

9 WORK

STUDENT'S BOOK PAGES 80–81

draw up /drɔː 'ʌp/ Phrasal verb

if you *draw up* an official document, you write it

Collocates: draw up a contract/document

I draw up all the contracts and deal with any contractual issues | she finished drawing up the guidelines for the new project | a detailed policy document was drawn up

• rédiger

dump /dʌmp/ Verb

if you *dump* something somewhere, you put it there for a while in a quick or careless way

just dump your stuff down here for the moment | he'd dumped all the dirty washing on the bed | can I dump my suitcase here?

• déposer

eager /'i:gə(r)/ Adjective

someone who is *eager* is very keen to do something or have something

Collocates: eager to do something

I was so eager to start work that I got there an hour early | he was always helpful and eager to please | I was eager for more news about their travels

Adverb: *eagerly* | Noun: *eagerness*

they are waiting eagerly for the release of the next Star Wars film | he listened quietly, but with eagerness

• impatient

input /'ɪnpʊt/ Verb

to *input* information into a computer means to put it in there, for example by using a keyboard

I have to input information into the database | the team in the next office are inputting sales orders | once we've input the revised figures, we'll get an idea of how much profit we've made

Noun: *input*

each page has fields which require input

• saisir

invoice /'ɪnvɔɪs/ Noun

an *invoice* is a document which lists goods or services that have been supplied and says how much you have to pay for them

Collocates: issue an invoice | submit an invoice | pay an invoice

invoices are now issued electronically | payment is due seven days after the date of invoice

Verb: *invoice*

you will be invoiced in Euros, not dollars

• facture

liaise /li'eɪz/ Verb

to *liaise* with someone in a different department or organisation means to communicate with them and share information so that you can both work more effectively

Collocates: liaise closely/directly (with someone)

I liaise closely with the design team throughout the project | you should liaise directly with the Paris office | they liaised regularly with the local council

Noun: *liaison*

she's our press liaison officer (the person whose job is to liaise with the press)

• collaborer

place /pleɪs/ Verb

when you make an arrangement for something to be done, such as ordering goods or having an advertisement appear in a publication, you *place* an order, *place* an advertisement, etc.

I want to place an ad in next month's magazine | you can place your order online | he placed a bet on the result of the World Cup final

• passer

ropes /rəʊps/ Noun plural

the *ropes* are all the things you need to know to be able to do a new job or work in a new place

Collocates: show someone the ropes | learn the ropes | know the ropes

this is Jenny; she'll show you the ropes | I've only been here a week so I'm still learning the ropes

• ficelles

schedule /'ʃedju:l/ Verb

a *schedule* is a list of activities and the time when they will all happen. If you *schedule* something, you arrange for it to happen at a particular time

Collocates: schedule a meeting/appointment | schedule a time/date

shall I schedule a meeting for tomorrow? | I've just emailed them to schedule a time for the video call | she's got three appointments scheduled for the afternoon

Noun: *schedule*

Collocates: a busy schedule | a tight schedule

I've got a busy schedule tomorrow, but I could see you for 10 minutes at 8 o'clock

• programmer

settle in /set(ə)l 'ɪn/ Phrasal verb

when you *settle in*, you become comfortable in a new place or job and feel that you belong there

they're all very friendly here and I'm sure you'll settle in quickly | once you're settled in, you'll never want to leave

• **s'adapter**

spot /spot/ Noun

a *spot* is a particular place

we'll find you a spot later | this would be a good spot for a picnic

• **endroit**

temperamental /ˌtempərə'ment(ə)l/ Adjective

someone who is *temperamental* is likely to lose their temper suddenly and unexpectedly. *Temperamental* machines or systems don't always work properly or in the way that they are expected to

the photocopier is a bit temperamental | he was not as temperamental as his father had been | the weather is rather temperamental at this time of year

Noun: *temperament*

in a fit of temperament (having suddenly become angry), he threw his golf club in the lake

• **capricieux**

tender loving care /tendə(r) ˌlʌvɪŋ 'keə(r)/ Noun uncount

tender loving care is gentle, kind, and sympathetic treatment that you show someone or something. *Tender loving care* is often spoken and written as *TLC*

he's very upset and in need of a bit of tender loving care | with a bit of TLC we should get another year or two out of the car

• **affection**

troubleshoot /ˈtrʌb(ə)lʃu:t/ Verb

if you *troubleshoot* a problem, you find out exactly what is causing the problem and then you fix it

I troubleshoot any problems with the computer system | if you ring the helpdesk, they will troubleshoot the issue for you | we can now troubleshoot issues from a central location in the UK

Noun: *troubleshooter* | Noun: *troubleshooting*

he took on the job of being the company's international troubleshooter | students will learn basic troubleshooting techniques

• **localiser une panne**

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admiration /ˌædmə'reɪʃ(ə)n/ Noun uncount

admiration is a feeling of respect and liking for someone or for something they have achieved

