

Glossary

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- 10.1 entrepreneur** (n) /ɒntrəprə'nɜːz/
sb who sets up a business • *The entrepreneur started a successful budget airline company.*
❖ girişimci
- 10.2 unpaid** (adj) /ʌn'peɪd/
done without receiving payment • *His employer expected him to work unpaid overtime.* > payment (n), pay (v)
❖ ücretsiz 📎 Opp: paid

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- 10.3 the big picture** (expr) /ðə bɪɡ 'pɪktʃə(r)/
the situation as a whole, not just the details
• *Before you accept the job, look at the big picture of whether you'll be making a difference in other people's lives.*
❖ büyük resim
- 10.4 set** (adj) /set/
steady; fixed • *As an office worker, he has a set working day of eight hours.* > set (v)
❖ sabit
- 10.5 air traffic controller** (n) /,eə træfɪk kən'trəʊlə(r)/
sb who guides aircraft pilots by radio during landing and take-off • *The air traffic controller advised the pilot to land at another airport.*
❖ hava trafik kontrol personeli
- 10.6 graphic designer** (n) /'ɡræfɪk dɪ'zajɪnə(r)/
an artist who designs images for books, websites, etc. • *The graphic designer created the logo for our website.* ❖ grafik tasarımcı
- 10.7 human resources manager** (n) /,hju:mən rɪ'sɔːsɪz 'mænɪdʒə(r)/
a person in charge of dealing with matters related to a company's employees • *The human resources manager chose six people to interview for the job.* ❖ insan kaynakları müdürü 📎 Syn: personnel manager
- 10.8 electrical engineer** (n) /ɪ,lektʀɪkəl endʒɪ'nɪə(r)/
sb who designs and builds electrical equipment and systems • *As an electrical engineer, you could be offered a post where you get to test systems for rockets and satellites!*
❖ elektrik mühendisi

- 10.9 bewildering** (adj) /bɪ'wɪldərɪŋ/
confusing • *When I first started learning to code, it seemed like a bewildering mass of symbols.* > bewildered (adj), bewilderment (n), bewilder (v) ❖ hayret verici
- 10.10 on the cusp** (expr) /ɒn ðə kʌsp/
at the time or point where a state or situation changes and becomes sth else • *She was on the cusp of completing her degree course and entering the world of work.* ❖ yeni bir çağın eşliğinde
- 10.11 align** (v) /ə'laɪn/
be compatible with; match • *He prefers to work for a company that aligns with his ideas of social justice and fair play.* > alignment (v)
❖ hizalamak, eşleştirmek
- 10.12 strategically** (adv) /strə'tɪ:dʒɪkli/
in a planned way • *If you plan your studies strategically, spreading the work throughout the school year, you'll be more relaxed in the exams.* > strategy (n), strategic (adj)
❖ stratejik olarak
- 10.13 achievable** (adj) /ə'tʃɪ:vəbl/
which can be achieved • *Our plans will be achievable with everyone's co-operation.* > achieve (v), achievement (n) ❖ elde edilebilir 📎 Opp: unachievable
- 10.14 absorbing** (adj) /əb'zɔːbɪŋ/
holding your interest • *The book was so absorbing that I lost track of the time and read it till the end.* > absorb (v), absorption (n)
❖ ilgi çekici
- 10.15 commitment** (n) /kə'mɪtmənt/
a responsibility to do sth • *I can't go to evening classes because I have another commitment. I'm looking after my aunt's children.* > commit (v) ❖ taahhüt
- 10.16 place faith in** (expr) /pleɪs feɪθ ɪn/
trust in; rely on • *Should you place faith in an agency to find you a job when you could be contacting companies directly?* ❖ güvenmek 📎 Also: put (your) faith in
- 10.17 buzzing** (adj) /'bʌzɪŋ/
lively; full of activity and noise • *He enjoyed the buzzing atmosphere of the street market.* > buzz (n, v) ❖ canlı, uğultulu

