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