I have a lot of admiration for the work he's done | he has expressed admiration for several of the performances

Verb: *admire* | Adjective: *admiring* | Adverb: *admiringly* | Adjective: *admirable* | Adverb: *admirably*

her novels were admired by readers on both sides of the Atlantic | he looked at her with an admiring glance | her courage was admirable | he coped admirably with a very difficult situation

• **admiration**

blissfully /ˈblɪs(ə)li/ Adverb

bliss is a feeling of great happiness. When you feel like that, you are *blissful*. When you want to emphasise how happy someone is, you can say they are *blissfully* happy

Collocates: *blissfully* happy

I'm blissfully happy in my new job | it was blissfully quiet after the children had gone to bed

Noun: *bliss* | Adjective: *blissful*

Collocates: *sheer/pure bliss*

the first few months living in Rome were pure bliss | we spent a blissful week travelling around the south of France

• **d'un air heureux**

commit /kə'mɪt/ Verb

if you *commit* to something, you say that you will definitely do it or spend a lot of your time on it

Collocates: *commit* to something | *commit* yourself to something

they paid for me to do an MBA in return for me committing to the company afterwards | when he came back from Thailand he committed himself to finishing his degree course

Adjective: *committed*

Collocates: *committed* to (doing) something

the only thing he was really committed to was football

• **s'engager**

conspiracy /kən'spɪrəsi/ Noun

a *conspiracy* is a secret, organised plan by a group of people to do something wrong or illegal

Collocates: *conspiracy* to do something | a *conspiracy* theory

security forces uncovered a conspiracy to assassinate the prime minister | a conspiracy theory (a belief held by a few people that there is a particular conspiracy even though most other people don't believe it)

Verb: *conspire* | Noun: *conspirator*

Collocates: *conspire* to do something | *conspire* against someone

they conspired to rob the largest bank in Italy

• **conspiration**

drain /dreɪn/ Verb

if your energy or strength *drains* or if something *drains* it, you start to feel tired

my vitality drained away | hours of swimming had drained his strength more than he had expected

Adjective: *drained* | Adjective: *draining*

by the end of the meeting I felt totally drained (very tired)

• **épuiser**

drift /drɪft/ Verb

if your mind *drifts* or *drifts off*, you start thinking about other things when you are meant to be concentrating on something else

I spent hours drifting off into my own little world | the longer the speech went on, the further her mind drifted | I watched him in the meeting and you could see when his mind was drifting off

• **s'évader**

enthuse /ɪn'θju:z/ Verb

if someone or something *enthuses* you, or if you are *enthused* by them, you feel very excited and impressed about something and are eager to be involved in it

we had an English teacher who enthused and inspired us | not everyone was so enthused by the lecture | this is a book which will enthuse anyone with an interest in the future of the planet

Adjective: *enthusiastic* | Adverb: *enthusiastically* |

Noun: *enthusiasm*

as in London, the New York audiences were wildly enthusiastic | make sure you express your enthusiasm for the job at the end of the interview

• **s'enthousiasmer**

fiercely /'fɪə(r)sli/ Adverb

you use *fiercely* to emphasise how strong or severe something is

you have to be fiercely competitive to get ahead in business | she was fiercely critical of the new government

Adjective: *fierce*

competition between the two shops is fierce

• **féroce**

formality /fɔ:(r)'mæləti/ Noun

if a process or action is a *formality*, it happens but it won't change anything because the result has already been decided

the interview was just a formality and they offered me the job on the spot | the vote was a formality as there was only one candidate

• **formalité**

hangover /'hæŋ,əʊvə(r)/ Noun

if you have a *hangover*, you have a headache and feel ill because you drank too much alcohol the previous day

two-thirds of young professionals have called in sick because of a hangover | the next day we both woke up with a bad hangover

Adjective: *hungover*

she regularly went to work hungover

• **gueule de bois**

immensely /ɪ'mensli/ Adverb

you use *immensely* to emphasise the strength of a particular quality

nursing is immensely rewarding | conditions in the refugee camp were immensely difficult

Adjective: *immense*

this fact is of immense importance

• **extrêmement**

inevitability /ɪn,evɪtə'bɪləti/ Noun uncount

the *inevitability* of something is the fact that it will definitely happen

Collocates: an inevitability about something | the inevitability of something

we shouldn't accept the inevitability of this state of affairs | he kept talking about the inevitability of death

Adjective: *inevitable* | Adverb: *inevitably*

by June 1939 everyone knew that war was inevitable | the arrest of two teachers inevitably appeared on the front page of the local newspaper

• **inévitablement**

inherently /ɪn'herəntli/ Adverb

an *inherent* quality is one that something naturally has and needs. Something that is *inherently* true is true because it involves an *inherent* quality

boxing is an inherently violent sport | any investment on the stock market is inherently risky

