

Glossary

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- 10.1 entrepreneur** (n) /ɒntrəprə'nɜː/ sb who sets up a business • *The entrepreneur started a successful budget airline company.* ❖ _____
- 10.2 unpaid** (adj) /ʌn'peɪd/ done without receiving payment • *His employer expected him to work unpaid overtime.* > payment (n), pay (v) ❖ _____ Opp: paid

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- 10.3 the big picture** (expr) /ðə bɪɡ 'pɪktʃə(r)/ the situation as a whole, not just the details • *Before you accept the job, look at the big picture of whether you'll be making a difference in other people's lives.* ❖ _____
- 10.4 set** (adj) /set/ steady; fixed • *As an office worker, he has a set working day of eight hours.* > set (v) ❖ _____
- 10.5 air traffic controller** (n) /ˌeə træfɪk kən'trəʊlə(r)/ sb who guides aircraft pilots by radio during landing and take-off • *The air traffic controller advised the pilot to land at another airport.* ❖ _____
- 10.6 graphic designer** (n) /'ɡræfɪk dɪ'zaɪnə(r)/ an artist who designs images for books, websites, etc. • *The graphic designer created the logo for our website.* ❖ _____
- 10.7 human resources manager** (n) /ˌhjuːmən ri'sɔːsɪz 'mænɪdʒə(r)/ a person in charge of dealing with matters related to a company's employees • *The human resources manager chose six people to interview for the job.* ❖ _____ Syn: personnel manager
- 10.8 electrical engineer** (n) /ɪˌlektrɪkl endʒɪ'nɪə(r)/ sb who designs and builds electrical equipment and systems • *As an electrical engineer, you could be offered a post where you get to test systems for rockets and satellites!* ❖ _____
- 10.9 bewildering** (adj) /brɪ'wɪldərɪŋ/ confusing • *When I first started learning to code, it seemed like a bewildering mass of symbols.* > bewildered (adj), bewilderment (n), bewilder (v) ❖ _____
- 10.10 on the cusp** (expr) /ɒn ðə kʌsp/ at the time or point where a state or situation changes and becomes sth else • *She was on the cusp of completing her degree course and entering the world of work.* ❖ _____
- 10.11 align** (v) /ə'laɪn/ be compatible with; match • *He prefers to work for a company that aligns with his ideas of social justice and fair play.* > alignment (v) ❖ _____
- 10.12 strategically** (adv) /strə'tɪːdʒɪkli/ in a planned way • *If you plan your studies strategically, spreading the work throughout the school year, you'll be more relaxed in the exams.* > strategy (n), strategic (adj) ❖ _____
- 10.13 achievable** (adj) /ə'tʃɪːvəbl/ which can be achieved • *Our plans will be achievable with everyone's co-operation.* > achieve (v), achievement (n) ❖ _____ Opp: unachievable
- 10.14 absorbing** (adj) /əb'zɔːbɪŋ/ holding your interest • *The book was so absorbing that I lost track of the time and read it till the end.* > absorb (v), absorption (n) ❖ _____
- 10.15 commitment** (n) /kə'mɪtmənt/ a responsibility to do sth • *I can't go to evening classes because I have another commitment. I'm looking after my aunt's children.* > commit (v) ❖ _____
- 10.16 place faith in** (expr) /pleɪs feɪθ ɪn/ trust in; rely on • *Should you place faith in an agency to find you a job when you could be contacting companies directly?* ❖ _____ Also: put (your) faith in
- 10.17 buzzing** (adj) /'bʌzɪŋ/ lively; full of activity and noise • *He enjoyed the buzzing atmosphere of the street market.* > buzz (n, v) ❖ _____

