

9 And what do you do?

Glossary

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- 9.1 emergency** (n) /ɪ'mɜːdʒənsi/
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.*
❖ acil durum
- 9.2 rescue** (v) /'reskjʊz/
save sb from a dangerous or harmful situation
• *The firefighters rescued two families from their burning homes.* > rescue (n)
❖ kurtarmak

Reading Pages 102–103

- 9.3 for free** (phr) /fə friː/
without paying or getting any money • *I'm not expecting you to do it for free; I'll pay you, of course.* ❖ ücretsiz
- 9.4 critic** (n) /'krɪtɪk/
sb who says they dislike sb/sth • *She is a major critic of wind power, as she believes it is expensive and harmful to the environment.*
> criticise (v), criticism (n), critical (adj)
❖ eleştirmen
- 9.5 benefit** (v) /'benɪfɪt/
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) ❖ faydalanmak
- 9.6 local** (n) /'ləʊkl/
a person who lives in a particular area • *Most of the people present were locals, but some had come from other areas.* > local (adj)
❖ yerel
- 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) ❖ becerikli
📖 Opp: unskilled
- 9.8 misunderstanding** (n) /,mɪsʌndə'stændɪŋ/
an occasion when sth is not understood correctly • *Let me explain it again, because I think there's been a misunderstanding.*
> misunderstand (v) ❖ yanlış anlama
- 9.9 developing** (adj) /dɪ'veləpɪŋ/
(of a country or area) poorer with less advanced industries • *I work for a charity that sends vaccines to the developing world.*
> develop (v), developed (adj)
❖ gelişmekte olan

- 9.10 dependent** (adj) /dɪ'pendənt/
needing sb/sth in order to survive • *Living on the outskirts of the city, I'm dependent on my car. I couldn't do without it.* > depend (v), dependence (n) ❖ muhtaç
- 9.11 developed** (adj) /dɪ'veləpt/
(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)
❖ gelişmiş
- 9.12 advanced** (adj) /əd'vɑːnst/
having the most modern methods, ideas, etc. • *The technology for replacing fossil fuels is highly advanced.* > advance (v)
❖ ilerlemiş
- 9.13 community** (n) /kə'mjuːnəti/
the people living in a particular area • *The new sports centre will benefit the whole community.*
❖ topluluk
- 9.14 address** (v) /ə'dres/
give attention to an issue or problem • *Next, we need to address the problem of security.*
❖ ele almak
- 9.15 meaningless** (adj) /'miːnɪŋlɪs/
useless; without a purpose • *Talking to him was meaningless; he wasn't going to change his mind.* ❖ anlamsız 📖 Opp: meaningful
- 9.16 make a living** (expr) /meɪk ə 'lɪvɪŋ/
earn enough money to buy the things you need • *It's a small island, where most people make a living by fishing.* ❖ geçinmek
- 9.17 employ** (v) /ɪm'plɔɪ/
have sb do a job and pay them for it • *The company has employed a new sales manager.*
> employment (n), employer (n), employee (n)
❖ istihdam etmek 📖 Syn: hire
- 9.18 professional** (adj) /prə'feʃənəl/
doing sth as a job and not as a hobby
• *When he realised he couldn't knock down the wall on his own, he hired a professional builder.* > profession (n) ❖ profesyonel
📖 Opp: unprofessional
- 9.19 hire** (v) /haɪə(r)/
give a job to sb or pay sb to do a particular job • *They hired a top lawyer to represent them in court.* ❖ işe almak 📖 Syn: employ

- 9.20** **host** (v) /həʊst/
provide a place for sb to stay • *The mayor hosted the guests at his home.* > host (n)
❖ ev sahipliği yapmak
- 9.21** **privileged** (adj) /'prɪvəlɪdʒd/
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) ❖ ayrıcalıklı
- 9.22** **make up** (phr v) /meɪk ʌp/
form sth • *Locals make up 60% of our staff.*
❖ oluşturmak
- 9.23** **bring to mind** (expr) /brɪŋ tə maɪnd/
make sb remember • *Her name brought to mind my French teacher at school.* ❖ hatırlatmak
- 9.24** **herd** (n) /hɜːd/
a large group of animals that live together; used negatively in reference to people • *We saw a herd of elephants.* ❖ sürü
- 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.* ❖ tatilci
- 9.26** **eventually** (adv) /ɪ'ventʃuəli/
at the end of a period of time • *Our train eventually arrived two hours later.*
❖ sonunda

