

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

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.* ❖ مجاناً
- 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)
❖ ناقد
- 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) ❖ فائدة
- 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)
❖ محلي
- 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) ❖ يمتلك المهارة
📖 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) ❖ سوء تفاهم
- 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) ❖ نامية
- 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) ❖ مستقل
- 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)
❖ مبني، مشيد
- 9.12 **advanced** (adj) /əd'vɑːnst/
having the most modern methods, ideas, etc. • *The technology for replacing fossil fuels is highly advanced.* > advance (v)
❖ متقدم
- 9.13 **community** (n) /kə'mjuːnəti/
the people living in a particular area • *The new sports centre will benefit the whole community.*
❖ مجتمع
- 9.14 **address** (v) /ə'dres/
give attention to an issue or problem • *Next, we need to address the problem of security.*
❖ عنوان
- 9.15 **meaningless** (adj) /'miːnɪŋlɪs/
useless; without a purpose • *Talking to him was meaningless; he wasn't going to change his mind.* ❖ بلا هدف، بلا جدوى
📖 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.* ❖ يكسب قوت يومه
- 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)
❖ يوظف 📖 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) ❖ مُحترف
📖 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.* ❖ يوظف 📖 Syn: employ

- 9.20** **host** (v) /həʊst/
provide a place for sb to stay • *The mayor hosted the guests at his home.* > host (n) ❖ يستضيف
- 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) ❖ له امتياز
- 9.22** **make up** (phr v) /meɪk ʌp/
form sth • *Locals make up 60% of our staff.* ❖ يُشكل
- 9.23** **bring to mind** (expr) /brɪŋ tə maɪnd/
make sb remember • *Her name brought to mind my French teacher at school.* ❖ يذكر بشيء/بشخص
- 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.* ❖ قطيع
- 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.* ❖ سائح، في إجازة
- 9.26** **eventually** (adv) /ɪ'ventʃuəli/
at the end of a period of time • *Our train eventually arrived two hours later.* ❖ في النهاية

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) ❖ نظرية
- 9.28** **inefficient** (adj) /ɪnɪ'fɪjənt/
not organised or able to do a job well • *The system is very inefficient and wastes valuable time.* ❖ غير كفء ❖ Opp: efficient

- 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.* ❖ كهربائي
- 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) ❖ باحث
- 9.31** **inspector** (n) /ɪn'spektə(r)/
a person whose job is to inspect sth officially • *The tax inspector checked all of our accounts.* ❖ مُفتش
- 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.* ❖ سباك
- 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) ❖ مالي
- 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.* ❖ مُحلل مالي
- 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.* ❖ ميكانيكي
- 9.36** **wire** (n) /waɪə(r)/
thin metal thread covered with plastic, used to carry electricity • *She disconnected the wire from the cooker.* ❖ سلك
- 9.37** **pattern** (n) /'pætən/
the way sth is organised or is done • *The police inspector thought all three murders followed a similar pattern.* ❖ نمط
- 9.38** **manual** (adj) /'mænjuəl/
done with your hands • *Skilled manual workers are not always paid well enough.* ❖ يدوي
- 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) ❖ مسؤولية

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)
❖ مؤهل

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.* ❖ طاقم عمل
- 9.42 senior management** (n) /ˈsiːniəʊ 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.*
❖ إدارة عليا
- 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.* ❖ صفقة
- 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.* ❖ وقت إضافي
- 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) ❖ إضراب
- 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) ❖ ترقية
- 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.*
❖ فَصَلَ شَخْصاً مِنْ عَمَلِهِ
- 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.*
❖ ورقة العمل

- 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) ❖ مطرود من العمل
- 9.50 head** (v) /hed/
be in charge of (a group or an organisation)
• *Mina heads the financial department in our company.* > head (n) ❖ رأس
- 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.* ❖ وردية
- 9.52 retire** (v) /rɪˈtaɪə(r)/
leave your job because of old age • *He should retire – he's 78!* > retirement (n), retired (adj) ❖ يتقاعد

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) ❖ يتخرج
- 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.*
❖ موظفين ☞ 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.* ❖ مُرْشِح لوظيفة
- 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) ❖ يتقدم لوظيفة
- 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.*
❖ نسخة/إصدار
- 9.58 ideal** (adj) /aɪˈdɪəl/
the best possible • *It isn't an ideal solution, but it will have to do.* ❖ مثالي

- 9.59 resort** (n) /rɪˈzɔ: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.* ❖ مُنتجع
- 9.60 employable** (adj) /ɪmˈplɔɪəbl/
having enough skills and/or experience that make others want to employ you • *Sophisticated computer skills will definitely make you more employable.* ❖ قابلية للتوظيف Ⓢ 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) ❖ بدلة

