

Office and Workplace

Matching Exercise

Match each item on the left with its correct partner on the right. Write the matching **letter (A–L)** on the line beside each number.

Name _____ Class _____ Date _____ Score _____

1 · Match the pairs

COLUMN 1 · WRITE THE LETTER

1	deadline	I e.g.
2	meeting	
3	colleague	
4	promotion	
5	salary	
6	resume	
7	vacation	
8	overtime	
9	client	
10	presentation	
11	breakroom	
12	cubicle	

COLUMN 2 · OPTIONS A-L

A	working extra hours beyond the normal schedule
B	a document summarizing your education, experience and skills
C	advancement to a higher position with more responsibilities
D	a talk or visual display to share information with an audience
E	a place where employees can eat, relax and have coffee
F	a small, partially enclosed workspace separated by partitions
G	regular payment received from an employer for work performed
H	time off work for rest, travel or personal activities
I	the latest time by which a task must be finished
J	a scheduled gathering of people to discuss work matters
K	a person you work with in the same organization
L	a person or company that purchases services or products

How to: There is exactly one correct match per item. Each option in Column 2 is used once. Write its letter in the box.