Adjective: *inherent*

this material has an inherent ability to absorb water

• **intrinsèquement**

mind-numbing /'maɪnd nʌmɪŋ/ Adjective

if you feel *numb*, you cannot think clearly because you are shocked, frightened, or very upset. Something that is *mind-numbing* is so boring that you cannot think.

sitting through a two-hour speech was a mind-numbing experience | my first job in a factory was monotonous and mind-numbing

Adverb: *mind-numbingly* | Adjective: *numb* | Verb:

numb | Adjective: *numbed*

when they told me she had died, I just went numb | we were all numbed by the news

• **abêtissant**

payroll /payrɒl/ Noun

a company's *payroll* is the amount of money it spends on paying its workers. If someone is on the *payroll*, they are an employee of the company

we've got over 200 people on the payroll | its annual payroll exceeds £200 million

• **liste du personnel**

redundancy /rɪˈdʌndənsi/ Noun

redundancy is when a company tells a worker he or she has to leave their job because they are no longer needed or because the company cannot afford to keep paying them. When this happens, the worker is made *redundant*

Collocates: voluntary redundancy | compulsory redundancy

they asked me if I wanted to take voluntary redundancy | management denied that there would be any more compulsory redundancies

Adjective: *redundant*

Collocates: make someone redundant

50% of the workforce were made redundant

• **licenciement**

remotely /rɪˈməʊtli/ Adverb

if you say that something is not *remotely* interesting, funny, similar, etc., you mean that it is not at all interesting, funny, similar, etc.

listening to golf on the radio is not even remotely interesting | it doesn't sound remotely like her voice

• **vaguement**

screw /skruː/ Verb

if someone *screws* you, they treat you badly and dishonestly and try to get money from you unfairly

but I wasn't screwing the system – the system was screwing me | they screwed £100 out of me | it was only afterwards that we realised we'd been screwed

• **arnaquer**

slump /slʌmp/ Verb

if you *slump*, or if your head or shoulders are *slumped*, you sit or walk with your head down because you are tired or miserable

he slumped over the steering wheel | she slumped forward and nearly fell off the chair

• **avoir l'air abattu / s'écrouler**

small talk /ˈsmɔːl tɔːk/ Noun uncount

small talk is polite conversation about unimportant things

Collocates: make small talk

in the lift he tried to start some small talk | OK – enough of the small talk. Let's get down to business

• **causette**

soul-destroying /ˈsəʊl dɪˌstrɔɪɪŋ/ Adjective

something that is *soul-destroying* makes you very unhappy because it is very boring or because you know there is no point to it but you have to keep doing it

every morning we'd have a soul-destroying progress meeting which just wasted the first hour of the day | there is nothing so soul-destroying as the daily one-hour commute on a crowded train into London

• **déprimant**

soul-searching /ˈsəʊl sɜː(r)tʃɪŋ/ Noun

soul-searching is long and careful thought when you are trying to make a very important decision or trying to decide the right thing to do after things have gone wrong

the shooting led to a lot of soul-searching and calls for restrictions on gun ownership | after much soul-searching, they both decided the marriage was over

• **introspection**

technically /ˈteknɪkli/ Adverb

if something is, for example, *technically* difficult or *technically* complicated, it needs very particular skills and abilities for someone to be able to do it

the piano is a technically difficult instrument to play | the surgeon said the operation wasn't technically complicated

Adjective: *technical*

he has a lot of technical ability

• **techniquement**

under- /ʌndə(r)/ Prefix

under- is added to some words to make other words that describe how there is not enough of something in a particular situation

much of the workforce is under-employed (they do not have enough work to do) | a village in one of the most underdeveloped regions in the country

Opposite – Prefix: *over-*

I always overeat at Christmas

• **sous-**

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absenteeism /ˌæbs(ə)n'tiːɪz(ə)m/ Noun uncount

absenteeism is regular failure to be at work or at school

we've launched a crackdown on absenteeism | absenteeism has become a big problem at the factory

Adjective: *absent* | Noun: *absence*

three children in my class were absent yesterday | you've had a long absence so it will take you quite a while to catch up with the others

• **absentéisme**

casualisation /kæʒʊəlaɪ'zeɪʃ(ə)n/ Noun uncount
casualisation of the workforce is when an employer doesn't use so many permanent staff and employs workers on short-term contracts

the casualisation of the workforce | employers were accused of having secret casualisation plans

Verb: *casualise* | Adjective: *casualised* | Adjective: *casual*

Collocates: casual labour/workers

a casualised workforce | the new bridge was built using casual labour

• **précarisation**

compassionate leave /kəm.pæʃ(ə)nət 'li:v/ Noun uncount
compassionate leave is time off work that someone gets when a close relative is seriously ill or has died

when my father died I was granted two months' compassionate leave | he was allowed home from the army on compassionate leave

