1 JOBS

PAGES 8–9

actor /ˈæktə(r)/ Noun
an *actor* is a person who performs in a play at a theatre or in films or on television

the actors sometimes write their own lines | *I've always wanted to be a film actor* | *her uncle is a famous actor* | *a 1950s Hollywood actor*

Verb: *act* | Noun: *acting*

I'm going to act in the school play next term | *I like singing, but I can't act* | *I've never seen such bad acting in a film*

build /bɪld/ Verb
to *build* something means to make it by putting lots of things together. People build large things such as houses, factories, bridges, shopping centres, etc. Things like houses and shops are buildings

they're building a new sports stadium there | *a builder is a person who builds or repairs houses* | *the palace was built in 1772* | *we helped to build the new airport on the island*

Noun: *building* | Noun: *builder*

it's the ugliest building in the city | *you can't enter the building without showing your ID* | *an apartment building* | *I need a builder to repair the steps at the front of my house*

competitive /kəmˈpetətɪv/ Adjective
if an activity is *competitive*, everyone doing it is trying hard to do better and be more successful than everyone else

Collocates: very/highly/extremely competitive

he's tried to get a job in TV, but it's very competitive | *advertising is a highly competitive industry* | *a very competitive market* | *the mobile phone business is very competitive*

Noun: *competition* | Noun: *competitor* | Verb: *compete*

Collocates: stiff competition

there's a lot of competition in the mobile phone market | *they face stiff (strong) competition from two new Chinese firms* | *Ford's biggest competitor in the UK car market is Volkswagen* | *the company grew by buying its main competitor* | *Business is about competing in the market place, beating competitors, and being the best at serving the customer* | *any new business in this field needs to compete globally, not just in its own country* | *she successfully competed for the post of CEO after Watkins retired*

construction /kənˈstrʌkʃ(ə)n/ Noun uncount
construction is the work of building something

there's a big construction project at the end of our street | *a group of construction workers* | *the construction of the new school is due to start next month* | *the airport is still under construction (being built)*

Verb: *construct*

the building was constructed between 1884 and 1890 | *they used wood to construct the garage*

customer /ˈkʌstəmə(r)/ Noun
customers are the people who go into a shop to buy things

we try to give our customers what they want | *we serve over 1,000 customers every day* | *she was a regular customer at her local butcher's*

engineer /ˌendʒɪˈnɪə(r)/ Noun
an *engineer* is someone whose job is making or mending machines, buildings, roads, etc.

an electrical engineer | *a mechanical engineer (who works with machines)* | *a civil engineer (who works on roads, railways, or buildings)* | *he's an engineer at the Ford car factory*

Noun: *engineering*

I want to study engineering at university | *to do engineering you need to be good at maths*

get on /ˌget ˈɒn/ Phrasal verb
if you *get on* with someone, you like them and have a friendly relationship with them

do you get on with the people you work with? | *I never got on with my boss* | *we don't get on with our neighbours* | *I get on well with the people in the office*

hours /ˈaʊə(r)z/ Noun plural
your *hours* are the number of hours you have to spend at work every day or every week. The *hours* of a business are the times when it is open

Collocates: work long hours | opening hours

workers are demanding higher wages and shorter working hours | *I've been working very long hours this week* | *my hours are 9 till 5* | *the shop's opening hours are from 8 till 8*

join /dʒɔɪn /Verb
if you *join* an organisation, you become a member of it

I joined the police when I left university | *she's applied to join the tennis club* | *Estonia joined NATO in 2004* | *everyone at the factory has joined the union*

journalist /ˈdʒɜː(r)nəlɪst/ Noun
a *journalist* is someone who writes for a newspaper or magazine, or who reports on the news on television or radio

a journalist wanted to interview me about my career | *a television journalist* | *she's a journalist who reports for the Times newspaper*

Noun: *journalism*

good journalism tells the truth | *he retired after 40 years in journalism*

law firm /ˈlɔː ˌfɜː(r)m/ Noun
a *law firm* is a company which employs lawyers and provides advice and help about the law

