

## 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.*  
❖ przedsiębiorca
- 10.2 unpaid** (adj) /ʌn'peɪd/  
done without receiving payment • *His employer expected him to work unpaid overtime.* > payment (n), pay (v)  
❖ nieopłacony ✎ 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.*  
❖ ogólny obraz, pełny obraz sytuacji
- 10.4 set** (adj) /set/  
steady; fixed • *As an office worker, he has a set working day of eight hours.* > set (v)  
❖ stały, ustalony
- 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.*  
❖ kontroler ruchu lotniczego
- 10.6 graphic designer** (n) /'ɡræfɪk dɪ'zajnə(r)/  
an artist who designs images for books, websites, etc. • *The graphic designer created the logo for our website.* ❖ grafik
- 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.* ❖ kadrowy/kadrowa  
✎ Syn: personnel manager
- 10.8 electrical engineer** (n) /ɪ,lektʀɪkəl 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!*  
❖ elektryk

- 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) ❖ oszłamiający
- 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.* ❖ u progu czegoś, o krok od czegoś
- 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)  
❖ pasować
- 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)  
❖ strategicznie
- 10.13 achievable** (adj) /ə'tʃi:vəbl/  
which can be achieved • *Our plans will be achievable with everyone's co-operation.* > achieve (v), achievement (n) ❖ osiągalny  
✎ 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)  
❖ absorbujący
- 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) ❖ zobowiązanie
- 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?* ❖ pokładać wiarę w ✎ 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) ❖ ożywiony

- 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) ❖ zadowolony
- 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.*  
❖ ścieżka kariery
- 10.20 enthusiasm** (n) /ɪn'tju:ziæzm/  
sth that you feel passionate about or very interested in • *Art and music are her main enthusiasms.* ➤ enthusiastic (adj), enthusiastically (adv) ❖ entuzjizm
- 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) ❖ integrować, zespalać
- 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) ❖ zdolność
- 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) ❖ stażysta
- 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) ❖ obserwować kogoś w pracy w celu nauki zawodu
- 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.*  
❖ z pierwszej ręki
- 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)  
❖ konieczność
- 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) ❖ priorytet
- 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) ❖ przydatność, użyteczność

- 10.29 genuinely** (adv) /'dʒenjuɪnli/  
seriously • *I felt genuinely moved by your offer of help.* ➤ genuine (adj) ❖ autentycznie, prawdziwie

## Vocabulary Page 116

- 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) ❖ wakat
- 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)  
❖ administrator
- 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) ❖ dostawca
- 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) ❖ agencja
- 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) ❖ wydawać (dokument, kartę kredytową itp.)
- 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.* ❖ zwolnienie lekarskie
- 10.36 recruitment** (n) /rɪ'krʊ:tment/  
the process of finding and hiring new staff  
• *As chief editor, she is involved in staff recruitment to expand the team.*  
❖ rekrutacja (na stanowisko)
- 10.37 personnel** (n) /,pɜ:sə'nel/  
staff • *The human resources manager is in charge of hiring or firing company personnel.*  
❖ personel
- 10.38 statistical** (adj) /stə'tɪstɪkl/  
related to statistics • *We need statistical data to back up our theory.* ➤ statistics (n pl), statistically (adv) ❖ statystyczny
- 10.39 right** (n) /raɪt/  
sth you are legally allowed to do or have  
• *Fair working conditions should be a basic human right.* ❖ prawo (do czegoś)
- 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) ❖ zawodzić

- 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.* ❖ artykuły papiernicze
- 10.42 literary** (adj) /'lɪtərəri/  
related to literature • *Debbie is studying the literary works of Jane Austen.* > literature (n)  
❖ literacki
- 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?* ❖ gorączkowy, nerwowy
- 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.*  
❖ minimalna płaca
- 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) ❖ praktyki zawodowe
- 10.46 résumé** (n) /'rezjuːmeɪ/  
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) /'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) ❖ przełożony/przełożona
- 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)  
❖ żmudny
- 10.49 textile** (n) /'tekstaɪl/  
cloth; material • *Cotton is grown and harvested for the textile industry.*  
❖ tkanina
- 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)  
❖ odchodzić na emeryturę

