

## Unit 1

- 1 work
- 2 charge
- 3 deals
- 4 in
- 5 as
- 6 specializes
- 7 responsible
- 8 of
- 9 in
- 10 with

- 11 is taking
- 12 need
- 13 'm emailing
- 14 understand
- 15 think
- 16 're interviewing

- 17 The phone rings all the time.
- 18 We hardly ever leave the office before seven.
- 19 I'd say I play tennis about three times a week.
- 20 There's normally a staff meeting on Mondays. /  
Normally, there's a staff meeting on Mondays.

21 d 22 b 23 c 24 e 25 a

- 26 introduce
- 27 pleased
- 28 call
- 29 part
- 30 exactly

## Unit 2

- 1 paternity leave
- 2 overtime
- 3 flexitime
- 4 core hours
- 5 annual leave
- 6 home-working
- 7 unpaid leave
- 8 statutory pay
- 9 full pay
- 10 additional leave

- 11 writing and checking
- 12 travelling
- 13 to continue
- 14 working
- 15 to say
- 16 to become
- 17 to be
- 18 moving
- 19 to tell
- 20 to make

- 21 number
- 22 spell
- 23 double
- 24 have
- 25 What

26 22 27 21 28 24 29 25 30 23

## Unit 3

- 1 deadline
- 2 schedule
- 3 track
- 4 resources
- 5 budget
- 6 tasks
- 7 updates
- 8 objectives
- 9 catch
- 10 get

- 11 have, met
- 12 came
- 13 was
- 14 've never been
- 15 Have you ever been
- 16 did you go
- 17 went
- 18 was
- 19 've put
- 20 was

- 21 How
- 22 What
- 23 where
- 24 Is
- 25 Can

26 24 27 25 28 23 29 21 30 22

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are you an individual who has been granted refugee status to enter the united states you may be eligible for federal mainstream non orr funded benefits such as cash assistance through temporary assistance for needy families tanf or supplemental security income ssi health insurance through medicaid and food assistance through

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mar 30 2022 these programs and policies can assume many forms including multi sectoral development investments in

services and infrastructure social assistance i.e cash transfers vouchers workfare programs grants to communities educational scholarships skills training programs mental health support and public messaging to evoke empathy towards

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benefit categories refugee and entrant assistance state administered programs needy refugees and other appropriate individuals who do not qualify for temporary assistance for needy families tanf supplemental security income ssi or medicaid programs but who meet the income and resource eligibility standards of these refugee assistance

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the practice of states with respect to refugee identity documents 12 it is the general practice of states with established procedures for determining refugee status to provide recognized refugees with some form of documentation attesting

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