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he is the head of a New York law firm | *I tried to get a job at a law firm in Manchester*

lawyer /ˈlɔːjə(r)/ Noun
a *lawyer* is someone who is qualified in law, and whose job is to give people advice about the law and to work for them if they are in court

I need to get a lawyer to look at the contract | *if you need advice, ring your lawyer* | *a criminal lawyer (who works for people who have been accused of a crime)*

manager /ˈmænɪdʒə(r)/ Noun
a *manager* is someone whose job involves running part of an organisation and telling other people what work to do

he's a sales manager for a car company | *to be successful, managers need to be good at listening* | *a bank manager (in charge of a bank branch)* | *everyone in our department respected the manager*

Verb: *manage*

she manages a department of 20 people

marketing /ˈmɑː(r)kɪtɪŋ/ Noun uncount
marketing is the work involved in deciding how to advertise and sell a product, what price it should be, where it should be sold, etc.

the company's marketing department | *marketing is a very important activity* | *we need to do some more marketing* | *my brother's a marketing manager*

nurse /nɜː(r)s/ Noun
a *nurse* is someone whose job is to look after people who are ill, especially in a hospital

I've always wanted to be a nurse | *he's a nurse at the local hospital* | *the nurse put a bandage round his leg* | *the nurse came to take my temperature*

Noun: *nursing*

both her sisters went into the nursing profession

pilot /ˈpaɪlət/ Noun
a *pilot* is someone who flies planes, usually as a job

my father's a pilot, so he's away from home a lot | *an airline pilot* | *he was the first pilot to fly Concorde*

politician /ˌpɒləˈtɪʃ(ə)n/ Noun
politics is the work of getting power and running a country. People who do this are *politicians*

people don't always trust politicians | *Barack Obama is the most famous politician in the world* | *politicians from all parties agreed that the war should end*

Noun: *politics* | Adjective: *political*

he entered politics because he wanted to improve people's lives | *we spent the evening arguing about politics* | *the country has political and social problems* | *our political system needs to change*

primary school /ˈpraɪməri ˌskuːl/ Noun
in Britain, a *primary school* is a school for children up to the age of 11. After *primary school*, children usually go to a secondary school until they are 17 or 18. These schools provide primary education and secondary education

she loved all her teachers at primary school | *at primary school we had to do a spelling test every week*

product /ˈprɒdʌkt/ Noun
a *product* is something that is made and sold

we're working on a new product | *all their products are good quality* | *you need to market the product properly if you want people to buy it* | *they sell a range of computer software products*

Verb: *produce* | Noun: *production*

the factory produces 400 cars a week | *the industrial production of bread*

project /ˈprɒdʒekt/ Noun
a *project* is a big piece of work that you plan and do over a long period of time

I'm working on a project for my class | *a government project to help the environment* | *I need to do some research for my project* | *a scientific research project* | *who's going to manage the project?*

research /rɪˈsɜː(r)tʃ/ Noun uncount
if you do *research*, you study a subject in detail to find new information about it

Collocates: do research (into something)

I'm doing some research into why people forget things | *some new research into the causes of cancer* | *people who do scientific research*

Verb: *research* | Noun: *researcher*

the students researched their topics and presented their findings to the other students | *researchers have decided to stop using animals in their experiments*

run /rʌn/ Verb
if you *run* something, you are in control of it

I run my own company | *we run a small restaurant in London* | *who's going to run the business while you're away?*

sales /seɪlz/ Noun
sales is the work involved in selling things. A company's *sales* are the amount of goods it sells in a particular period of time

he's a sales manager for a car company | *our sales department has 12 people working in it* | *sales increased by 10% over the last year* | *this month's sales figures look very good*

scientist /ˈsaɪəntɪst/ Noun
a *scientist* is someone whose job involves studying subjects such as physics, chemistry, or biology

scientists are worried about global warming | *two Russian scientists discovered a new material called "graphene"* | *scientists still don't understand exactly how the brain works*

Noun: *science* | Adjective: *scientific*

she studied science at university | *science made a lot of progress in the twentieth century* | *we need more scientific research into this topic* | *we should not be afraid of scientific discoveries*