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.*

- 9.27** **theory** (n) /'θɪəri/
a set of ideas that can explain sth • *I can't prove my theory, but it gives a logical explanation of her actions.* > theoretical (adj)
❖ teori
- 9.28** **inefficient** (adj) /,ɪnɪ'fɪjənt/
not organised or able to do a job well • *The system is very inefficient and wastes valuable time.* ❖ etkisiz 📖 Opp: efficient

Vocabulary Page 104

- 9.29** **electrician** (n) /,ɪlek'trɪʃən/
a person whose job is to connect, check and repair electrical equipment • *We got an electrician to repair the cooker.* ❖ elektrikçi
- 9.30** **researcher** (n) /rɪ'sɜːtʃə(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) ❖ araştırmacı
- 9.31** **inspector** (n) /ɪn'spektə(r)/
a person whose job is to inspect sth officially
• *The tax inspector checked all of our accounts.* ❖ denetmen
- 9.32** **plumber** (n) /'plʌmə(r)/
a person whose job is to fit water pipes, baths, toilets, etc. • *I think you should call the plumber to fix that tap.* ❖ sıhhi tesisatçı
- 9.33** **financial** (adj) /faɪ'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) ❖ finansal
- 9.34** **financial analyst** (n) /faɪ'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.* ❖ mali analist
- 9.35** **mechanic** (n) /mə'kænɪk/
a person whose job is to repair machines, cars, etc • *The mechanic said my car would be ready next week.* ❖ araba tamircisi
- 9.36** **wire** (n) /waɪə(r)/
thin metal thread covered with plastic, used to carry electricity • *She disconnected the wire from the cooker.* ❖ tel
- 9.37** **pattern** (n) /'pætən/
the way sth is organised or is done • *The police inspector thought all three murders followed a similar pattern.* ❖ düzen
- 9.38** **manual** (adj) /'mænjuəl/
done with your hands • *Skilled manual workers are not always paid well enough.*
❖ manuel
- 9.39** **responsibility** (n) /rɪ'spɒnsɪ'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) ❖ sorumluluk

9.40 qualification (n) /ˌkwɒlɪfɪˈkeɪʃən/
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)
❖ nitelik

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.* ❖ takım
- 9.42 senior management** (n) /ˈsiːniə ˈmænɪdʒmənt/
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.*
❖ üst yönetim
- 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.* ❖ anlaşma
- 9.44 overtime** (n) /ˈəʊvətaɪm/
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.* ❖ fazla mesai
- 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) ❖ grev
- 9.46 promotion** (n) /prəˈmɒʃn/
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) ❖ terfi
- 9.47 give sb the sack** (expr) /ɡɪv sʌmbədi ðə sæk/
remove sb from their job • *They gave him the sack because he was always late.*
❖ işten kovmak
- 9.48 paperwork** (n) /ˈpeɪpəwɜːk/
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.*
❖ evrak işleri

- 9.49 redundant** (adj) /rɪˈdʌndənt/
having lost your job because you were no longer needed • *The company decided to make 50 people redundant to cut costs.*
> redundancy (n) ❖ işten çıkarılan
- 9.50 head** (v) /hed/
be in charge of (a group or an organisation)
• *Mina heads the financial department in our company.* > head (n) ❖ sorumlu olmak
- 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.* ❖ vardiya
- 9.52 retire** (v) /rɪˈtaɪə(r)/
leave your job because of old age • *He should retire – he's 78!* > retirement (n), retired (adj) ❖ emekli olmak

Expressions related to work

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

Grammar Page 105

- 9.53 graduate** (v) /ˈɡrædʒueɪt/
complete school or university studies successfully • *She graduated from an American university with a degree in law.*
> graduate (n), graduation (n) ❖ mezun olmak
- 9.54 personnel** (n) /ˌpɜːsənəl/
the people who are employed in a company or organisation • *All company personnel will be trained in using the new software.*
❖ personel 📧 Syn: staff
- 9.55 candidate** (n) /ˈkændɪdət/
a person who is competing to get a job or a position • *She was the best candidate so, naturally, she got the job.* ❖ aday
- 9.56 apply** (n) /əˈplɑɪ/
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) ❖ başvuru
- 9.57 version** (n) /ˈvɜːʃn/
a form of sth that is different from other forms of the same thing • *There are two versions of the film, the original and the remake.*
❖ versiyon
- 9.58 ideal** (adj) /aɪˈdɪəl/
the best possible • *It isn't an ideal solution, but it will have to do.* ❖ ideal

