**9** And what do you do?

 **Glossary**

## Page 101

* 1. **emergency** (n) /ɪˈmɜːdʒənsi/

a sudden dangerous situation in which you need to act fast to avoid harm ● *It is important to try and stay calm in an emergency.*

* + - urgence
	1. **rescue** (v) /ˈreskjuː/

save sb from a dangerous or harmful situation

* *The firefighters rescued two families from their burning homes.* ➣ rescue (n)
	+ - secourir

Reading **Pages 102–103**

* 1. **for free** (phr) /fə fri:/

without paying or getting any money ● *I’m not expecting you to do it for free; I’ll pay you, of course.* ❖ gratuitement

* 1. **critic** (n) /ˈkrɪtɪk/

sb who says they dislike sb/sth ● *She is a major critic of wind power, as she believes it is expensive and harmful to the environment.*

➣ criticise (v), criticism (n), critical (adj)

* + - critique
	1. **benefit** (v) /ˈbenɪfɪt/

help sb improve their life in some way or be helped to improve your life ● *The new law mainly benefits younger families.* ➣ benefit (n), beneficial (adj) ❖ bénéficier

* 1. **local** (n) /ˈləʊkl/

a person who lives in a particular area ● *Most of the people present were locals, but some had come from other areas.* ➣ local (adj)

* + - local(e)
	1. **skilled** (adj) /skɪld/

having the knowledge and experience necessary to do a job well ● *We need a skilled worker for this job, not someone with no experience.* ➣ skill (n) ❖ expérimenté(e)

✎ Opp: unskilled

* 1. **misunderstanding** (n) /ˌmɪsʌndəˈstændɪŋ/ an occasion when sth is not understood correctly ● *Let me explain it again, because I think there’s been a misunderstanding.*

➣ misunderstand (v) ❖ incompréhension

* 1. **developing** (adj) /dɪˈveləpɪŋ/

(of a country or area) poorer with less advanced industries ● *I work for a charity that sends vaccines to the developing world.*

➣ develop (v), developed (adj)

* + - en voie de développement
	1. **dependent** (adj) /dɪˈpendənt/

needing sb/sth in order to survive ● *Living on the outskirts of the city, I’m dependent on*

*my car. I couldn’t do without it.* ➣ depend (v), dependence (n) ❖ dépendant(e)

* 1. **developed** (adj) /dɪˈveləpt/

(of a country or area) having an economy based mostly on modern industries and services ● *Developed countries are responsible for the majority of environmental problems.* ➣ develop (v), developed (adj)

* + - développé(e)
	1. **advanced** (adj) /ədˈvɑːnst/

having the most modern methods, ideas, etc. ● *The technology for replacing fossil fuels is highly advanced.* ➣ advance (v)

* + - évolué(e)
	1. **community** (n) /kəˈmjuːnəti/

the people living in a particular area ● *The new sports centre will benefit the whole community.*

* + - communauté
	1. **address** (v) /əˈdres/

give attention to an issue or problem ● *Next, we need to address the problem of security.*

* + - aborder
	1. **meaningless** (adj) /ˈmi:nɪŋlɪs/

useless; without a purpose ● *Talking to him was meaningless; he wasn’t going to change his mind.* ❖ inutile ✎ Opp: meaningful

* 1. **make a living** (expr) /meɪk ə ˈlɪvɪŋ/

earn enough money to buy the things you need ● *It’s a small island, where most people make a living by fishing.* ❖ gagner sa vie

* 1. **employ** (v) /ɪmˈplɔɪ/

have sb do a job and pay them for it ● *The company has employed a new sales manager.*

➣ employment (n), employer (n), employee (n)

* + - employer ✎ Syn: hire
	1. **professional** (adj) /prəˈfeʃənəl/

doing sth as a job and not as a hobby

* *When he realised he couldn’t knock down the wall on his own, he hired a professional builder.* ➣ profession (n) ❖ professionnel(le)

✎ Opp: unprofessional

* 1. **hire** (v) /haɪə(r)/

give a job to sb or pay sb to do a particular job ● *They hired a top lawyer to represent them in court.* ❖ embaucher/recruter

