

# 5 WORKING LIFE

## PAGES 42–43

### accountant /ə'kaʊntənt/ Noun

an *accountant* is someone whose job is to organise the financial records for a company or for a person

*he's an accountant for a big law firm | I need to talk to my accountant | my accountant sorts out all my finances | a qualified accountant*

Noun: *accounts* | Noun: *accountancy*

*she helped me do my accounts | I work in the accounts department | he wants to study accountancy*

### labourer /'leɪbə(r)/ Noun

a *labourer* is someone whose job involves using physical strength

Collocates: a farm labourer | an unskilled labourer  
*unskilled labourers were paid very low wages | she was the daughter of a farm labourer from Sussex | over 2,000 labourers were involved in building the canal*

### plumber /'plʌmə(r)/ Noun

a *plumber* is someone whose job is to repair and connect water pipes, sinks, baths, toilets etc

*a good plumber can earn a lot of money | we had to call out a plumber when the tap wouldn't turn off | our plumber fixed the leak in the water pipe*

Noun: *plumbing*

*check the plumbing for leaks and loose pipes*

### repetitive /rɪ'petətɪv/ Adjective

something that is *repetitive* happens again and again, often in a very boring way

*working in the factory involved doing a series of repetitive tasks | his poetry is very repetitive | the repetitive nature of his job*

Verb: *repeat*

*my music practice involves repeating the same exercise several times*

### surgeon /'sɜ:(r)dʒ(ə)n/ Noun

a *surgeon* is a doctor who cuts people's bodies open in order to repair them or replace parts of them

*it takes years of training to become a surgeon | the surgeon removed a lump from my knee | a top heart surgeon (a surgeon who specialises in operating on people's hearts)*

### trader /'treɪdə(r)/ Noun

*trade* is the business of buying and selling or exchanging things. A *trader* is someone who buys and sells or exchanges goods

*her great-grandfather was a fur trader in Canada | they earned a living as shopkeepers and traders | traders who travelled to and from Japan*

Noun: *trade* | Verb: *trade* | Noun: *trading*

*the company does a lot of trade with China | they want to increase trade with Europe | they sell or trade the fur*

*for rice and corn | they trade with companies all over the world | it was a major trading centre for wool*

### truck /trʌk/ Noun

a *truck* is a very large road vehicle that is used for transporting goods. In British English, the word *lorry* is often used instead of *truck*

Collocates: a truck driver

*the truck was carrying a load of bricks | he drove a truck for a living | it took half an hour to unload the truck | heavy trucks had damaged the road*

## PAGES 44–45

### accounts /ə'kaʊnts/ Noun plural

*accounts* are the financial records of a person or organisation

*I'm in the accounts department | she helped me with my accounts | his accounts were out of date | the tax inspector asked me for five years of accounts*

### admin /'ædmɪn/ Noun uncount

*admin* is all the tasks involved in organising the management of an organisation. The word *admin* is short for administration

*the job mostly involves admin and paperwork | an admin assistant | he spent the morning doing boring admin tasks*

### bonus /'bəʊnəs/ Noun

a *bonus* is extra money you get from your employer because you have worked hard or done well

Collocates: an annual bonus

*he gets a big bonus every year on top of his salary | all the staff get an end-of-year bonus | I'll get a bonus if I meet all my sales targets | a Christmas bonus | he gets a good salary plus a generous annual bonus*

### competitive /kəm'petətɪv/ Adjective

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

*advertising is a highly competitive industry | a very competitive market | the mobile phone business is very competitive*

Verb: *compete* | Noun: *competition*

*small companies find it hard to compete in the market | there's a lot of competition for jobs | the company faces competition from abroad*

### conditions /kən'dɪʃ(ə)nz/ Noun plural

someone's living or working *conditions* are all the things that affect the way they are able to live or work

*working conditions in the factory were unacceptable | they work in terrible conditions | conditions in coal mines have improved a lot | they have to put up with poor living conditions | with heavy snow expected, driving conditions will be poor*

