

9 And What Do You Do?

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- 9.1 **stilts** (n) /stɪlts/
two long pieces of wood with places for your feet, which allow you to stand and walk high above the ground • *There were street performers on stilts doing tricks.*
- 9.2 **attach** (v) /ə'tætʃ/
join or fasten one thing to another • *A photo was attached to the letter.*

Reading

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- 9.3 **qualification** (n) /kwɒlɪfɪ'keɪʃnz/
If you have a qualification, you have passed an exam to show you have a skill or knowledge in a subject. • *University qualifications are necessary these days if you want to find a good job.* > qualify (v)
- 9.4 **lifeguard** (n) /'laɪfgɑ:d/
sb who works at a beach or swimming pool and helps swimmers who are in danger • *The lifeguard ran into the water to help the swimmer who was in difficulty.*
- 9.5 **salesperson** (n) /'seɪlz,pɜ:sən/
sb who sells things • *She asked the salesperson to show her the range of make-up available.*
- 9.6 **creativity** (n) /krɪ'eɪ'tɪvəti/
ability to make sth new and imaginative
• *He is a creative artist and paints beautiful portraits.* > create (v), creation (n), creative (adj)
- 9.7 **leadership skills** (pl n) /'li:dəʃɪp skɪlz/
qualities that make sb a good leader • *A good manager needs to have great leadership skills.*
- 9.8 **neat** (adj) /ni:t/
carefully done or arranged and looking nice
• *Harry was wearing a neat blue suit.*
- 9.9 **physical fitness** (n) /'fɪzɪkl 'fɪtnɪs/
the condition of being strong and healthy
• *You can improve your physical fitness by taking regular exercise.*
- 9.10 **reliability** (n) /rɪ'lɪə'bɪləti/
the quality that makes sb trusted or depended on
• *John's employer appreciates him for his honesty and reliability.* > rely (v), reliable (adj)
📎 Opp: unreliability

Word Focus

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- 9.11 **workforce** (n) /'wɜ:kfɔ:s/
all the people who work for a company, organisation, etc • *Most of our workforce are women.*
- 9.12 **bounce ideas off sb** (expr) /baʊns aɪ'dɪəz ɒf 'sʌmbədi/
tell sb your ideas in order to get their opinion
• *Can I bounce a couple of ideas off you?*

- 9.13 **interaction** (n) /,ɪntə'rækʃn/
when two or more people communicate, work together, spend time with each other, etc
• *What I love about teaching is the interaction with my students.* > interact (v)
- 9.14 **bearer of bad news** (expr) /'beərə əv bæd nju:z/
sb who brings you bad news • *I hate to be the bearer of bad news, but I'm afraid you've failed your exam.*
- 9.15 **what makes sb tick** (expr) /wɒt meɪks 'sʌmbədi tɪk/
what makes sb behave in the way that they do
• *I've never understood what makes him tick.*

Reading

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- 9.16 **recruiter** (n) /rɪ'kru:tə(r)/
sb whose job is to find new people to join a company, organisation, etc • *As a recruiter, she interviews a lot of young people.* > recruit (v), recruitment (n)
- 9.17 **candidate** (n) /'kændɪdeɪt/
sb who is being considered for a job • *The first candidate performed well in the job interview.*
- 9.18 **position** (n) /pə'zɪʃn/
a job • *The position of head teacher at the local primary school has been filled.*
- 9.19 **full-time** (adj) /fʊl taɪm/
for all the working hours of the day or week
• *Emma is looking for a full-time job.*
> full time (adv)
- 9.20 **staff** (n) /stɑ:f/
people who work at the same place • *The company has a large staff, many of whom have been working there for years.*
- 9.21 **receptionist** (n) /rɪ'sepʃənɪst/
a person in a hotel, office, etc who helps people when they arrive, answers the telephone, etc
• *I told the receptionist that I wanted to see the manager.* > reception (n)
- 9.22 **accountant** (n) /ə'kaʊntənt/
sb who keeps or examines the records of money received, paid and owed by a company or person
• *He employs an accountant to deal with his company's finances.* > accounting (n)
- 9.23 **client** (n) /'klaɪənt/
a customer; sb who pays for a service
• *The clients were pleased with the service they received from the company.*
- 9.24 **freelance** (adj) /'fri:lɑ:ns/
not working for one particular company but getting paid for each separate job you do
• *The freelance journalist published articles in many different magazines.* > freelancer (n)