- 10.18 content** (adj) /kən'tent/
happy with life • *He felt content working from home as he could spend time with his family.*
➤ content (n, v) ❖ memnun
- 10.19 career path** (n) /kə'rɪə pɑːθ/
the jobs and training sb does to build a career
• *Nick decided to leave the family business and follow his own career path as a musician.*
❖ kariyer yolu
- 10.20 enthusiasm** (n) /ɪn'tjuːziəzəm/
sth that you feel passionate about or very interested in • *Art and music are her main enthusiasms.* ➤ enthusiastic (adj), enthusiastically (adv) ❖ şevk
- 10.21 integrate** (v) /'ɪntɪɡreɪt/
combine things so they work well together
• *The architect managed to integrate the colours of the natural surroundings into the building design.* ➤ integration (n), integral (adj), integrally (adv) ❖ entegre etmek
- 10.22 aptitude** (n) /'æptɪtjuːd/
a natural talent for doing sth • *All applicants for the course will need to take an aptitude test to assess their skill levels.* ➤ apt (adj), aptly (adv) ❖ kabiliyet
- 10.23 intern** (n) /'ɪntɜːn/
a student or graduate who has a temporary work experience post • *Anna worked as an intern in a newspaper office while studying journalism.* ➤ internship (n) ❖ stajyer
- 10.24 shadow** (v) /'ʃædəʊ/
stay close to and observe sb who is doing a job that you want to learn to do • *As an intern, she had to shadow the team of architects.*
➤ shadow (n) ❖ takip edip izlemek
- 10.25 first-hand** (adj) /'fɜːst 'hænd/
directly; from personal experience • *Sally studied recent teaching theories and also got first-hand experience teaching adults.*
❖ doğrudan, birinci elden
- 10.26 necessity** (n) /nə'sesəti/
sth that needs to be done or that sb must have
• *There's no necessity for you to dress formally when you work from home.*
➤ necessary (adj), necessitate (v)
❖ gereklilik
- 10.27 priority** (n) /praɪ'brəti/
sth that sb considers more important or needs more attention than other things • *Her top priority was to find a career she would enjoy.*
➤ prioritise (v) ❖ öncelik
- 10.28 usefulness** (n) /'juːsflnəs/
the fact of how useful sth is • *He questioned the usefulness of the survey because the group of respondents was small.* ➤ useful (adj), usefully (adv) ❖ yararlılık
- 10.29 genuinely** (adv) /'dʒenjuɪnli/
seriously • *I felt genuinely moved by your offer of help.* ➤ genuine (adj) ❖ gerçekten
- 10.30 vacancy** (n) /'veɪkənsi/
an available job • *There is a vacancy at the local supermarket that I think I will apply for.*
➤ vacant (adj) ❖ boş pozisyon
- 10.31 administrator** (n) /əd'mɪnɪstreɪtə(r)/
sb who is in charge of a business, an office, etc. • *Having years of experience, he was given the job of administrator in the sales team.* ➤ administer (v), administration (n)
❖ yönetici
- 10.32 supplier** (n) /sə'plaɪə(r)/
a person or company who provides goods
• *I ordered shoes online, directly from the supplier.* ➤ supply (n, v) ❖ tedarikçi
- 10.33 agency** (n) /'eɪdʒənsi/
a business that provides a service for other people or companies • *The hotel hires seasonal workers through a recruitment agency.* ➤ agent (n) ❖ ajans
- 10.34 issue** (v) /'ɪʃuː/
give out sth officially • *When he lost his credit card, he asked the bank to issue a new one.*
➤ issue (n) ❖ vermek
- 10.35 sick leave** (n) /sɪk liːv/
time you take off work because you are ill
• *When Aldo caught the flu, he had to take a few days' sick leave.* ❖ hastalık izni
- 10.36 recruitment** (n) /rɪ'kruːtmənt/
the process of finding and hiring new staff
• *As chief editor, she is involved in staff recruitment to expand the team.*
❖ işe alım
- 10.37 personnel** (n) /,pɜːsə'nel/
staff • *The human resources manager is in charge of hiring or firing company personnel.*
❖ personel
- 10.38 statistical** (adj) /stə'tɪstɪkəl/
related to statistics • *We need statistical data to back up our theory.* ➤ statistics (n pl), statistically (adv) ❖ istatistiksel
- 10.39 right** (n) /raɪt/
sth you are legally allowed to do or have
• *Fair working conditions should be a basic human right.* ❖ hak
- 10.40 let down** (phr v) /'let daʊn/
disappoint • *The suppliers let us down and failed to deliver the goods on time.* ➤ let-down (n) ❖ hayal kırıklığına uğratmak