**deadline** /'ded.laɪn/ Noun

a *deadline* is the time or date by which you have to finish a particular piece of work

Collocates: meet a deadline | miss a deadline | a tight deadline

*I have a deadline to meet by Friday | when's the deadline for this project? | they're working to a very tight deadline (with very little time) | I don't want to miss the deadline | he asked if they would extend the deadline (give him more time) | the deadline passed, and the job still wasn't finished*

**delivery** /dɪ'lɪv(ə)ri/ Noun

*delivery* is the act of taking things such as goods or letters to a place

*my job was to prepare all the orders for delivery | we make daily deliveries | send it by express delivery (very quick) | order by 3 pm for next day delivery | a supermarket delivery van*

Verb: *deliver*

*we can deliver direct to your door | the postman delivered three letters and a parcel*

**demanding** /dɪ'mɑːndɪŋ/ Adjective

a situation or person that is *demanding* is difficult to deal with because they need a lot of your time or energy

*it's a physically demanding job | my boss is very demanding | a very demanding child | the aerobics class was just too demanding for me*

Verb: *demand* | Noun: *demand*

*the lessons will demand all your attention | the demands of motherhood left her exhausted*

**dull** /dʌl/ Adjective

something that is *dull* is not very interesting

*the job's a bit dull but the pay is good | I started studying law, but it was so dull | Mr Hewitt's lessons were always incredibly dull | the meeting was rather dull*

**field** /fiːld/ Noun

a *field* is a particular kind of activity

*lots of people want to get into that field | maths is a very broad field of study | Jeff wanted to enter the engineering field*

**fortune** /'fɔː(r)tʃən/ Noun

a *fortune* is a large amount of money

*she must be earning a fortune | it's a lovely ring, but it costs a fortune | their house is worth a fortune | he made a fortune on the stock exchange | he lost a fortune in the recession | she spends a fortune on clothes*

**in charge** /ɪn 'tʃɑː(r)dʒ/ Phrase

if you are *in charge*, you control something or are responsible for it

Collocates: be in charge of something | be put in charge  
*I'm in charge of 30 staff | she's in charge of the whole department | he was put in charge of the Amsterdam office | who's in charge here?*

**insecure** /ɪnˌsɪk'ʃʊə(r)/ Adjective

if the situation you are in is *insecure*, it is not safe or protected and might change to a worse situation

*having a short contract makes you feel very insecure | his job is very insecure (he could lose it) | the workers face an insecure future*

Noun: *insecurity* || Opposites – Adjective: *secure* |

Noun: *security*

*financial insecurity | growing economic insecurity | he found a secure job in the local factory | nobody has job security any more*

**WORD BUILDING - NEGATIVES**

You can add **in-** to some adjectives to mean 'not' – as in **insecure**:

**inaccurate**: *inaccurate information | their estimate was wildly inaccurate*

**incomplete**: *the building is still incomplete | we still have an incomplete understanding of the disease*

**inconvenient**: *I'm afraid that's a very inconvenient time*

**incorrect**: *that's an incorrect answer | some of the facts were incorrect*

**indecisive**: *she can be very indecisive at times*

**inexperienced**: *they're still quite an inexperienced team | an inexperienced teacher*

**inflexible**: *his manager is very inflexible | have a very inflexible attitude*

**inoffensive**: *an inoffensive comment | an inoffensive joke*

**insensitive**: *he made some really insensitive comments | a very insensitive man*

**invalid**: *your password is invalid | I'm afraid your ticket is invalid*

However, just because an adjective starts with **in-**, it doesn't always mean you can remove the **in-** to make the opposite. For example, the opposite of **intelligent** is **unintelligent, stupid, or thick!**

**opposite** /'ɒpəzɪt/ Noun

the *opposite* of a word is a different word whose meaning is as different as possible. For example, the *opposite* of "up" is "down", and the *opposite* of "happy" is "sad"

*what's the opposite of "old"? | he said his parents were very rich, but I think he meant the opposite*

