

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.*
❖ der Notfall
- 9.2 rescue** (v) /'reskjʊː/
save sb from a dangerous or harmful situation
• *The firefighters rescued two families from their burning homes.* > rescue (n) ❖ retten

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- 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.* ❖ kostenlos (adv)
- 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)
❖ der/die Kritiker/-in
- 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) ❖ nutzen
- 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)
❖ der/die Einheimische
- 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) ❖ ausgebildeter/e/es
📎 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) ❖ das Missverständnis
- 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)
❖ Entwicklungs-

- 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) ❖ abhängig(er)/e/es
- 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)
❖ Entwicklungs-
- 9.12 advanced** (adj) /əd'vɑːnst/
having the most modern methods, ideas, etc. • *The technology for replacing fossil fuels is highly advanced.* > advance (v)
❖ fortgeschrittener/e/es
- 9.13 community** (n) /kə'mjuːnəti/
the people living in a particular area • *The new sports centre will benefit the whole community.*
❖ die Gemeinde, der Ort
- 9.14 address** (v) /ə'dres/
give attention to an issue or problem • *Next, we need to address the problem of security.*
❖ etw. ansprechen, auf etw. eingehen
- 9.15 meaningless** (adj) /'miːnɪŋlɪs/
useless; without a purpose • *Talking to him was meaningless; he wasn't going to change his mind.* ❖ sinnloser/e/es 📎 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.* ❖ seinen Lebensunterhalt verdienen, sich verdingen
- 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)
❖ beschäftigen 📎 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) ❖ professioneller/e/es, Berufs- 📎 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.* ❖ einstellen, beauftragen
📎 Syn: employ

- 9.20** **host** (v) /həʊst/
provide a place for sb to stay • *The mayor hosted the guests at his home.* > host (n)
❖ jmds. Gastgeber sein
- 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)
❖ privilegierter/e/es
- 9.22** **make up** (phr v) /meɪk ʌp/
form sth • *Locals make up 60% of our staff.*
❖ ausmachen
- 9.23** **bring to mind** (expr) /brɪŋ tə maɪnd/
make sb remember • *Her name brought to mind my French teacher at school.* ❖ erinnern an
- 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.* ❖ die Herde
- 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.* ❖ der/die Urlauber/-in
- 9.26** **eventually** (adv) /ɪ'ventʃuəli/
at the end of a period of time • *Our train eventually arrived two hours later.*
❖ irgendwann

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)
❖ die These, die Theorie
- 9.28** **inefficient** (adj) /,ɪnɪ'fɪjənt/
not organised or able to do a job well • *The system is very inefficient and wastes valuable time.* ❖ leistungsschwacher/e/es
👉 Opp: efficient

- 9.29** **electrician** (n) /,ɪlek'trɪʃjən/
a person whose job is to connect, check and repair electrical equipment • *We got an electrician to repair the cooker.* ❖ der/die Elektriker/-in
- 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) ❖ der/die Forscher/-in
- 9.31** **inspector** (n) /ɪn'spektə(r)/
a person whose job is to inspect sth officially
• *The tax inspector checked all of our accounts.* ❖ der/die Kontrolleur/-in, der/die Prüfer/-in
- 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.* ❖ der/die Klempner/-in
- 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) ❖ finanzieller/e/es
- 9.34** **financial analyst** (n) /faɪ'nænʃl 'ænalɪst/
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.* ❖ der/die Finanzanalyst/-in
- 9.35** **mechanic** (n) /mə'kænik/
a person whose job is to repair machines, cars, etc • *The mechanic said my car would be ready next week.* ❖ der/die Fahrzeugmechaniker/-in
- 9.36** **wire** (n) /waɪə(r)/
thin metal thread covered with plastic, used to carry electricity • *She disconnected the wire from the cooker.* ❖ der Draht
- 9.37** **pattern** (n) /'pætən/
the way sth is organised or is done • *The police inspector thought all three murders followed a similar pattern.* ❖ das Muster
- 9.38** **manual** (adj) /'mænjuəl/
done with your hands • *Skilled manual workers are not always paid well enough.*
❖ Hand-, manuelle/r/e/es
- 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)
❖ die Zuständigkeit

