And what do you do?

Glossary

Page 101

- 9.1 emergency (n) /ɪ'mɜ:dʒənsi/ a sudden dangerous situation in which you need to act fast to avoid harm • *It is important to try and stay calm in an emergency.*
- 9.2 rescue (v) /'reskjuː/ save sb from a dangerous or harmful situation
 The firefighters rescued two families from their burning homes. ➤ rescue (n)

Reading Pages 102-103

- 9.3 for free (phr) /fə fri:/ without paying or getting any money ● *I'm not expecting you to do it for free; I'll pay you, of course.* ◆ _____
- 9.5 benefit (v) /'benıfıt/ help sb improve their life in some way or be helped to improve your life ● *The new law mainly benefits younger families.* > benefit (n), beneficial (adj) ◆ _____
- 9.7 skilled (adj) /skɪld/ having the knowledge and experience necessary to do a job well • We need a skilled worker for this job, not someone with no experience. ➤ skill (n) ❖ _____ So Opp: unskilled
- 9.8 misunderstanding (n) /,mɪsʌndə'stændıŋ/ an occasion when sth is not understood correctly ● Let me explain it again, because I think there's been a misunderstanding.
 > misunderstand (v)

- 9.11 developed (adj) /drlveləpt/ (of a country or area) having an economy based mostly on modern industries and services • Developed countries are responsible for the majority of environmental problems. ➤ develop (v), developed (adj)
- 9.12 advanced (adj) /əd'va:nst/ having the most modern methods, ideas, etc. ● The technology for replacing fossil fuels is highly advanced. ➤ advance (v)
- 9.13 community (n) /kə'mjuːnəti/ the people living in a particular area ● *The new* sports centre will benefit the whole community.
- 9.14 address (v) /ə'dres/ give attention to an issue or problem ● Next, we need to address the problem of security.
- 9.16 make a living (expr) /meɪk ə 'lɪvɪŋ/ earn enough money to buy the things you need ● *lt's a small island, where most people* make a living by fishing. ◆

9.19

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- 9.20 host (v) /həʊst/ provide a place for sb to stay ● The mayor hosted the guests at his home. > host (n)
- 9.21 privileged (adj) /'privəlidʒd/ having a special advantage because of your position, which most other people don't have
 She comes from a privileged background and cannot even understand the needs of normal people. >> privilege (n)
- 9.22 make up (phr v) /meik ∧p/ form sth • Locals make up 60% of our staff. ☆ _____
- 9.23 bring to mind (expr) /brɪŋ tə maɪnd/ make sb remember ● Her name brought to mind my French teacher at school. ❖
- 9.24 herd (n) /h3:d/ a large group of animals that live together; used negatively in reference to people ● *We saw a herd of elephants.* ◆ _____
- 9.25 holiday-maker (n) /'hɒlədi,meɪkə(r)/ a person who is on holiday away from home
 The beach was crowded with holiday-makers from all over the country.
- 9.26 eventually (adv) /ɪ'ventʃuəli/ at the end of a period of time ● Our train eventually arrived two hours later.

LOOK!

The adverbs *eventually* and *finally* have the same meaning. However, their use is different. We use *eventually* or *finally* to talk about sth that happens at the end of a time period, as well as for an action that comes last in a line of actions, especially if there's been a delay or some difficulty.

- → I waited for him all day and he eventually / finally arrived at midnight.
- → I called her home, her mobile and her office and finally / eventually I got through to her.

We use *finally*, not *eventually*, to talk about the last thing in a list of things.

- → First I made a note of a few ideas, then I made a paragraph plan, and finally (not: eventually) I started writing my essay.