**order** /'ɔː(r)də(r)/ Noun

an *order* is a request to make, supply, or deliver something

Collocates: place an order | complete an order

*I do all the orders and get them ready to send out | we need to complete this order by Saturday (get it ready to deliver to someone) | they were late with my order (it was delivered later than it was meant to be) | their job is to pack all the orders | you can place your order by phone*

Verb: *order*

*I'd like to order a taxi to the station | we don't have any in the shop, but we can order one for you*

**recruit** /rɪ'kruːt/ Verb

when a company *recruits* employees, it finds people to come and work for it

Collocates: recruit someone into something

Vodafone were recruiting people, so I applied for a job | my job was to recruit new programmers | he was recruited into the army | we need to recruit more skilled people

Noun: *recruitment*

a recruitment agency (which helps to recruit people for jobs) | the industry is facing a recruitment crisis | we use an agency to help with staff recruitment | a recruitment drive (a special effort to recruit more people)

**recruitment** /rɪ'kru:tmənt/ Noun uncount

recruitment is the business and activity of finding people to come and start working for an organisation or company

I'm the manager responsible for recruitment | a recruitment agency (which helps to recruit people for jobs) | we use an agency to help with staff recruitment | a recruitment drive (a special effort to recruit more people) | the industry is facing a recruitment crisis

**respected** /rɪ'spektɪd/ Adjective

if someone or something is respected, people like and admire them

Collocates: highly/widely respected | well-respected  
a well-respected law firm | a well-known and highly respected businessman | the report was written by a respected scientist from the university

Verb: *respect* | Noun: *respect*

everyone at the school respected Miss Simmons | if you behave badly, you'll lose everyone's respect

**responsibility** /rɪ'spɒnsə'bɪləti/ Noun

your responsibilities are the things you have to deal with, especially when they are officially part of your job

it's an easy job with no real responsibility | the directors have a lot of responsibility | she doesn't have much responsibility | a position of responsibility (a job with a lot of responsibility)

Adjective: *responsible*

Collocates: be responsible for something

he is responsible for packing all the orders | you will be financially responsible for any damage

**rewarding** /rɪ'wɔ:(r)dɪŋ/ Adjective

if something is rewarding, you get pleasure, money, or satisfaction by doing it

Collocates: hugely/richly rewarding | a rewarding hobby/pastime | a rewarding experience | a rewarding job/career

it's a very rewarding job | it's financially rewarding | emotionally rewarding | a richly rewarding experience

Verb: *reward* | Noun: *reward*

Collocates: enjoy/obtain/get a reward (for/from something)

he got the rewards for all his hard work | she was rewarded with promotion to sergeant

**self-employed** /,self ɪm'plɔɪd/ Adjective

if you are self-employed, you work for yourself and not as an employee of a company

being self-employed can be quite insecure | I'd rather be self-employed than work for a boss | he is a self-

employed electrician | my sister is self-employed and works 40 hours a week

Noun: *self-employment*

after three years of self-employment I went back to working for a company

**temporary** /'temp(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

Adverb: *temporarily* || Opposites –

Adjective: *permanent* | Adverb: *permanently*

several roads were temporarily closed during the storms | I'm temporarily living with my sister until my new flat is ready | he's looking for a permanent job | a mixture of permanent and temporary staff | after 3 months, they offered her a permanent contract | his knee was permanently damaged in the accident

**vague** /veɪɡ/ Adjective

something that is vague is not clear or definite

Collocates: a vague idea/memory | a vague impression | a vague feeling

he made some vague promises | his description of the robber was rather vague | it was nearly dark and she could see only a vague outline of the cathedral | I got the vague impression he was Japanese | she had only a vague memory of that first year in Manchester | I had a vague feeling that we were in danger

Adverb: *vaguely*

I can only vaguely remember my first day at school | the man looked vaguely familiar

**varied** /'veəriəd/ Adjective

if something is varied, it changes a lot or it consists of lots of different kinds of things

it's a very varied job | the work is interesting and very varied | a very varied group of people | a varied range of products

