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TOPIC 01 / 18

01 Work and employment

Jobs, staff, contracts and everyday life in the workplace.

67 WORDS

- [ ] **absence** N
  a period of time when someone is not present
  Report any **absence** *to your supervisor.*
- [ ] **absent** ADJ
  not present at work or school
  Staff who are **absent** *must call before nine.*
- [ ] **administrative** ADJ
  relating to the running of an organisation
  She does **administrative** *work in the school office.*
- [ ] **agenda** N
  a list of items to be discussed at a meeting
  The first item on the **agenda** *is safety.*
- [ ] **allocate** V
  to give something officially to a person or purpose
  The manager will **allocate** *tasks on Monday.*
- [ ] **applicant** N
  a person who formally asks for a job
  Applicants *must be over eighteen.*
- [ ] **application** N
  a formal request for something
  Send your **application** *by Friday.*
- [ ] **appointed** ADJ
  chosen for a job or position
  The newly **appointed** *director starts on Monday.*
- [ ] **apprentice** N
  a person learning a skill while working
  The company takes on six **apprentices** *a year.*
- [ ] **apprenticeship** N
  a period of training in a skilled job
  He began an **apprenticeship** *as an electrician.*
- [ ] **assessment** N
  a judgement about how good something is
  The **assessment** *takes place at the end of the course.*
- [ ] **assistant** N
  a person who helps someone in a job
  The shop **assistant** *was very helpful.*
- [ ] **attendance** N
  the fact of being present
  Attendance *is recorded at every session.*
- [ ] **budget** N
  a plan for how money will be spent
  The department has a limited **budget**.
- [ ] **candidate** N
  a person applying for a job
  Every **candidate** *will be interviewed.*
- [ ] **client** N
  a person who pays for a professional service
  Always be polite to every **client**.
- [ ] **colleague** N
  a person you work with
  Please introduce yourself to your **colleagues**.
- [ ] **contract** N
  a legal agreement, especially about work
  Read your **contract** *carefully before signing it.*
- [ ] **contractor** N
  a person or company hired to do a particular job
  A **contractor** *will install the new heating.*
- [ ] **department** N
  a section of a large organisation
  The sales **department** *is on the second floor.*
- [ ] **duties** N
  tasks that are part of your job
  Your **duties** *include answering the phone.*
- [ ] **earnings** N
  money that a person receives for work
  Overtime increased her **earnings**.
- [ ] **employed** ADJ
  having a paid job
  She has been **employed** *by the council since 2018.*
- [ ] **employee** N
  a person who is paid to work for an organisation
  All **employees** *must wear a name badge.*
- [ ] **employer** N
  a person or company that pays people to work
  The **employer** *provides free parking.*
- [ ] **employment** N
  paid work
  Employment *conditions are set out in the contract.*

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- [ ] **entitled** ADJ
having the right to something
Employees are **entitled** *to four weeks' holiday.*

- [ ] **executive** N
a senior person in a company
Company **executives** *meet monthly.*

- [ ] **funding** N
money provided for a purpose
The project received **funding** *from the council.*

- [ ] **income** N
money received regularly from work or investments
Applicants must show proof of **income**.

- [ ] **internship** N
a short period of work experience, often unpaid
The **internship** *lasts three months.*

- [ ] **interview** N
a formal meeting to assess someone
The **interview** *lasts about thirty minutes.*

- [ ] **jobseeker** N
a person who is looking for work
Jobseekers *can use the library computers free of charge.*

- [ ] **management** N
the people who control an organisation
Management *will announce the changes on Monday.*

- [ ] **maternity** ADJ
relating to the period around the birth of a child
Maternity *leave lasts up to a year.*

- [ ] **negotiate** V
to discuss something in order to reach an agreement
Staff can **negotiate** *their working hours.*

- [ ] **operator** N
a person who controls a machine or telephone system
The machine **operator** *wears ear protection.*

- [ ] **orientation** N
an introduction to a new job or place
New staff attend an **orientation** *day.*

- [ ] **overseas** ADV
in or to another country across the sea
Many of our students come from **overseas**.

- [ ] **pension** N
regular money paid to a person after they retire
Staff can join the company **pension** *scheme.*

- [ ] **perform** V
to carry out a task or action
Employees **perform** *a variety of tasks.*

- [ ] **personnel** N
the people who work for an organisation
All **personnel** *must wear a badge.*

- [ ] **presenter** N
a person who introduces a show or gives a talk
The **presenter** *welcomed the guests.*

- [ ] **priority** N
something that is more important than other things
Safety is our top **priority**.

- [ ] **productive** ADJ
achieving a lot
Staff are more **productive** *in a quiet office.*

- [ ] **productivity** N
how much work is done in a given time
Flexible hours can increase **productivity**.

- [ ] **qualifications** N
exams passed or training completed
Candidates need relevant **qualifications**.

- [ ] **qualified** ADJ
having the skills or certificates needed
She is a fully **qualified** *nurse.*

- [ ] **recruit** V
to find new people to join an organisation
The firm plans to **recruit** *fifty new staff.*

- [ ] **recruitment** N
the process of finding new employees
Recruitment *begins in March.*

- [ ] **redundancy** N
the loss of a job because it is no longer needed
The factory closure led to fifty **redundancies**.

- [ ] **resign** V
to officially leave your job
She decided to **resign** *and start her own business.*

- [ ] **responsibilities** N
jobs or tasks that you must do
The post carries major **responsibilities**.

- [ ] **salary** N
a fixed amount of money paid to an employee each month
The job offers a competitive **salary**.

- [ ] **sales** N
the activity of selling goods
Sales *rose by ten per cent in July.*

- [ ] **schedule** N
a plan of times when things will happen
The shift **schedule** *is on the noticeboard.*

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- [ ] **senior** ADJ
  higher in rank or older
  She was promoted to **senior** *manager.*

- [ ] **shift** N
  a period of time worked, especially in a factory
  She works the night **shift**.

- [ ] **trainee** N
  a person who is learning a job by working in it
  Every **trainee** *is given a mentor.*

- [ ] **turnover** N
  the amount of business a company does, or the rate at which staff leave
  Staff **turnover** *is low in this firm.*

- [ ] **unpaid** ADJ
  without payment
  Unpaid *work experience is common in this field.*

- [ ] **vacancy** N
  a job that is available
  The company has a **vacancy** *for a driver.*

- [ ] **vending** N
  the selling of goods from a machine
  A **vending** *machine is in the lobby.*

- [ ] **wages** N
  money paid to workers, usually every week
  Wages *are paid on Fridays.*

- [ ] **workforce** N
  all the people who work for a company or in an area
  The **workforce** *has doubled in ten years.*

- [ ] **workplace** N
  the place where people work
  A safe **workplace** *is a legal requirement.*

- [ ] **workstation** N
  a desk and computer where a person works
  Each **workstation** *has an adjustable chair.*

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