Vocabulary Page 104

- **9.29** electrician (n) /,Ilek'trI∫ən/ a person whose job is to connect, check and repair electrical equipment • *We got an* electrician to repair the cooker. ◆
- 9.30 researcher (n) /rɪ'sɜ:tʃə(r)/ a person whose job is to study a subject so as to discover new information about it
 The researcher included questions about the residents' daily habits in the questionnaire.
 > research (v, n) .
- 9.31 inspector (n) /In'spektə(r)/ a person whose job is to inspect sth officially
 The tax inspector checked all of our accounts.
- **9.32 plumber** (n) /'pl∧mə(r)/ a person whose job is to fit water pipes, baths, toilets, etc. • *I think you should call the plumber to fix that tap.* ◆ _____
- 9.33 financial (adj) /far'nænʃl/ related to money or the way you manage money ● My financial situation has improved now that I got a new job. >> finance (n, v), finances (n pl) * _____
- 9.34 financial analyst (n) /far'nænʃl 'ænəlɪst/ a person whose job is to study a company's financial situation and help it make financial decisions ● Our financial analyst has advised us to invest in solar power. ❖
- 9.35 mechanic (n) /mə'kænık/ a person whose job is to repair machines, cars, etc ● *The mechanic said my car would be ready next week.* ◆ _____
- **9.36** wire (n) /waiə(r)/ thin metal thread covered with plastic, used to carry electricity ● *She disconnected the wire from the cooker.* ◆ _____
- **9.37 pattern** (n) /'pætən/ the way sth is organised or is done • *The* police inspector thought all three murders followed a similar pattern. *****
- 9.38 manual (adj) /'mænjuəl/ done with your hands ● Skilled manual workers are not always paid well enough.
- 9.39 responsibility (n) /rɪˌsponsɪ'bɪləti/ a duty to deal with sb/sth so that you can be blamed if things go wrong • *It is the manager's responsibility to ensure that the team work well together.* ≻ responsible (adj) �_____

9.40 qualification (n) / kwolifi keiʃən/ a skill or type of experience that you need for a particular job ● They didn't hire him because he didn't have the right qualifications for the job. >> qualify (v), qualified (adj)

LOOK!

The word *qualification* has two meanings. It can refer to what's necessary for a job (skills, studies, experience) or to the certification somebody has acquired like diplomas, degrees and certificates that prove a person has successfully completed their studies.

- → Previous experience is an essential qualification for this job.
- → List all of your qualifications, not just your university degree.
- **9.41 crew** (n) /kruː/ a group of people working together on a ship,

plane, etc. • *The crew asked everyone to remain in their seats.* *****_____

- 9.42 senior management (n) /'sixnia 'mænɪdʒmənt/ the group of managers at the highest positions in a company or organisation ● You have to have at least ten years of experience to apply for a senior management position.
- **9.43 deal** (n) /diːl/ an agreement on conditions for doing sth or buying sth ● *We reached a deal to sell our company to the corporation.* ◆_____

9.44 overtime (n) /'əʊvətaɪm/ time that you spend working at your job after the normal hours ● *If everyone agrees to work overtime, we'll have finished by the end of the week.* ◆ ______

- 9.45 strike (n) /straɪk/

 a period when a group of employees refuse to work because they are demanding better pay or better conditions *Teachers are threatening to go on strike if they are not paid for overtime work.* > strike (v)
- 9.46 promotion (n) /prə'məʊʃn/ a move to a more important job or position in a company ● *If I can't get a promotion by the end of the year, I'm going to look for another job.* >> promote (v)
- 9.47 give sb the sack (expr) /gɪv sʌmbədi ðə sæk/ remove sb from their job ● *They gave him the* sack because he was always late.
- 9.48 paperwork (n) /'peɪpəwɜːk/ the written work that some people have to do as part of their job, e.g. filling in forms and writing reports ● *As the boss's assistant, he has to deal with a lot of paperwork every day.*

- 9.49 redundant (adj) /rɪ'dʌndənt/ having lost your job because you were no longer needed ● The company decided to make 50 people redundant to cut costs.
 > redundancy (n)
- 9.50 head (v) /hed/ be in charge of (a group or an organisation)
 • Mina heads the financial department in our company. >> head (n)
- 9.51 shift (n) /ʃɪft/ a period of time that one group of workers work after another group has finished ● *I'm* working the night shift this week, so I sleep in the morning. ◆ _____
- 9.52 retire (v) /rɪ'taɪə(r)/ leave your job because of old age ● *He should retire* – *he's* 78! > retirement (n), retired (adj) �_____

Expressions related to work

deal with paperwork do a deal do/work overtime get a promotion give sb the sack go on strike head a team make a living make sb redundant miss a deadline work a shift

Grammar Page 105

9.53 graduate (v) /'grædʒueɪt/ complete school or university studies successfully ● She graduated from an American university with a degree in law. > graduate (n), graduation (n)

9.54 personnel (n) /,p3:sən'el/ the people who are employed in a company or organisation ● *All company personnel will be trained in using the new software.*◆ ______ Syn: staff

- **9.55** candidate (n) /'kændɪdət/ a person who is competing to get a job or a position ● *She was the best candidate so, naturally, she got the job.* ◆ _____
- 9.56 apply (n) /ə'plaɪ/ ask for sth like a job or a place on a course, usually by sending a letter or filling in a form ● *I decided to apply for the job, even though I didn't have much experience.*> application (n), applicant (n)

