

1 JOBS

STUDENT'S BOOK PAGES 8–9

actor /'æktə(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

Verb: *act* | Noun: *acting*

• *actor*

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 | the palace was built in 1772

Noun: *building* | Noun: *builder*

it's the ugliest building in the city

• *construir*

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

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

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

Collocates: stiff competition

they face stiff (strong) competition from two new Chinese firms

• *competitiu*

construction /kən'strʌkʃ(ə)n/ Noun uncount

construction is the work of building something

the construction of the new school is due to start next month | the airport is still under construction (being built)

Verb: *construct*

• *construcció*

customer /'kʌstəmə(r)/ Noun

customers are the people who go into a shop to buy things

we try to give our customers what they want | she was a regular customer at her local butcher's

• *client*

engineer /,endʒɪ'nɪə(r)/ Noun

an *engineer* is someone whose job is making or mending machines, buildings, roads, etc.

an electrical engineer | he's an engineer at the Ford car factory

Noun: *engineering*

• *enginyer*

get on /,get 'ɒn/ 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

• *portar-se bé*

hours /'aʊə(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

• *hores*

join /dʒɔɪn/ Verb

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

she's applied to join the tennis club | Estonia joined NATO in 2004

• *incorporar-se*

journalist /'dʒɜː(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 | she's a journalist who reports for the Times newspaper

Noun: *journalism*

• *periodista*

law firm /'lɔː fɜː(r)m/ Noun

a *law firm* is a company which employs lawyers and provides advice and help about the law

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

• *assessoria legal*

lawyer /'lɔːjə(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

• *advocat*

manager /'mænɪdʒə(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

Verb: *manage*

• *director*

marketing /'mɑː(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 | we need to do some more marketing

• *màrqueting*

nurse /nɜː(r)s/ Noun

a *nurse* is someone whose job is to look after people who are ill, especially in a hospital

he's a nurse at the local hospital | the nurse put a bandage round his leg

Noun: *nursing*

• *infermera*

pilot /'paɪlət/ Noun

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

an airline pilot | he was the first pilot to fly Concorde

• *pilot*

politician /,pɒlə'tɪʃ(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

Noun: *politics* | Adjective: *political*

• *polític*

primary school /'praɪməri 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

• *escola primària*

product /'prɒdʌkt/ Noun

a *product* is something that is made and sold

we're working on a new product | all their products are good quality

Verb: *produce* | Noun: *production*

• *producte*

project /'prɒdʒekt/ 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

• *projecte*

research /rɪ'sɜː(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

Verb: *research* | Noun: *researcher*

• *investigació*

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

• *portar / dirigir*

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 | sales increased by 10% over the last year

• *vendes*

scientist /'saɪəntɪst/ 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"

Noun: *science* | Adjective: *scientific*

• *científic*

soldier /'səʊldʒə(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 | a soldier in uniform

• *soldat*

studio /'stju:diəʊ/ Noun

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

I run my own studio | the photograph was taken in a studio

- **estudi**

temporary /'temp(ə)rəri/ Adjective

if something is *temporary*, it only lasts for a limited period of time

a temporary job | living in temporary accommodation | a temporary address

- **temporal**

training /'treɪnɪŋ/ 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

- **formació**

work experience /wɜ:(r)k ɪk'spiəriəns/ 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

- **experiència laboral**

STUDENT'S BOOK PAGES 10–11

agree /ə'gri:/ 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

Noun: *agreement*

- **posar-se d'acord**

apply /ə'plai/ 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 | I applied for a grant to study physics at Oxford

Noun: *application*

Collocates: a job application | an application form

- **sol·licitar / inscriure's**

appointment /ə'pɔɪntmənt/ 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 | I called the doctor to make an appointment

- **cita**

arrange /ə'reɪndʒ/ 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?

- **concertar**

attend /ə'tend/ 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 | the ceremony was attended by nearly 200 people

- **assistir**

balance /'bæləns/ 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? | I'm trying to strike a balance between explaining what I feel and listening to others

Verb: *balance* | Adjective: *balanced*

- **equilibri**

basic /'beɪsɪk/ 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

- **bàsic**

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 had to go to the bank during my lunch break

- **pausa**

busy /'bɪzi/ 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 | the restaurant gets very busy on Friday evenings

- ocupat

contract /'kɒntrækt/ 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?

- contracte

delay /dɪ'leɪ/ 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 | a storm delayed our departure from Southampton

Noun: *delay*

Collocates: without delay

because of the accident, there were long traffic delays

- retardar

diary /'daɪəri/ 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)

- agenda

efficient /ɪ'fɪ(ə)nt/ Adjective

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

the staff are friendly and efficient | the new machines are more efficient (they use less energy)

Adverb: *efficiently* | Noun: *efficiency*

it may also improve the efficiency of the system

- eficient

efficiently /ɪ'fɪ(ə)ntli/ Adverb

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

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*

a very efficient way of managing your time

- de manera eficient

employ /ɪm'plɔɪ/ Verb

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

we employ 30 staff at our Birmingham office | he was employed as a cleaner

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

my employer gives us four weeks holiday a year

- contractar

end /end/ Verb

if something *ends*, it stops

my contract ends on Friday | how does the film end? (what finally happens?)