- 9.25 steady** (adj) /'stedɪ/
not changing or stopping • *He has a steady job.*
- 9.26 income** (n) /'ɪŋkʌm/
money you earn • *Our income has dropped because my wife lost her job and no longer has a salary.*
- 9.27 co-worker** (n) /'kɔ,wɜ:kə(r)/
a person sb works with • *She invited all her friends and co-workers to her party.* ☞ Syn: colleague
- 9.28 sociable** (adj) /'səʊʃəbl/
friendly and enjoying being with other people
• *She's a sociable person who gets on with everyone.*
- 9.29 on behalf of sb** (expr) /ɒn bɪ'hɑ:f əv 'sʌmbədi/
instead of sb; as sb's representative • *On behalf of everyone in the office, I would like to thank you for your help.*
- 9.30 vacancy** (n) /'veɪkənsɪ/
available job • *There is a vacancy at the local supermarket that I think I will apply for.*
➢ vacant (adj)
- 9.31 register** (n) /'redʒɪstə(r)/
an official list of names, items, etc • *He keeps a register of all his customers.* ➢ register (v)
- 9.32 hire** (v) /'haɪə/
employ • *That company is hiring a new accountant, so why don't you apply?*
- 9.33 job seeker** (n) /dʒɒb 'si:kə/
sb who is looking for a job • *There are a few things that all job seekers should think about before a job interview.*
- 9.34 lack** (v) /læk/
not have any or enough of sth that you need • *He lacks the necessary skills for the job.* ➢ lack (n), lacking (adj)
- 9.35 pride myself on sth** (expr) /praɪd maɪ'self ɒn 'sʌmθɪŋ/
be proud of sth • *She prides herself on being a good cook.*
- 9.36 match** (v) /mætʃ/
go well together • *Those pink shoes match your bag, so wear them.*
- 9.37 fit** (n) /fɪt/
used to say whether sb is right or suitable for a job, situation, etc. • *I think she's a perfect fit for our company.*
- 9.38 effective** (adj) /ɪ'fektɪv/
producing the result that is wanted • *Swimming is an effective way of keeping fit.* ➢ effect (n)
☞ Opp: ineffective
- 9.39 put myself in sb's shoes** (expr)
/pʊt maɪ'self ɪn 'səm,bɑ:di ʃu:z/
imagine that you are in another person's situation
• *Put yourself in my shoes. What would you do?*
- 9.40 feedback** (n) /'fi:dbæk/
comments about how useful or successful sth is
• *They'll give you some feedback on your work so that you know what to do next time.*

- 9.41 critical** (adj) /'krɪtɪkl/
extremely important • *Their support is critical to our success.*
- 9.42 applicant** (n) /'æplɪkənt/
sb who has asked for a job in writing
• *Three applicants were interviewed for the job.*
➢ apply (v), application (n)
- 9.43 employer** (n) /ɪm'plɔɪə(r)/
a person or company that pays other people to work for them • *Her employer offered to pay for her English lessons.* ➢ employ (v), employment, employee (n)
- 9.44 suit** (v) /su:t/
Colours, clothes, etc that suit you make you look attractive. • *Short skirts suit you as you have nice legs.*

Work words

applicant	get the sack
apprentice	hire
be made redundant	job hunter
client	job seeker
co-worker	position
employee	recruiter
employer	sick leave
finance department	staff
freelance	vacancy
full-time	workforce