9.58 ideal (adj) /aɪˈdɪəl/

- 9.59 resort (n) /rɪ'zɔ:t/ a place where a lot of people go to have a holiday • I know it's a very popular tourist resort, but I still don't like it.
- 9.61 suit (v) /su:t/ be right for a particular person or situation
 Black doesn't really suit you – try wearing bright colours. > suitable (adj)

Listening Page 106

- 9.62 fair (n) /feər/ a public event where people can meet, promote and/or sell products or services
 I'm going to the book fair to check out the latest publications.
- 9.63 stand (n) /stænd/ a table or other structure at an exhibition, where goods can be shown and advertised
 We are going to have a stand at this year's exhibition to show our latest designs.

Speaking Page 107

- 9.65 client (n) /'klarent/
 a person who uses the services of a professional person or a company We're starting a marketing campaign to attract new clients.
- 9.66 review (v) /rɪ'vjuː/ examine sth again in order to make changes or to make a final decision ● You should review your application carefully before you send it off. ➤ review (n), reviewer (n) ❖

- 9.67 reject (v) /rr'dʒekt/ refuse to accept sb/sth ● I'm afraid your application was rejected, as there was another candidate with a lot more experience. > rejection (n) ☆ _____
- 9.68 keen (adj) /ki:n/ very interested in sth or eager to do sth
 She's not very keen on jazz. She prefers folk music. > keenness (n)
 Syn: eager

LOOK!

The adjective *keen* can be used before a noun or with a verb. When it is followed by a verb, we can use the structures *keen to do sth* or *keen on doing sth*.

- → She is a keen gardener. (= enthusiastic)
- → He was always keen to help. (= willing to help)
- → I wasn't very keen on going with them. (= I wasn't interested in the idea)

We can also use *keen on* with a noun. In this case, it means that sb likes sth..

- → I'm not particularly keen on football. (= I don't like football)
- → He was really keen on my sister. (= he really liked her)

Grammar Page 108

- 9.69 reduced (adj) /rɪ'djuːst/ shorter or smaller in size ● The museum shop offers reduced prices for students. > reduce (v), reduction (n) ◆
- 9.70 list (v) /lɪst/ include in a list ● All the local hotels are listed on this page. ❖
- 9.71 elect (v) /i'lekt/ choose a person for a particular position by voting ● The students elected Sylvia as their representative. > election (n) ◆
- 9.72 treasurer (n) /'treʒərə(r)/ a person responsible for the money of an organisation ● One of the treasurer's duties is to keep a record of our expenses.
- 9.73 reference (n) /'refərəns/ a letter in which sb who knows you says if you are suitable for a job or position ● *I asked my Latin professor for a reference.* ◆

Use your English Page 109

- 9.74 take time off (expr) /terk tarm pf/ stop work for some time in order to do sth else • He decided to take some time off to look after his children. 💠
- 9.75 **pick (sth) up** (phr v) /pɪk ('sʌmθɪŋ) ʌp/ learn sth new by practising it • I never had German lessons. I picked it up when I lived in Berlin. 💠 _
- 9.76 take (sb) on (phr v) /terk ('snmbadi) pn/ employ sb • They took her on as a security quard. 🚸
- 9.77 stand out (phr v) /stænd aut/ be obviously better than other similar things or people • I have read a lot of books about the war, but this one stands out. * _
- 9.78 work on (phr v) /w3:k pn/ spend time to improve or repair sth • The teacher said I had to work on my pronunciation. 🚸
- 9.79 act as (v) /ækt æz/ do for a short time a job that you don't normally do • He was asked to act as our adviser on the project. 🛠
- 9.80 paint (sb) with the same brush (expr) /peint ('sʌmbədi) wið ðə seim brʌʃ/ unfairly put sb in the same category as sb else who has done sth wrong • You can't paint the whole team with the same brush just because the manager is useless. 💠 _
- 9.81 pick sb's brains (expr) /pik 'snmbadiz breinz/ ask sb who knows a lot about sth for their views or their advice • I'm going to pick Maria's brains about which phone to buy. *
- 9.82 think on my feet (expr) /01nk an mai fi:t/ think and act very guickly without any preparation • In this job you have to be able to think on your feet. 💠 _
- 9.83 jump at the chance (expr) /dʒʌmp ət ðə tʃɑ:ns/ accept immediately an opportunity to do sth • When she asked if I was interested in the job. I jumped at the chance and said yes immediately. * __
- 9.84 get off to a good start (expr) /get of ta a god sta:t/ start an activity successfully • We need to get off to a good start this season if we want to win the championship. 🛠
- 9.85 knowing my luck (expr) /nəʊɪŋ mai lʌk/ considering that I am not very lucky • Knowing my luck, I'll be the only one that doesn't pass the test. 🔹 ____