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soldier /ˈsəʊldʒə(r)/ Noun
a *soldier* is someone who belongs to an army and who has to fight when there is a war

six soldiers were killed in the attack | *German soldiers marched into Poland in 1939* | *a soldier in uniform*

studio /ˈstjuːdiəʊ/ Noun
a *studio* is a room or building where an artist or photographer works

I run my own studio | *an artist's studio* | *the photograph was taken in a studio*

temporary /ˈtemp(ə)rəri/ Adjective
if something is *temporary*, it only lasts for a limited period of time

a temporary job | *a temporary contract* | *temporary workers* | *living in temporary accommodation* | *a temporary address*

training /ˈtreɪnɪŋ/ Noun uncount
training is teaching or learning the skills that are needed to do a job

Collocates: a training course | by training

I'm going on a training course next week | *you get three weeks of training before you start work* | *everyone has to do the basic training* | *the company provides training for new workers* | *a teacher training college (where people learn how to be teachers)* | *he's a lawyer by training (he has studied law and is qualified in it)*

work experience /wɜː(r)k ɪkˌspɪəriəns/ Noun uncount
work experience is a period of time that a student spends working without pay for a company in order to learn about it, instead of being at school or college

I'm doing work experience in a law firm this week | *do as much work experience as you can over the summer*

Pages 10–11

agree /əˈgriː/ Verb
if you *agree* something with someone, you both decide what you want and say that it is what you both think

Collocates: agree to do something

Gareth Bale has agreed a new contract with the club | *we agreed to make a video of the event* | *they agreed to meet again in New York*

Noun: *agreement*

we signed the agreement last week

apply /əˈplaɪ/ Verb
if you *apply* for something such as a job, you write to say that you want to have it

Collocates: apply for something

you should start applying for jobs before you leave university | *did you apply for that job at the BBC?* | *300 people applied for just one job at the studio* | *I applied for a grant to study physics at Oxford*

Noun: *application*

Collocates: a job application | an application form

send in your application by email | *they sent me an application form (a set of questions you have to answer to apply for something)* | *she sent out 30 job applications in one week*

appointment /əˈpɔɪntmənt/ Noun
an *appointment* is an arrangement to meet someone at a particular time

Collocates: make an appointment | keep an appointment

I've got an appointment with the dentist at 3 o'clock | *she rang to say she couldn't keep the appointment (couldn't go to the meeting at the agreed time)* | *I called the doctor to make an appointment*

arrange /əˈreɪndʒ/ Verb
if you *arrange* a meeting with someone, you agree a time and place when you will meet someone

Collocates: arrange to do something

I arranged to have lunch with Jeremy next week | *can you arrange a meeting for me with the sales manager* | *I had to arrange another appointment with the doctor*

attend /əˈtend/ Verb
if you *attend* an event, you go to it and are present there

Collocates: attend a meeting/conference | attend college/school/university

all employees have to attend the training session | *all students are welcome to attend* | *the ceremony was attended by nearly 200 people* | *he's been attending church regularly for many years*

balance /ˈbæləns/ Noun
if there is a *balance* between two things, there is not too much of either of them and they exist together very well

Collocates: strike a balance

do you have a good balance between work and relaxation? | *it can be hard to find the right balance between work and leisure* | *I'm trying to strike a balance between explaining what I feel and listening to others*

Verb: *balance* | Adjective: *balanced*

it's difficult balancing the demands of work and family | *a balanced diet (the right amounts of different kinds of food)*

basic /ˈbeɪsɪk/ Adjective
something that is *basic* includes the most important things but not smaller or more complicated details

we did our basic training in the first week | *if you buy the basic model, it will cost just $50* | *the basic idea is very simple* | *basic skills such as reading and writing*

break /breɪk/ Noun
when you are at work, a *break* is a time when you stop working and relax for a short while before starting to work again

Collocates: a lunch/tea/coffee break | a short/long break

I usually take a break at about 11 | *I worked from 8 till 4 without a break* | *that was a long break* | *I had to go to the bank during my lunch break*

busy /ˈbɪzi/ Adjective
if you are *busy*, you have a lot of things that you are doing and you do not have time to relax. If a place is *busy*, there are a lot of people there