- 10.18 content** (adj) /kən'tent/
happy with life • *He felt content working from home as he could spend time with his family.*
➤ content (n, v) ♦ _____
- 10.19 career path** (n) /kə'riə pɑ:θ/
the jobs and training sb does to build a career
• *Nick decided to leave the family business and follow his own career path as a musician.*
♦ _____
- 10.20 enthusiasm** (n) /ɪn'tʃu:ziæzm/
sth that you feel passionate about or very interested in • *Art and music are her main enthusiasms.* ➤ enthusiastic (adj), enthusiastically (adv) ♦ _____
- 10.21 integrate** (v) /'ɪntɪɡreɪt/
combine things so they work well together
• *The architect managed to integrate the colours of the natural surroundings into the building design.* ➤ integration (n), integral (adj), integrally (adv) ♦ _____
- 10.22 aptitude** (n) /'æptɪtju:d/
a natural talent for doing sth • *All applicants for the course will need to take an aptitude test to assess their skill levels.* ➤ apt (adj), aptly (adv) ♦ _____
- 10.23 intern** (n) /'ɪntɜ:n/
a student or graduate who has a temporary work experience post • *Anna worked as an intern in a newspaper office while studying journalism.* ➤ internship (n) ♦ _____
- 10.24 shadow** (v) /'ʃædəʊ/
stay close to and observe sb who is doing a job that you want to learn to do • *As an intern, she had to shadow the team of architects.*
➤ shadow (n) ♦ _____
- 10.25 first-hand** (adj) /'fɜ:st 'hænd/
directly; from personal experience • *Sally studied recent teaching theories and also got first-hand experience teaching adults.*
♦ _____
- 10.26 necessity** (n) /nə'sesəti/
sth that needs to be done or that sb must have
• *There's no necessity for you to dress formally when you work from home.*
➤ necessary (adj), necessitate (v)
♦ _____
- 10.27 priority** (n) /praɪ'brəti/
sth that sb considers more important or needs more attention than other things • *Her top priority was to find a career she would enjoy.*
➤ prioritise (v) ♦ _____
- 10.28 usefulness** (n) /'ju:sflnəs/
the fact of how useful sth is • *He questioned the usefulness of the survey because the group of respondents was small.* ➤ useful (adj), usefully (adv) ♦ _____
- 10.29 genuinely** (n) /'dʒenjuɪnli/
seriously • *I felt genuinely moved by your offer of help.* ➤ genuine (adj) ♦ _____

- 10.30 vacancy** (n) /'veɪkənsi/
an available job • *There is a vacancy at the local supermarket that I think I will apply for.*
➤ vacant (adj) ♦ _____
- 10.31 administrator** (n) /əd'mɪnɪstreɪtə(r)/
sb who is in charge of a business, an office, etc. • *Having years of experience, he was given the job of administrator in the sales team.* ➤ administer (v), administration (n)
♦ _____
- 10.32 supplier** (n) /sə'plaɪə(r)/
a person or company who provides goods
• *I ordered shoes online, directly from the supplier.* ➤ supply (n, v) ♦ _____
- 10.33 agency** (n) /'eɪdʒənsi/
a business that provides a service for other people or companies • *The hotel hires seasonal workers through a recruitment agency.* ➤ agent (n) ♦ _____
- 10.34 issue** (v) /'ɪʃu:/
give out sth officially • *When he lost his credit card, he asked the bank to issue a new one.*
➤ issue (n) ♦ _____
- 10.35 sick leave** (n) /sɪk li:v/
time you take off work because you are ill
• *When Aldo caught the flu, he had to take a few days' sick leave.* ♦ _____
- 10.36 recruitment** (n) /rɪ'kru:tmənt/
the process of finding and hiring new staff
• *As chief editor, she is involved in staff recruitment to expand the team.*
♦ _____
- 10.37 personnel** (n) /pɜ:sə'nel/
staff • *The human resources manager is in charge of hiring or firing company personnel.*
♦ _____
- 10.38 statistical** (adj) /stə'tɪstɪkəl/
related to statistics • *We need statistical data to back up our theory.* ➤ statistics (n pl), statistically (adv) ♦ _____
- 10.39 right** (n) /raɪt/
sth you are legally allowed to do or have
• *Fair working conditions should be a basic human right.* ♦ _____
- 10.40 let down** (phr v) /'let daʊn/
disappoint • *The suppliers let us down and failed to deliver the goods on time.* ➤ let-down (n) ♦ _____