✎ Syn: employ

* 1. **host** (v) /həʊst/

provide a place for sb to stay ● *The mayor hosted the guests at his home.* ➣ host (n)

* + - héberger, accueillir
	1. **privileged** (adj) /ˈprɪvəlɪdʒd/

having a special advantage because of your position, which most other people don’t have

* *She comes from a privileged background and cannot even understand the needs of normal people.* ➣ privilege (n) ❖ privilégié(e)
	1. **make up** (phr v) /meɪk ʌp/

form sth ● *Locals make up 60% of our staff.*

* + - représenter
	1. **bring to mind** (expr) /brɪŋ tə maɪnd/ make sb remember ● *Her name brought to*

*mind my French teacher at school.* ❖ ramener à l’esprit

* 1. **herd** (n) /hɜ:d/

a large group of animals that live together; used negatively in reference to people ● *We saw a herd of elephants.* ❖ troupeau

* 1. **holiday-maker** (n) /ˈhɒlədiˌmeɪkə(r)/

a person who is on holiday away from home

* *The beach was crowded with holiday- makers from all over the country.* ❖ vacancier, vacancière
	1. **eventually** (adv) /ɪˈventʃuəli/

at the end of a period of time ● *Our train eventually arrived two hours later.*

* + - finalement

**LOOK!**

The adverbs *eventually* and *finally* have the same meaning. However, their use is different. We use *eventually* or *finally* to talk about sth that happens at the end of a time period, as well as for an action that comes last in a line of actions, especially if there's been a delay or some difficulty.

* *I waited for him all day and he* ***eventually / finally*** *arrived at midnight.*
* *I called her home, her mobile and her office and*

***finally / eventually*** *I got through to her.*

We use *finally*, not *eventually*, to talk about the last thing in a list of things.

* *First I made a note of a few ideas, then I made a paragraph plan, and* ***finally*** (not: *eventually*) *I started writing my essay.*
	1. **theory** (n) /ˈθɪəri/

a set of ideas that can explain sth ● *I can’t prove my theory, but it gives a logical explanation of her actions.* ➣ theoretical (adj)

* + - théorie
	1. **inefficient** (adj) /ˌɪnɪˈfɪʃənt/

not organised or able to do a job well ● *The system is very inefficient and wastes valuable time.* ❖ inefficace ✎ Opp: efficient

Vocabulary **Page 104**

* 1. **electrician** (n) /ˌɪlekˈtrɪʃən/

a person whose job is to connect, check and repair electrical equipment ● *We got an electrician to repair the cooker.*

* + - électricien(ne)
	1. **researcher** (n) /rɪˈsɜːtʃə(r)/

a person whose job is to study a subject so as to discover new information about it

* *The researcher included questions about the residents’ daily habits in the questionnaire.*

➣ research (v, n) ❖ chercheur, chercheuse

* 1. **inspector** (n) /ɪnˈspektə(r)/

a person whose job is to inspect sth officially

* *The tax inspector checked all of our accounts.* ❖ inspecteur, inspectrice
	1. **plumber** (n) /ˈplʌmə(r)/

a person whose job is to fit water pipes, baths, toilets, etc. ● *I think you should call the plumber to fix that tap.* ❖ plombier

* 1. **financial** (adj) /faɪˈnænʃl/

related to money or the way you manage money ● *My financial situation has improved now that I got a new job.* ➣ finance (n, v), finances (n pl) ❖ financier, financière

* 1. **financial analyst** (n) /faɪˈnænʃl ˈænəlɪst/

a person whose job is to study a company’s financial situation and help it make financial decisions ● *Our financial analyst has advised us to invest in solar power.* ❖ analyste financier

* 1. **mechanic** (n) /məˈkænɪk/

a person whose job is to repair machines, cars, etc ● *The mechanic said my car would be ready next week.* ❖ mécanicien(ne)

* 1. **wire** (n) /waɪə(r)/

thin metal thread covered with plastic, used to carry electricity ● *She disconnected the wire from the cooker.* ❖ câble

* 1. **pattern** (n) /ˈpætən/

the way sth is organised or is done ● *The police inspector thought all three murders followed a similar pattern.* ❖ modèle, mode