- 10.41 stationery** (n) /'steɪʃənri/
paper, pens, envelopes, etc. that are used for writing letters, taking notes, etc. • *We order stationery for the office once a month from an online supplier.* ❖ kırtasiye malzemesi
- 10.42 literary** (adj) /'lɪtərəri/
related to literature • *Debbie is studying the literary works of Jane Austen.* > literature (n)
❖ edebi
- 10.43 hectic** (adj) /'hektɪk/
very busy and rushed • *How do you manage to cope with your hectic work schedule? Don't you get a day off?* ❖ yoğun
- 10.44 minimum wage** (n) /,mɪnɪməm 'weɪdʒ/
the lowest amount an employer can pay a worker by law • *He felt lucky to find his first job even though he only got the minimum wage.*
❖ asgari ücret
- 10.45 placement** (n) /'pleɪsmənt/
a work position for a short time to practise doing a job, often as part of a training course • *In his final year at university, he did a teaching placement in a secondary school.*
> place (v) ❖ yerleştirme
- 10.46 résumé** (n) /'rezjuːmeɪ/
a record of work experience, qualifications and skills, etc. which sb uses to apply for work • *From the details on her résumé, she was obviously well-qualified for the job in the bank.*
❖ öz geçmiş 📎 Also: CV (Curriculum Vitae)
- 10.47 supervisor** (n) /'suːpəvaɪzə(r)/
sb who manages a work process or a team of staff • *Feeling dizzy, Helen asked her supervisor for a break.* > supervise (v), supervision (n) ❖ amir
- 10.48 tedious** (adj) /'tiːdiəs/
boring and repetitive • *The conference consisted of long tedious presentations, making me wish I hadn't bothered going.*
> tedium, tediousness (n), tediously (adv)
❖ bıktırıcı
- 10.49 textile** (n) /'tekstaɪl/
cloth; material • *Cotton is grown and harvested for the textile industry.*
❖ tekstil
- 10.50 retire** (v) /rɪ'taɪə/
stop working, usually because you reach a certain age • *My grandfather retired from his job at 65, but still keeps busy doing voluntary work.* > retirement, retiree (n), retired (adj)
❖ emekli olmak

Grammar Page 117

- 10.51 applicant** (n) /'æplɪkənt/
sb who has applied for a job or other position • *Four applicants were interviewed for the job.*
> apply (v), application (n) ❖ başvuru sahibi

Listening Page 118

- 10.52 promotion** (n) /prə'məʊʃn/
a move to a more important job in a company or organisation • *Petra was pleased about her promotion from sales assistant to store manager.* > promote (v) ❖ terfi

Speaking Page 119

- 10.53 candidate** (n) /'kændɪdeɪt/
sb who is being considered for a job or place on a course • *We'll interview the four best candidates for the job.* ❖ aday
- 10.54 marketing** (n) /'mɑːkɪtɪŋ/
the business of advertising and selling a company's products • *If you enjoy travelling and are a good communicator, you could consider a career in marketing.* ❖ pazarlama
- 10.55 executive** (n) /ɪg'zekjətɪv/
a business official/representative • *The company executives are having a planning meeting with the manager.* ❖ yönetici

Grammar Page 120

- 10.56 glance (at)** (v) /glɑːns (æt)/
look at sb/sth quickly • *He glanced at the list of job vacancies on the website.* > glance (n)
❖ bakış atmak
- 10.57 trip** (v) /trɪp/
accidentally catch your foot on sth and fall or nearly fall • *When he tripped on the stairs, he fell and hurt his leg.* > trip (n) ❖ takılıp düşmek
- 10.58 cable** (n) /'keɪbl/
a strong thick metal rope which acts as a power line • *The road has been dug up to install new electric cables.* ❖ kablo
- 10.59 co-operative** (n) /kəʊ'ɒpəreɪtɪv/
a business owned jointly by the people involved, who share its profits • *We buy olive oil directly from the farmers' co-operative.*
> co-operative (adj), co-operatively (adv)
❖ kooperatif 📎 Abbrev: co-op
- 10.60 loan** (n) /ləʊn/
money that sb borrows • *He got a loan from the bank to buy a car.* ❖ borç
- 10.61 crop** (n) /krɒp/
a plant grown on farms for food production • *The heavy storm destroyed this year's vegetable crops.* ❖ mahsul