- 10.41 stationery** (n) /'steɪʃənri/
paper, pens, envelopes, etc. that are used for writing letters, taking notes, etc. • *We order stationery for the office once a month from an online supplier.* ❖ _____
- 10.42 literary** (adj) /'lɪtərəri/
related to literature • *Debbie is studying the literary works of Jane Austen.* ➤ literature (n)
❖ _____
- 10.43 hectic** (adj) /'hektɪk/
very busy and rushed • *How do you manage to cope with your hectic work schedule? Don't you get a day off?* ❖ _____
- 10.44 minimum wage** (n) /ˌmɪnɪmə 'weɪdʒ/
the lowest amount an employer can pay a worker by law • *He felt lucky to find his first job even though he only got the minimum wage.*
❖ _____
- 10.45 placement** (n) /'pleɪsmənt/
a work position for a short time to practise doing a job, often as part of a training course • *In his final year at university, he did a teaching placement in a secondary school.*
➤ place (v) ❖ _____
- 10.46 résumé** (n) /ˈrezjuːmeɪ/
a record of work experience, qualifications and skills, etc. which sb uses to apply for work • *From the details on her résumé, she was obviously well-qualified for the job in the bank.*
❖ _____  Also: CV (Curriculum Vitae)
- 10.47 supervisor** (n) /'suːpəvaɪzə(r)/
sb who manages a work process or a team of staff • *Feeling dizzy, Helen asked her supervisor for a break.* ➤ supervise (v), supervision (n) ❖ _____
- 10.48 tedious** (adj) /'tiːdiəs/
boring and repetitive • *The conference consisted of long tedious presentations, making me wish I hadn't bothered going.*
➤ tedium, tediousness (n), tediously (adv)
❖ _____
- 10.49 textile** (n) /'tekstaɪl/
cloth; material • *Cotton is grown and harvested for the textile industry.*
❖ _____
- 10.50 retire** (v) /rɪ'taɪə/
stop working, usually because you reach a certain age • *My grandfather retired from his job at 65, but still keeps busy doing voluntary work.* ➤ retirement, retiree (n), retired (adj)
❖ _____

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- 10.51 applicant** (n) /'æplɪkənt/
sb who has applied for a job or other position • *Four applicants were interviewed for the job.*
➤ apply (v), application (n) ❖ _____


Listening Page 118

- 10.52 promotion** (n) /prə'məʊʃn/
a move to a more important job in a company or organisation • *Petra was pleased about her promotion from sales assistant to store manager.* ➤ promote (v) ❖ _____




Speaking Page 119

- 10.53 candidate** (n) /'kændɪdət/
sb who is being considered for a job or place on a course • *We'll interview the four best candidates for the job.* ❖ _____
- 10.54 marketing** (n) /'mɑːkɪtɪŋ/
the business of advertising and selling a company's products • *If you enjoy travelling and are a good communicator, you could consider a career in marketing.* ❖ _____
- 10.55 executive** (n) /ɪg'zekjətɪv/
a business official/representative • *The company executives are having a planning meeting with the manager.* ❖ _____

Grammar Page 120

- 10.56 glance (at)** (v) /glɑːns (æt)/
look at sb/sth quickly • *He glanced at the list of job vacancies on the website.* ➤ glance (n)
❖ _____
- 10.57 trip** (v) /trɪp/
accidentally catch your foot on sth and fall or nearly fall • *When he tripped on the stairs, he fell and hurt his leg.* ➤ trip (n) ❖ _____
- 10.58 cable** (n) /'keɪbl/
a strong thick metal rope which acts as a power line • *The road has been dug up to install new electric cables.* ❖ _____
- 10.59 co-operative** (n) /kəʊ'ɒpərətɪv/
a business owned jointly by the people involved, who share its profits • *We buy olive oil directly from the farmers' co-operative.*
➤ co-operative (adj), co-operatively (adv)
❖ _____  Abbrev: co-op
- 10.60 loan** (n) /ləʊn/
money that sb borrows • *He got a loan from the bank to buy a car.* ❖ _____
- 10.61 crop** (n) /krɒp/
a plant grown on farms for food production • *The heavy storm destroyed this year's vegetable crops.* ❖ _____