Verb: *vary* | Noun: *variety*

prices vary quite a lot | they offer a wide variety of courses

## PAGES 46–47

**code** /kəʊd/ Noun

a code is a set of rules that say what you are allowed to do

is there a dress code for the party? (rules about what sort of clothes you are allowed to wear) | a penal code (the system of criminal laws in a country) | I had to sign the company's code of conduct

**corruption** /kə'rʌpʃ(ə)n/ Noun uncount

corruption is dishonest and illegal behaviour by people who are in a position of power or authority

Collocates: widespread corruption | political/financial corruption

they're trying to reduce corruption | there were allegations of bribery and corruption | financial corruption was a major problem in the 1980s | the article exposed widespread corruption in the government | the

new prime minister was determined to tackle government corruption | the real problem is endemic corruption (corruption that exists everywhere)

Adjective: *corrupt*

*there are at least a dozen corrupt officials in the department | he accused the committee of being totally corrupt*

**crisis** /'kraɪsɪs/ Noun

a crisis is a sudden and very serious problem that needs to be dealt with straight away

Collocates: an economic/financial crisis | a political crisis | a major/serious/deep crisis | resolve a crisis

*there's a crisis at the office | the global economic crisis | we need to resolve the crisis quickly | the party faced a major crisis after the election | the economic crisis worsened*

**discrimination** /dɪˌskrɪmɪˈneɪʃ(ə)n/ Noun uncount

discrimination is deliberately unfair treatment of a person or group of people

Collocates: discrimination against someone | racial/gender/sex discrimination

*discrimination still happens, even though it's against the law | he was a victim of racial discrimination (being unfairly treated because of the colour of his skin) | a law banning discrimination against the disabled | the company was accused of sex discrimination when they failed to promote Ms Harrison*

Verb: *discriminate* | Adjective: *discriminatory*

Collocates: discriminate against someone  
*critics say the new laws discriminate against women | he claimed the tax system discriminated against small businesses | nobody here is being discriminated against because of their race | discriminatory policies that gave benefits to the white residents | discriminatory laws made it difficult for immigrants to own land*

**employment** /ɪmˈplɔɪmənt/ Noun uncount

employment is the state of having a job or of employing someone

*the government introduced new employment laws | employment fell by 2% over the year (2% fewer people had a job) | there are limited employment opportunities for people who have been in prison | an employment tribunal (a court where people go to make formal complaints about their employers)*

Verb: *employ* | Noun: *employer* | Noun: *employee*

*the company employs over 2,000 workers | some employers offer free lunches to their workforce | employees who perform poorly can be dismissed*

**enforce** /ɪnˈfɔː(r)s/ Verb

to enforce a rule or law means to use your authority to make sure that it is obeyed

Collocates: enforce a law/rule | enforce a ban

*the government doesn't do enough to enforce the law | the parking ban is strictly enforced at weekends | the regulations are enforced by regular inspections | the speed limit is rigidly enforced in residential areas*

Noun: *enforcement*

*law enforcement is a priority here | without enforcement, the regulations are useless*

**environmental** /ɪnˌvaɪrən'ment(ə)/ Adjective

*environmental* means relating to the protection of the air, land, and natural water on the earth

*the company was found guilty of breaking environmental laws | there are serious environmental issues that need to be dealt with | environmental pollution is a major problem in our cities | the continued use of fossil fuels raises serious environmental concerns*

Noun: *environment*

*stronger laws are needed to protect the environment | trees are an essential part of our natural environment*

**exception** /ɪk'sepʃ(ə)n/ Noun

an exception is a person or thing that is different from others. If you *make an exception*, you deliberately do something that is different from what is meant to happen

Collocates: make an exception | without exception | with the exception of someone or something

*they made an exception in his case | usually it's cold in December, but this year was an exception | there are some exceptions to this rule | we're all going out – with the exception of Tim (he is not going) | we don't usually allow days off, but I'll make an exception in your case | he goes for a bike ride every day, without exception*

