

## Reading Text

### Being an employer

My name is Peter Connolly and I am an employer in the town of Chatsworth. This means that I have a business and I pay people to work for me. I am the owner of two shoe shops and I employ a total of 12 employees. Another word for a group of employees is staff. Some of my staff work in the shops and some of them work in the office. Our office is situated above one of the shops. I employ an office manager and secretary in the office. A manager has the control of the office. A secretary is a person who helps the office manager with his or her work. These two people are my office staff and they deal with all the admin work connected with the shops. For example, the office staff order goods to sell in the shops and they also pay the invoices we receive from suppliers.

Another duty of the office staff is to deal with payroll. The payroll is a list of people who work for the business. The payroll shows me who works for the business and what remuneration each person receives from me each month. Remuneration is a formal word meaning 'payment'. My employees receive a salary. A salary is an amount of money that an employee receives each month. Employees who receive payment every week usually refer to this money as wages rather than salary. Both salary and wages are sometimes called 'pay'. Some of the employees work full-time and some of them work part-time. My full-time staff work for 35 hours a week and my part-time staff work for 15 hours a week.

*Source: The lawyer's English Language Coursebook. Page.119.*

#### A. Questions (4 points)

1. Where does Peter Connolly come from?
2. How many shops does Peter have?
3. What is remuneration?
4. What is the difference between salary and wages?

#### B. True or False (6 points)

5. As an employer, Peter has staff, a secretary, and a manager. \_\_\_\_\_
6. Peter has 12 office staff. \_\_\_\_\_
7. A secretary is a person who controls the office. \_\_\_\_\_
8. One of office staff duties is to deal with payroll. \_\_\_\_\_
9. A salary refers to payment that employees receive every month. \_\_\_\_\_
10. Remuneration is another formal way of payment. \_\_\_\_\_

#### C. Matching (10 Points)

A. resign	D. damages	G. battery	J. I.T Law
B. remote damage	E. libel	H. defamation	K. well-motivated
C. actionable per se	F. slander	I. redundancy	L. deterrent

11. The harm is not reasonably foreseeable \_\_\_\_\_
12. Publishing negative statement in a permanent form, for example, writing in a book \_\_\_\_\_
13. A \_\_\_\_\_ person is someone who is ambitious and wants to work hard.

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English for Law

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14. The claimant does not need to provide proof of damage \_\_\_\_\_
15. An Employee leaves his or her job because the employer does not need them \_\_\_\_\_
16. A negative statement in a form that is not in permanent, for example, saying something in ordinary conversation \_\_\_\_\_
17. To hurt some in a physical way is the tort of \_\_\_\_\_
18. To \_\_\_\_\_ means to tell your employer that you intend to stop working for him or her
19. It is something that is designed to make people do not do a particular thing or not behave in a particular way \_\_\_\_\_
20. When someone makes a negative statement about another person that can harm the person's reputation \_\_\_\_\_

**D. Vocabulary (Translate to Bahasa Indonesia) (5 points)**

- a. Negligence: \_\_\_\_\_
- b. Compensation: \_\_\_\_\_
- c. Employment law: \_\_\_\_\_
- d. Company law: \_\_\_\_\_
- e. Trainee lawyers: \_\_\_\_\_
- f. Shareholders: \_\_\_\_\_
- g. Retirement: \_\_\_\_\_
- h. Legal advice: \_\_\_\_\_
- i. Proof of damage: \_\_\_\_\_
- j. Suffer: \_\_\_\_\_