• **congé exceptionnel**

condemn /kən'dem/ Verb

if you *condemn* something, you say that you strongly disapprove of it and think it is bad or morally wrong
the government condemned the strike | of course we condemn any acts of terror | the killings were strongly condemned by the church

Noun: *condemnation*

he expressed condemnation of all use of violence

• **condamner**

crèche /kreʃ/ Noun

a *crèche* is a place where very young children are looked after while their parents are at work

we have a crèche at work where I can leave my daughter | the crèche opens at 8 in the morning

• **crèche**

dip into /dɪp 'ɪntu:/ Phrasal verb

if you *dip into* a container, you put your hand in there in order to take something out
he decided to dip into a biscuit tin that he found in the office | she dipped into her handbag for her keys

• **puiser dans**

dismissal /dɪs'mɪs(ə)l/ Noun

someone's *dismissal* is the fact of their being removed from their job

Collocates: unfair dismissal | constructive dismissal

he won compensation for unfair dismissal | his dismissal came after three written warnings

Verb: *dismiss*

both employees were dismissed when the theft was uncovered

• **renvoi**

duty /'dju:ti/ Noun

your *duties* are things that you have to do as part of your job

Collocates: fulfil/carry out your duties

his duties included locking up at night | she reports for duty at 8 every morning

• **devoir**

final straw /faɪn(ə)l 'strɔ:z/ Noun

straw is dried stems of wheat or other plants. If you say that something is the *straw that broke the camel's back*, or is the *final straw*, you mean that it was the latest in a series of unfortunate events and it has finally caused you to become angry or upset about the situation

a straw hat | missing the last train was the final straw

• **coup fatal**

grant /grɑ:nt/ Verb

if someone in authority *grants* someone something, they give it to them or allow them to have it

Collocates: grant permission | grant a request

I was granted two months' compassionate leave | the local council have granted permission for the building to be demolished | he granted several requests for interviews

• **accorder**

labour /'leɪbə(r)/ Noun uncount

labour is hard physical work

it was hard manual labour (working with your hands) | the new machinery will save a lot of time and labour

Verb: *labour* | Noun: *labourer*

my grandfather laboured in the fields all his working life | a farm labourer

• **labeur**

mourn /mɔ:(r)n/ Verb

if you *mourn* someone who has died, you feel sad that they are dead and behave quietly and respectfully for a while

Collocates: mourn someone's death | mourn for someone

she was widely mourned throughout Japan | following his death in 1965, the whole nation mourned | it was painful watching him mourn for his daughter

Noun: *mourning* | Noun: *mourner*

a week of national mourning was declared | mourners gathered by the graveside

• **pleurer / porter le deuil**

perk /pɜ:(r)k/ Noun

a *perk* is something that you get for free from your employer, for example free or cheap food, a car, or medical insurance

we all get subsidised travel, which is a nice perk | other perks include free tea and coffee from the machine

- *avantage en nature*

slavery /'sleɪvəri/ Noun uncount

slavery is the system under which some people were bought as slaves, and were legally owned by the people who had bought them

the abolition of slavery | millions of people around the world are victims of slavery | slavery continued on the island until about 1863

Noun: *slave* | Verb: *enslave*

prisoners were used as slave labour | whole families were enslaved and sent to North America

- *esclavage*

stationery /'steɪf(ə)n(ə)ri/ Noun uncount

stationery is paper, pens, envelopes and other things that are used for writing

you'll find everything you need in the stationery cupboard | I just need some basic office stationery

- *papeterie*

statutory /'stætʃʊt(ə)ri/ Adjective

statutory means relating to what must happen because of a law or rule

the government have agreed to raise the statutory minimum wage | the council has a statutory duty to provide housing for homeless families | we get four weeks' statutory holiday a year

- *statutaire*

tribunal /traɪ'bjʊ:n(ə)l/ Noun

a *tribunal* is a kind of court that has authority to make decisions about particular problems

Collocates: employment/industrial/military tribunal

he took his employer to a tribunal and won compensation | an employment tribunal

- *tribunal*

PHRASES

show you the ropes:

the ropes are all the things you need to know to be able to do a new job or work in a new place. If someone *shows you the ropes*, they tell you everything you need to know

there's a lot to learn in my new job, but Jenny has been showing me the ropes

beg the question:

if you say that something *begs the question*, you mean that it makes someone want to ask a particular question

they didn't need graduates, which rather begs the question: why did they pay for me to do an MBA?

get the most out of:

if you *get the most out of* something, you use it very effectively so that you achieve, acquire, or learn the greatest amount possible from it

get the most out of your museum visit by joining a guided tour

set the wheels in motion:

if you *set the wheels in motion*, you do what is necessary to make a process or event start happening

her generous gift set the wheels in motion for the opening of a new theatre