Glossary

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**10**

A working life

* 1. **entrepreneur** (n) /ɒntrəprəˈnɜː/

sb who sets up a business ● *The entrepreneur started a successful budget airline company.*

* + - предприниматель
	1. **unpaid** (adj) /ˌʌnˈpeɪd/

done without receiving payment ● *His employer expected him to work unpaid overtime.* ➣ payment (n), pay (v)

* + - неуплаченный ✎ Opp: paid

Reading **Pages 114–115**

* 1. **the big picture** (expr) /ðə bɪɡ ˈpɪktʃə(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.*
	+ - общая картина
	1. **set** (adj) /set/

steady; fixed ● *As an office worker, he has a set working day of eight hours.* ➣ set (v)

* + - постоянный, твердо установленный
	1. **air traffic controller** (n) /ˌeə træfɪk kənˈtrəʊlə(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.*

* + - авиадиспетчер
	1. **graphic designer** (n) /ˈgræfɪk dɪˈzaɪnə(r)/ an artist who designs images for books,

websites, etc. ● *The graphic designer created the logo for our website.* ❖ графический дизайнер

* 1. **human resources manager** (n) /ˌhjuːmən rɪˈsɔːsɪz ˈmænɪdʒə(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.* ❖ менеджер персонала

✎ Syn: personnel manager

* 1. **electrical engineer** (n) /ɪˌlektrɪkl endʒɪˈnɪə(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!*
		+ электромеханик
	2. **bewildering** (adj) /bɪˈwɪldərɪŋ/

confusing ● *When I first started learning to code, it seemed like a bewildering mass of symbols.* ➣ bewildered (adj), bewilderment (n), bewilder (v) ❖ сбивающий с толку

* 1. **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.* ❖ на грани, накануне

* 1. **align** (v) /əˈlaɪn/

be compatible with; match ● *He prefers to work for a company that aligns with his ideas of social justice and fair play.* ➣ alignment (v)

* + - сопоставлять(ся)
	1. **strategically** (adv) /strəˈtiːdʒɪkli/

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)

* + - стратегически
	1. **achievable** (adj) /əˈtʃiːvəbl/

which can be achieved ● *Our plans will be achievable with everyone’s co-operation.*

➣ achieve (v), achievement (n)

* + - достижимый ✎ Opp: unachievable
	1. **absorbing** (adj) /əbˈzɔːbɪŋ/

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)

* + - захватывающий
	1. **commitment** (n) /kəˈmɪtmənt/

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) ❖ обязательство

* 1. **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?* ❖ полагаться на что-либо ✎ Also: put (your) faith in

* 1. **buzzing** (adj) /ˈbʌzɪŋ**/**

lively; full of activity and noise ● *He enjoyed the buzzing atmosphere of the street market.*

➣ buzz (n, v) ❖ оживленный

* 1. **content** (adj) /kənˈtent/

happy with life ● *He felt content working from home as he could spend time with his family.*

➣ content (n, v) ❖ довольный

* 1. **career path** (n) /kəˈrɪə 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.*
	+ - карьерный путь
	1. **enthusiasm** (n) /ɪnˈθjuːziæzm/

sth that you feel passionate about or very interested in ● *Art and music are her main enthusiasms*. ➣ enthusiastic (adj), enthusiastically (adv) ❖ энтузиазм

* 1. **integrate** (v) /ˈɪntɪɡreɪt/

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) ❖ объединять
	1. **aptitude** (n) /ˈæptɪtjuːd/

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) ❖ склонность

* 1. **intern** (n) /ˈɪntɜːn/

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) ❖ студент, проходящий практику

* 1. **shadow** (v) /ˈʃædəʊ/

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) ❖ следовать по пятам

* 1. **first-hand** (adj) /ˌfɜːst ˈhænd/

directly; from personal experience ● *Sally studied recent teaching theories and also got first-hand experience teaching adults.*

* + - из первых уст
	1. **necessity** (n) /nəˈsesəti/

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)

