

Name _____

Navigate

B1 Wordlist Unit 12

accountant <i>n</i> /ə'kaʊntənt/	_____	I'd like to become an accountant.
administration <i>n</i> /əd,mɪnɪ'streɪʃn/	_____	I work in administration.
advertising campaign <i>n</i> /'ædvətəɪzɪŋ kæm,pəɪn/	_____	We need some help with our advertising campaign.
arm wrestle <i>n</i> /'ɑ:m ,resl/	_____	He asked us if we wanted an arm wrestle.
building site <i>n</i> /'bɪldɪŋ saɪt/	_____	Nicholas works on a building site.
business <i>n</i> /'bɪznəs/	_____	We run the day-to-day business of the court.
candidate <i>n</i> /'kændɪdət/	_____	She asked the candidate, 'Where do you see yourself in five years' time?'
client <i>n</i> /'klaɪənt/	_____	My job is to advise clients about their business.
construction <i>n</i> /kən'strʌkʃn/	_____	She works for a construction company.
corporate <i>adj</i> /'kɔ:pəreɪt/	_____	He was applying for the job at the corporate office of a shoe company.
court <i>n</i> /kɔ:t/	_____	Martha works in a court.
customer <i>n</i> /'kʌstəmə(r)/	_____	I deal with all the customer enquiries.
day-to-day <i>adj</i> /,deɪ tə 'deɪ/	_____	She is responsible for the day-to-day business.
engineering <i>n</i> /,endʒɪ'nɪərɪŋ/	_____	I'm studying engineering at university.
enquiry <i>n</i> /ɪn'kwəɪəri/	_____	We answer phone enquiries and deal with emails.
entertain <i>v</i> /,entə'teɪn/	_____	It is my job to entertain the staff.
health care <i>n</i> /'helθ keə(r)/	_____	They both work in health care.
in a hurry <i>phr</i> /,ɪn ə 'hʌrɪ/	_____	It's easy to make mistakes if you do things in a hurry.
in a mess <i>phr</i> /,ɪn ə 'mes/	_____	He never tidies his desk. It's always in a mess.
in charge of <i>phr</i> /ɪn 'tʃɑ:dʒ əv/	_____	The assistant manager's in charge of the hotel while the manager's away.
in detail <i>phr</i> /ɪn 'di:teɪl/	_____	There isn't time to explain the plan in detail now.
in the middle <i>phr</i> /,ɪn ðə 'mɪdl/	_____	I'm in the middle of doing something at the moment.
in trouble <i>phr</i> /ɪn 'trʌbl/	_____	If I'm late again, I'll be in trouble with the boss.
inventor <i>n</i> /ɪn'ventə(r)/	_____	Who was the inventor of the light bulb?
judge <i>n</i> /dʒʌdʒ/	_____	Martha works as a judge.
laboratory <i>n</i> /lə'bɔrətəri/	_____	He's a scientist and works in a laboratory.
law <i>n</i> /lɔ:/	_____	She works for a law firm.
light bulb <i>n</i> /'laɪt bʌlb/	_____	Thomas Edison is famous for inventing the light bulb.
medical research <i>n</i> /,medɪkl rɪ'sɜ:tʃ, 'ri:-/	_____	I work in medical research at the university.
negative <i>adj</i> /'negətɪv/	_____	She's quite a negative person.
neutral <i>adj</i> /'nju:trəl/	_____	He sounds neutral. He doesn't really have an opinion.
nurse <i>n</i> /nɜ:s/	_____	I work as a nurse.
office <i>n</i> /'ɒfɪs/	_____	She works in an office.
open-plan <i>adj</i> /,əʊpən 'plæn/	_____	I work in an open-plan office.
paperwork <i>n</i> /'peɪpəwɜ:k/	_____	I also do a lot of paperwork.
personal assistant (PA) <i>phr</i> /,pɜ:sənəl ə'sɪstənt, ,pi: 'eɪ/	_____	She works as a PA.
politics <i>n</i> /'pɒlətɪks/	_____	He is planning to retire from politics next year.

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positive **O_{AW}** *adj* /'pɒzətɪv/

presentation **O_{AW}** *n* /,prezn'teɪʃn/

productivity *n* /,prɒdʌk'tɪvətɪ/

profession **O_{AW}** *n* /prə'feɪʃn/

real-life **O_{AW}** *adj* /'riːl laɪf/

recruit *v* /rɪ'kruːt/

report **O_{AW}** *n* /rɪ'pɔːt/

software developer **O_{AW}** *n*
/'sɒftweə dɪ,veləpə(r)/

staff **O_{AW}** *n* /stɑːf/

study **O_{AW}** *v* /'stʌdi/

tattoo *n* /tə'tuː/

zone **O_{AW}** *n* /zəʊn/

_____ Mike is very positive about the future.

_____ I have to give presentations.

_____ Research has shown that the noise in open-plan offices can reduce productivity by 66%.

_____ What profession do you work in?

_____ You have to try and solve real-life problems.

_____ The way that companies recruit new staff has also changed.

_____ I have to write reports and give presentations.

_____ I'm a software developer for a big company.

_____ I train kitchen and waiting staff.

_____ She's studying politics at university.

_____ His back was covered in tattoos.

_____ Desks were organized into work zones of different sizes.