

UNIT 17, 18, 19 y 20 USEFUL VOCABULARY

UNIT 17 SECURITY ISSUES

- To monitor**= monotorizar
To protect= proteger
To steal= robar
To install= instalar
To limit= limitar
To access= acceder
Fire alarm= alarma de fuego
Fire extinguisher= extintor
Premises= instalaciones
Property= propiedad
Security guard= guarda de seguridad
To report= denunciar
To accompany= acompañar
To improve= mejorar
Authorised people= personal autorizado
Rectricted area= área restringida
Card reader= lector de tarjeta
Security camara= cámara de seguridad
To record= grabar



UNIT 18 BANKING

Loan= préstamo

Branches= sucursales

Well-trained experts= expertos bien formados

Rates= tarifas

Domestic bank transfer= tarifas nacionales

Safety deposit boxes= cajas de seguridad

ATM= cajero automático

Bank card= tarjeta

Bank statement= extracto

Notes= billetes

Coins= monedas

Night safe= caja de seguridad

To lend= prestar

To deposit= ingresar

To withdraw= retirar

To be overdrawn= estar al descubierto, números rojos

To transfer= transferir

To borrow= pedir prestado

To save= ahorrar

To pay back = devolver un pago

Credit limit= límite de crédito

Exchange rates= cambio de divisa

Standing order= ordenar (un pago, un cobro)

Foreign currency= divisa extranjera

Direct debit= domiciliación

By card= con tarjeta

In cash= en efectivo



UNIT 19 APPLYING FOR A JOB

Leading textile company= líder en textil

Handling the administrative aspects= gestión de asuntos administrativos

Previous experience= experiencia previa

Advanced typing in office administration= mecanografía avanzada en administración

Ability to work in a team= hábil en trabajo de equipo

Ability to work under pressure= hábil en el trabajo bajo presión

Fluent in languages= idioma fluido

Vocational course= formación profesional

Secondary school= educación secundaria

Educational background= bagaje educativo

Abroad= en el extranjero

Logistical support= apoyo logístico

Confident= Seguro/a de sí mismo

Hard-working= trabajador/a

Relaxed= tranquilo/a

Outgoing= extrovertido/a

Attitude= actitud

Cooperation= cooperación

Deadline= fecha límite

Fast learner= aprendo rápido

Multitasking= multitarea

Ambitious= ambicioso/a

Creative= creativo/a

Determined= decidido/a

Flexible= flexible

Reliable= de confianza



UNIT 20 CURRICULUM VITAE

PARTS OF CV=

PERSONAL DETAILS= detalles personales

PERSONAL STATEMENT= declaración personal de cómo vas a beneficiar a la empresa

WORK EXPERIENCE= Experiencia laboral

EDUCATION= tus estudios

LANGUAGES= Idiomas (nivel)

SKILLS= tus habilidades, qué sabes hacer



AMELIA ARORA

PROFESSIONAL TITLE

Your profile is one of the most important parts of your resume. This section should give a concise summary of your career to date (5 sentences max). This will be one of the first sections your future employer/recruiter will see, and you don't want it to be the only one! Your profile needs to capture their attention and get them to keep reading your whole CV. One final tip: it is usually easiest to write this part last!

P: (021) 699 679 3979

E: yourna@gmail.com

A: 429 West Park Street, US

SKILLS

Write About Your Skills

Write About Your Skills

Write About Your Skills

Write About Your Skills

Write About Your Skills

LANGUAGE

LANGUAGE
Mother Language

LANGUAGE
Basic Writing / Speaking /
Listening

LANGUAGE
Standard Writing / Speaking /
Listening

EXPERTISE

Write About Your Expertise

Write About Your Expertise

Write About Your Expertise

Write About Your Expertise

EXPERIENCE

YYYY-YYYY

Enter Your Job Position Here

Company Name | Location

Summary of your role in the position. Detail your role, responsibilities and, importantly, highlight your achievements. List your roles chronologically, starting with the most recent first. Use bullet points to summarize your accomplishments and key experience you.

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EDUCATION

○

ENTER YOUR DEGREE NAME | 2015 - 2020

University Name | New York City

Summary of your role in the position. Detail your role, responsibilities and, importantly, highlight your achievements. List your roles chronologically, starting

○

ENTER YOUR DEGREE NAME | 2015 - 2020

University Name | New York City

Summary of your role in the position. Detail your role, responsibilities and, importantly, highlight your achievements. List your roles chronologically, starting