Unit 28 Vocabulary

• Work and business

Topic vocabulary in contrast

see page 197 for definitions

employer / employee / staff	wage(s) / salary / pay	overtime / promotion / pension
job / work / career	commute / deliver	company / firm / business
earn / win / gain	retire / resign	union / charity
raise / rise	fire / sack / make redundant	

Phrasal verbs

back out decide not to do sth you agreed to do	**set up** start (a business, organisation, etc)
bring out produce and start to sell a new product	**slow down** decrease speed
close down stop operating (for companies)	**speed up** increase speed
see through (to) continue (or help to continue) to the end of sth unpleasant or difficult	**stand in for** do sb's job for them while they are not available
see to deal with	**take on** start to employ; accept (work or responsibility)
set to start doing sth in a determined or enthusiastic way	**take over** take control of (a business, etc)
set out start working on sth in order to achieve an aim	**turn down** not accept (an offer, request, etc)

Phrases and collocations

agreement	come to/reach (an) agreement (on/about sth); in agreement (on/about/with) sth
arrangement	make an arrangement (with/for sb) (to do); have an arrangement (with sb) (to do)
business	do business (with sb); in business; go somewhere on business; business trip; small business; big business
complaint	have/make a complaint (about sth) (to sb); letter of complaint (to sb) (about sth)
day	have/take/get a day off; day job; day trip; day by day; the other/next day
decision	make/take a decision (to do sth); come to/reach/make a decision (about sth)
duty	do one's duty; a sense of duty; on/off duty; have a duty to sb/to do
effort	make an effort (to do); put effort into sth/doing
experience	have an experience; have/gain/get experience in/of sth/doing; experienced in/at sth/doing
hold	put/keep sb on hold; hold on (to sth); hold sth
interest	have/take/express an interest in sth/doing; in your interest to do; earn/get/pay interest
interview	have/go to/attend an interview; job interview
job	do a job; have a job (to do); apply for a job; take/get a job; in a job
work	do some work; have work to do; go to work; at work; work hard; out of work; place of work

Word patterns

absent from sth	**good** for sb (to do sth); good at sth/doing; good to sb
apply for sth; apply in writing	**qualify** as/in sth
attach sth to sth; attached to sth	**responsible** for sth/doing
begin doing/to do/sth; begin by doing	**specialise** in sth/doing
depend on sth/sb	**train** to do
experienced in/at sth/doing	**work** as/at/in sth; work for sb

Word formation

add added, addition, additional(ly)	**help** (un)helpful(ly), helpless(ly), helping, helper	**profession** (un)professional(ly)
apply (in)applicable, applied, applicant, application	**industry** industrial(ly), industrious(ly)	**qualify** (un)qualified, qualifying, qualification
commerce commercial(ly)	**machine** machinery	**responsible** irresponsible, (ir)responsibly, (ir)responsibility
dedicate dedicated, dedication	**manage** managing, management, manager	**supervise** supervision, supervisor
effect (in)effective(ly)	**meet** met, meeting	**work** working, (un)workable, worker, works
employ (un)employed, (un)employable, (un)employment, employer, employee		

LIVEWORKSHEETS

Topic vocabulary in contrast

A Circle the correct word.

1 The **charity / union** I'm a member of is calling for a nationwide strike next week.
2 It's **company / firm / business** policy not to allow the use of phones for personal calls during working hours.
3 The recent **raise / rise** in the cost of petrol has affected loads of small businesses round here.
4 In some professions, you have to **retire / resign** when you're 60 or 65 years old.
5 My grandfather gets a **pension / promotion** from the company he used to work for.
6 Not only did we all have to work **overtime / promotion** this weekend, but we didn't get paid for it!
7 Have you had any news about that **work / job / career** you applied for yet?
8 The starting **salary / wage** is €20 000 per year.
9 You'll get a weekly **pay / wage** of about €300 before deductions.
10 She became a full-time member of **employees / staff / employers** last year.

B Complete using the correct form of the words in the box.

commute • deliver • earn • gain • make • sack • win

1 No sooner had Denzil ..... the lottery than he decided to quit his job.
2 How long does it take you to ..... to work every day?
3 How much does a state school teacher ..... each year?
4 Over a hundred workers were ..... redundant when the factory closed.
5 Our next-door neighbour was ..... for stealing company property.
6 Does your local supermarket ..... ?
7 Rarely have I ..... so much valuable experience in such a short space of time.

Phrasal verbs

C Write one word in each gap.

It just takes hard work and commitment

Entrepreneur Jane Dickson describes how she got started

I was working as an IT Manager for a small publishing company (in fact, I was standing (1) ..... for the actual manager while she was away on maternity leave) when the company was taken (2) ..... by a large multinational media organisation. It was in the depths of the recession, and initially our new owners promised to see our small company (3) ..... the hard times. Things got worse, though, and they finally backed (4) ..... of their agreement. Our company closed (5) ..... . We were all made redundant – it was horrible!