I've had a very busy week | *I was so busy I didn't even stop for lunch* | *she was too busy to answer my email* | *the restaurant gets very busy on Friday evenings*

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contract /ˈkɒntrækt/ Noun

a *contract* is an official, legal agreement between people

Collocates: sign a contract | break a contract | renew a contract

my contract ends next month | have you signed the contract yet? | a temporary contract | we're drawing up a new contract | they said I was breaking my contract (not doing what was in the contract) | I was able to renew my contract for another year

delay /dɪˈleɪ/ Verb

if you *delay* doing something, or delay something, you do it or make it happen later than it was planned to happen

Collocates: delay doing something

I often delay doing things I don't enjoy | they have decided to delay the start of the game until three o'clock | the train was delayed by two hours | a storm delayed our departure from Southampton

Noun: *delay*

Collocates: without delay

because of the accident, there were long traffic delays | you must leave the country without delay (immediately)

diary /ˈdaɪəri/ Noun

a *diary* is a book which has a space for every day of the year. You use it to record the date and time of things you need to do, or to write down the interesting things that happen to you every day

Collocates: keep a diary

I wrote the date for our meeting in my diary | during her year in France, she kept a diary (wrote down what happened every day) | let's have lunch next Friday. Don't forget to put it in your diary

efficient /ɪˈfɪʃ(ə)nt/ Adjective

if something is *efficient*, it works well, without any problems, and without wasting energy

the staff are friendly and efficient | it's not a very efficient system | it was all very efficient at the airport | the new machines are more efficient (they use less energy)

Adverb: *efficiently* | Noun: *efficiency*

the problem was dealt with quickly and efficiently | I don't work very efficiently early in the morning | a rail system that can efficiently transport thousands of people every day | the changes should give us greater efficiency | it may also improve the efficiency of the system

efficiently /ɪˈfɪʃ(ə)ntli/ Adverb

if something happens or is done *efficiently*, it happens or is done well and without wasting any time or money

the problem was dealt with quickly and efficiently | I don't work very efficiently early in the morning | a rail system that can efficiently transport thousands of people every day

Adjective: *efficient* | Noun: *efficiency*

the staff are friendly and efficient | a very efficient way of managing your time | the changes should give us greater efficiency | it may also improve the efficiency of the system

employ /ɪmˈplɔɪ/ Verb

if a company *employs* people, it pays them to work there

we employ 30 staff at our Birmingham office | some of the factories were employing children | he was employed as a cleaner | she was employed to look after the house at weekends

Noun: *employer* | Noun: *employee* | Noun: *employment*

my employer gives us four weeks holiday a year | the hotel employees were very helpful | the employment of children is not acceptable

end /end/ Verb

if something *ends*, it stops

my contract ends on Friday | how does the film end? (what finally happens?) | one in three marriages ends in divorce

Noun: *end* | Noun: *ending*

I have to hand in my project by the end of the week | he finally came home after the end of the war | fortunately, the story had a happy ending

event /ɪˈvent/ Noun

an *event* is something that happens, usually because it has been arranged, like a concert or a sports match

we have a lot of social events next week | tonight's event will start at 7:30 | the event was attended by over 3,000 people | there will be eight teams in the weekend's sporting event | the last day of the school term is always an exciting event

hardly /ˈhɑː(r)dli/ Adverb

if you *hardly* do something, you almost do not do it all

I hardly ever go to London | my grandparents live in Scotland, so I hardly see them | I hardly understood anything he said (I only understood a very little of it)

interview /ˈɪntə(r)ˌvjuː/ Noun

an *interview* is a meeting where someone who has asked for a job answers questions from the person or group of people who might give them a job

Collocates: a job interview | an interview for something

I had a job interview yesterday | the interview didn't go very well | they've invited me for interview next week | she wasn't very well prepared for the interview | he had an interview for the job of sales manager | he applied for seven jobs and didn't get a single interview

Verb: *interview* | Noun: *interviewer* | Noun: *interviewee*

Collocates: interview someone for something

they interviewed eight people for the job | the interviewer asked me several questions that I couldn't answer | interviewees should dress smartly and arrive on time

launch /lɔːntʃ/ Verb

if you *launch* a new product, book, website, etc., you let a lot of people know that it is starting to exist so that they can buy it or make use of it

we're launching a new product next month | they're launching a new car at the Motor Show | they've launched a new range of laptop computers