Adjective: *exceptional* | Adverb: *exceptionally*

*it's an exceptional school (different from others because it is extremely good) | in exceptional cases, we accept students under the age of 15 (they usually have to be over 15) | an exceptionally gifted child (one who is much more clever than most other children)*

**expose** /ɪk'spəʊz/ Verb

to expose someone to something means to make it possible that something harmful or dangerous will happen to them

*they had been exposed to dangerous chemicals | you mustn't expose them to danger | a lot of children are still exposed to cigarette smoke*

Noun: *exposure*

*prolonged exposure to sunlight can cause skin cancer | you should avoid continuous exposure to loud sounds*

**fine** /faɪn/ Verb

if a person or organisation is *fined*, they have to pay money as a punishment for something wrong that they have done

*the company was fined because it had broken health and safety rules | the magistrate fined him for driving without a licence | the restaurant was heavily fined for having rats in the kitchen*

Noun: *fine*

Collocates: impose a fine | pay a fine

*she was ordered to pay a fine of £250 | punishment will be a fine not exceeding £2,000 (not more than £2,000) | the court can impose a fine of up to £300*

**fire** /'faɪə(r)/ Verb

if your employer *fires* you, they officially tell you that you no longer have a job



Collocates: fire someone for (doing) something  
*it is now easier for companies to hire and fire people | she was fired for stealing from the office | he was fired and replaced by someone on half the salary | after ten years with the company he was fired when he missed a sales target*

**gift** /gift/ Noun

a gift is a present that you give to someone  
*there are strict rules about accepting gifts from clients | he offered me a generous gift of £100 | the two presidents exchanged gifts before the meeting began | the car was a birthday gift from his parents | as a police officer, he could not accept the gift*

**health and safety** /ˌhelθ ən 'seɪfti/ Phrase

health and safety is the set of rules that have to be obeyed by employers to make sure that employees and customers are safe in offices, shops, factories etc  
 Collocates: health and safety rules/regulations  
*the company had broken health and safety rules | health and safety regulations | we have to keep the door shut because of health and safety | an investigation is being carried out by health and safety officials | a health and safety inspection*

**in advance** /ˌɪn əd'vɑːns/ Phrase

if you do something in advance, you do it before a particular date, or before it is needed  
*you're supposed to make the arrangement a month in advance | I had to pay a month's rent in advance | boat trips must be booked in advance | I bought my plane ticket three months in advance to get a cheap fare*

**infect** /ɪn'fekt/ Verb

if a virus infects someone, it makes them ill. If a virus infects a computer, it destroys or damages the information on the computer  
*the virus got in by email and infected the whole network | the email had an attachment which infected my PC | how can I prevent a virus from infecting my computer? | if you click on that link, you'll end up on a site that will infect your PC | she became infected after drinking dirty water*  
 Noun: infection  
*a powerful infection that spread across the whole network | an ear infection*

**interrupt** /ˌɪntə'rʌpt/ Verb

if you interrupt someone, you get their attention while they are busy doing something else or speaking to someone else  
*I'm sorry to interrupt, but can I have a quick word? | don't interrupt me while I'm working | he repeatedly interrupted me while I was trying to finish my essay*  
 Noun: interruption  
*there were a few brief interruptions during the speech*

**notice** /'nəʊtɪs/ Noun uncount

if you give someone notice about something, you tell them about it some time before it happens  
 Collocates: short notice | hand in your notice | give notice  
*I'm sorry for the short notice, but we need it today | you*

*have to give a month's notice if you want to leave | I handed in my notice at work (said I was going to leave)*

**off** /ɒf/ Adverb

if you are off, or if you take time off, you are not at work because you are ill or having a holiday  
*I need to take the day off on Friday | I can't come to the meeting because I'm off tomorrow | after three weeks off I nearly forgot where the office was! | she's off sick today*  
 Preposition: off  
*he was off work for a week with flu*

**property** /'prɒpə(r)ti/ Noun

property is land and buildings  
*you mustn't smoke on any part of the company property | the property was valued at £1.5 million | he owns a property in the south of France | the sign said "private property - keep out"*

