

5 WORKING LIFE

STUDENT'S BOOK 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

Noun: *accounts* | Noun: *accountancy*

she helped me do my accounts | he wants to study accountancy

• comptable

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 | over 2,000 labourers were involved in building the canal

• obrer

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 | our plumber fixed the leak in the water pipe

Noun: *plumbing*

check the plumbing for leaks and loose pipes

• lampista

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

Verb: *repeat*

my music practice involves repeating the same exercise several times

• repetitiu

surgeon /'sɜː(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

• cirurgià

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

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

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

• comerciant

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

• camió

STUDENT'S BOOK PAGES 44–45

accounts /ə'kaʊnts/ Noun plural

accounts are the financial records of a person or organisation

I'm in the accounts department | his accounts were out of date

• comptabilitat

admin /'ædɪn/ 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 | he spent the morning doing boring admin tasks

• administració

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 | a Christmas bonus

• prima

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

- *competit*

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 have to put up with poor living conditions | with heavy snow expected, driving conditions will be poor

- *condicions*

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 | the deadline passed, and the job still wasn't finished

- *termini / data limit*

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

Verb: *deliver*

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

- *lliurament*

demanding /dɪ'ma:ndɪŋ/ 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 | 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

- *exigent*

dull /dʌl/ Adjective

something that is *dull* is not very interesting

the job's a bit dull but the pay is good | Mr Hewitt's lessons were always incredibly dull

- *avorrit*

field /fi:ld/ 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

- *camp / àmbit*

fortune /'fɜ:(r)tʃən/ Noun

a *fortune* is a large amount of money

she must be earning a fortune | their house is worth a fortune

- *fortuna*

in charge /ɪn 'tʃɑ:(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 | who's in charge here?*

- *encarregat*

insecure /ɪn'sɪkjʊə(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 | the workers face an insecure future

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

Noun: *security*

financial insecurity | nobody has job security any more

- *insecur*

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

- **oposat**

order /'ɔ:(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 | 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

- **comanda**

recruit /rɪ'kru:t/ 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

Noun: *recruitment*

the industry is facing a recruitment crisis | we use an agency to help with staff recruitment

- **contractar**

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 | the industry is facing a recruitment crisis

- **contractació**

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 | 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

- **respectat**

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

Adjective: *responsible*

Collocates: be responsible for something

he is responsible for packing all the orders

- **responsabilitat**

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 financially rewarding | emotionally rewarding

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

- **gratificant**

self-employed /ˌself 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

Noun: *self-employment*

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

- **autònom**

temporary /'temp(ə)rəri/ Adjective

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

a temporary contract | temporary workers | a temporary address

Adverb: *temporarily* || Opposites – Adjective: *permanent* |

Adverb: *permanently*

several roads were temporarily closed during the storms | he's looking for a permanent job

- **temporal**

vague /veɪg/ 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

Adverb: *vaguely*

I can only vaguely remember my first day at school

- **vague**

varied /'veəriəd/ Adjective

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

the work is interesting and very varied | a very varied group of people

Verb: *vary* | Noun: *variety*

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

- *variat*

STUDENT'S BOOK 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) | I had to sign the company's code of conduct

- *codi*

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

Adjective: *corrupt*

there are at least a dozen corrupt officials in the department

- *corrupció*

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 | we need to resolve the crisis quickly

- *crisi*

discrimination /dɪ'skrɪmɪ'neɪʃ(ə)n/ Noun uncount

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

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

he was a victim of racial discrimination (being unfairly treated because of the colour of his skin) | a law banning discrimination against the disabled

Verb: *discriminate* | Adjective: *discriminatory*

Collocates: *discriminate against someone*

critics say the new laws discriminate against women | discriminatory laws made it difficult for immigrants to own land

- *discriminació*

employment /ɪm'plɔɪmənt/ Noun uncount

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

the government introduced new employment laws | there are limited employment opportunities for people who have been in prison