- 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.* ❖ tatil köyü
- 9.60 employable** (adj) /ɪm'plɔɪəbl/
having enough skills and/or experience that make others want to employ you • *Sophisticated computer skills will definitely make you more employable.* ❖ istihdam edilebilir 📖 Opp: unemployable
- 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) ❖ uygun olmak

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.* ❖ fuar
- 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.* ❖ stand
- 9.64 potential** (adj) /pə'tenʃl/
possible, able to be done • *We're going to conduct lengthy interviews to identify the best potential candidates.* ❖ potansiyel

Speaking Page 107

- 9.65 client** (n) /'klaɪənt/
a person who uses the services of a professional person or a company • *We're starting a marketing campaign to attract new clients.* ❖ müşteri 📖 Syn: customer
- 9.66 review** (v) /rɪ'vju:/
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) ❖ incelemek

- 9.67 reject** (v) /rɪ'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) ❖ reddetmek
- 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) ❖ istekli 📖 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'dju:st/
shorter or smaller in size • *The museum shop offers reduced prices for students.* ➤ reduce (v), reduction (n) ❖ azaltılmış
- 9.70 list** (v) /lɪst/
include in a list • *All the local hotels are listed on this page.* ❖ listelemek
- 9.71 elect** (v) /i'lekt/
choose a person for a particular position by voting • *The students elected Sylvia as their representative.* ➤ election (n) ❖ seçmek
- 9.72 treasurer** (n) /'trezərə(r)/
a person responsible for the money of an organisation • *One of the treasurer's duties is to keep a record of our expenses.* ❖ sayman
- 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.* ❖ ilgi

Use your English Page 109

- 9.74 take time off** (expr) /teɪk taɪm ɒf/
stop work for some time in order to do sth else
• *He decided to take some time off to look after his children.* ❖ izin almak
- 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.* ❖ pratik yaparak öğrenmek
- 9.76 take (sb) on** (phr v) /teɪk ('sʌmbədi) ɒn/
employ sb • *They took her on as a security guard.* ❖ işe almak
- 9.77 stand out** (phr v) /stænd aʊt/
be obviously better than other similar things or people • *I have read a lot of books about the war, but this one stands out.* ❖ dikkat çekmek
- 9.78 work on** (phr v) /wɜ:k ɒn/
spend time to improve or repair sth
• *The teacher said I had to work on my pronunciation.* ❖ üzerinde çalışmak
- 9.79 act as** (v) /ækt əz/
do for a short time a job that you don't normally do • *He was asked to act as our adviser on the project.* ❖ gibi davranmak
- 9.80 paint (sb) with the same brush** (expr) /peɪnt ('sʌmbədi) wɪð ðə seɪm brʃ/
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.* ❖ aynı kefeye koymak
- 9.81 pick sb's brains** (expr) /pɪk 'sʌmbədiz breɪnz/
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.* ❖ çok kafa patlatmak
- 9.82 think on my feet** (expr) /θɪŋk ən maɪ fi:t/
think and act very quickly without any preparation • *In this job you have to be able to think on your feet.* ❖ (olumlu anlamda) hızlı düşünüp anında tepki vermek
- 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.* ❖ fırsata balıklama atlamak
- 9.84 get off to a good start** (expr) /get ɒf tə ə gʊd stɑ:t/
start an activity successfully • *We need to get off to a good start this season if we want to win the championship.* ❖ iyi bir başlangıç yapmak
- 9.85 knowing my luck** (expr) /nəʊɪŋ maɪ lʌk/
considering that I am not very lucky • *Knowing my luck, I'll be the only one that doesn't pass the test.* ❖ bende bu şans varken