**requirement** /rɪ'kwaɪə(r)mənt/ Noun

a requirement is something that must happen or be done because of a law or rule  
 Collocates: meet/satisfy a requirement | a legal requirement | a strict requirement  
*it's a legal requirement to pay at least the minimum wage | these are technical products that have to meet strict quality requirements | the basic requirement for this job is a good Internet connection at home*  
 Verb: require  
*the law requires you to register as self-employed*

**risk** /rɪsk/ Noun

risk is the possibility that an action might cause harm if it does not work out properly. If you put someone at risk, you put them in a situation where there is a possibility that something bad might happen to them  
 Collocates: put someone at risk | take a risk  
*they had put their employees at risk | young drivers often take risks | I thought about jumping across but it wasn't worth the risk | you can reduce the risk of injury by wearing a helmet*  
 Verb: risk | Adjective: risky  
*she risked her life several times during the war | if you go too close, you risk catching the disease | it's risky to invest all your money in one company | oil exploration is a risky business*

**sensible** /'sensəb(ə)l/ Adjective

if something is sensible, it seems good because there are good reasons for it and people agree that it is right  
*do you think the rules are sensible and fair? | he gave me some sensible advice | she made two or three very sensible suggestions | calling him stupid wasn't a very sensible thing to do*  
 Adverb: sensibly  
*we need to discuss the problem sensibly*

**system** /'sɪstəm/ Noun

a system is all the related parts of a process or machine such as a computer network  
*the computer virus infected the whole system | a fire alarm system | the heating system has broken down |*

*the central nervous system (the network of nerves in a person's body that connect to the brain) | the current system has been in place for the last five years*

**virus** /ˈvaɪrəs/ Noun

a *virus* is a small living thing that can cause disease in humans or animals. If a computer gets a *virus*, it has software on it that deliberately tries to harm it  
*his laptop got a virus | the email contained a virus | a virus that infected computers across Europe | colds are caused by viruses | he picked up a nasty virus*

Adjective: *viral*

*a viral video (a video on the Internet that is suddenly very popular and is watched by a large number of people) | a viral infection*

**warning** /ˈwɔː(r)niŋ/ Noun

a *warning* is a statement telling someone about something bad that might happen to them. If an employee is given a *warning*, he or she is told that they must improve their work or they will face a punishment

Collocates: a written warning | a final warning | issue (someone) a warning | without warning

*he's been given a written warning | his manager issued a final warning | I don't want to have to give you an official warning | don't ignore the warning | the bomb went off without warning | it was a warning that something was wrong*

Verb: *warn*

Collocates: warn someone not to do something | warn against (doing) something

*I warned you not to do that | he warned against military action*

## PAGES 48–49

**abuse** /əˈbjuːs/ Noun uncount

*abuse* is deliberately rude and insulting language

Collocates: shout/scream/hurl abuse (at someone)

*we get quite a lot of abuse from customers | they shouted abuse at him as they ran off | he started hurling abuse at the referee (shouting lots of rude things) | you should try not to react to verbal abuse | he was subjected to a torrent of abuse*

**bend** /bend/ Verb

if you *bend* something, you make it folded and not straight

*Philip bent over the boy, looking down at him | a strong metal that won't bend easily | the job involves bending over a lot and lifting heavy objects | she bent down and picked up the letter | bend your arm*

Noun: *bend* | Adjective: *bent*

*there's a sharp bend in the road | the wheel got bent out of shape*

**benefit** /ˈbenɪt/ Verb

if something *benefits* you, it gives you something good or gives you an advantage

*as you're helping science, it benefits everyone | will anyone benefit financially from the project? | patients are benefiting from the new treatment | farmers benefited from the new subsidy*

Noun: *benefit*

*one of the benefits of the climate here is that heating bills are low*

**boredom** /ˈbɔː(r)dəm/ Noun uncount

*boredom* is the state of being bored, when you are not at all interested in what is happening or what you are doing