- 10.62 do the dirty work** (expr) /du: ðə ,dɜ:ti 'wɜ:k/ do the unpleasant tasks • *As manager, he has to do the dirty work of firing people.* ❖ pis işi yapmak
- 10.63 do the donkey work** (expr) /du: ðə ,dɒŋki 'wɜ:k/ do the difficult or heavy part of a job • *She sits around chatting all day while we do all the donkey work. It's not fair!* ❖ işin hamallığını yapmak
- 10.64 get worked up** (expr) /get ,wɜ:kt 'ʌp/ become upset • *Don't get so worked up about it! Let's calm down and discuss the problem.* ❖ galeyana gelmek
- 10.65 make light work of** (expr) /meɪk laɪt wɜ:k əv/ do sth quickly and easily • *If you help me, we can make light work of cleaning the house.* ❖ kolayca üstesinden gelmek
- 10.66 work in progress** (expr) /,wɜ:k ɪn 'prɒɡres/ a job that isn't completed yet • *The company website is still a work in progress.* ❖ devam eden iş
- 10.67 work my way up** (expr) /,wɜ:k maɪ weɪ ʌp/ begin work in a low position in a company and keep getting promoted to higher levels • *Sarah had to work her way up from cleaning dishes to head chef.* ❖ çalışmalarlarıyla kendini ispatlayarak derece derece terfi etmek
- 10.68 incapable** (adj) /ɪn'keɪpəbl/ not capable; not having the ability or qualities necessary for sth • *He has no leadership skills, so he's incapable of running the company.* ❖ kabiliyetsiz 📖 Opp: capable
- 10.69 accustomed** (adj) /ə'kʌstəmd/ used to sth • *He used to have a private office, so he's not accustomed to sharing a room with others.* ❖ alışkın 📖 Opp: unaccustomed
- 10.70 horrified** (adj) /'hɒrɪfaɪd/ deeply shocked • *I was horrified to hear about the working conditions in the clothing factory.* ➤ horrific (adj), horrify (v) ❖ dehşete düşmüş
- 10.71 eligible** (adj) /'elɪdʒəbl/ qualified or able to do sth • *You need a degree in engineering to be eligible to apply for the job.* ➤ eligibility (n) ❖ uygun kimse 📖 Opp: ineligible
- 10.72 derive from sth** (phr v) /dɪ'raɪv frəm 'sʌmθɪŋ/ come from • *The plot of the musical derives from the story of Romeo and Juliet.* ➤ derivative (n) ❖ gelmek
- 10.73 reliance** (n) /rɪ'laɪəns/ dependence on sb/sth • *It's useful to have a range of skills to avoid reliance on just one line of work.* ➤ rely (v), reliable, reliant (adj) ❖ güven

- 10.74 flexible** (adj) /'fleksɪbl/ which can be changed easily • *The company offers flexible working hours, which may benefit workers with young children.* ➤ flexibility (n) ❖ esnek
- 10.75 approach** (n) /ə'prəʊtʃ/ a way of thinking about or doing sth • *Our new manager has a very logical approach to dealing with problems.* ➤ approach (v) ❖ yaklaşım
- 10.76 digital nomad** (n) /'dɪdʒɪtl 'nəʊməd/ sb who can travel around and work online from any location • *Amanda left her office job in London and became a digital nomad working from her camper van around the world.* ➤ nomadic (adj) ❖ dijital gezgin
- 10.77 decent** (adj) /'di:snt/ acceptable; not bad • *I don't mind doing tedious work as long as they give me a decent salary.* ➤ decency (n) ❖ doğru düzgün
- 10.78 set (yourself) up as** (phr v) /set (jɔ:'self) ʌp əz/ declare and establish yourself as • *The travel agency has set itself up as an ecotourism specialist.* ❖ (kendini) bir konumuna getirmek
- 10.79 visa** (n) /'vi:zə/ a proof of official permission to enter or stay in a foreign country • *UK residents require a visa if they wish to stay more than 90 days in the EU.* ❖ vize
- 10.80 follow suit** (expr) /'fɒləʊ su:t/ do sth the way that sb else has just done • *When one supermarket chain began giving out loyalty cards, all the others followed suit.* ❖ birisinin davranışını tekrarlamak

Expressions

| | |
|---------------------|-------------------------|
| at your convenience | on the cusp |
| do the dirty work | place faith in (sb/sth) |
| do the donkey work | set yourself up as |
| follow suit | take advantage of |
| get worked up | work in progress |
| make light work of | work my way up |

Work nouns

| | | |
|--------------|-------------------|-------------|
| agency | duty | recruitment |
| career path | leadership skills | reference |
| careers fair | loan | résumé |
| commitment | marketing | right |
| committee | minimum wage | sick leave |
| co-operative | placement | vacancy |
| crop | promotion | visa |