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

- *ocupació*

enforce /ɪn'fɔː(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

Noun: *enforcement*

law enforcement is a priority here

- *fer complir*

environmental /ɪn'vaɪrən'ment(ə)l/ Adjective

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

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

- *mediambiental*

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*

usually it's cold in December, but this year was an exception | we don't usually allow days off, but I'll make an exception in your case

Adjective: *exceptional* | Adverb: *exceptionally*

it's an exceptional school (different from others because it is extremely good) | an exceptionally gifted child (one who is much more clever than most other children)

- *excepció*

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

- *exposar*

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

Noun: *fine*

Collocates: impose a fine | pay a fine

she was ordered to pay a fine of £250 | the court can impose a fine of up to £300

- *multar*

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

- *acomiar*

gift /ɡɪft/ Noun

a *gift* is a present that you give to someone

he offered me a generous gift of £100 | the two presidents exchanged gifts before the meeting began

- *regal*

health and safety /,helθ 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 | a health and safety inspection

- *salut i seguretat*

in advance /ɪn əd'vɑːns/ Phrase

if you do something *in advance*, you do it before a particular date, or before it is needed

I had to pay a month's rent in advance | boat trips must be booked in advance

- *per avançat*

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 email had an attachment which infected my PC | how can I prevent a virus from infecting my computer? | she became infected after drinking dirty water

Noun: *infection*

an ear infection

- *infectar*

interrupt /ɪntə'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

- *interrompre*

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

- *avis*

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 | after three weeks off I nearly forgot where the office was!

Preposition: *off*

he was off work for a week with flu

- *fora*

property /'prɒpə(r)ti/ Noun

property is land and buildings

you mustn't smoke on any part of the company property | he owns a property in the south of France

- *propietat*

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

Verb: *require*

the law requires you to register as self-employed

- *requisit*

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 | you can reduce the risk of injury by wearing a helmet

Verb: *risk* | Adjective: *risky*

she risked her life several times during the war | oil exploration is a risky business

- *risc*

sensible /ˈsensəb(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? | she made two or three very sensible suggestions

Adverb: *sensibly*

we need to discuss the problem sensibly

- *amb sentit comú*

system /ˈsɪstəm/ 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 | the current system has been in place for the last five years

- *sistema*

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 | colds are caused by viruses

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

- *virus*

warning /ˈwɔː(r)nɪŋ/ 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

his manager issued a final 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

- *avís*

STUDENT'S BOOK 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

- *insults*

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

Noun: *bend* | Adjective: *bent*

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

- *doblegar / ajupir-se*

benefit /ˈbenɪfɪt/ Verb

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

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

- *beneficiar*

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

the film was two hours of sheer 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)

- *avorriment*

grateful /ˈɡreɪtʃ(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 | my sincere gratitude to you and all the nurses

- *agraït*

handle /'hænd(ə)/ Verb

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

nurses often have to handle dirty nappies | Fragile – handle with care! | be careful when handling hot saucepans

- *manipular*

motivation /,məʊtɪ'veɪʃ(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 | 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 | the motive behind the attack is unclear | children are highly motivated learners of language | greed was a motivating factor in his decision

- *motivació*

nasty /'nɑːsti/ Adjective

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

technology could solve some nasty problems | I've got a nasty cough | the weather was especially nasty at the weekend

- *desagradable*

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 | 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 | the ending of the film was very predictable (you could predict what would happen)

- *predir*

preserve /prɪ'zɜː(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 | different ways of preserving fruit | a perfectly preserved Roman road

Noun: *preservation*

preservation of the environment

- *preservar*

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 relatively easy to find | he did relatively well in the exam

Adjective: *relative*

a period of relative peacefulness

- *relativament*

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 wood will rot quickly unless you dry it out properly | the smell of rotten eggs

- *podrit*

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 | not everyone will suffer all the side effects

- *efectes col·laterals*

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

- *donar un cop fort contra alguna cosa*

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 | she was staring into space | he stared intently at the floor

- *mirar fixament*