Vocabulary

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- 9.45 enquiry** (n) /ɪn'kwɛəri/
a question you ask to get information about sth
• *We're getting hundreds of enquiries about this job.*
- 9.46 place** (v) /'pleɪs/
put sth somewhere • *He placed the bag on the table.*
- 9.47 sales** (pl n) /seɪls/
to do with selling • *He works in sales and it's his job to visit clients and persuade them to buy the product.*
- 9.48 request** (v) /rɪ'kwest/
ask for sth politely • *She requested our help, and we agreed to assist her.* ➢ request (n)
- 9.49 apply** (v) /ə'plaɪ/
make a formal written request for a job, a place in a university, etc • *You can apply for many jobs online nowadays.* ➢ application, applicant (n)
- 9.50 assistant** (n) /ə'sɪstənt/
sb whose job it is to help sb else • *The manager asked his assistant to print out the report.* ➢ assist (v)
- 9.51 compute** (v) /'kɒmpju:t/
calculate • *They haven't computed the results yet.*
➢ computer (v)
- 9.52 commute** (v) /kə'mju:t/
travel to work on public transport • *It takes her an hour to commute to work on the bus.*
➢ commuter (n)

- 9.53 employee** (n) /ɪmˈplɔɪːʒiː/
sb who works for sb else • *There are two hundred employees in this company.*
➤ employ (v), employer, employment (n)
- 9.54 insurance** (n) /ɪnˈʃʊərəns/
an agreement in which you pay a company money and they pay your costs if you have an accident, injury, etc • *Insurance against theft was expensive, but she was happy to have it when her house was burgled.* ➤ insure (v)
- 9.55 leave** (n) /liːv/
time allowed away from work for holidays or because of illness • *John is on leave. He's gone to Barbados for two weeks.*
- 9.56 opening** (n) /'əʊpənɪŋ/
a job vacancy • *When Janet leaves her job, there will be an opening in the sales department.*
- 9.57 finance department** (n)
/'faɪnæns dɪ'pɑːtmənt/
the part of a company that manages the company's money • *The finance department arranged for the employees' salaries to be paid.*
- 9.58 cover** (n) /'kʌvə/
insurance • *If you don't have any cover, your possessions are not protected against theft or damage.* ➤ cover (v)
- 9.59 fire** (v) /faɪə/
remove sb from their job, usually because they have done sth wrong • *He was fired because he never did any work.* ☞ Syn: dismiss
- 9.60 dismiss** (v) /dɪs'mɪs/
remove sb from their job, usually because they have done sth wrong • *The boss dismissed her because she was always late for work.*
➤ dismissal (n) ☞ Syn: fire
- 9.61 quit** (v) /kwɪt/
give up your job • *Bob quit his job because he wanted to go back to university.* ☞ Syn: resign
- 9.62 licence** (n) /'laɪsɪns/
an official piece of paper that shows you are allowed to have or do sth • *Do you have a driving licence?*
- 9.63 flight attendant** (n) /flaɪt ə'tendənt/
sb who serves food and drink to passengers on a plane and looks after their safety and comfort • *The flight attendants asked us to fasten our seatbelts before take-off.*
- 9.64 apprentice** (n) /ə'prentɪs/
sb who works for an employer in order to learn a skill or job • *The electrician taught his apprentice how to install an alarm.*
- 9.65 independent** (adj) /ɪndɪ'pendənt/
not influenced or controlled by other people • *Paul left home at the age of twenty because he had a good job and wanted to be independent.* ➤ independence (n)
- 9.66 contract** (n) /'kɒntrækt/
a written agreement • *He signed a contract when he started as a new employee.*

- 9.67 be made redundant** (expr)
/biː meɪd rɪ'dʌndənt/
lose your job because your employer no longer needs you • *They were made redundant when the company closed and now they are all looking for employment.*
- 9.68 promotional** (adj) /prə'məʃjənəl/
intended to advertise sth • *The pizza chain handed out promotional leaflets with special offers.* ➤ promote (n), promotion (n)
- 9.69 profitable** (adj) /'prɒfɪtəbl/
which makes money • *This product is profitable so we hope the company makes more money this year.*
➤ profit (v, n) ☞ Opp: unprofitable