- 9.86 overall (adj) /,auva'roxl/ in general • My overall impression is positive. but I haven't looked at the details yet.
- indicate (v) /'indikeit/ 9.87 show or make clear • His answer indicated that he understood the situation perfectly. \succ indication (n), indicative (adj) *
- 9.88 dissatisfied (adj) / dis'sætisfaid/ not pleased with sb/sth • I am very dissatisfied with my new toaster. I think I'm going to *return it.* > dissatisfy (v), dissatisfaction (n) * _____ 🗞 Opp: satisfied
- 9.89 rely on (phr v) /ri'lai pn/ depend on or trust • You can't rely on him, he changes his mind every day. > reliance (n), reliable (adj) * _
- 9.90 depress (v) /d1'pres/ make sb feel very unhappy • Please turn on the light! This darkness depresses me. \succ depression (n), depressed (adj) *
- 9.91 sick leave (n) /'sik ,lizv/ time that you take off work when you are ill • After the operation I was on sick leave for three weeks. 🗞 ____

Idioms

bring to mind get off to a good start give sb the sack jump at the chance	knowing my luck paint with the same brush pick sb's brains put myself in sb's shoes think on my feet
keep track of sth	think on my feet

Writing Pages 110-111

- 9.92 cover letter (n) / kAva leta(r)/ a letter that contains information about sth you send with it • I sent them my CV along with a one-page cover letter. 🛠 __
- 9.93 spreadsheet (n) /'spredfirt/ a document produced by a computer program that shows data and does financial calculations I prepared a spreadsheet showing all the money we have spent. *
- 9.94 support (v) /sə'port/ encourage and help sb when they need it • She supported me in every way she could when I was in trouble. > support (n), supportive (adj) *
- interpersonal (adj) / Intə'p3ISənəl/ 9.95 connected with relationships between people • I need to improve the way I behave in interpersonal relationships. 🛠 _

- **9.97 upbeat** (adj) /∧p'bitt/ positive and full of hope • She is usually very upbeat, but this time she didn't sound very optimistic. ◆ _____
- 9.99 co-ordinator (n) /kəʊˈɔːdɪneɪtə(r)/ a person who organises the people and activities needed for sth ● *We need a coordinator to organise the campaign.* ◆ _____
- 9.100 outgoing (adj) /,aʊt'gəʊɪŋ/ friendly, enjoying other people's company
 She's a very outgoing person and has lots of friends everywhere.
- 9.101 tournament (n) /'tɔːnəmənt/ a sports competition consisting of a number of contests ● *The young boxer felt confident he would win the tournament.* ◆ _____
- 9.102 counsellor (n) /'kaʊnsələ(r)/ sb who takes care of children at a summer camp ● Counsellors are usually just a few years older than the children they're looking after. ◆
- 9.103 at your earliest convenience (expr) /æt jər '3ːliəst kən'viːniəns/ as soon as possible ● Please reply at your earliest convenience. ❖ _____
- 9.104 get carried away (expr) /get 'kærid ə'weɪ/ become so excited that you lose control
 I got so carried away with the preparations for the party that I forgot the time.

9.105 ridiculous (adj) /rɪ'dɪkjələs/

stupid and unreasonable ● *Don't be ridiculous!* You can't pay 500 euros for a pair of shorts.

9.106 vague (adj) /veig/

not clear • *His answer was so vague nobody understood what he meant.* *

Phrasal verbs

act as	pick sth up	work on
get along with	stand out	
make up	take sb on	

Live well, study well

Page 112

- 9.107 pressure (n) /'pre∫ə(r)/ difficulty and worry caused by the need to achieve results ● *They had to work under considerable pressure to complete the project in only a week.* ◆ _____
- 9.108 zigzag (n) /'zɪgzæg/ a line that looks like a Z or W ● He walked in a zigzag, rather than a straight line.
- 9.109 manufacturer (n) /,mænjə'fækt∫ərə(r)/ a company that produces goods in large numbers • You can order these bags direct from the manufacturer. ➤ manufacture (v)