Collocates: sheer boredom | relieve the boredom

*I thought I'd die of boredom | the film was two hours of sheer boredom | the scenery was flat, with not even any trees to relieve the boredom | put toys in your rabbit's cage to prevent boredom*

Verb: *bore* | Adjective: *boring* | Adjective: *bored*

*am I boring you? | such a boring meeting | I was bored stiff (extremely bored) | if you're bored indoors, why don't you go outside and play?*

**grateful** /ˈɡreɪt(ə)l/ Adjective

if you are *grateful* to someone, you are glad that they have helped you or given you something

Collocates: be/feel grateful to someone | be/feel grateful for something

*the families are very grateful for the job I've done | I'm grateful for all your help | I'd be very grateful if you could phone me*

Adverb: *gratefully* | Noun: *gratitude*

Collocates: express gratitude

*all suggestions will be gratefully received | I can't express my gratitude enough | my sincere gratitude to you and all the nurses*

**handle** /ˈhænd(ə)l/ Verb

if you *handle* something, you touch it or move it with your hands

*you shouldn't handle rotting meat without gloves on | nurses often have to handle dirty nappies | Fragile – handle with care! | be careful when handling hot saucepans*

**motivation** /ˌməʊtɪˈveɪʃ(ə)n/ Noun uncount

your *motivation* is the reason why you do something

Collocates: a lack of motivation | lose motivation | provide motivation

*he has no motivation to study | some students fail because of a lack of motivation | I lost all my motivation to go running during the winter | I will provide the motivation you need during your training*

Verb: *motivate* | Noun: *motive* | Adjective: *motivated* | Adjective: *motivating*

Collocates: motivate someone to do something

*their teacher really knows how to motivate them | his success motivated the rest of the students to do better | the motive behind the attack is unclear | a lot of people questioned his motives | children are highly motivated learners of language | greed was a motivating factor in his decision*

**nasty** /ˈnɑːsti/ Adjective

if something is *nasty*, it is bad and unpleasant

*technology could solve some nasty problems | I've got a nasty cough | I've developed this nasty rash on my hand | I hit my head and got a nasty cut | the weather was especially nasty at the weekend*

**predict** /prɪ'dɪkt/ Verb

if you *predict* what will happen, you say what you think will happen in the future

*people have been predicting that technology will give us more free time | experts predict that the situation is going to get worse | can we accurately predict the rate of climate change? | the forecast predicted strong winds and heavy rain*

Noun: *prediction* | Adjective: *predictable*

*it's difficult to make long-term predictions about the economy | his prediction of the election result was surprisingly accurate | that prediction proved to be false | the ending of the film was very predictable (you could predict what would happen)*

**preserve** /prɪ'zɜ:(r)v/ Verb

if you *preserve* something, you keep it fresh, or stop it from rotting or being destroyed

*chemicals that are used to preserve dead bodies | the need to preserve historic buildings | different ways of preserving fruit | a perfectly preserved Roman road*

Noun: *preservation*

*preservation of the environment | food preservation*

**relatively** /'relətɪvli/ Adverb

you use *relatively* when you are making comparisons. For example, if something is *relatively* good, it is good when compared to similar things. If someone is *relatively* tall, they are tall compared to other people

*it's a relatively quick way of earning money | it's relatively easy to find | their furniture is relatively cheap | he did relatively well in the exam*

Adjective: *relative*

*a period of relative peacefulness*

**rotting** /'rɒtɪŋ/ Adjective

when plants or dead animals *rot*, they become softer, start to smell, and eventually become destroyed in a natural process. *Rotting* substances are going through this process

*the smell of rotting meat | rotting vegetables in the kitchen will attract flies | the water was full of rubbish and rotting fish*

Verb: *rot* | Adjective: *rotten*

*the meat was so old it had started to rot | the wood will rot quickly unless you dry it out properly | the smell of rotten eggs | I had to throw out the rotten tomatoes*

