

## Glossary

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

### Reading Pages 114–115

- 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.*  
❖ la situation dans son ensemble
- 10.4 set** (adj) /set/  
steady; fixed • *As an office worker, he has a set working day of eight hours.* > set (v)  
❖ établir
- 10.5 air traffic controller** (n) /,eə 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.*  
❖ contrôleur du trafic aérien
- 10.6 graphic designer** (n) /'græfɪk dɪ'zajɪnə(r)/  
an artist who designs images for books, websites, etc. • *The graphic designer created the logo for our website.* ❖ concepteur graphique
- 10.7 human resources manager** (n) /,hju:mən 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.* ❖ responsable des ressources humaines 📎 Syn: personnel manager
- 10.8 electrical engineer** (n) /ɪ,lektɪrɪkl 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!*  
❖ ingénieur électrique

- 10.9 bewildering** (adj) /bɪ'wɪldərɪŋ/  
confusing • *When I first started learning to code, it seemed like a bewildering mass of symbols.* > bewildered (adj), bewilderment (n), bewilder (v) ❖ déconcertant(e), déroutant(e)
- 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.* ❖ sur le point de
- 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)  
❖ s'aligner
- 10.12 strategically** (adv) /strə'tɪ:dʒɪkli/  
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)  
❖ stratégiquement
- 10.13 achievable** (adj) /ə'tʃɪ:vəbl/  
which can be achieved • *Our plans will be achievable with everyone's co-operation.*  
> achieve (v), achievement (n) ❖ atteignable, réaliste 📎 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)  
❖ absorbant(e), captivant(e)
- 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) ❖ engagement
- 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?* ❖ faire confiance à 📎 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) ❖ bruyant(e)

- 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) ❖ content(e), satisfait(e)
- 10.19 career path** (n) /kə'rɪə pɑːθ/  
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.*  
❖ parcours professionnel, plan de carrière
- 10.20 enthusiasm** (n) /ɪn'tʃuːziæzəm/  
sth that you feel passionate about or very interested in • *Art and music are her main enthusiasms.* ➤ enthusiastic (adj), enthusiastically (adv) ❖ enthousiasme
- 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) ❖ intégrer
- 10.22 aptitude** (n) /'æptɪtjuːd/  
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) ❖ aptitude
- 10.23 intern** (n) /'ɪntɜːn/  
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) ❖ stagiaire
- 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) ❖ rester dans l'ombre
- 10.25 first-hand** (adj) /fɜːst 'hænd/  
directly; from personal experience • *Sally studied recent teaching theories and also got first-hand experience teaching adults.*  
❖ direct(e), de première main
- 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)  
❖ nécessité
- 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) ❖ priorité
- 10.28 usefulness** (n) /'juːsflnəs/  
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) ❖ utilité
- 10.29 genuinely** (adv) /'dʒenjuɪnli/  
seriously • *I felt genuinely moved by your offer of help.* ➤ genuine (adj) ❖ réellement
- 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) ❖ poste à pourvoir
- 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)  
❖ administrateur/administratrice, gestionnaire
- 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) ❖ fournisseur
- 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) ❖ agence
- 10.34 issue** (v) /'ɪʃuː/  
give out sth officially • *When he lost his credit card, he asked the bank to issue a new one.*  
➤ issue (n) ❖ émettre
- 10.35 sick leave** (n) /sɪk liːv/  
time you take off work because you are ill  
• *When Aldo caught the flu, he had to take a few days' sick leave.* ❖ arrêt maladie
- 10.36 recruitment** (n) /rɪ'kruːtmənt/  
the process of finding and hiring new staff  
• *As chief editor, she is involved in staff recruitment to expand the team.*  
❖ recrutement
- 10.37 personnel** (n) /pɜːsə'nel/  
staff • *The human resources manager is in charge of hiring or firing company personnel.*  
❖ personnel
- 10.38 statistical** (adj) /stə'tɪstɪkəl/  
related to statistics • *We need statistical data to back up our theory.* ➤ statistics (n pl), statistically (adv) ❖ statistique
- 10.39 right** (n) /raɪt/  
sth you are legally allowed to do or have  
• *Fair working conditions should be a basic human right.* ❖ droit
- 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) ❖ décevoir, laisser tomber
- 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.* ❖ (articles de) papeterie