Phrasal verbs

fill in	knock down
hand out	move on
hold down	take on
keep up	

Grammar

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- 9.70 graduate** (v) /'grædʒueɪt/
get a degree from a university • *He graduated with a degree in history and is looking for a teaching job.*
➤ graduate, graduation (n)
- 9.71 personnel manager** (n) /,pɜːsə'nel
'mæniɪdʒə(r)/
a person in a company who is in charge of dealing with all matters related to employees • *The personnel manager decided not to give her the job.*
- 9.72 knock down** (phr v) /nɒk daʊn/
completely destroy a building so that it falls down • *The old factory will be knocked down next year.*
- 9.73 founder** (n) /'faʊndə/
sb who establishes an organisation, city, business, etc • *Steve Jobs was one of the founders of Apple.*
➤ found (v)
- 9.74 grocery store** (n) /'grəʊsəri stɔː/
a shop that sells food and other things for the home • *Will you get some milk from the grocery store?*
- 9.75 chestnut** (n) /'tʃestnʌt/
a smooth red-brown nut that you can eat • *They stopped to buy chestnuts from a street seller.*
- 9.76 boot** (n) /buːt/
the space at the back of a car which is for carrying luggage, shopping etc • *They put the bags in the boot and drove home.*
- 9.77 janitor** (n) /'dʒæniətə/
a caretaker • *The school janitor locked the gates after all the students had gone home.*
- 9.78 changing room** (n) /'tʃeɪndʒɪŋ ru:m/
a room where you change clothes for sport • *We put on our football kit in the changing room.*

- 9.79 inspire** (v) /ɪn'spaɪə/
make sb want to do sth • *Her story inspired me to write this poem.* > inspiration (n), inspiring (adj)
- 9.80 revenge** (n) /rɪ'vendʒ/
punishing sb who has harmed you • *She took revenge on her boss by smashing his car windows.*
- 9.81 bully** (n) /'bʊli/
sb who frightens or hurts sb who is weaker than they are • *The school bully was expelled for stealing the younger kids' lunch money.*
> bully (v)
- 9.82 best-seller** (n) /best-'selə/
a popular book which many people buy • *Her new book will be a best-seller. It's very good.*

Listening

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- 9.83 an eye for sth** (expr) /ən aɪ fə 'sʌmθɪŋ/
When you have an eye for sth, you are good at noticing a particular type of thing. • *He has an eye for detail.*
- 9.84 initiative** (n) /ɪ'nɪʃɪətɪv/
the ability to take action without waiting for sb to tell you what to do • *He took the initiative and contacted some new clients.*
- 9.85 fair** (n) /feə/
a large show where people from a particular industry meet and promote their products • *A lot of young people came to the careers fair to find out about different jobs.*
- 9.86 appeal** (to) (v) /ə'pi:l (tu:)/
be attractive or interesting to sb • *Living in the country doesn't appeal to me.* > appeal (n)
- 9.87 current** (adj) /'kʌrənt/
happening or existing now • *What is your current address?*
- 9.88 job hunter** (n) /dʒɒb 'hʌntə(r)/
sb who is looking for a job • *Hundreds of job hunters applied for an interview.*
- 9.89 hand out** (phr v) /hænd aʊt/
give sth to each person in a group • *Could you hand out these papers, please?*
- 9.90 CV** (n, abbrv) /si: vi:/
a document that lists your education and previous jobs that you send to employers when you are looking for a job • *He enclosed a CV with his job application.* NB: CV = curriculum vitae
- 9.91 workshop** (n) /'wɜ:kʃɒp/
a meeting where people try to improve their skills by doing practical exercises • *All new employees attend workshops when they start at this company.*
- 9.92 gain entrance** (expr) /geɪn 'entrəns/
be allowed or able to enter a building or place • *The thieves gained entrance to the house through an open window.*

Speaking

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- 9.93 ideal** (adj) /aɪ'di:əl/
perfect • *Teaching is an ideal job for somebody who likes children and is patient.*
- 9.94 cashier** (n) /kæ'ʃɪə/
sb whose job is to receive money in a shop • *I gave the cashier a fifty euro note and she gave me two euros change.*
- 9.95 butcher** (n) /'bʊtʃə/
sb who sells meat in a shop • *She bought a steak from the butcher.*
- 9.96 seasonal** (adj) /'si:zənl/
needed or happening during a particular season • *They hire seasonal workers during the summer months.*
- 9.97 pick** (v) /pɪk/
remove a fruit, flower, etc from a tree or plant • *Let's pick some flowers.*
- 9.98 gig** (n) /gɪg/
a performance by musicians or a comedian in front of an audience • *I'm in a band and we're doing our first gig on Saturday!*