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)
❖ die Kompetenz, die Qualifikation

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.* ❖ die Crew, die Besatzung
- 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.* ❖ der Führungsstab
- 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.* ❖ der Abschluss, das Geschäft
- 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.* ❖ die Überstunden (plural)
- 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) ❖ der Streik
- 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) ❖ die Beförderung
- 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.* ❖ jdn. entlassen

- 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.* ❖ die Schreibearbeiten (plural), die Büroarbeiten (plural)
- 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) ❖ arbeitsloser/e/es
- 9.50 head** (v) /hed/
be in charge of (a group or an organisation) • *Mina heads the financial department in our company.* > head (n) ❖ anführen, leiten
- 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.* ❖ die Schicht
- 9.52 retire** (v) /rɪˈtaɪə(r)/
leave your job because of old age • *He should retire – he's 78!* > retirement (n), retired (adj) ❖ in Rente gehen

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) /ˈgrædʒueɪt/
complete school or university studies successfully • *She graduated from an American university with a degree in law.* > graduate (n), graduation (n) ❖ einen Hochschulabschluss in etw. machen
- 9.54 personnel** (n) /ˌpɜːsəˈnel/
the people who are employed in a company or organisation • *All company personnel will be trained in using the new software.* ❖ das Personal 📖 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.* ❖ der/die Bewerber/-in

- 9.56 apply** (n) /ə'plai/ 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) ❖ sich bewerben (v)
- 9.57 version** (n) /'vɜːʃn/ 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.* ❖ die Version
- 9.58 ideal** (adj) /aɪ'diəl/ the best possible • *It isn't an ideal solution, but it will have to do.* ❖ idealer/e/es
- 9.59 resort** (n) /rɪ'zɔːt/ 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.* ❖ der Urlaubsort
- 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.* ❖ erwerbsfähiger/e/es, einstellbarer/e/es 📖 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) ❖ stehen

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.* ❖ die Messe
- 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.* ❖ der 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.* ❖ potenzieller/e/es

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.* ❖ der/die Klient/-in, der Kunde/die Kundin 📖 Syn: customer
- 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) ❖ durchsehen, überprüfen
- 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) ❖ ablehnen
- 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) ❖ leidenschaftlicher/e/es (adj), scharf sein auf (phr) 📖 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) ❖ ermäßigter/e/es
- 9.70 list** (v) /lɪst/ include in a list • *All the local hotels are listed on this page.* ❖ aufführen

- 9.71 elect** (v) /i'lekt/
choose a person for a particular position by voting • *The students elected Sylvia as their representative.* > election (n) ❖ wählen
- 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.*
❖ der/die Kassenführer/-in
- 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.* ❖ das Arbeitszeugnis

- 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.* ❖ die Chance ergreifen
- 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.* ❖ einen guten Start hinlegen
- 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.* ❖ bei meinem Glück
- 9.86 overall** (adj) /,əʊvə'l:
in general • *My overall impression is positive, but I haven't looked at the details yet.*
❖ allgemeiner/e/es
- 9.87 indicate** (v) /'ɪndɪkeɪt/
show or make clear • *His answer indicated that he understood the situation perfectly.*
> indication (n), indicative (adj)
❖ zeigen, andeuten
- 9.88 dissatisfied** (adj) /,dɪs'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)
❖ unzufriedener/e/es ☞ Opp: satisfied
- 9.89 rely on** (phr v) /rɪ'laɪ ɒn/
depend on or trust • *You can't rely on him, he changes his mind every day.* > reliance (n), reliable (adj) ❖ sich verlassen auf
- 9.90 depress** (v) /dɪ'pres/
make sb feel very unhappy • *Please turn on the light! This darkness depresses me.*
> depression (n), depressed (adj)
❖ niederdrücken, deprimieren
- 9.91 sick leave** (n) /'sɪk ,li:v/
time that you take off work when you are ill • *After the operation I was on sick leave for three weeks.* ❖ der krankheitsbedingte Arbeitsausfall