- 10.42 literary** (adj) /'lɪtərəri/  
related to literature • *Debbie is studying the literary works of Jane Austen.* > literature (n)  
❖ littéraire
- 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?* ❖ trépidant(e), mouvementé(e)
- 10.44 minimum wage** (n) /,mɪnɪməm '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.*  
❖ salaire minimum
- 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) ❖ affectation
- 10.46 résumé** (n) /'rezjʊ:meɪ/  
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.*  
❖ CV 📧 Also: CV (Curriculum Vitae)
- 10.47 supervisor** (n) /'su:pəvaɪzə(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) ❖ superviseur
- 10.48 tedious** (adj) /'ti:diəs/  
boring and repetitive • *The conference consisted of long tedious presentations, making me wish I hadn't bothered going.*  
> tedium, tediousness (n), tediously (adv)  
❖ pénible, fastidieux/fastidieuse
- 10.49 textile** (n) /'tekstaɪl/  
cloth; material • *Cotton is grown and harvested for the textile industry.* ❖ textile
- 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)  
❖ prendre sa retraite

## Grammar Page 117

- 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) ❖ candidat(e)

## 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) ❖ promotion

## Speaking Page 119

- 10.53 candidate** (n) /'kændɪdeɪt/  
sb who is being considered for a job or place on a course • *We'll interview the four best candidates for the job.* ❖ candidat(e)
- 10.54 marketing** (n) /'mɑ:kɪtɪŋ/  
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.* ❖ marketing
- 10.55 executive** (n) /ɪg'zekjətɪv/  
a business official/representative • *The company executives are having a planning meeting with the manager.* ❖ cadre

## Grammar Page 120

- 10.56 glance (at)** (v) /glɑ:ns (æt)/  
look at sb/sth quickly • *He glanced at the list of job vacancies on the website.* > glance (n)  
❖ parcourir, jeter un œil (à/sur)
- 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) ❖ trébucher
- 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.* ❖ câble
- 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)  
❖ coopérative 📧 Abbrev: co-op
- 10.60 loan** (n) /ləʊn/  
money that sb borrows • *He got a loan from the bank to buy a car.* ❖ prêt
- 10.61 crop** (n) /krɒp/  
a plant grown on farms for food production  
• *The heavy storm destroyed this year's vegetable crops.* ❖ culture, récolte

- 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.* ❖ faire le sale boulot
- 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!* ❖ s'acquitter de la lourde besogne
- 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.* ❖ s'énerver, se prendre la tête
- 10.65 make light work of** (expr) /meɪk laɪt wɜːk əv/ do sth quickly and easily • *If you help me, we can make light work of cleaning the house.* ❖ alléger la tâche
- 10.66 work in progress** (expr) /ˈwɜːk ɪn ˈprɒɡres/ a job that isn't completed yet • *The company website is still a work in progress.* ❖ travail en cours
- 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.* ❖ progresser, être promu(e)
- 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.* ❖ incapable 📎 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.* ❖ habitué(e) à 📎 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) ❖ horrifié(e)
- 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) ❖ éligible, admissible 📎 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) ❖ découler de qq chose
- 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) ❖ dépendance

- 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) ❖ flexible
- 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) ❖ approche
- 10.76 digital nomad** (n) /ˈdɪdʒɪtl ˈnəʊmæd/ 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) ❖ nomade numérique
- 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) ❖ décent(e)
- 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.* ❖ se déclarer en tant que, s'improviser
- 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.* ❖ visa
- 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.* ❖ suivre, faire de même

## 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 'feɪθfəli/  
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'.* ❖ bien à vous, cordialement
- 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'.* ❖ bien à vous, cordialement
- 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.* ❖ salon des métiers
- 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) ❖ à votre convenance
- 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.* ❖ subvention, bourse
- 10.86 outcome** (n) /'aʊtkʌm/  
result • *It is hoped the outcome of the Mars mission will be a success.* ❖ résultat
- 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) ❖ satisfaisant(e), gratifiant(e)
- 10.88 academic** (adj) /ækə'demɪk/  
related to education and studying • *Her academic record improved after taking extra tutorials.* > academic, academy (n) ❖ académique
- 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.* ❖ profiter de
- 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.* ❖ devoir
- 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.* ❖ comité

- 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) ❖ (courrier de) références
- 10.93 leadership skills** (n pl) /'liːdəʃɪp skɪlz/  
qualities that make sb a good leader • *A team coach needs to have great leadership skills.* ❖ compétences en leadership
- 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.* ❖ parascolaire, extrascolaire 📖 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) /'gɑʊtʃəʊ/  
a South American cowboy • *Gauchos drive cattle on the pampas.* ❖ gaucho
- 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.* ❖ paniquer
- 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.* ❖ passage
- 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.* ❖ écraser, rouler sur
- 10.99 videographer** (n) /,vɪdɪ'ɒgrəfə(r)/  
sb whose job is to make videos • *The videographer captured the traditional dancers on film.* ❖ vidéaste

## 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