* 1. **manual** (adj) /ˈmænjuəl/

done with your hands ● *Skilled manual workers are not always paid well enough.*

* + - manuel(le)
	1. **responsibility** (n) /rɪˌspɒnsɪˈbɪləti/

a duty to deal with sb/sth so that you can be blamed if things go wrong ● *It is the manager’s responsibility to ensure that the team work well together.* ➣ responsible (adj) ❖ responsabilité

* 1. **qualification** (n) /ˌkwɒlɪfɪˈkeɪʃən/

a skill or type of experience that you need for a particular job ● *They didn’t hire him because he didn’t have the right qualifications for the job*. ➣ qualify (v), qualified (adj)

* + - qualification

**LOOK!**

The word *qualification* has two meanings. It can refer to what's necessary for a job (skills, studies, experience) or to the certification somebody has acquired like diplomas, degrees and certificates that prove a person has successfully completed their studies.

* *Previous experience is an essential* ***qualification***

*for this job.*

* *List all of your* ***qualifications****, not just your university degree.*
	1. **crew** (n) /kruː/

a group of people working together on a ship, plane, etc. ● *The crew asked everyone to remain in their seats.* ❖ équipage

* 1. **senior management** (n) /ˈsiːniə ˈmænɪdʒmənt/ the group of managers at the highest positions in a company or organisation ● *You have*

*to have at least ten years of experience to apply for a senior management position.*

* + - cadres supérieurs
	1. **deal** (n) /diːl/

an agreement on conditions for doing sth or buying sth ● *We reached a deal to sell our company to the corporation.* ❖accord

* 1. **overtime** (n) /ˈəʊvətaɪm/

time that you spend working at your job after the normal hours ● *If everyone agrees to work overtime, we’ll have finished by the end of the week.* ❖ heures supplémentaires

* 1. **strike** (n) /straɪk/

a period when a group of employees refuse to work because they are demanding better pay or better conditions ● *Teachers are threatening to go on strike if they are not paid for overtime work.* ➣ strike (v) ❖ grève

* 1. **promotion** (n) /prəˈməʊʃn/

a move to a more important job or position in a company ● *If I can’t get a promotion by the end of the year, I’m going to look for another job.* ➣ promote (v) ❖ promotion

* 1. **give sb the sack** (expr) /gɪv sʌmbədi ðə sæk/ remove sb from their job ● *They gave him the sack because he was always late.*
		+ licencier
	2. **paperwork** (n) /ˈpeɪpəwɜːk/

the written work that some people have to do as part of their job, e.g. filling in forms and writing reports ● *As the boss’s assistant, he has to deal with a lot of paperwork every day.*

* + - tâches administratives
	1. **redundant** (adj) /rɪˈdʌndənt/

having lost your job because you were no longer needed ● *The company decided to make 50 people redundant to cut costs.*

➣ redundancy (n) ❖ redondant(e)

* 1. **head** (v) /hed/

be in charge of (a group or an organisation)

* *Mina heads the financial department in our company.* ➣ head (n) ❖ diriger
	1. **shift** (n) /ʃɪft/

a period of time that one group of workers work after another group has finished ● *I’m working the night shift this week, so I sleep in the morning.* ❖ période de travail

* 1. **retire** (v) /rɪˈtaɪə(r)/

leave your job because of old age ● *He should retire – he’s 78!* ➣ retirement (n), retired (adj) ❖ prendre sa retraite

**Expressions related to work**

deal with paperwork head a team do a deal make a living

do/work overtime make sb redundant

get a promotion miss a deadline

give sb the sack work a shift go on strike

Grammar **Page 105**

* 1. **graduate** (v) /ˈɡrædʒueɪt/

complete school or university studies successfully ● *She graduated from an American university with a degree in law.*

➣ graduate (n), graduation (n) ❖ obtenir un diplôme

* 1. **personnel** (n) /ˌpɜːsənˈel/

the people who are employed in a company or organisation ● *All company personnel will be trained in using the new software.*