* + - необходимость
	1. **priority** (n) /praɪˈɒrəti/

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) ❖ первоочередная задача

* 1. **usefulness** (n) /ˈjuːsflnəs/

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) ❖ польза

* 1. **genuinely** (adv) /ˈʤenjuɪnli/

seriously ● *I felt genuinely moved by your offer of help.* ➣ genuine (adj) ❖ искренне, по- настоящему

Vocabulary **Page 116**

* 1. **vacancy** (n) /ˈveɪkənsi/

an available job ● *There is a vacancy at the local supermarket that I think I will apply for.*

➣ vacant (adj) ❖ вакансия

* 1. **administrator** (n) /ədˈmɪnɪstreɪtə(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)

* + - администратор
	1. **supplier** (n) /səˈplaɪə(r)/

a person or company who provides goods

* *I ordered shoes online, directly from the supplier.* ➣ supply (n, v) ❖ поставщик
	1. **agency** (n) /ˈeɪdʒənsi/

a business that provides a service for other people or companies ● *The hotel hires seasonal workers through a recruitment agency.* ➣ agent (n) ❖ агентство

* 1. **issue** (v) **/**ˈɪʃuː**/**

give out sth officially ● *When he lost his credit card, he asked the bank to issue a new one.*

➣ issue (n) ❖ делать заявление, предупреждать

* 1. **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.* ❖ отпуск по болезни, больничный лист
	1. **recruitment** (n) /rɪˈkruːtmənt/

the process of finding and hiring new staff

* *As chief editor, she is involved in staff recruitment to expand the team.*
	+ - подбор кадров, наем на работу
	1. **personnel** (n) /ˌpɜːsəˈnel/

staff ● *The human resources manager is in charge of hiring or firing company personnel.*

* + - персонал, штат
	1. **statistical** (adj) /stəˈtɪstɪkl/

related to statistics ● *We need statistical data to back up our theory.* ➣ statistics (n pl), statistically (adv) ❖ статистический

* 1. **right** (n) /raɪt/

sth you are legally allowed to do or have

* *Fair working conditions should be a basic human right.* ❖ право
	1. **let down** (phr v) /ˈlet daʊn/

disappoint ● *The suppliers let us down and failed to deliver the goods on time.* ➣ let-down

(n) ❖ разочаровывать, подводить кого-либо

* 1. **stationery** (n) /ˈsteɪʃənri/

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.* ❖ канцелярские товары

* 1. **literary** (adj) /ˈlɪtərəri/

related to literature ● *Debbie is studying the literary works of Jane Austen.* ➣ literature (n)

* + - литературный
	1. **hectic** (adj) /ˈhektɪk/

very busy and rushed ● *How do you manage to cope with your hectic work schedule?*

*Don’t you get a day off?* ❖ сумасшедший, суматошный

* 1. **minimum wage** (n) /ˌmɪnɪməm ˈweɪdʒ/ 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.*

* + - прожиточный минимум
	1. **placement** (n) /ˈpleɪsmənt/

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) ❖ практика, стажировка

* 1. **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.*
	+ - резюме ✎ Also: CV (Curriculum Vitae)
	1. **supervisor** (n) /ˈsuːpəvaɪzə(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) ❖ руководитель

* 1. **tedious** (adj) /ˈtiːdiəs/

boring and repetitive ● *The conference consisted of long tedious presentations, making me wish I hadn’t bothered going.*

➣ tedium, tediousness (n), tediously (adv)

* + - скучный
	1. **textile** (n) /ˈtekstaɪl/

cloth; material ● *Cotton is grown and harvested for the textile industry.*

* + - текстиль, ткань
	1. **retire** (v) /rɪˈtaɪə/

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)

* + - уходить на пенсию

Grammar **Page 117**

* 1. **applicant** (n) /ˈæplɪkənt/

sb who has applied for a job or other position

* *Four applicants were interviewed for the job.*

➣ apply (v), application (n) ❖ претендент

Listening **Page 118**

* 1. **promotion** (n) /prəˈməʊʃn/

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) ❖ повышение в должности

Speaking **Page 119**

* 1. **candidate** (n) /ˈkændɪdeɪt/

sb who is being considered for a job or place on a course ● *We’ll interview the four best candidates for the job.* ❖ кандидат

