





## Using translators and dictionaries

IF YOU HAVE PROBLEMS UNDERSTANDING TEXTS USED IN THE COURSE OR COMMUNICATING, USE A TRANSLATOR.

[Google Translate](#) or <https://translate.google.com/>

IF YOU ARE A BEGINNER, FIND A GOOD BI-LINGUAL ONLINE DICTIONARY FOR YOUR LANGUAGE. MAKE SURE IT HAS AN AUDIO COMPONENT SO THAT YOU CAN FIND OUT ABOUT THE PRONUNCIATION OF THE WORDS OR EXPRESSION YOU WANT TO LEARN.

<https://>

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BEGINNERS CAN ALSO USE DICTIONARIES WITH PICTURES SUCH AS

[Visual Dictionary Online](#) or <http://visualdictionaryonline.com/>

IF YOU KNOW SOME ENGLISH ALREADY, USE A MONO-LIGUAL (ENGLISH - ENGLISH) DICTIONARY, SUCH AS

[Cambridge Dictionary | English Dictionary, Translations & Thesaurus](#) or <https://dictionary.cambridge.org/>

[Oxford Learner's Dictionaries | Find definitions, translations, and grammar explanations at Oxford Learner's Dictionaries \(oxfordlearnersdictionaries.com\)](#) or <https://www.oxfordlearnersdictionaries.com/>

WORDHIPPO IS ANOTHER GREAT SITE TO FIND OUT ABOUT WORDS

[Thesaurus and Word Tools | WordHippo](#)

LOOK UP THE WORDS YOU DON'T KNOW AND TAKE DOWN THEIR MEANING IN THE GLOSSARY.

LEARN THE WORDS AND EXPRESSIONS.

OVER TIME YOU DO NOT NEED TO REVISE THE ENTIRE LIST, ONLY THE WORDS AND EXPRESSIONS YOU DO NOT REMEMBER YET.

MARK THE ONES YOU KNOW WELL, SO YOU CAN SKIP THEM.

YOU CAN FIND ONLINE MATERIALS THAT HELP YOU LEARN AND REVISE VOCABULARY ON

<https://romyswebsite.org/>

## UNIT 1

1. authority \_\_\_\_\_
2. classmate \_\_\_\_\_
3. criterion / criteria \_\_\_\_\_
4. interview \_\_\_\_\_
5. permission \_\_\_\_\_
6. potential \_\_\_\_\_
7. public \_\_\_\_\_
8. to allow \_\_\_\_\_
9. to encourage \_\_\_\_\_
10. to get hold of \_\_\_\_\_
11. to pass on \_\_\_\_\_
12. to require \_\_\_\_\_

## UNIT 2

### PEOPLE AT WORK, WHAT THEY DO AND WHAT THEIR SITUATION IS

1. applicant \_\_\_\_\_
2. to apply (for) \_\_\_\_\_
3. candidate \_\_\_\_\_
4. letter of application \_\_\_\_\_
5. interviewer \_\_\_\_\_
6. to interview \_\_\_\_\_
7. interviewee \_\_\_\_\_
8. employer \_\_\_\_\_
9. to employ \_\_\_\_\_
10. employee \_\_\_\_\_
11. trainer \_\_\_\_\_
12. to train \_\_\_\_\_
13. trainee \_\_\_\_\_
14. internship \_\_\_\_\_
15. to do an internship \_\_\_\_\_

16. intern

17. visitor

18. visitor's badge

**WORK RELATED NOUNS**

19. CV

20. curriculum vitae

21. résumé

22. accomplishment

23. asset

24. competence

25. experience

26. professional

27. skill

28. tool

29. (work) profile

30. (work) schedule

**VERBS**

31. to chew

32. to compensate

33. to display

34. to engage

35. to fidget

36. to glance

37. to handle

38. to lean

39. to modulate

40. to monitor

41. to munch

42. to perceive

43. to pick up

44. to slouch

45. to stammer

46. to tuck away

47. to overdress

48. to underdress

**VERBS + PREPOSITION and PHRASES**

49. to be in a hurry

50. to be interested in

51. to be required to

52. to be the eyes and ears

53. to come across as

54. to focus on

55. to have a good command (of)

56. to have a ride

57. to have difficulty in

58. to opt for

**OTHER WORDS**

59. ahead

60. aloof

61. besides

62. body language

63. casual

64. conscientious

65. courtesy

66. delay

67. directions

68. eager (to do something)

69. empty-handed

70. fit (noun)

71. gatekeeper

72. instead

73. journey

74. monotone



numbers-oriented

17. polite

18. punctual

19. self-motivated

20. sociable

21. supportive

22. tidy

23. well-organised

**OTHER WORDS**

24. prejudice

25. stereotype

26. strength

27. weakness

28. workmate