

## Unit 2 Workplaces

### TOEIC® Vocabulary Builder

Complete each sentence by writing in the correct word from the wordlist.  
You may have to change the form of the word.

belongings (n)
equipment (n)
to fire (v)
furniture (n)
invoice (n)
to monitor (v)
office supplies (n)
paperwork (n)
parking lot (n)
performance (n)
to sue (v)
surveillance (n)

- 1 Thank you for traveling with Westerly Air. Before you leave the aircraft please make sure that you have all your personal belongings with you.
- 2 After Ms. Simpson violated company policy on internet usage on three different occasions, her manager had no alternative but to \_\_\_\_\_ her.
- 3 Our records show that the \_\_\_\_\_ was sent out one month ago but the customer still hasn't sent us the payment.
- 4 Closed circuit television will be installed in the reception area in order to \_\_\_\_\_ the people leaving and entering the building.
- 5 Choosing the appropriate office \_\_\_\_\_ such as comfortable desks and ergonomic seating can make a significant difference to employee productivity.
- 6 Whether you need staples, folders, printer paper, toner – Kerry Professional will deliver all your \_\_\_\_\_ directly to your workplace, free of charge.
- 7 One simple way to reduce your office overhead costs is to make sure that all electrical \_\_\_\_\_, including computers, is turned off when the office is not in use.
- 8 More and more businesses now depend on computer networks to deliver written documents to their customers and staff and the savings on costly \_\_\_\_\_ are enormous.
- 9 Visitors to the company's premises are reminded that, if they are traveling by car, they can use the visitor \_\_\_\_\_, which is located at the West Avenue entrance.
- 10 Mr. Barclay claims that he was unfairly dismissed by his employer and says that he now plans to \_\_\_\_\_.
- 11 In some countries as many as 80% of managers admit that they use some form of \_\_\_\_\_ to keep track of the activities of their staff.
- 12 Supervisors are responsible both for fixing the objectives of the people they manage and for evaluating their \_\_\_\_\_.