time staff work for 35 hours and his part-time staff work for 15 hours.

B. Answer

Use the correct words from the key vocabulary

1. suppliers
2. wages
3. full time
4. payroll
5. maternity leave
6. employ
7. admin work
8. secretary

C. Exercise.

1. Termination
2. Working hours
3. Job title
4. Holidays
5. Confidentiality
6. Remuneration
7. Sick pay

D.

1. Redundancy
2. Resignation
3. Dismissal
4. Retirement
5. Fixed-term