**side effect** /'saɪd ɪ'fekt/ Noun

*side effects* are unpleasant and unplanned effects of a medicine

Collocates: serious side effects

*all drugs have side effects | one serious side effect is a loss of vision | not everyone will suffer all the side effects | these drugs can have serious side effects | these side effects are difficult to control*

**slam** /slæm/ Verb

if you *slam* something, you hit it hard against a hard surface

Collocates: slam something down (on something)

*he slammed down the phone | he slammed the door in my face | the bus slammed into the back of a car | he slammed his fist down on the table*

**stare** /steə(r)/ Verb

if you *stare* at something, you look at it for a long time

Collocates: stare at someone or something

*they have to stare at a computer all day | it's rude to stare at people | she was staring into space | I couldn't stop staring at her | he stared intently at the floor*

## EXERCISES

## PREPOSITIONS

## A Complete the sentences with the correct preposition.

- 1 She's in charge ..... the whole department.
- 2 There is always an exception ..... the rule.
- 3 There is a law banning discrimination ..... the disabled.
- 4 The deadline ..... the work is Friday.
- 5 He was fined ..... driving without a licence.
- 6 The company fired him ..... stealing.

## B Choose the correct preposition.

- 1 She works *in / on* a warehouse.
- 2 Can you do this *in / at* short notice?
- 3 The miners work *for / in* terrible conditions.
- 4 Farm workers are often exposed *to / at* dangerous chemicals.
- 5 We're very grateful *for / to* all you've done.
- 6 The car was a gift *of / from* his parents.
- 7 There is widespread corruption *in / at* the government.
- 8 Why are you staring *at / to* me?

## WORD FAMILIES

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

- 1 a **repetitive** exercise ..... the question
- 2 the **plumber** came ..... he fixed the .....
- 3 a qualified **accountant** ..... study .....
- 4 **risk** your life ..... a ..... job
- 5 it's your **responsibility** ..... who is .....?
- 6 a **competitive** industry ..... face ..... from abroad
- 7 **varied** work ..... a ..... of different courses
- 8 a **rewarding** job ..... be ..... for your hard work

## D Complete the sentences with the correct nouns from the words in brackets.

- 1 They face a period of financial ..... (insecure)
- 2 There's a lot of ..... for jobs at the moment. (competitive)
- 3 Prolonged ..... to sunlight can cause skin cancer. (expose)
- 4 He got the job through a ..... agency. (recruit)
- 5 She received a ..... of £1000 for finding the money. (rewarding)
- 6 She's got a painful ear ..... (infect)

## E Write the jobs from these words.

- |               |          |
|---------------|----------|
| 1 accountancy | an ..... |
| 2 labour      | a .....  |
| 3 plumbing    | a .....  |
| 4 trade       | a .....  |

## COLLOCATIONS

## F Complete the sentences with the correct form of the verbs from the box. Look up the verbs if you need help.

slam enforce expose handle predict preserve

- 1 ..... heavy rain
- 2 ..... someone to danger
- 3 ..... with care
- 4 ..... historic buildings
- 5 ..... the door
- 6 ..... the rules

## G Match the nouns to the verbs. Look up the nouns (a-d) if you need help.

- |         |                            |
|---------|----------------------------|
| 1 make  | a) an order with a company |
| 2 meet  | b) an exception            |
| 3 give  | c) a deadline              |
| 4 place | d) notice                  |

## H Choose the correct verb to go with each noun. Look up the nouns if you need help.

- 1 *get / do* a bonus
- 2 *resolve / mend* a crisis
- 3 *do / issue* a warning
- 4 *release / relieve* the boredom
- 5 *do / give* notice to quit your job
- 6 *hurl / throw* abuse at someone

## I Which TWO adjectives do not collocate with crisis?

financial	deep	economic	rewarding
major	serious	political	rotting

## PATTERNS

## J Put the verbs in brackets into the correct form (to + infinitive or -ing)

- 1 He's willing ..... 50 hours a week. (work)
- 2 Who is responsible for ..... the office? (clean)
- 3 He warned her not ..... the door. (open)
- 4 I don't want to risk ..... my job. (lose)