## 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) ❖ kandydat ubiegający się o pracę

## 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) ❖ awans

## 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.* ❖ kandydat
- 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.* ❖ marketing
- 10.55 executive** (n) /ɪg'zekjətɪv/  
a business official/representative • *The company executives are having a planning meeting with the manager.* ❖ dyrektor

## 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)  
❖ rzucić na coś okiem
- 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) ❖ potykać się
- 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.* ❖ kabel
- 10.59 co-operative** (n) /kəʊ'ɒpəreɪtɪv/  
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)  
❖ spółdzielnia 📄 Abbrev: co-op
- 10.60 loan** (n) /ləʊn/  
money that sb borrows • *He got a loan from the bank to buy a car.* ❖ pożyczka

**10.61 crop** (n) /krɒp/  
a plant grown on farms for food production  
• *The heavy storm destroyed this year's vegetable crops.* ❖ plon

## 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.*  
❖ wykonywać brudną robotę

**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!* ❖ wykonywać czarną robotę

**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.*  
❖ denerwować się

**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.*  
❖ szybko się z czymś uporać

**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.*  
❖ praca w toku

**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.* ❖ piąć się w górę

**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.* ❖ niezdolny do czegoś  
📖 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.* ❖ przyzwyczajony  
📖 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) ❖ przerażony

**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) ❖ uprawniony, upoważniony do czegoś 📖 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) ❖ pochodzić od czegoś

**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)  
❖ zależność od czegoś

**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) ❖ elastyczny

**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)  
❖ podejście

**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) ❖ cyfrowy nomada

**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) ❖ przyzwoity

**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.* ❖ stawiać się w roli kogoś/czegoś

**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.* ❖ wiza

**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.*  
❖ naśladownictwo

### 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'.* ❖ z poważaniem (jeśli list zaczyna się od wyrażenia Dear Sir/Madam)
- 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'.* ❖ z poważaniem (jeśli list zaczyna się zwrotem po nazwisku do adresata)
- 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.*  
❖ targi pracy
- 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) ❖ w wolnej chwili
- 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.* ❖ grant pieniężny
- 10.86 outcome** (n) /'aʊtkʌm/  
result • *It is hoped the outcome of the Mars mission will be a success.* ❖ rezultat
- 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)  
❖ pozwalający się spełniać
- 10.88 academic** (adj) /ækə'demɪk/  
related to education and studying • *Her academic record improved after taking extra tutorials.* > academic, academy (n)  
❖ akademicki
- 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.*  
❖ wykorzystać coś
- 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.*  
❖ obowiązek

- 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.*  
❖ komitet
- 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) ❖ referencje
- 10.93 leadership skills** (n pl) /'liːdʒɪp skɪlz/  
qualities that make sb a good leader • *A team coach needs to have great leadership skills.*  
❖ zdolności przywódcze
- 10.94 extra-curricular** (adj) /,ɛkstrəkə'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.*  
❖ pozalekcyjny 📎 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) /'gautʃəʊ/  
a South American cowboy • *Gauchos drive cattle on the pampas.* ❖ gaucho, południowoamerykański pasterz bydła
- 10.96 freak out** (phr v) /fri:k aʊt/  
suddenly feel shocked; become angry  
• *The boss will freak out when she sees the damage to the company car.* ❖ wpaść w szal, ześwirować
- 10.97 passage** (n) /'pæsɪdʒ/  
a road or path through a space between two high places • *They followed the narrow track through the passage in the rocks.* ❖ przejście
- 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.* ❖ potrącić, przejechać kogoś/coś
- 10.99 videographer** (n) /,vɪdɪ'ɒgrəfə(r)/  
sb whose job is to make videos • *The videographer captured the traditional dancers on film.* ❖ kamerzysta

### 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