Writing Pages 122–123

- 10.81 yours faithfully** (expr) /jɔːz 'feɪθfəli/
with respect; the standard most formal ending for a letter before signing it when you have addressed somebody as 'Dear Sir/Dear Madam,' etc. and not by their name • *It's respectful to end business letters with 'yours faithfully'.* ❖ saygılarımla
- 10.82 yours sincerely** (expr) /jɔːz sɪn'sɪəli/
with respect; the standard most formal ending for a letter before signing it when you have addressed the recipient by their name • *My friend would think something was wrong if I sent her an email ending 'yours sincerely'.* ❖ saygılarımla
- 10.83 careers fair** (n) /kə'riːz feə(r)/
a type of exhibition where jobhunters can meet employers who are recruiting staff • *The university is hosting a careers fair for graduates to meet potential employers.* ❖ kariyer fuarı
- 10.84 at your convenience** (expr) /æt jɔː kən'viːniəns/
as soon as you prefer or can • *Please send us your résumé at your earliest convenience.* > convenient (adj) ❖ müsait olduğunuzda
- 10.85 grant** (n) /grɑːnt/
money you get from the government to study • *She received a small grant to pay for part of her studies.* ❖ hibe
- 10.86 outcome** (n) /'aʊtkʌm/
result • *It is hoped the outcome of the Mars mission will be a success.* ❖ sonuç
- 10.87 fulfilling** (adj) /fʊl'fɪlɪŋ/
which makes you feel useful and satisfies your needs • *He's happy with his fulfilling job as a music teacher.* > fulfil (v), fulfilment (n) ❖ tatmin edici
- 10.88 academic** (adj) /ækə'demɪk/
related to education and studying • *Her academic record improved after taking extra tutorials.* > academic, academy (n) ❖ akademik
- 10.89 take advantage of** (expr) /teɪk əd'vɑːntɪdʒ əv/
make the most of an opportunity to do sth • *They took advantage of the sunny weather and spent a few days camping.* ❖ faydalanmak
- 10.90 duty** (n) /'djuːti/
a responsibility, especially of a job • *One of her duties at the summer camp was to supervise the children during outings.* ❖ görev
- 10.91 committee** (n) /kə'mɪti/
an official group set up to perform a task or make decisions • *She's our class representative on the students' committee.* ❖ komite

- 10.92 reference** (n) /'refrəns/
a letter with information about you, written by sb who knows you, especially to a new employer • *My English tutor wrote me a reference to help me get a place on the summer course.* > refer (v) ❖ referans
- 10.93 leadership skills** (n pl) /'liːdəʃɪp skɪlz/
qualities that make sb a good leader • *A team coach needs to have great leadership skills.* ❖ liderlik becerileri
- 10.94 extra-curricular** (adj) /,ekstrəkə'rɪkjələ(r)/
outside the usual school timetable • *Some students take part in so many extra-curricular activities that they have little or no free time.* ❖ müfredat dışı 📖 Opp: curricular

Adjectives

| | | |
|-------------|------------------|-------------|
| absorbing | eligible | literary |
| academic | extra-curricular | set |
| accustomed | first-hand | statistical |
| achievable | flexible | tedious |
| bewildering | fulfilling | unpaid |
| buzzing | hectic | |
| content | horrified | |
| decent | incapable | |

Video Page 124

- 10.95 gaucho** (n) /'gəʊtʃəʊ/
a South American cowboy • *Gauchos drive cattle on the pampas.* ❖ atlı çoban
- 10.96 freak out** (phr v) /fri:k aʊt/
suddenly feel shocked; become angry • *The boss will freak out when she sees the damage to the company car.* ❖ tepesi atmak, çıldırmak
- 10.97 passage** (n) /'pæsiɪdʒ/
a road or path through a space between two high places • *They followed the narrow track through the passage in the rocks.* ❖ geçit
- 10.98 run over** (phr v) /rʌn 'əʊvə(r)/
hit sb/sth with a car, bus, lorry, etc. • *I dropped my phone on the road and it's been run over by a bus.* ❖ çarpmak, ezmek
- 10.99 videographer** (n) /,vɪdɪ'ɒgrəfə(r)/
sb whose job is to make videos • *The videographer captured the traditional dancers on film.* ❖ videografiker

Phrasal verbs

| | |
|-----------------|---------------|
| derive from sth | let (sb) down |
| freak out | run over |

People and jobs

| | |
|------------------------|-------------------------|
| administrator | executive |
| air traffic controller | gaucho |
| applicant | graphic designer |
| candidate | human resources manager |
| digital nomad | personnel |
| electrical engineer | supervisor |
| entrepreneur | supplier |