* + - le personnel ✎ Syn: staff
	1. **candidate** (n) /ˈkændɪdət/

a person who is competing to get a job or a position ● *She was the best candidate so, naturally, she got the job.* ❖ candidat(e)

* 1. **apply** (n) /əˈplaɪ/

ask for sth like a job or a place on a course, usually by sending a letter or filling in a form ● *I decided to apply for the job, even though I didn’t have much experience.*

➣ application (n), applicant (n) ❖ envoyer sa candidature

* 1. **version** (n) /ˈvɜːʃn/

a form of sth that is different from other forms of the same thing ● *There are two versions of the film, the original and the remake.*

* + - version
	1. **ideal** (adj) /aɪˈdɪəl/

the best possible ● *It isn’t an ideal solution, but it will have to do.* ❖ idéal(e)

* 1. **resort** (n) /rɪˈzɔːt/

a place where a lot of people go to have a holiday ● *I know it’s a very popular tourist resort, but I still don’t like it.* ❖ destination touristique

* 1. **employable** (adj) /ɪmˈplɔɪəbl/

having enough skills and/or experience that make others want to employ you ● *Sophisticated computer skills will definitely make you more employable.* ❖ employable ✎ Opp: unemployable

* 1. **suit** (v) /suːt/

be right for a particular person or situation

* *Black doesn’t really suit you – try wearing bright colours.* ➣ suitable (adj) ❖ convenir

Listening **Page 106**

* 1. **fair** (n) /feər/

a public event where people can meet, promote and/or sell products or services

* *I’m going to the book fair to check out the latest publications.* ❖ foire, salon
	1. **stand** (n) /stænd/

a table or other structure at an exhibition, where goods can be shown and advertised

* *We are going to have a stand at this year’s exhibition to show our latest designs.*
	+ - stand
	1. **potential** (adj) /pəˈtenʃl/

possible, able to be done ● *We’re going to conduct lengthy interviews to identify the best potential candidates.* ❖ potentiel(le)

Speaking **Page 107**

* 1. **client** (n) /ˈklaɪənt/

a person who uses the services of a professional person or a company ● *We’re starting a marketing campaign to attract new clients.* ❖ client(e) ✎ Syn: customer

* 1. **review** (v) /rɪˈvjuː/

examine sth again in order to make changes or to make a final decision ● *You should review your application carefully before you send it off.* ➣ review (n), reviewer (n) ❖ examiner

* 1. **reject** (v) /rɪˈdʒekt/

refuse to accept sb/sth ● *I’m afraid your application was rejected, as there was another candidate with a lot more experience.*

➣ rejection (n) ❖ rejeter

* 1. **keen** (adj) /kiːn/

very interested in sth or eager to do sth

* *She’s not very keen on jazz. She prefers folk music.* ➣ keenness (n) ❖ avide

✎ Syn: eager

**LOOK!**

The adjective *keen* can be used before a noun or with a verb. When it is followed by a verb, we can use the structures *keen to do sth* or *keen on doing sth*.

* *She is a* ***keen gardener****.* (= enthusiastic)
* *He was always* ***keen to help****.* (= willing to help)
* *I wasn’t very* ***keen on going*** *with them.* (= I wasn't interested in the idea)

We can also use *keen on* with a noun. In this case, it means that sb likes sth..

* *I’m not particularly* ***keen on football****.* (= I don't like football)
* *He was really* ***keen on my sister****.* (= he really liked her)

Grammar **Page 108**

* 1. **reduced** (adj) /rɪˈdjuːst/

shorter or smaller in size ● *The museum shop offers reduced prices for students.*

➣ reduce (v), reduction (n) ❖ réduit(e)

* 1. **list** (v) /lɪst/

include in a list ● *All the local hotels are listed on this page.* ❖ énumérer

* 1. **elect** (v) /iˈlekt/

choose a person for a particular position by voting ● *The students elected Sylvia as their representative.* ➣ election (n) ❖ élire

* 1. **treasurer** (n) /ˈtreʒərə(r)/

a person responsible for the money of an organisation ● *One of the treasurer’s duties is to keep a record of our expenses.*

