

# IELTS ACADEMIC VOCABULARY



MASTER **3000+** ACADEMIC  
VOCABULARIES **BY TOPICS** EXPLAINED  
IN **10** MINUTES A DAY



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## **Ielts Academic Vocabulary**

*Master 3000+ Academic Vocabularies By Topics Explained In 10 Minutes A  
Day (3 books in 1 Box set)*

**-- By Rachel Mitchell --**

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## INTRODUCTION

Thank you and congratulate you for downloading the book “*IELTS Academic Vocabulary: Master 3000+ Academic Vocabularies by Topics Explained in 10 Minutes a Day (3 books in 1 Box set)*”

This book is well designed and written by an experienced native teacher from the USA who has been teaching IELTS for over 10 years. She really is the expert in training IELTS for students at each level. In this book, she will provide you with *over 3000 Academic Vocabularies explained* to help you easily achieve an **8.0+** for the IELTS *Lexical Resource Band Score*, even if your vocabulary is not rich enough from the beginning. This book will also walk you through all topics, such as *education, work, health, hobbies, the media, books and films, urbanization, environment, weather, climate change and pollution, accommodation, houses, time, travel, tourism & holidays, music, food, technology, friends, towns and cities, family, people and relationships, law, crime and punishment, business, money, shopping, clothes and fashion, etc*; clearly analyze, explain with examples for every single academic word. If you'd like to increase your wide range of IELTS Academic Vocabulary, then this book may be **the most important book** that you will ever read.

As the author of this book, Rachel Mitchell believes that this book will be **an indispensable reference** and **trusted guide** for you who may want to

maximize your band score in the IELTS exam. Once you read this book, I guarantee you that you will have learned an extraordinarily wide range of useful, and practical IELTS Academic Words that will help you become a successful IELTS taker as well as you will even become a successful English user in work and in life within a short period of time only.

Take action today and start getting 8.0 + in IELTS tomorrow!

Thank you again for purchasing this book, and I hope you enjoy it.



## EDUCATION/ STUDENT'S LIFE

**Scholarship** *[Noun]* (an award of financial support for a student to pursue their higher education).

He won a scholarship at the age of 16 and was teaching physics at 19.

She won a scholarship to study law at Harvard University.

**Admission** *[Noun]* (the act of accepting or allowing someone to enter a place or organization).

Many students qualify for admission to the university this year.

He submitted an application for admission to the university.

She applied for admission to the club.

**Grant** *[Verb]* (an amount of money is given to be used for a particular purpose such as education research).

The college awarded him a grant of \$50,000 to study law at Harvard University.

He was granted money to buy a house.

**Learning environment** *[Noun]* (the whole range of conditions and activities in which learning happens).

The trust and bond between a teacher and students create a perfect learning environment.

My school is the perfect learning environment.

**Study abroad** *[Verb]* (the act of going to a foreign country to study).

I am going to study abroad next year, but I don't know where.

Study abroad nowadays is one of the fastest ways to enter and settle in your favorite countries.

**Gap year** *[Noun]* (a year between leaving high school and starting university)

*that someone spends on working or travelling).*

Some students decide to **take a gap year** before they begin university.

After finishing school, she took a gap year and travelled through the UK and Canada.

**Gossip** [*Verb*] (*to have a casual conversation*).

She's always gossiping.

I like having a good gossip now and then.

**Bookworm** [*Noun*] (*someone who spends a lot of time reading*).

My brother is a bookworm. He is always reading.

I am not a bookworm. I do not like to read.

**Distance learning** [*Noun*] (*a system of education in which teachers and students do not meet in a classroom but use the Internet or TV programmes and e-mail to have classes*).

It is possible for pupils in **rural communities** to **take advantage of** distance learning educational programmes.

Thanks to distance learning, many students **no longer** have to attend classes in person, but can study online.

**Enroll in** [*Verb*] (*to register, or enter in a list for an activity or for membership in a group*).

Mary has enrolled in an advanced painting class last week in order to improve her craft.

There are currently over 500 students enrolled in our French Language Program.

**To play truant** = **to skive off** [*Verb*] (*to purposefully not attend a class without permission*).

It is bad news when youngsters **begin to play truant from school.**

He often played truant and wrote his own sick notes.

**Absent** [*Adjective*] (*not present in a place where you are expected to be*).

He is often absent from school.

She has been absent from his desk for two weeks.

**Do an exam = sit an exam = take an exam** [*Verb*] (*to do a test*).

I have to sit an exam next week.

I'm taking my English exam tomorrow.