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.* ❖ sich eine Auszeit nehmen
- 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.* ❖ (etw.) aufgabeln
- 9.76 take (sb) on** (phr v) /teɪk ('sʌmbədi) ɒn/
employ sb • *They took her on as a security guard.* ❖ (jdn.) einstellen
- 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.* ❖ herausragen
- 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.* ❖ an etw. arbeiten
- 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.* ❖ als etw. fungieren
- 9.80 paint (sb) with the same brush** (expr) /peɪnt ('sʌmbədi) wɪð ðə seɪm 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.* ❖ alle über einen Kamm scheren
- 9.81 pick sb's brains** (expr) /pɪk 'sʌmbədɪz 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.*
❖ jdn. um Rat fragen
- 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.* ❖ schnell reagieren, improvisieren

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 ,letə(r)/
a letter that contains information about sth you send with it • *I sent them my CV along with a one-page cover letter.* ❖ das Begleitschreiben
- 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.*
❖ die Kalkulationstabelle
- 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) ❖ unterstützen
- 9.95 interpersonal** (adj) /,ɪntə'pɜ:sənəl/
connected with relationships between people • *I need to improve the way I behave in interpersonal relationships.*
❖ zwischenmenschlicher/e/es
- 9.96 punctual** (adj) /'pʌŋktʃuəl/
at the expected, correct time • *I'm sure he will be there already. He's always punctual.*
❖ pünktlicher/e/es 📖 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.* ❖ euphorischer/e/es, positiver/e/es
- 9.98 get along with** (phr v) /get əlɒŋ wið/
have a good relationship with • *I get along with everyone in the office. We're all friends.*
❖ gut auskommen mit, sich gut verstehen mit 📖 Syn: get on with
- 9.99 co-ordinator** (n) /kəʊ'ɔ:dɪneɪtə(r)/
a person who organises the people and activities needed for sth • *We need a coordinator to organise the campaign.* ❖ der/die Koordinator/-in
- 9.100 outgoing** (adj) /,aʊt'gəʊɪŋ/
friendly, enjoying other people's company • *She's a very outgoing person and has lots of friends everywhere.* ❖ kontaktfreudiger/e/es
- 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.* ❖ der Wettkampf
- 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.* ❖ der/die Betreuer/-in
- 9.103 at your earliest convenience** (expr) /æt jər 'ɜ:liəst kən'vi:niəns/
as soon as possible • *Please reply at your earliest convenience.* ❖ so früh wie möglich

- 9.104 get carried away** (expr) /get 'kæriəd ə'wei/
become so excited that you lose control
• *I got so carried away with the preparations for the party that I forgot the time.*
❖ in etw. vertieft sein
- 9.105 ridiculous** (adj) /rɪ'dɪkjələs/
stupid and unreasonable • *Don't be ridiculous! You can't pay 500 euros for a pair of shorts.*
❖ lächerlicher/e/es
- 9.106 vague** (adj) /veɪg/
not clear • *His answer was so vague nobody understood what he meant.* ❖ vager/e/es

Phrasal verbs

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

Live well, study well

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- 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.* ❖ der Druck
- 9.108 zigzag** (n) /'zɪgzæg/
a line that looks like a Z or W • *He walked in a zigzag, rather than a straight line.*
❖ der Zickzack
- 9.109 manufacturer** (n) /,mænʃə'fæktʃərə(r)/
a company that produces goods in large numbers • *You can order these bags direct from the manufacturer.* > manufacture (v)
❖ der/die Hersteller/-in
- 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)
❖ die Ungewissheit 📖 Opp: certainty