Use your English Page 121

- 10.62 do the dirty work** (expr) /duː ðə ˈdɜːti ˈwɜːk/ do the unpleasant tasks • *As manager, he has to do the dirty work of firing people.* ❖ _____
- 10.63 do the donkey work** (expr) /duː ðə ˈdɒŋki ˈwɜːk/ do the difficult or heavy part of a job • *She sits around chatting all day while we do all the donkey work. It's not fair!* ❖ _____
- 10.64 get worked up** (expr) /get ˈwɜːkt ʌp/ become upset • *Don't get so worked up about it! Let's calm down and discuss the problem.* ❖ _____
- 10.65 make light work of** (expr) /meɪk laɪt ˈwɜːk əv/ do sth quickly and easily • *If you help me, we can make light work of cleaning the house.* ❖ _____
- 10.66 work in progress** (expr) /ˈwɜːk ɪn ˈprəʊɡres/ a job that isn't completed yet • *The company website is still a work in progress.* ❖ _____
- 10.67 work my way up** (expr) /ˈwɜːk maɪ weɪ ʌp/ begin work in a low position in a company and keep getting promoted to higher levels • *Sarah had to work her way up from cleaning dishes to head chef.* ❖ _____
- 10.68 incapable** (adj) /ɪnˈkeɪpəbl/ not capable; not having the ability or qualities necessary for sth • *He has no leadership skills, so he's incapable of running the company.* ❖ _____  Opp: capable
- 10.69 accustomed** (adj) /əˈkʌstəmd/ used to sth • *He used to have a private office, so he's not accustomed to sharing a room with others.* ❖ _____  Opp: unaccustomed
- 10.70 horrified** (adj) /ˈhɒrɪfaɪd/ deeply shocked • *I was horrified to hear about the working conditions in the clothing factory.* ➤ horrific (adj), horrify (v) ❖ _____
- 10.71 eligible** (adj) /ˈelɪdʒəbl/ qualified or able to do sth • *You need a degree in engineering to be eligible to apply for the job.* ➤ eligibility (n) ❖ _____  Opp: ineligible
- 10.72 derive from sth** (phr v) /dɪˈraɪv frəm ˈsʌmθɪŋ/ come from • *The plot of the musical derives from the story of Romeo and Juliet.* ➤ derivative (n) ❖ _____
- 10.73 reliance** (n) /rɪˈlaɪəns/ dependence on sb/sth • *It's useful to have a range of skills to avoid reliance on just one line of work.* ➤ rely (v), reliable, reliant (adj) ❖ _____

- 10.74 flexible** (adj) /ˈfleksɪbl/ which can be changed easily • *The company offers flexible working hours, which may benefit workers with young children.* ➤ flexibility (n) ❖ _____
- 10.75 approach** (n) /əˈprəʊtʃ/ a way of thinking about or doing sth • *Our new manager has a very logical approach to dealing with problems.* ➤ approach (v) ❖ _____
- 10.76 digital nomad** (n) /ˈdɪdʒɪtl ˈnəʊməd/ sb who can travel around and work online from any location • *Amanda left her office job in London and became a digital nomad working from her camper van around the world.* ➤ nomadic (adj) ❖ _____
- 10.77 decent** (adj) /ˈdiːsnt/ acceptable; not bad • *I don't mind doing tedious work as long as they give me a decent salary.* ➤ decency (n) ❖ _____
- 10.78 set (yourself) up as** (phr v) /set (jɔːˈself) ʌp əz/ declare and establish yourself as • *The travel agency has set itself up as an ecotourism specialist.* ❖ _____
- 10.79 visa** (n) /ˈviːzə/ a proof of official permission to enter or stay in a foreign country • *UK residents require a visa if they wish to stay more than 90 days in the EU.* ❖ _____
- 10.80 follow suit** (expr) /ˈfɒləʊ suːt/ do sth the way that sb else has just done • *When one supermarket chain began giving out loyalty cards, all the others followed suit.* ❖ _____

Expressions


at your convenience	on the cusp
do the dirty work	place faith in (sb/sth)
do the donkey work	set yourself up as
follow suit	take advantage of
get worked up	work in progress
make light work of	work my way up

Work nouns

agency	duty	recruitment
career path	leadership skills	reference
careers fair	loan	résumé
commitment	marketing	right
committee	minimum wage	sick leave
co-operative	placement	vacancy
crop	promotion	visa