Noun: *launch*

the launch party was attended by 200 people | 60 journalists turned up for the book launch

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list /lɪst/ Noun
a *list* is a number of words or names that you write down one below the other

I made a list of things I needed to do | *what's the first item on the list?* | *a long list of names* | *can you add butter to the shopping list?*

main /meɪn/ Adjective
the *main* part of something is the biggest or most important part of it

my main priority is to pass my exams | *I had fish for my main course* | *there are two main reasons for this decision* | *what is the main purpose of your job?*

Adverb: *mainly*

I mainly listen to pop music, but I like electronic music too

manage /ˈmænɪdʒ/ Verb
if you *manage* your time or money well, you succeed in using it in a good way and do not waste any of it

you should try and manage your time better | *he found it difficult to manage his money when he first got a job*

Noun: *management*

time management is an important skill

part-time /pɑː(r)t ˈtaɪm/ Adjective
if you have a *part-time* job, you work for only part of a week

I had to take a part-time job when I was a student | *the company employs a lot of part-time staff* | *part-time work is available over the summer*

Adverb: *part time*

I've been working part time at the sports shop

presentation /ˌprez(ə)nˈteɪʃ(ə)n/ Noun
if you give a *presentation*, you talk about a particular subject in front of a group of people, for example, at a conference or in class

I'm giving a presentation at the conference on Friday | *her presentation was about English grammar* | *presentations should last no longer than 20 minutes*

Verb: *present* | Noun: *presenter*

I presented my report to the management committee | *Natasha is a very good presenter*

priority /praɪˈɒrəti/ Noun
your *priority* is the most important thing that you need to do

I always do things which are a priority first | *what's your main priority for this week?* | *my priorities are to finish my degree course and to get a job*

quiet /ˈkwaɪət/ Adjective
if things are *quiet*, or if you have a *quiet* period of time, not very much is happening and there is not much activity

I've had a very quiet week at work | *we spent a quiet evening at home watching TV* | *I go to the supermarket on Tuesday mornings when it's quiet*

relaxation /ˌriːlækˈseɪʃ(ə)n/ Noun uncount
if you *relax*, you become calm because you are not working or worried about anything. *Relaxation* is spending your time relaxing

do you have a good balance between work and relaxation? | *after a long working day, it was time for some relaxation* | *I play tennis for relaxation and enjoyment*

Verb: *relax* | Adjective: *relaxing*

I went back to my hotel room to relax | *classical music helps me relax* | *we spent a very relaxing weekend by the sea*

rush /rʌʃ/ Verb
if you *rush*, you do something or go somewhere quickly because you are in a hurry

Collocates: rush to do something | rush someone or something somewhere

I often need to rush to finish things | *he rushed to get off the train* | *I rushed out of the house (left the house very quickly)* | *we rushed him to hospital* | *I rushed the last question of the exam (did it too quickly)*

Noun: *rush*

Collocates: be in a rush

I'm in a rush (I don't have much time) | *I did my homework in a rush*

session /ˈseʃ(ə)n/ Noun
a *session* is a period of time during which a class or meeting takes place

Collocates: a training session

there's another training session on Friday | *each session lasts about 45 minutes* | *the final session begins at 5 o'clock*

sign /saɪn/ Verb
if you *sign* a letter or document, you write your name on it in order to show that you wrote it or agree with what it says. Your signature is your name written in the way that you always write it on documents

I finally signed the contract with World Mail | *I forgot to sign the cheque* | *I signed and dated the letter* | *you need to sign for the delivery (to say that the delivery was made)* | *can you sign your name here, please?*