Grammar

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- 9.99 briefcase** (n) /'brɪ:fkeɪs/
a flat case used for carrying papers • *The man was wearing a suit and carrying a briefcase.*
- 9.100 translate** (v) /trænz'leɪt/
change writing or speech into another language • *Can you translate this letter into Spanish?*
> translation (n), translator (n)
- 9.101 branch** (n) /brɑ:ntʃ/
one of a group of shops or businesses • *He works at the Kallithea branch of this bank.*
- 9.102 reference** (n) /'refrəns/
a letter with information about you, written by sb who knows you, especially to a new employer • *My old boss said he would write me a reference.*
> refer (v)
- 9.103 conference** (n) /'kɒnfərəns/
a formal meeting where a lot of people discuss important matters for several days • *We attended a week-long conference on the environment in Brussels.*
- 9.104 on the spot** (expr) /ɒn ðə spɒt/
immediately • *The boss asked for a meeting, and so we held one there and then on the spot.*

Use your English

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- 9.105 keep up** (phr v) /ki:p ʌp/
continue • *The boss told his staff to keep up the good work.*
- 9.106 fill in** (phr v) /fɪl ɪn/
complete • *He filled in an application form for a job in sales.*

- 9.107 hold down** (phr v) /həʊld daʊn/
manage to keep a job • *He can't hold down a job and keeps getting fired.*
- 9.108 move on** (phr v) /mu:v ɒn/
leave your present job and start doing another one • *She was bored with her job and decided to move on.*
- 9.109 take on** (phr v) /teɪk ɒn/
employ • *They are taking on people at the supermarket, so you might get a job there.*
- 9.110 out of work** (expr) /aʊt əv wɜ:k/
unemployed • *He has been out of work for a year now and still can't find a job.*
- 9.111 personal details** (pl n) /'pɜ:sənəl 'di:teɪls/
information about sb like their name, date of birth, marital status, etc • *You must write your personal details at the top of the form.*
- 9.112 take (a day) off** (expr) /teɪk (ə deɪ) ɒf/
have a period of time as a break from work • *You look tired. Why don't you take the day off?*
- 9.113 get the sack** (expr) /get ðə sæk/
be fired • *Cheryl hasn't got a job. She got the sack yesterday.*
- 9.114 overall** (adj) /,əʊvə'lɔ:z/
including or considering everything; general • *There are a few problems, but the overall situation is good.* > overall (adv)
- 9.115 motivation** (n) /məʊtɪ'veɪʃn/
willingness to do sth without needing to be forced to do it • *They aren't a bad football team but they lack the motivation to win.* > motivate (v)
- 9.116 sick leave** (n) /sɪk li:v/
time you take off work because you are ill • *When Mary caught the flu, she had to take sick leave.*
- 9.117 be just around the corner** (expr) /bi dʒəst ə'raʊnd ðə 'kɔ:nə(r)/
likely to happen soon; coming soon • *Summer is just around the corner.*

No work

be made redundant	out of work
dismiss	quit
fire	sick leave
get the sack	unemployed

Writing: a formal letter (2)

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- 9.118 interpersonal skills** (n) /,ɪntə'pɜ:sənəl skɪlz/
the ability to create good relationships with other people • *A personnel manager needs strong interpersonal skills.*
- 9.119 attitude** (n) /'ætɪtju:d/
how you think and feel • *You need a positive attitude in order to cope with problems.*

