Name _____

B1 **Wordlist** Unit 12

Navigate

accountant *n* /ə'kaʊntənt/	_____	I'd like to become an accountant.
administration *n* /ədˌmɪnɪ'streɪʃn/	_____	I work in administration.
advertising campaign *n* /'ædvətaɪzɪŋ kæmˌpeɪn/	_____	We need some help with our advertising campaign.
arm wrestle *n* /'ɑːm ˌresl/	_____	He asked us if we wanted an arm wrestle.
building site *n* /'bɪldɪŋ saɪt/	_____	Nicholas works on a building site.
business *n* /'bɪznəs/	_____	We run the day-to-day business of the court.
candidate *n* /'kændɪdət/	_____	She asked the candidate, 'Where do you see yourself in five years' time?'
client *n* /'klaɪənt/	_____	My job is to advise clients about their business.
construction *n* /kən'strʌkʃn/	_____	She works for a construction company.
corporate *adj* /'kɔːpərət/	_____	He was applying for the job at the corporate office of a shoe company.
court *n* /kɔːt/	_____	Martha works in a court.
customer *n* /'kʌstəmə(r)/	_____	I deal with all the customer enquiries.
day-to-day *adj* /ˌdeɪ tə 'deɪ/	_____	She is responsible for the day-to-day business.
engineering *n* /ˌendʒɪ'nɪərɪŋ/	_____	I'm studying engineering at university.
enquiry *n* /ɪn'kwaɪəri/	_____	We answer phone enquiries and deal with emails.
entertain *v* /ˌentə'teɪn/	_____	It is my job to entertain the staff.
health care *n* /'helθ keə(r)/	_____	They both work in health care.
in a hurry *phr* /ˌɪn ə 'hʌri/	_____	It's easy to make mistakes if you do things in a hurry.
in a mess *phr* /ˌɪn ə 'mes/	_____	He never tidies his desk. It's always in a mess.
in charge of *phr* /ɪn 'tʃɑːdʒ əv/	_____	The assistant manager's in charge of the hotel while the manager's away.
in detail *phr* /ɪn 'diːteɪl/	_____	There isn't time to explain the plan in detail now.
in the middle *phr* /ˌɪn ðə 'mɪdl/	_____	I'm in the middle of doing something at the moment.
in trouble *phr* /ɪn 'trʌbl/	_____	If I'm late again, I'll be in trouble with the boss.
inventor *n* /ɪn'ventə(r)/	_____	Who was the inventor of the light bulb?
judge *n* /dʒʌdʒ/	_____	Martha works as a judge.
laboratory *n* /lə'bɒrətri/	_____	He's a scientist and works in a laboratory.
law *n* /lɔː/	_____	She works for a law firm.
light bulb *n* /'laɪt bʌlb/	_____	Thomas Edison is famous for inventing the light bulb.
medical research *n* /ˌmedɪkl rɪ'sɜːtʃ, 'riː-/	_____	I work in medical research at the university.
negative *adj* /'negətɪv/	_____	She's quite a negative person.
neutral *adj* /'njuːtrəl/	_____	He sounds neutral. He doesn't really have an opinion.
nurse *n* /nɜːs/	_____	I work as a nurse.
office *n* /'ɒfɪs/	_____	She works in an office.
open-plan *adj* /ˌəʊpən 'plæn/	_____	I work in an open-plan office.
paperwork *n* /'peɪpəwɜːk/	_____	I also do a lot of paperwork.
personal assistant (PA) *phr* /ˌpɜːsənl ə'sɪstənt, ˌpiː 'eɪ/	_____	She works as a PA.
politics *n* /'pɒlətɪks/	_____	He is planning to retire from politics next year.

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positive *adj* /ˈpɒzətɪv/	_____	Mike is very positive about the future.
presentation *n* /ˌprezn̩ˈteɪʃn/	_____	I have to give presentations.
productivity *n* /ˌprɒdʌkˈtɪvəti/	_____	Research has shown that the noise in open-plan offices can reduce productivity by 66%.
profession *n* /prəˈfeʃn/	_____	What profession do you work in?
real-life *adj* /ˈrɪəl laɪf/	_____	You have to try and solve real-life problems.
recruit *v* /rɪˈkruːt/	_____	The way that companies recruit new staff has also changed.
report *n* /rɪˈpɔːt/	_____	I have to write reports and give presentations.
software developer *n* /ˈsɒftweə dɪˌveləpə(r)/	_____	I'm a software developer for a big company.
staff *n* /stɑːf/	_____	I train kitchen and waiting staff.
study *v* /ˈstʌdi/	_____	She's studying politics at university.
tattoo *n* /təˈtuː/	_____	His back was covered in tattoos.
zone *n* /zəʊn/	_____	Desks were organized into work zones of different sizes.

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