Noun: *signature*

her signature was on the bottom of the letter

sort out /ˌsɔː(r)t ˈaʊt/ Phrasal verb
if you *sort* something *out*, you deal with it so that it is no longer untidy or a problem

you need to sort out your room. It's a mess | *We had a big argument, but we've sorted it out now and we're friends again* | *I sorted out the papers on my desk*

staff /stɑːf/ Noun uncount
the *staff* of a company, shop, etc. are the people who work there

the staff are friendly and efficient | *we need to employ more staff* | *the company has more than 200 staff* | *I talked to a member of staff (one of the staff)* | *Nabokov joined the staff of Wellesley College in 1941*

stay up /steɪ ʌp/ Phrasal verb
if you *stay up*, you stay awake for longer than usual and go to bed later than you usually do

I sometimes stay up late to finish things | *we stayed up till 3 o'clock to watch the football from Japan* | *I often*

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used to stay up all night when I was at university | *I had to stay up till Andy came home because he didn't have a key*

well-paid /wel ˈpeɪd/ Adjective
if you are *well paid*, or if you have a *well-paid* job, you receive a lot of money for doing it

she had a very well-paid job in Paris | *my brother is well paid and can afford three holidays a year*

Opposite – Adjective: *low-paid*

people in low-paid jobs can't afford to live in the city | *there are too many low-paid workers in the UK*

PAGES 12–13

advertisement /ədˈvɜː(r)tɪsmənt/ Noun
an *advertisement* is an announcement in a newspaper or magazine saying that a job or opportunity is available and asking people to apply. The short forms *advert* and *ad* are often used, and *advertisements* for jobs are often called *job ads*

I saw an advertisement for VSO and applied for it | *over 200 people replied to the advertisement* | *it costs £300 to place a job advertisement in the magazine*

Verb: *advertise*

Collocates: advertise for someone

they're advertising for English teachers

advise /ədˈvaɪz/ Verb
if you *advise* someone, you help them by making suggestions about what they should do or by giving them an expert opinion about something

Collocates: advise someone on something

I advise local doctors on how to improve services | *he advises software companies* | *she was responsible for advising customers on home security*

Verb: *advice* | Noun: *adviser*

Collocates: take someone's advice | give someone advice

I could always go to my father for advice | *I decided to take her advice* | *a financial adviser*

attitude /ˈætɪˌtjuːd/ Noun
your *attitude* is how you think and feel about something

it's important to have a positive attitude towards your exams | *she has a really negative attitude to her job* | *this is a sign that social attitudes are changing* | *what I appreciated the most was their can-do attitude (their belief that they could succeed)*

build /bɪld/ Verb
to *build* something means to make it by putting lots of things together. To *build* a nation, a company, an organisation, etc. means to make it start to exist over a period of time

women have played an important part in building the nation | *the company was built up in the 1890s* | *we plan to build the finest educational institution in the country*

distribution /ˌdɪstrɪˈbjuːʃ(ə)n/ Noun uncount
the *distribution* of something is the work involved in sending it out to a number of different places

I'm organising the European distribution of a new German film | *the company is responsible for the production and distribution of electricity in the country* | *he works in the sales and distribution department*

Verb: *distribute*

films are distributed on DVD through market stalls and street sellers

energy /ˈenə(r)dʒi/ Noun uncount
if you have *energy*, you feel strong and able to do things without getting tired

doing more work needs more energy | *children have got so much energy!* | *he's full of energy* | *I haven't got the energy to do any more*

Adjective: *energetic*

he's over 70 but still active and energetic

exploit /ɪkˈsplɔɪt/ Verb
to *exploit* someone means to treat them very unfairly, for example by making them work too hard or not paying them enough money

I think the company is exploiting me | *he got rich by exploiting people* | *a country where the powerful exploit the weak* | *children are exploited in many parts of the world*

Noun: *exploitation*

they are calling for an end to the exploitation of foreign workers | *the government has failed to stop the exploitation of children*

fight /faɪt/ Verb
if you *fight* for something you believe you should have, you try very hard and do everything that you can in order to get it

Collocates: fight for something | fight to have something

an organisation that's fighting for women's rights | *people fighting for their freedom* | *she fought to have her son released from prison*