* + - trésorier, trésorière
	1. **reference** (n) /ˈrefərəns/

a letter in which sb who knows you says if you are suitable for a job or position ● *I asked my Latin professor for a reference.* ❖ (lettre de) références

Use your English **Page 109**

* 1. **take time off** (expr) /teɪk taɪm ɒf/

stop work for some time in order to do sth else

* *He decided to take some time off to look after his children.* ❖ prendre des congés
	1. **pick (sth) up** (phr v) /pɪk (ˈsʌmθɪŋ) ʌp/ learn sth new by practising it ● *I never had*

*German lessons. I picked it up when I lived in Berlin.* ❖ prendre (quelque chose)

* 1. **take (sb) on** (phr v) /teɪk (ˈsʌmbədi) ɒn/ employ sb ● *They took her on as a security guard.* ❖ recruter (quelqu’un)
	2. **stand out** (phr v) /stænd aʊt/

be obviously better than other similar things or people ● *I have read a lot of books about the war, but this one stands out.* ❖ se distinguer

* 1. **work on** (phr v) /wɜ:k ɒn/

spend time to improve or repair sth

* *The teacher said I had to work on my pronunciation.* ❖ travailler
	1. **act as** (v) /ækt æz/

do for a short time a job that you don’t normally do ● *He was asked to act as our adviser on the project.* ❖ agir en tant que

* 1. **paint (sb) with the same brush** (expr) /peɪnt (ˈsʌmbədi) wɪð ðə seɪm brʌʃ/

unfairly put sb in the same category as sb else who has done sth wrong ● *You can’t paint the*

*whole team with the same brush just because*

*but I haven’t looked at the details yet.*

* + - global(e)
	1. **indicate** (v) /ˈɪndɪkeɪt/

show or make clear ● *His answer indicated that he understood the situation perfectly.*

➣ indication (n), indicative (adj)

* indiquer
	1. **dissatisfied** (adj) /ˌdɪsˈsætɪsfaɪd/

not pleased with sb/sth ● *I am very dissatisfied with my new toaster. I think I’m going to*

*return it.* ➣ dissatisfy (v), dissatisfaction (n)

* + - insatisfait(e) ✎ Opp: satisfied
	1. **rely on** (phr v) /rɪˈlaɪ ɒn/

depend on or trust ● *You can’t rely on him, he changes his mind every day.* ➣ reliance (n), reliable (adj) ❖ compter sur

* 1. **depress** (v) /dɪˈpres/

make sb feel very unhappy ● *Please turn on the light! This darkness depresses me.*

➣ depression (n), depressed (adj)

* + - déprimer
	1. **sick leave** (n) /ˈsɪk ˌliːv/

time that you take off work when you are ill

* *After the operation I was on sick leave for three weeks.* ❖ congé maladie

## Idioms

*the manager is useless.* ❖ mettre tout le monde dans le même panier

* 1. **pick sb’s brains** (expr) /pɪk ˈsʌmbədiz breɪnz/ ask sb who knows a lot about sth for their views or their advice ● *I’m going to pick Maria’s brains about which phone to buy.*
* consulter quelqu’un

bring to mind

get off to a good start give sb the sack jump at the chance keep track of sth

# Writing

knowing my luck

paint with the same brush pick sb’s brains

put myself in sb’s shoes think on my feet

* 1. **think on my feet** (expr) /θɪŋk ən maɪ fi:t/ think and act very quickly without any preparation ● *In this job you have to be able to think on your feet.* ❖ réagir au quart de tour
	2. **jump at the chance** (expr) /dʒʌmp ət ðə tʃɑ:ns/ accept immediately an opportunity to do sth
		+ *When she asked if I was interested in the job, I jumped at the chance and said yes immediately.* ❖ sauter sur l’occasion
	3. **get off to a good start** (expr) /get ɒf tə ə gʊd stɑ:t/

start an activity successfully ● *We need to get off to a good start this season if we want to win the championship.* ❖ prendre un bon départ