- 9.86 overall** (adj) /ˌəʊvə'rɔ:l/
in general • *My overall impression is positive, but I haven't looked at the details yet.*
❖ genel olarak
- 9.87 indicate** (v) /ˈɪndɪkeɪt/
show or make clear • *His answer indicated that he understood the situation perfectly.*
➢ indication (n), indicative (adj)
❖ belirtmek
- 9.88 dissatisfied** (adj) /ˌdɪs'sætɪsfaɪd/
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)
❖ memnuniyetsiz ❖ Opp: satisfied
- 9.89 rely on** (phr v) /rɪˈlaɪ ɒn/
depend on or trust • *You can't rely on him, he changes his mind every day.* ➢ reliance (n), reliable (adj) ❖ güvenmek
- 9.90 depress** (v) /dɪ'pres/
make sb feel very unhappy • *Please turn on the light! This darkness depresses me.*
➢ depression (n), depressed (adj)
❖ moralini bozmak
- 9.91 sick leave** (n) /'sɪk ˌli:v/
time that you take off work when you are ill
• *After the operation I was on sick leave for three weeks.* ❖ hastalık izni

Idioms

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

Writing Pages 110–111

- 9.92 cover letter** (n) /'kʌvə ˌletə(r)/
a letter that contains information about sth you send with it • *I sent them my CV along with a one-page cover letter.* ❖ ön yazı
- 9.93 spreadsheet** (n) /'spredʃi:t/
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.* ❖ elektronik çizelge
- 9.94 support** (v) /sə'pɔ:t/
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) ❖ desteklemek
- 9.95 interpersonal** (adj) /ˌɪntə'pɜ:sənəl/
connected with relationships between people
• *I need to improve the way I behave in interpersonal relationships.* ❖ kişiler arası

- 9.96** **punctual** (adj) /'pʌŋktʃuəl/
at the expected, correct time • *I'm sure he will be there already. He's always punctual.*
❖ dakik 📌 Opp: late
- 9.97** **upbeat** (adj) /ʌp'bi:t/
positive and full of hope • *She is usually very upbeat, but this time she didn't sound very optimistic.* ❖ neşeli
- 9.98** **get along with** (phr v) /get əlɒŋ wɪð/
have a good relationship with • *I get along with everyone in the office. We're all friends.*
❖ iyi anlaşmak 📌 Syn: get on with
- 9.99** **co-ordinator** (n) /kəʊ'ɔ:diːneɪtə(r)/
a person who organises the people and activities needed for sth • *We need a coordinator to organise the campaign.* ❖ koordinatör
- 9.100** **outgoing** (adj) /ˌaʊt'gəʊɪŋ/
friendly, enjoying other people's company
• *She's a very outgoing person and has lots of friends everywhere.* ❖ dışa dönük
- 9.101** **tournament** (n) /'tɔ:nəmənt/
a sports competition consisting of a number of contests • *The young boxer felt confident he would win the tournament.* ❖ turnuva
- 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.* ❖ rehber
- 9.103** **at your earliest convenience** (expr) /æt jər 'ɜ:lɪəst kən'vi:niəns/
as soon as possible • *Please reply at your earliest convenience.* ❖ ilk uygun zamanınızda
- 9.104** **get carried away** (expr) /get 'kæriəd 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.*
❖ kendini kaptırmak

- 9.105** **ridiculous** (adj) /rɪ'dɪkɪləs/
stupid and unreasonable • *Don't be ridiculous! You can't pay 500 euros for a pair of shorts.*
❖ saçma
- 9.106** **vague** (adj) /veɪɡ/
not clear • *His answer was so vague nobody understood what he meant.* ❖ muğlak

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) /'preʃə(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.* ❖ baskı
- 9.108** **zigzag** (n) /'zɪgzæg/
a line that looks like a Z or W • *He walked in a zigzag, rather than a straight line.*
❖ zigzag
- 9.109** **manufacturer** (n) /,mænjə'fæktʃərə(r)/
a company that produces goods in large numbers • *You can order these bags direct from the manufacturer.* > manufacture (v)
❖ imalatçı
- 9.110** **uncertainty** (n) /ʌn'sɜ:tənti/
a situation in which something isn't certain or known • *There was some uncertainty as to why he got fired.* > uncertain (adj)
❖ belirsizlik 📌 Opp: certainty