Noun: *fight*

Collocates: a fight for something

we will never give up the fight for equal rights

fixed /fɪkst/ Adjective
something that is *fixed* stays the same and cannot be changed

the job comes with a fixed salary | *rent is one of the company's fixed costs* | *a pension that offers a fixed income for life*

install /ɪnˈstɔːl/ Verb
to *install* something means to put it in place and make it work

we need someone to install our new kitchen | *we're planning to install a new computer system* | *we need to install some heating* | *they've installed security cameras in the car park*

Noun: *installation*

the installation of a new security system

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nation /ˈneɪʃ(ə)n/ Noun

a *nation* is a country

women play an important part in building the nation | *one of the world's poorest nations* | *an industrial nation* | *our nation is over a thousand years old*

Adjective: *national*

a national competition (involving all parts of a country) | *the national government*

negotiate /nɪˈgəʊʃieɪt/ Verb

to *negotiate* means to talk about something until you can agree with someone what you will both do or accept

Collocates: negotiate with someone

we are negotiating a big deal with a Chinese TV company | *we need to negotiate a price* | *employers are refusing to negotiate with the trade unions* | *the government is not willing to negotiate with terrorists*

Noun: *negotiation*

the employers are refusing to enter into negotiations with the workers

offer /ˈɒfə(r)/ Verb

if you *offer* someone something such as a job or an opportunity, you tell them that they can have it if they want it

they offered me the job | *he was offered a three-year contract with the company* | *my boss offered me the chance to work in the New York office for a year*

Noun: *offer*

thank you for your generous offer of help | *I applied for seven jobs and didn't get a single job offer*

organise /ˈɔː(r)gənaɪz/ Verb

if you *organise* something, you plan it and make all the arrangements for it to happen

I'm organising a big party for my parents' wedding anniversary | *we're organising the school camping trip to Cornwall* | *the conference was organised by the local university* | *she helped organise the tennis tournament*

Adjective: *organised* | Noun: *organiser* | Noun: *organisation*

there is organised entertainment in the evenings | *an organised boat trip to the islands* | *organisers had to apologise when the main speaker did not arrive* | *can I help with the organisation of the party?*

WORD FAMILIES

One way to improve your English is to learn the different forms of a new word.

She helped ***organise*** *the tennis tournament.* (verb)

An ***organised*** *boat trip to the islands.* (adjective)

Organisers *apologised when the speaker did not arrive.* (noun – person)

Can I help with the ***organisation*** *of the party?* (noun – activity)

The VB often gives information on other forms. Remember to notice and learn collocations of each form in the word family.

pension /ˈpenʃ(ə)n/ Noun

a *pension* is money that a government or company pays to someone regularly when they do not work any more because they are old

Collocates: a state pension | a private pension | draw a pension

I'll receive a small pension when I retire | *everyone gets the state pension (from the government)* | *he gets quite a generous pension from the bank* | *you can start to draw your pension when you're 65 (receive it)* | *I put 10% of my salary into a private pension*

positive /ˈpɒzətɪv/ Adjective

if you are *positive* about something, you believe you are in a good situation and that you will succeed, and you do not think about any bad possibilities

everyone who works here has a really positive attitude | *she was always smiling, positive, and hard-working* | *if you take a positive approach to your exams you'll be fine*

Adverb: *positively* || Opposite – Adjective: *negative*

I had to start thinking positively, otherwise I was going to fail | *you shouldn't be so negative about the job* | *her attitude was so negative it was obvious she'd fail the exams*

right /raɪt/ Noun

people's *rights* are all the things they should legally or morally be allowed to have or do

an organisation that's fighting for women's rights | *they want equal rights for women* | *campaigning for basic human rights* | *the police don't have the right to come into your house* | *everyone has the right to a fair trial*

role /rəʊl/ Noun

your *role* is the purpose or position that you have in a particular situation

Collocates: play a role | an important role

women played an important role in building the nation | *what's your role in the company?* | *money played a major role in my decision* | *the monthly parties have an important social role*

salary /ˈsæləri/ Noun

your *salary* is the money that you receive each month for doing your job

they pay us a fixed salary | *he gets a good salary* | *a salary of £60,000 a year* | *people on low salaries* | *they're asking for an increase in their basic salary*

strike /straɪk/ Noun

if there is a *strike*, people refuse to work because they want their employer to make changes, such as increase their pay or improve their conditions