Noun: *end* | Noun: *ending*

I have to hand in my project by the end of the week

- acabar

event /ɪ'vent/ 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

- esdeveniment

hardly /'hɑ:(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

- gairebé mai

interview /'ɪntə(r)vju:/ 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 | they've invited me for interview next week

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

Collocates: interview someone for something

- entrevista

launch /'lɔ:ntʃ/ 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've launched a new range of laptop computers

Noun: *launch*

60 journalists turned up for the book launch

- llançar

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?

- **llista**

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 | there are two main reasons for this decision

Adverb: *mainly*

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

- **principal**

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

- **gestionar**

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

Adverb: *part time*

I've been working part time at the sports shop

- **temps parcial**

presentation /ˌprez(ə)n'teɪʃ(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

Verb: *present* | Noun: *presenter*

- **presentació**

priority /praɪˈbræti/ Noun

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

what's your main priority for this week? | my priorities are to finish my degree course and to get a job

- **prioritat**

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 | I go to the supermarket on Tuesday mornings when it's quiet

- **tranquil**

relaxation /ˌrɪːlək'seɪʃ(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? | I play tennis for relaxation and enjoyment

Verb: *relax* | Adjective: *relaxing*

- **relaxació**

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

Noun: *rush*

Collocates: *be in a rush*

I'm in a rush (I don't have much time)

- **afanyar-se**

session /ˈseɪʃ(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

- **sessió**

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 | can you sign your name here, please?

Noun: *signature*

her signature was on the bottom of the letter

- **signar**

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

- **resoldre**

staff /stɑ:f/ Noun uncount

the *staff* of a company, shop, etc. are the people who work there

the company has more than 200 staff | I talked to a member of staff (one of the staff)

• personal

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

• quedar-se despert

well-paid /wel 'peɪd/ 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

• ben pagat

STUDENT'S BOOK PAGES 12–13

advertisement /əd'vɜ:(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

Verb: *advertise*

Collocates: *advertise for someone*

• anunci

advise /əd'vaɪz/ 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 | she was responsible for advising customers on home security

Verb: *advise* | Noun: *adviser*

Collocates: *take someone's advice | give someone advice*

I decided to take her advice

• aconsellar

attitude /'ætɪ,tju:d/ Noun

your *attitude* is how you think and feel about something

it's important to have a positive attitude towards your exams | this is a sign that social attitudes are changing

• actitud

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

• construir / crear

distribution /,dɪstrɪ'bju:ʃ(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

Verb: *distribute*

• distribució

energy /'enə(r)dʒi/ Noun uncount

if you have *energy*, you feel strong and able to do things without getting tired

children have got so much energy! | he's full of energy

Adjective: *energetic*

• energia

exploit /ɪk'splɔɪt/ 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 | children are exploited in many parts of the world

Noun: *exploitation*

they are calling for an end to the exploitation of foreign workers

• explotar

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 | 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

• lluitar

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

• fix

install /ɪn'stɔ:l/ Verb

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

we need someone to install our new kitchen | they've installed security cameras in the car park

Noun: *installation*

the installation of a new security system

- *instal·lar*

nation /'neɪʃ(ə)n/ Noun

a *nation* is a country

one of the world's poorest nations | our nation is over a thousand years old

Adjective: *national*

- *nació*

negotiate /nɪ'gəʊʃiət/ 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

Noun: *negotiation*

the employers are refusing to enter into negotiations with the workers

- *negociar*

offer /'ɒfə(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 | 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

- *oferir*

organise /'ɔ:(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 | the conference was organised by the local university

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

there is organised entertainment in the evenings

- *organitzar*

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 /'penʃ(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)

- *pensió*

positive /'pɒzətɪv/ 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 | 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

- *positiu*

right /raɪt/ Noun

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

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

- *dret*

role /rəʊl/ Noun

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

Collocates: *play a role | an important role*

what's your role in the company? | money played a major role in my decision

- *paper*

salary /'sæləri/ 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

- *salari*

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

Verb: *strike* | Noun: *striker*

teachers are threatening to strike over pay

• *vaga*

survive /sə(r)'vaɪv/ Verb

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

you can't survive for long in the desert | it's difficult to survive on so little money | no one survived the crash (they all died)

Noun: *survival* | Noun: *survivor*

his survival depends on finding enough money for the operation

• *sobreviure*

voluntary /'vɒlənt(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)

• *voluntari*

without /wɪð'aʊt/ 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

• *sense*