* 1. **marketing** (n) /ˈmɑːkɪtɪŋ/

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.* ❖ маркетинг

* 1. **executive** (n) /ɪɡˈzekjətɪv/

a business official/representative ● *The company executives are having a planning meeting with the manager.* ❖ руководящий работник, руководство

Grammar **Page 120**

* 1. **glance (at)** (v) /glɑːns (æt)/

look at sb/sth quickly ● *He glanced at the list of job vacancies on the website.* ➣ glance (n)

* + - взглянуть на что-либо
	1. **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) ❖ спотыкаться

* 1. **cable** (n) /ˈkeɪbl/

a strong thick metal rope which acts as a power line ● *The road has been dug up to install new electric cables.* ❖ кабель

* 1. **co-operative** (n) /kəʊˈɒpərətɪv/

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)

* + - кооператив ✎ Abbrev: co-op
	1. **loan** (n) /ləʊn/

money that sb borrows ● *He got a loan from the bank to buy a car.* ❖ заем

* 1. **crop** (n) /krɒp/

a plant grown on farms for food production

* *The heavy storm destroyed this year’s vegetable crops.* ❖ урожай

Use your English **Page 121**

* 1. **do the dirty work** (expr) /duː ðə ˌdɜːti ˈwɜːk/ do the unpleasant tasks ● *As manager, he has to do the dirty work of firing people.*
		+ выполнять грязную работу
	2. **do the donkey work** (expr) /duː ðə ˌˈdɒŋki

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!* ❖ делать всю тяжелую работу

* 1. **get worked up** (expr) /get ˌwɜːkt ˈʌp/

become upset ● *Don’t get so worked up about it! Let’s calm down and discuss the problem.*

* + - изнурять себя
	1. **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.*
		+ быстро справляться с чем-либо
	2. **work in progress** (expr) /ˌwɜːk ɪn ˈprəʊɡres/ a job that isn’t completed yet ● *The company website is still a work in progress.*
		+ незавершенная работа
	3. **work my way up** (expr) /ˌwɜːk 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.* ❖ делать успехи
	4. **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.* ❖ неспособный ✎ Opp: capable

* 1. **accustomed** (adj) /əˈkʌstəmd/

used to sth ● *He used to have a private office, so he’s not accustomed to sharing a room with others.* ❖ привыкший ✎ Opp: unaccustomed

* 1. **horrified** (adj) /ˈhɒrɪfaɪd/

deeply shocked ● *I was horrified to hear about the working conditions in the clothing factory.*

➣ horrific (adj), horrify (v) ❖ шокированный

* 1. **eligible** (adj) /ˈelɪʤəbl/

qualified or able to do sth ● *You need a degree in engineering to be eligible to apply for the job.* ➣ eligibility (n) ❖ имеющий право, тот, что отвечает критериям ✎ Opp: ineligible

* 1. **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) ❖ происходить

* 1. **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)

* + - зависимость от кого-либо/чего-либо
	1. **flexible** (adj) /ˈfleksɪbl/

which can be changed easily ● *The company offers flexible working hours, which may benefit workers with young children.*

➣ flexibility (n) ❖ гибкий, свободный (о графике)

* 1. **approach** (n) /əˈprəʊʧ/

a way of thinking about or doing sth ● *Our new manager has a very logical approach to dealing with problems.* ➣ approach (v)

* + - подход
	1. **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) ❖ человек, который путешествует и работает из любой точки мира

* 1. **decent** (adj) /ˈdiːsnt/

acceptable; not bad ● *I don’t mind doing tedious work as long as they give me a decent salary.* ➣ decency (n) ❖ приличный

* 1. **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.* ❖ открывать дело
	2. **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.* ❖ виза

* 1. **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.*
	+ - следовать примеру