Writing Pages 122–123

- 10.81 yours faithfully** (expr) /jɔːz 'feɪθəli/
with respect; the standard most formal ending for a letter before signing it when you have addressed somebody as 'Dear Sir/Dear Madam,' etc. and not by their name • *It's respectful to end business letters with 'yours faithfully'.* ♦ _____
- 10.82 yours sincerely** (expr) /jɔːz sɪn'sɪəli/
with respect; the standard most formal ending for a letter before signing it when you have addressed the recipient by their name • *My friend would think something was wrong if I sent her an email ending 'yours sincerely'.* ♦ _____
- 10.83 careers fair** (n) /kə'riːz feə(r)/
a type of exhibition where jobhunters can meet employers who are recruiting staff • *The university is hosting a careers fair for graduates to meet potential employers.* ♦ _____
- 10.84 at your convenience** (expr) /æt jɔː kən'viːniəns/
as soon as you prefer or can • *Please send us your résumé at your earliest convenience.* > convenient (adj) ♦ _____
- 10.85 grant** (n) /grɑːnt/
money you get from the government to study • *She received a small grant to pay for part of her studies.* ♦ _____
- 10.86 outcome** (n) /'aʊtkʌm/
result • *It is hoped the outcome of the Mars mission will be a success.* ♦ _____
- 10.87 fulfilling** (adj) /fʊl'fɪlɪŋ/
which makes you feel useful and satisfies your needs • *He's happy with his fulfilling job as a music teacher.* > fulfil (v), fulfilment (n) ♦ _____
- 10.88 academic** (adj) /ækə'demɪk/
related to education and studying • *Her academic record improved after taking extra tutorials.* > academic, academy (n) ♦ _____
- 10.89 take advantage of** (expr) /teɪk əd'vɑːntɪdʒ əv/
make the most of an opportunity to do sth • *They took advantage of the sunny weather and spent a few days camping.* ♦ _____
- 10.90 duty** (n) /'djuːti/
a responsibility, especially of a job • *One of her duties at the summer camp was to supervise the children during outings.* ♦ _____
- 10.91 committee** (n) /kə'mɪti/
an official group set up to perform a task or make decisions • *She's our class representative on the students' committee.* ♦ _____

- 10.92 reference** (n) /'refrəns/
a letter with information about you, written by sb who knows you, especially to a new employer • *My English tutor wrote me a reference to help me get a place on the summer course.* > refer (v) ♦ _____
- 10.93 leadership skills** (n pl) /'liːdʃɪp skɪlz/
qualities that make sb a good leader • *A team coach needs to have great leadership skills.* ♦ _____
- 10.94 extra-curricular** (adj) /,ekstrəkə'rɪkjələ(r)/
outside the usual school timetable • *Some students take part in so many extra-curricular activities that they have little or no free time.* ♦ _____  Opp: curricular

Adjectives

absorbing	eligible	literary
academic	extra-curricular	set
accustomed	first-hand	statistical
achievable	flexible	tedious
bewildering	fulfilling	unpaid
buzzing	hectic	
content	horrified	
decent	incapable	

Video Page 124

- 10.95 gaucho** (n) /'gaʊtʃəʊ/
a South American cowboy • *Gauchos drive cattle on the pampas.* ♦ _____
- 10.96 freak out** (phr v) /friːk aʊt/
suddenly feel shocked; become angry • *The boss will freak out when she sees the damage to the company car.* ♦ _____
- 10.97 passage** (n) /'pæsiɪdʒ/
a road or path through a space between two high places • *They followed the narrow track through the passage in the rocks.* ♦ _____
- 10.98 run over** (phr v) /rʌn 'əʊvə(r)/
hit sb/sth with a car, bus, lorry, etc. • *I dropped my phone on the road and it's been run over by a bus.* ♦ _____
- 10.99 videographer** (n) /,vɪdɪ'ɒɡrəfə(r)/
sb whose job is to make videos • *The videographer captured the traditional dancers on film.* ♦ _____

Phrasal verbs

derive from sth	let (sb) down
freak out	run over

People and jobs

administrator	executive
air traffic controller	gaucho
applicant	graphic designer
candidate	human resources manager
digital nomad	personnel
electrical engineer	supervisor
entrepreneur	supplier