Collocates: go on strike | come out on strike

we're thinking of going on strike if they don't agree to our demands | *a strike over pay and working conditions* | *a strike for better pay* | *200 workers have come out on strike* | *more people have now joined the strike*

Verb: *strike* | Noun: *striker*

teachers are threatening to strike over pay | *strikers met with employers to discuss the issues*

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survive /sə(r)ˈvaɪv/ Verb

if you *survive*, you manage to continue living, even in difficult conditions

I don't think men could survive on their own | *you can't survive for long in the desert* | *it's difficult to survive on so little money* | *you can't survive for long in these freezing temperatures* | *no one survived the crash (they all died)*

Noun: *survival* | Noun: *survivor*

his survival depends on finding enough money for the operation | *there were no survivors of last night's plane crash (all the passengers died)*

voluntary /ˈvɒlənt(ə)ri/ Adjective

if a job or activity is *voluntary*, you do it because you want to and you do not get paid for it

I spent a year doing voluntary work in China | *she does a lot of voluntary work at weekends*

Verb: *volunteer* | Noun: *volunteer*

Collocates: volunteer for something | volunteer to do something

I volunteered to help at the soup kitchen (providing food for people who have no home) | *she volunteered for extra training* | *volunteers will be expected to provide their own car*

without /wɪðˈaʊt/ Preposition

if you do *without* something, or live *without* it, you are able to continue even though you do not have it. If you can't do *without* it or can't live *without* it, it is absolutely necessary for you

I can't live without pay for another year! | *we'll just have to do without the car until it's fixed* | *I can't live, if living is without you*

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EXERCISES

PREPOSITIONS

A Complete the sentences with the correct preposition.

1 I'm doing some research ..... why people forget things.
2 Do you get on ..... your sister?
3 He had an interview ..... the job of sales manager.
4 She applied ..... a job at the BBC.
5 She advises students ..... healthy eating.
6 We negotiated a good price ..... the seller.

B Choose the correct preposition

1 Everyone has the right *to* / *of* a fair trial
2 I saw an advertisement *for* / *to* a great job.
3 What's your role *on* / *in* the company?
4 They installed security cameras *in* / *at* the car park.
5 She has a bad attitude *towards* / *for* her parents.
6 What's the first item *on* / *in* the list.

WORD FAMILIES

C Complete the expressions with the correct form of the word in bold.

1 stiff **competition**	A highly ..... industry.
2 play tennis for **relaxation**	A ..... weekend by the sea.
3 give a **presentation**	She's a very good .....
4 a job **interview**	..... should always arrive on time.
5 **apply** for a job	Send in your ..... by email.
6 **sign** a letter	Her ..... was on the letter.

WORD-BUILDING

D Complete the sentences with adjectives formed from the nouns.

politician	scientist	balance	nation
organisation	energy		

1 We need more ..... research into this topic.
2 There is ..... entertainment in the evenings.
3 He's over 70 but still active and .....
4 He took part in a ..... competition.
5 The country's ..... system needs to change.
6 You should try to eat a ..... diet.

COLLOCATIONS

E Complete the sentences with the correct form of the verbs in the box. Look up the nouns in bold if you need help.

draw	sign	keep	play	make	come out

1 Money ..... a major **role** in my decision.
2 You can start to ..... your **pension** when you're 65.
3 Two hundred workers will ..... on **strike**.
4 I am going to ..... the **contract** tomorrow.
5 Did you ..... a **diary** during your year in France?
6 You need to call the doctor to ..... an **appointment**.

F Match the two halves of the sentences.

1 He's an engineer	a) for *The Times* newspaper.
2 She's a journalist	b) with an international airline.
3 She's a lawyer	c) in a local primary school.
4 He's a nurse	d) at the Ford car factory.
5 He's a teacher	e) at the local hospital.
6 She's a pilot	f) in a city law firm.

PHRASAL VERBS

G Choose the correct word to complete the phrasal verb.

1 I never got *on* / *up* with my boss.
2 I had to stay *out* / *up* till Andy came home because he didn't have a key.
3 I sorted *up* / *out* the papers on my desk.

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