

A WORD LIST

WORK AND CAREER

APPLYING FOR A JOB

apply for a job/vacancy
put together your CV
to attend an interview
to assess one's skills
to give feedback
qualifications
fill in application forms
provide references
short-list/ to be shortlisted
an applicant
to be open to offers
meet the requirements
be taken on by (a firm, company)

COLLOCATIONS

A fulfilling job
A demanding job
A steady job
A permanent job
A high-powered job
To offer sb a job

To carry out work
To supervise work
To complete work
(be) available to start work
To take on work
To work closely with

At the height/peak of your career
Her career lasted...
To climb the career ladder
A promising career
A career takes off
A brilliant career
To have a career in (medicine)
To embark on a career
To wreck/ruin sb's career

WORKPLACE

work as/ have a job as
a career in (e.g. publishing)
to promote sb
to be promoted/ get promoted/ get a promotion
transfer sb from... to..
hand in your notice
a reward
a rewarding job
what does your job involve?
handle sth/ deal with sb/sth

to take on responsibility
responsible for/in charge of
to delegate duties
working conditions
stressful
time off/day off
do/work overtime
get/receive a bonus
be entitled to sick pay
have the right to join a (trade) union
out of work/unemployed
up-and-coming
to be headhunted
climb to the top of the career ladder
to commute
salary/wages
career prospects
perks / benefits/ benefits package
performance related bonus scheme
pension/ pension scheme
maternity leave
comprehensive healthcare provision
ambitious
labour relations
tea break
apprentice
white collar job/ blue collar job
unemployment/unemployed
employer/employee
a dead-end job
to talk shop
to earn a (good) living

TYPES OF JOBS

do voluntary work
work part-time/ have a part-time job
take an early retirement
to be made redundant/ be laid off
to work flexitime
to do shift work / to work in shifts
to be/go on strike
be on sick leave
to be sacked/be given a sack
resign from a job
a nine-to-five job

QUALITIES

be good with figures
be a people person
have a 'can do' attitude
work well in a team/be a good team player
have an eye for detail
get the best out of other people
be good at using your own initiative

be able to meet tight deadlines
keep calm under pressure
master new skills
have a good knowledge of
Have experience in
To have what it takes

BEING BUSY

be rushed off your feet
be snowed under
be up to your eyes/ears in work
have your hands full
be on the go
go the extra mile
a daunting task

UNEMPLOYMENT VOCABULARY

Period of notice – a statement telling someone that an agreement, job, etc., will end soon.

To be unemployed – to be without a job.

To be out of work – to be without a job.

To be on the dole – money that a government gives to people who do not have jobs or who are very poor.

To fire somebody – to dismiss (someone) from a job.

To sack somebody – to dismiss (someone) from a job.

To make somebody redundant – dismissed from a job because you are no longer needed.

To hand in one's notice – to give your boss a statement telling someone that an agreement, job, etc., will end soon.

To resign – to give up (a job or position) in a formal or official way.

To quit – to leave (a job, school, career, etc.).

Unemployment benefit – money that is paid by a company (such as an insurance company) or by a government when someone dies, becomes sick, stops working, etc.

Definitions and practice exercises

SOLVING PROBLEMS

Face/address/deal with/tackle a problem
To hinder progress
Be an asset/a hindrance
Spot an error
Encounter difficulties
Come up with a solution
Put forward an idea

EXPRESSING PRAISE AND CRITICISM

Out of this world
To be second to none
Be a hard act to follow
Groundbreaking work

Be head and shoulders above sb
Be miles better than
Be streets ahead of sb
A first-rate/ top notch professional

To have a way with
Deserve/give a credit

She wants to have her cake and eat it.

Butter sb up

Pick holes in sth

She thinks she's the cat's whiskers/bee's knees.

Get on sb's nerves