

Complete this text, in which a lawyer explains to a client what an employment tribunal is, using the verbs in the box.

*awarded decide dismissed file goes heard includes  
incurred issue pay resembles*

„If you think you have been unfairly (1) \_\_\_\_\_ from your job, you can (2) \_\_\_\_\_ a claim for your case to be (3) \_\_\_\_\_ by an employment tribunal. A tribunal (4) \_\_\_\_\_ a court, although it is more informal. It hears different types of complaints from employees. If your complaint (5) \_\_\_\_\_ to a hearing, it will be heard by a panel of three people, which typically (6) \_\_\_\_\_ the chair, who is a qualified legal practitioner, and two non-legally qualified members, who may have experience as employers or union representatives, for example. The tribunal will (7) \_\_\_\_\_ whether your dismissal was fair or not. If your case is successful, the tribunal will also decide whether compensation should be (8) \_\_\_\_\_, and if so, how much. The tribunal may (9) \_\_\_\_\_ a cost order, requiring the claimant or the respondent (employer) to (10) \_\_\_\_\_ the costs (11) \_\_\_\_\_ by the other party.