* 1. **knowing my luck** (expr) /nəʊɪŋ maɪ lʌk/ considering that I am not very lucky ● *Knowing my luck, I’ll be the only one that doesn’t pass the test.* ❖ connaissant la chance que j’ai
	2. **overall** (adj) /ˌəʊvəˈrɔːl/

in general ● *My overall impression is positive,*

## Pages 110–111

* 1. **cover letter** (n) /ˈkʌvə ˌletə(r)/

a letter that contains information about sth you send with it ● *I sent them my CV*

*along with a one-page cover letter.* ❖ lettre d’accompagnement

* 1. **spreadsheet** (n) /ˈspredʃiːt/

a document produced by a computer program that shows data and does financial calculations

* *I prepared a spreadsheet showing all the money we have spent.* ❖ feuille de calcul
	1. **support** (v) /səˈpɔːt/

encourage and help sb when they need it ● *She supported me in every way she*

*could when I was in trouble.* ➣ support (n), supportive (adj) ❖ soutenir

* 1. **interpersonal** (adj) /ˌɪntəˈpɜːsənəl/ connected with relationships between people
* *I need to improve the way I behave in interpersonal relationships.*
	+ - interpersonnel(le)
	1. **punctual** (adj) /ˈpʌŋktʃuəl/

at the expected, correct time ● *I’m sure he will*

*be there already. He’s always punctual.*

* + - ponctuel(le) ✎ Opp: late
	1. **upbeat** (adj) /ʌpˈbiːt/

positive and full of hope ● *She is usually very upbeat, but this time she didn’t sound very optimistic.* ❖ optimiste

* 1. **get along with** (phr v) /get əlɒŋ wɪð/ have a good relationship with ● *I get along*

*with everyone in the office. We’re all friends.*

* + - bien s’entendre avec ✎ Syn: get on with
	1. **co-ordinator** (n) /kəʊˈɔːdɪneɪtə(r)/

a person who organises the people and activities needed for sth ● *We need a coordinator*

*to organise the campaign.* ❖ coordinateur, coordinatrice

* 1. **outgoing** (adj) /ˌaʊtˈɡəʊɪŋ/

friendly, enjoying other people’s company

* *She’s a very outgoing person and has lots of friends everywhere.* ❖ sociable
	1. **tournament** (n) /ˈtɔːnəmənt/

a sports competition consisting of a number of contests ● *The young boxer felt confident he would win the tournament.* ❖ tournoi

* 1. **counsellor** (n) /ˈkaʊnsələ(r)/

sb who takes care of children at a summer camp ● *Counsellors are usually just a few years older than the children they’re looking after.* ❖ moniteur, monitrice

* 1. **at your earliest convenience** (expr) /æt jər

ˈɜːliəst kənˈviːniəns/

as soon as possible ● *Please reply at your earliest convenience.* ❖ dès que possible

* 1. **get carried away** (expr) /get ˈkærid əˈweɪ/ become so excited that you lose control
* *I got so carried away with the preparations for the party that I forgot the time.*
	+ - se laisser emporter
	1. **ridiculous** (adj) /rɪˈdɪkjələs/

stupid and unreasonable ● *Don’t be ridiculous! You can’t pay 500 euros for a pair of shorts.*

* + - ridicule
	1. **vague** (adj) /veɪɡ/

not clear ● *His answer was so vague nobody understood what he meant.* ❖ vague

**Phrasal verbs**

act as

get along with make up

pick sth up stand out take sb on

work on

# Live well, study well

## Page 112

* 1. **pressure** (n) /ˈpreʃə(r)/

difficulty and worry caused by the need to achieve results ● *They had to work under considerable pressure to complete the project in only a week.* ❖ pression

* 1. **zigzag** (n) /ˈzɪɡzæɡ/

a line that looks like a Z or W ● *He walked in a zigzag, rather than a straight line.*

* + - zigzag
	1. **manufacturer** (n) /ˌmænjəˈfæktʃərə(r)/

a company that produces goods in large numbers ● *You can order these bags direct from the manufacturer.* ➣ manufacture (v)

* + - fabricant
	1. **uncertainty** (n) /ʌnˈsɜːtənti/

a situation in which something isn't certain or known ● *There was some uncertainty as to why he got fired.* ➣ uncertain (adj)

* + - incertitude ✎ Opp: certainty