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.*

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

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

* + - ücretsiz ✎ 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.*
	+ - büyük resim
	1. **set** (adj) /set/

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

* + - sabit
	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.*

* + - hava trafik kontrol personeli
	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.* ❖ grafik tasarımcı

* 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.* ❖ insan kaynakları müdürü ✎ 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!*
		+ elektrik mühendisi
	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) ❖ hayret verici

* 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.* ❖ yeni bir çağın eşiğinde

* 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)

* + - hizalamak, eşleştirmek
	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)

* + - stratejik olarak
	1. **achievable** (adj) /əˈtʃiːvəbl/

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

➣ achieve (v), achievement (n) ❖ elde edilebilir ✎ 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)

* + - ilgi çekici
	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) ❖ taahhüt

* 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?* ❖ güvenmek

✎ 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) ❖ canlı, uğultulu

* 1. **content** (adj) /kənˈtent/

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

➣ content (n, v) ❖ memnun

* 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.*
	+ - kariyer yolu
	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) ❖ şevk

* 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) ❖ entegre etmek
	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) ❖ kabiliyet

* 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) ❖ stajyer

* 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) ❖ takip edip izlemek

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

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

* + - doğrudan, birinci elden
	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)

* + - gereklilik
	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) ❖ öncelik

* 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) ❖ yararlılık

* 1. **genuinely** (adv) /ˈʤenjuɪnli/

seriously ● *I felt genuinely moved by your offer of help.* ➣ genuine (adj) ❖ gerçekten

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) ❖ boş pozisyon

* 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)

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

a person or company who provides goods

* *I ordered shoes online, directly from the supplier.* ➣ supply (n, v) ❖ tedarikçi
	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) ❖ ajans

* 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) ❖ vermek

* 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.* ❖ hastalık izni
	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.*
	+ - işe alım
	1. **personnel** (n) /ˌpɜːsəˈnel/

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

* + - personel
	1. **statistical** (adj) /stəˈtɪstɪkl/

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

* 1. **right** (n) /raɪt/

sth you are legally allowed to do or have

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

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

(n) ❖ hayal kırıklığına uğratmak

* 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.* ❖ kırtasiye malzemesi

* 1. **literary** (adj) /ˈlɪtərəri/

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

* + - edebi
	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?* ❖ yoğun

* 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.*

* + - asgari ücret
	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) ❖ yerleştirme

* 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.*
	+ - öz geçmiş ✎ 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) ❖ amir

* 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)

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

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

* + - tekstil
	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)

* + - emekli olmak

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) ❖ başvuru sahibi

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) ❖ terfi

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.* ❖ aday

* 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.* ❖ pazarlama

* 1. **executive** (n) /ɪɡˈzekjətɪv/

a business official/representative ● *The company executives are having a planning meeting with the manager.* ❖ yönetici

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)

* + - bakış atmak
	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) ❖ takılıp düşmek

* 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.* ❖ kablo

* 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)

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

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

* 1. **crop** (n) /krɒp/

a plant grown on farms for food production

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

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.*
		+ pis işi yapmak
	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!* ❖ işin hamallığını yapmak

* 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.*

* + - galeyana gelmek
	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.*
		+ kolayca üstesinden gelmek
	2. **work in progress** (expr) /ˌwɜːk ɪn ˈprəʊɡres/ a job that isn’t completed yet ● *The company website is still a work in progress.*
		+ devam eden iş
	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.* ❖ çalışmalarıyla kendini ispatlayarak derece derece terfi etmek
	1. **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.* ❖ kabiliyetsiz ✎ 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.* ❖ alışkın ✎ 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) ❖ dehşete düşmüş

* 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) ❖ uygun kimse

✎ 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) ❖ gelmek

* 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)

* + - güven
	1. **flexible** (adj) /ˈfleksɪbl/

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

➣ flexibility (n) ❖ esnek

* 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)

* + - yaklaşım
	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) ❖ dijital gezgin

* 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) ❖ doğru düzgün

* 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.* ❖ (kendini) bir konumuna getirmek
	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.* ❖ vize

* 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.*
	+ - birisinin davranışını tekrarlamak

**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’.* ❖ saygılarımla

* 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’.*

* + - saygılarımla
	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.*
	+ - kariyer fuarı
	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) ❖ müsait olduğunuzda

* 1. **grant** (n) /grɑːnt/

money you get from the government to study

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

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

* 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)

* + - tatmin edici
	1. **academic** (adj) /ækəˈdemɪk/

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

* + - akademik
	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.* ❖ faydalanmak
	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.* ❖ görev

* 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.*

* + - komite
	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) ❖ referans

* 1. **leadership skills** (n pl) /ˈliːdəʃɪp skɪlz/ qualities that make sb a good leader ● *A team coach needs to have great leadership skills.*
		+ liderlik becerileri
	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.*
		+ müfredat dışı ✎ 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.* ❖ atlı çoban

* 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.* ❖ tepesi atmak, çıldırmak

* 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.*

* + - geçit
	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.* ❖ çarpmak, ezmek

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

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

**Phrasal verbs**

derive from sth freak out

let (sb) down run over

# People and jobs

administrator

air traffic controller applicant candidate

digital nomad electrical engineer entrepreneur

executive gaucho

graphic designer

human resources manager personnel

supervisor supplier