Listening Page 106

- 9.62 fair** (n) /feə/
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.* ❖ معرض
- 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.* ❖ جناح
- 9.64 potential** (adj) /pəˈtenʃl/
possible, able to be done • *We're going to conduct lengthy interviews to identify the best potential candidates.* ❖ مُحتمَل

Speaking Page 107

- 9.65 client** (n) /ˈklaɪənt/
a person who uses the services of a professional person or a company • *We're starting a marketing campaign to attract new clients.* ❖ عميل Ⓢ Syn: customer
- 9.66 review** (v) /rɪˈvju:/
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) ❖ يراجع

- 9.67 reject** (v) /rɪˈdʒekt/
refuse to accept sb/sth • *I'm afraid your application was rejected, as there was another candidate with a lot more experience.* > rejection (n) ❖ يرفض
- 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) ❖ متحمس Ⓢ 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) /rɪˈdju:st/
shorter or smaller in size • *The museum shop offers reduced prices for students.* > reduce (v), reduction (n) ❖ مخفّف
- 9.70 list** (v) /lɪst/
include in a list • *All the local hotels are listed on this page.* ❖ قائمة
- 9.71 elect** (v) /iˈlekt/
choose a person for a particular position by voting • *The students elected Sylvia as their representative.* > election (n) ❖ ينتخب
- 9.72 treasurer** (n) /ˈtrezərə(r)/
a person responsible for the money of an organisation • *One of the treasurer's duties is to keep a record of our expenses.* ❖ أمين صندوق
- 9.73 reference** (n) /ˈrefərəns/
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.* ❖ مرجع

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. ❖ يأخذ إجازة
- 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. ❖ يتعلم بالممارسة
- 9.76 take (sb) on** (phr v) /teɪk ('sʌmbədi) ɒn/
employ sb ● They took her on as a security guard. ❖ يوظف
- 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. ❖ يبرز، يكون بارزاً
- 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. ❖ يعمل على شيء
- 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. ❖ أدى دور شيء
- 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.
❖ يصنف (شخص) بمقاربة غير عادلة
- 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.
❖ يطرح أسئلة على شخص
- 9.82 think on my feet** (expr) /θɪŋk ɒn maɪ fi:t/
think and act very quickly without any preparation ● In this job you have to be able to think on your feet.
❖ قادر على اتخاذ القرارات السريعة
- 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. ❖ يوافق على الفور
- 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. ❖ يبدأ بداية جيدة
- 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. ❖ أعرف أنني لست محظوظاً

- 9.86 overall** (adj) /əʊvə'l:
in general ● My overall impression is positive, but I haven't looked at the details yet.
❖ عمومًا
- 9.87 indicate** (v) /'ɪndɪkeɪt/
show or make clear ● His answer indicated that he understood the situation perfectly.
> indication (n), indicative (adj) ❖ يبين
- 9.88 dissatisfied** (adj) /dɪs'sætɪsfɑ:d/
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)
❖ غير راضٍ ❖ 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) ❖ يعتمد على
- 9.90 depress** (v) /dɪ'pres/
make sb feel very unhappy ● Please turn on the light! This darkness depresses me.
> depression (n), depressed (adj)
❖ يُحزن
- 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. ❖ إذن مرضي

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.
❖ الرسالة التعريفية؛ خطاب تقديم
- 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. ❖ جدول بيانات
- 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) ❖ يدعم
- 9.95 interpersonal** (adj) /ɪntə'pɜ:sənəl/
connected with relationships between people
● I need to improve the way I behave in interpersonal relationships. ❖ علاقات شخصية

- 9.96** **punctual** (adj) /'pʌŋktʃuəl/
at the expected, correct time • *I'm sure he will be there already. He's always punctual.*
❖ مُنضبط 📖 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.* ❖ متفائل
- 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.*
❖ انسجم مع 📖 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.* ❖ مُنسق
- 9.100** **outgoing** (adj) /ˌaʊt'gəʊɪŋ/
friendly, enjoying other people's company
• *She's a very outgoing person and has lots of friends everywhere.* ❖ منفتح
- 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.* ❖ منافسة
- 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.* ❖ مستشار
- 9.103** **at your earliest convenience** (expr) /æt jər 'ɜ:liəst kən'vi:niəns/
as soon as possible • *Please reply at your earliest convenience.* ❖ في أقرب وقت يناسبك
- 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.*
❖ أنحى جانبًا

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

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.* ❖ ضغط
- 9.108** **zigzag** (n) /'zɪgzæg/
a line that looks like a Z or W • *He walked in a zigzag, rather than a straight line.*
❖ متعرج
- 9.109** **manufacturer** (n) /,mænɪə'fæktʃərə(r)/
a company that produces goods in large numbers • *You can order these bags direct from the manufacturer.* > manufacture (v)
❖ جهة تصنيع
- 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)
❖ شك، ريبية 📖 Opp: certainty