**Expressions**

at your convenience do the dirty work

do the donkey work follow suit

get worked up make light work of

on the cusp

place faith in (sb/sth) set yourself up as take advantage of work in progress work my way up

**Work nouns**

agency career path careers fair commitment committee co-operative crop

duty

recruitment

leadership skills reference

loan marketing

résumé right

minimum wage sick leave

placement promotion

vacancy visa

Writing **Pages 122–123**

* 1. **yours faithfully** (expr) /jɔːz ˈfeɪθfəli/

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’.* ❖ с уважением

* 1. **yours sincerely** (expr) /jɔːz sɪnˈsɪəli/

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’.*

* + - с уважением
	1. **careers fair** (n) /kəˈrɪəz 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.*
	+ - ярмарка вакансий
	1. **at your convenience** (expr) /æt jɔː kənˈviːniːəns/

as soon as you prefer or can ● *Please send us your résumé at your earliest convenience.*

➣ convenient (adj) ❖ в любое удобное для вас время

* 1. **grant** (n) /grɑːnt/

money you get from the government to study

* *She received a small grant to pay for part of her studies.* ❖ грант, стипендия
	1. **outcome** (n) /ˈaʊtkʌm/

result ● *It is hoped the outcome of the Mars mission will be a success*. ❖ результат, исход

* 1. **fulfilling** (adj) /fʊlˈfɪlɪŋ/

which makes you feel useful and satisfies your needs ● *He’s happy with his fulfilling job as a music teacher.* ➣ fulfil (v), fulfilment (n)

* + - приносящий удовлетворение
	1. **academic** (adj) /ækəˈdemɪk/

related to education and studying ● *Her academic record improved after taking extra tutorials.* ➣ academic, academy (n)

* + - учебный
	1. **take advantage of** (expr) /teɪk ədˈvɑːntɪʤ əv/ make the most of an opportunity to do sth
* *They took advantage of the sunny weather and spent a few days camping.*
	+ - воспользоваться чем-либо
	1. **duty** (n) /ˈdjuːti/

a responsibility, especially of a job ● *One of her duties at the summer camp was to supervise the children during outings.*

* + - обязанность
	1. **committee** (n) /kəˈmɪti/

an official group set up to perform a task or make decisions ● *She’s our class representative on the students’ committee.*

* + - комитет
	1. **reference** (n) /ˈrefrəns/

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) ❖ ссылка, упоминание

* 1. **leadership skills** (n pl) /ˈliːdəʃɪp skɪlz/ qualities that make sb a good leader ● *A team coach needs to have great leadership skills.*
		+ лидерские качества
	2. **extra-curricular** (adj) /ˌekstrəkəˈrɪkjələ(r)/ outside the usual school timetable ● *Some students take part in so many extra-curricular activities that they have little or no free time.*
		+ внеучебный, факультативный

✎ Opp: curricular

**Adjectives**

absorbing academic accustomed achievable bewildering buzzing content decent

eligible literary extra-curricular set

first-hand statistical

flexible tedious

fulfilling unpaid hectic

horrified incapable

Video **Page 124**

* 1. **gaucho** (n) /ˈɡaʊtʃəʊ/

a South American cowboy ● *Gauchos drive cattle on the pampas.* ❖ гаучо (живущий

в прериях скотовод испано-индейского происхождения)

* 1. **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.* ❖ прийти в ужас

* 1. **passage** (n) /ˈpæsɪʤ/

a road or path through a space between two high places ● *They followed the narrow track through the passage in the rocks.*

* + - проход, коридор
	1. **run over** (phr v) /rʌn ˈəʊvə(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.* ❖ задавить, переехать кого-либо

* 1. **videographer** (n) /ˌvɪdiˈɒɡrəfə(r)/

sb whose job is to make videos ● *The videographer captured the traditional dancers on film.* ❖ видеооператор

# People and jobs

**Phrasal verbs**

derive from sth freak out

let (sb) down run over

administrator

air traffic controller applicant candidate

digital nomad electrical engineer entrepreneur

executive gaucho

graphic designer

human resources manager personnel

supervisor supplier