B1 **Wordlist** Unit 12

Navigate

accountant *n* /əˈkaʊntənt/	_____	I'd like to become an accountant.
administration *n* /ədˌmɪnɪˈstreɪʃn/	_____	I work in administration.
advertising campaign ⬤ *n* /ˈædvətaɪzɪŋ kæmˌpeɪn/	_____	We need some help with our advertising campaign.
arm wrestle ⬤ *n* /ˈɑːm ˌresl/	_____	He asked us if we wanted an arm wrestle.
building site ⬤ *n* /ˈbɪldɪŋ saɪt/	_____	Nicholas works on a building site.
business ⬤ *n* /ˈbɪznəs/	_____	We run the day-to-day business of the court.
candidate ⬤ *n* /ˈkændɪdət/	_____	She asked the candidate, 'Where do you see yourself in five years' time?'
client ⬤ *n* /ˈklaɪənt/	_____	My job is to advise clients about their business.
construction ⬤ *n* /kənˈstrʌkʃn/	_____	She works for a construction company.
corporate *adj* /ˈkɔːpərət/	_____	He was applying for the job at the corporate office of a shoe company.
court ⬤ *n* /kɔːt/	_____	Martha works in a court.
customer ⬤ *n* /ˈkʌstəmə(r)/	_____	I deal with all the customer enquiries.
day-to-day ⬤ *adj* /ˌdeɪ tə ˈdeɪ/	_____	She is responsible for the day-to-day business.
engineering ⬤ *n* /ˌendʒɪˈnɪərɪŋ/	_____	I'm studying engineering at university.
enquiry ⬤ *n* /ɪnˈkwaɪəri/	_____	We answer phone enquiries and deal with emails.
entertain ⬤ *v* /ˌentəˈteɪn/	_____	It is my job to entertain the staff.
health care ⬤ *n* /ˈhelθ keə(r)/	_____	They both work in health care.
in a hurry ⬤ *phr* /ˌɪn ə ˈhʌri/	_____	It's easy to make mistakes if you do things in a hurry.
in a mess ⬤ *phr* /ˌɪn ə ˈmes/	_____	He never tidies his desk. It's always in a mess.
in charge of ⬤ *phr* /ɪn ˈtʃɑːdʒ əv/	_____	The assistant manager's in charge of the hotel while the manager's away.
in detail ⬤ *phr* /ɪn ˈdiːteɪl/	_____	There isn't time to explain the plan in detail now.
in the middle ⬤ *phr* /ˌɪn ðə ˈmɪdl/	_____	I'm in the middle of doing something at the moment.
in trouble ⬤ *phr* /ɪn ˈtrʌbl/	_____	If I'm late again, I'll be in trouble with the boss.
inventor ⬤ *n* /ɪnˈventə(r)/	_____	Who was the inventor of the light bulb?
judge ⬤ *n* /dʒʌdʒ/	_____	Martha works as a judge.
laboratory ⬤ *n* /ləˈbɒrətri/	_____	He's a scientist and works in a laboratory.
law ⬤ *n* /lɔː/	_____	She works for a law firm.
light bulb ⬤ *n* /ˈlaɪt bʌlb/	_____	Thomas Edison is famous for inventing the light bulb.
medical research ⬤ *n* /ˌmedɪkl rɪˈsɜːtʃ, ˈriː-/	_____	I work in medical research at the university.
negative ⬤ *adj* /ˈnegətɪv/	_____	She's quite a negative person.
neutral *adj* /ˈnjuːtrəl/	_____	He sounds neutral. He doesn't really have an opinion.
nurse ⬤ *n* /nɜːs/	_____	I work as a nurse.
office ⬤ *n* /ˈɒfɪs/	_____	She works in an office.
open-plan ⬤ *adj* /ˌəʊpən ˈplæn/	_____	I work in an open-plan office.
paperwork *n* /ˈpeɪpəwɜːk/	_____	I also do a lot of paperwork.
personal assistant (PA) ⬤ *phr* /ˌpɜːsənl əˈsɪstənt, ˌpiː ˈeɪ/	_____	She works as a PA.
politics ⬤ *n* /ˈpɒlətɪks/	_____	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* /ˌpreznˈteɪʃn/	_____	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.