- 9.120 cheerful** (adj) /'tʃɪəfl/happy
• *Olga looks more cheerful since she started her new job.*
- 9.121 upbeat** (adj) /ʌp'bi:t/
positive and happy • *The staff at this magazine are upbeat and always have a positive outlook.*
- 9.122 word processing** (n) /wɜ:d 'prəʊsesɪŋ/
creating written documents on a computer
• *She learned how to do word processing in her IT class at school.*
- 9.123 co-ordinator** (n) /kəʊ-'ɔ:dɪneɪtə/
sb who organises an activity so that the people involved in it work well together • *The activity co-ordinator makes sure that everyone works well together.* > co-ordinate (v), co-ordination (n)
- 9.124 counsellor** (n) /'kaʊnsələ/
sb who gives advice • *If you are being bullied at school, ask the counsellor for advice.*
> counsel (v), counselling (n)
- 9.125 outgoing** (adj) /'aʊtɡəʊɪŋ/
friendly and liking to talk to new people • *Sam has an outgoing personality.*
- 9.126 at your earliest convenience** (expr)
/æt jɔ: 'ɜ:liɪst kən'vɪni:əns/
as soon as you like or can • *Please complete the enclosed form and return it to us at your earliest convenience.* > convenient (adj)

Video: Dinosaur Builder

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- 9.127 palaeontology** (n) /,pælɪɒn'tɒlədʒi/
the study of ancient bones, plants, etc in rocks as a way of getting information about the history of life on earth • *Mr Richards is a palaeontology professor.* > palaeontologist (n)
- 9.128 craftsman** (n) /'krɑ:ftsmən/
sb who makes things skilfully with their hands
• *Our wooden furniture was made by a craftsman.*
> craftsmanship (n)
- 9.129 cast** (n) /kɑ:st/
an object made by pouring liquid into a mould and leaving it to become solid • *This ancient bronze cast was made by pouring melted metal into a mould.* > cast (v)
- 9.130 fossil** (n) /'fɒsl/
remains of an animal or plant found in a rock
• *Fossils found in rocks can tell us about life on Earth millions of years ago.*
- 9.131 workshop** (n) /'wɜ:kʃɒp/
a place with machines and tools where you make things • *The mechanic's workshop was full of old car parts.*
- 9.132 machinery** (n) /mə'ʃi:nəri/
machines • *The machinery in this factory is used to make cars.*

- 9.133 bone** (n) /bəʊn/
one of the hard parts of your body which are your skeleton • *The archaeologists found some bones that came from the skeleton of a young man.*
➤ bony (adj)
- 9.134 liquid** (n) /'lɪkwɪd/
a substance that can be poured like water • *The hot liquid was poured into the mould.*
- 9.135 mould** (n) /məʊld/
a container of a certain shape • *She poured the jelly into the mould and then put it in the fridge.*
➤ mould (v)
- 9.136 harden** (v) /'hɑːdən/
go solid • *The biscuits will harden when you cook them in the oven.* ➤ hard (adj) 📖 Opp: soften
- 9.137 display** (n) /dɪs'pleɪ/
an exhibit • *The children's favourite display at the museum was the dinosaur.* ➤ display (v)
- 9.138 mount** (v) /maʊnt/
to put sth together • *We learnt how to mount skeletons in the workshop.*
- 9.139 actual** (adj) /'æktʃʊəl/
real • *I can't believe I saw an actual dinosaur skeleton at the museum.* ➤ actually (adv)
- 9.140 construct** (v) /kən'strʌkt/
build • *The bridge was constructed in 1995.*
➤ construction (v)
- 9.141 skeleton** (n) /'skelɪtn/
the bones of a whole animal or person • *We took photos of the dinosaur skeletons at the museum.*
- 9.142 hole** (n) /həʊl/
an empty space in something solid • *There's a hole in the wall here so you can see through to the next room.*
- 9.143 drill** (v) /drɪl/
make a hole in sth with a special tool • *He drilled a hole in the wall so he could hang a picture.*
➤ drill (n)
- 9.144 assemble** (v) /ə'sembəl/
put all the separate parts of sth together • *The bookcase was easy to assemble.*
- 9.145 shape** (v) /ʃeɪp/
make sth into a particular shape • *They use this tool to shape wood.* ➤ shape (n)
- 9.146 missing** (adj) /'mɪsɪŋ/
lost or not in the usual place • *The missing child hasn't been found yet.*
- 9.147 recreate** (v) /,rɪ:kri:'eɪt/
make sth from the past exist or happen again
• *The students are trying to recreate ancient tools from paper, glue and paint.*