I wasn't sure what I wanted to do next. I (6) ..... down several offers of work as I didn't want to rush into anything. Then, one day, I woke up and thought: 'I'm going to set (7) ..... my own business!' At first it was tough. I had to (8) ..... to everything myself – I was the only employee! – but I set (9) ..... it with dedication and refused to give up, whatever happened. Over the last five years, as the company's grown, I've taken (10) ..... more and more staff. Dickson's now employs over five hundred people! I set (11) ..... to be successful, and I've managed it. I feel very lucky, although, to be honest, luck has nothing to do with it. It just takes hard work and commitment. I don't feel satisfied yet, though. We're bringing (12) ..... new products all the time, and I want to continue doing that. I also want to speed (13) ..... our production process to make it more efficient. I'm not planning to slow (14) ..... any time soon!

LIVEWORKSHEETS

Phrases and collocations

D Match to make sentences.

1	I put a lot of effort	A	on hold for ages.
2	They've made their decision	B	about who's going to get promoted.
3	It's not in your interest to	C	of work for over two months now.
4	The secretary's kept me	D	into writing this report.
5	I don't know why you didn't apply	E	business long.
6	I think we're all in agreement	F	in your work.
7	Dean's been out	G	for that position.
8	The shop hasn't been in	H	accept a pay cut.
9	I'm glad you're finally taking an interest	I	work, doesn't he?
10	Jason lives fairly near his place of	J	on this, aren't we?

E Write one word in each gap.

1 Maybe you should write a letter ..... complaint to the manager.
2 When was the last time you had a ..... off?
3 Hardly had the police officer come ..... duty when he had to respond to an emergency.
4 My dad's ..... work at the moment, I'm afraid. Can you call back later?
5 I am available to ..... an interview at your convenience.
6 He's been ..... this job for over thirty years.
7 Our company ..... a lot of business with Altech Industries.
8 Sol's made an arrangement ..... the wholesalers to deliver more frequently in future.
9 June's got several years' experience ..... dealing with young children.

Word patterns

F Choose the correct answer.

1 Who is responsible ..... dealing with complaints?
A with B for C in D at

2 We began ..... looking round for advertising agencies which had experience of our market.
A to B with C by D at

3 The covering letter wasn't attached ..... the CV.
A to B with C from D by

4 Don't you think you should apply for the job ..... writing?
A with B for C at D in

5 I was only absent ..... the office for a few minutes!
A for B from C in D about

6 Success in this industry depends a lot ..... luck!
A with B from C at D on

LIVEWORKSHEETS

G Cross out the incorrect word in each sentence and write the correct word on the line.

1 Sadie's quite good in typing. .....
2 Jimmy qualified at a doctor a couple of years ago. .....
3 You need to be good at languages to work in an interpreter. .....
4 It'll be good that Rudy to get some work experience this summer. .....
5 You've got to be experienced from dealing with difficult authors if you want to be an editor. .....
6 We specialise for manufacturing tiles for the building industry. .....
7 After qualifying as veterinary medicine, she decided to move to Yorkshire. .....
8 I'd love to work as advertising. .....
9 Joanne is training for become a trapeze artist at the moment! .....

Word formation

H Complete the sentences by changing the form of the word in capitals when this is necessary.

1 All the heavy ..... (**MACHINE**) in the factory has been manufactured on site.
2 Al is a manager at the local water ..... (**WORK**).
3 An ..... (**INDUSTRY**) dispute is threatening to delay production of the new car.
4 We work under close ..... (**SUPERVISE**), so there's not much opportunity for initiative.
5 Farm ..... (**WORK**) in Belgium have accepted a 5% pay increase.
6 There'll be an ..... (**ADD**) charge of €30 for delivery.
7 Supersonic planes have never been a ..... (**COMMERCE**) success.
8 We couldn't have built this new train without the ..... (**DEDICATE**) and expertise of the entire workforce.
9 The plan is completely ..... (**WORK**). Let's just forget it!

I Complete the text by changing the form of the word in brackets.

Job fairs

Although a certain percentage of graduates will still be (1) ..... (**employ**) six months after leaving university, the majority will have found (2) ..... (**employ**) by then. Many of these will even have been offered a job while at university, as a result of visiting a job fair.

Job fairs are held at many universities each year. Companies come along to advertise jobs, which are usually in (3) ..... (**manage**), and the career structures and benefit packages that go with them. Job fairs are an (4) ..... (**effect**) way for undergraduates to find out what kind of job they might be interested in.

If you go to a job fair, dress (5) ..... (**profession**). Don't wear jeans and a T-shirt. Wear a suit! You don't want to look (6) ..... (**responsible**) when you have your first (7) ..... (**meet**) with your potential (8) ..... (**employ**). If you're interested in a job on offer, you may have to fill out an (9) ..... (**apply**) form, so it's (10) ..... (**help**) to take along relevant information with you. You'll also need proof of all your (11) ..... (**qualify**), so don't forget to take photocopies of all your certificates with you.

LIVEWORKSHEETS