**To retake a course** [*Verb*] (*to do a course again because you have failed it the first time*).

Students do not need special permission to retake a course.

May I retake a course for a higher grade?

**Enforcement** [*Noun*] (*the act of compelling people obey a particular law or rule*).

He works in law enforcement.

The enforcement of laws **relating to environmental protection** has always been difficult.

**At a slow /leisurely pace** [*Expression*] (*at an unhurried, relaxed, slow speed*).

Let's start at a slow pace.

We could walk the entire distance **at a slow pace.**

We strolled along **at a leisurely pace.**

**A formal examination** [*Noun*] (*a test conducted under strict, regulated conditions*).

She had to take a formal examination before she could graduate.

He is preparing for her certification examination.

**To drop out of college** [*Verb*] (to leave college or university before you have finished your studies).

Too many students drop out of college after only one year.

He dropped out of college after his first semester because of money.

She dropped out of college in her second year.

**Preschooler** [*Noun*] (a child not yet old enough to go to school).

I wanted to see how far my son's concepts went in math when he was a preschooler.

When I was a preschooler, I had a dentist named Dr. Williams.

**Vocational school** [*Noun*] (a school which provides students with the special skills and education that they need to do a particular job).

The curriculum at a vocational school is more **career-focused**.

The vocational school provides education for young people so that they can qualify themselves.

**Productive** [*Adjective*] (producing or achieving a lot of results).

I had a very **productive day** of working yesterday.

Our last meeting was very productive.

**Primary school** [*Noun*] (a school for children between the ages of five and eleven).

Learning to write is one of the most important things that a child at primary school will learn.

My sister is a primary school teacher.

I have studied English since I was in a primary school.

**Secondary school** [*Noun*] (a school for children who are aged from 11, 16 to 18).

She taught history at a secondary school.

When I was in a secondary school, all I ever wanted is a job to pay all the bills.

**Postgraduate school** [*Noun*] (a school that awards advanced academic degrees).

He finally earned a Master degree in post-graduate school.

She is a full-time student **on post-graduate school.**

**Attentive** [*Adjective*] (paying close attention to something).

He is an attentive student.

Mary asked Tom **to be attentive** during meetings.

The speaker likes to have an attentive audience.

**To master a language** [*Verb*] (to learn or understand a language completely).

**If you want to master a language, you need to learn to think in that language.**

In order to master a language, you must Listen, Read, Speak, Write, in that order.

**Linguistic ability** [*Noun*] (the ability to master other languages).

Her linguistic ability served her well in her chosen profession.

The new **recruit** was tested to have good linguistic ability.

**To speak fluently** [*Verb*] (to speak easily and quickly).

The students were trained to speak fluently and without unnecessary

hesitations.

She speaks several languages fluently.

**To take up a language** [*Verb*] (to start to study a language).

I've decided to take up a language.

It's just as important to take up a language you enjoy since it would be helpful in everyday life.

**Transmission of knowledge** [*Noun*] (the process of passing knowledge from one person to another).

Universities are involved in the production and transmission of knowledge.

It's a cultural transmission of knowledge from generation to generation.

**Intensive** [*Adjective*] (involving a lot of work, effort or activity done in a short period of time).

An intensive course of treatment will take at least several days.

This is an intensive course in business writing.

**To pay attention to** [*Verb*] (to think about, work on, watch, or listen to someone or something carefully).

He didn't pay attention to details.

She's never paid that much attention to his opinions.

He paid no attention to her warning.

**Focus on** [*Verb*] (to put a lot of your attention on one thing).

He focused on his studies.

She focused on her work.

**Background** [*Noun*] (the details of a person's family, education, career, wealth).

Poverty can affect anyone, regardless of age, race, gender or social background.

Despite their different social backgrounds, they became good friends.

**Progress rapidly** [*Verb*] (to grow, improve or develop very quickly).

Many children who make a slow start but then make progress rapidly.

Julia progresses rapidly in her music lessons.

**Adapt** [*Verb*] (to change something so that it is suitable for a new use or purpose, or in a new situation).

Tom soon adapted himself to school life.

The young adapted themselves to the change quickly.

**Interactive** [*Adjective*] ((of two or more people or things) acting with each other).

The class was very interactive during the class discussion.

The training was very interactive.

Her classes were very interactive; students were reading, writing, talking, and reflecting in meaningful ways.

**Face-to-face learning** [*Noun*] (to study in the traditional way, with the teacher and students present in the room).

In his opinion, face to face learning will benefit the learner the most.

They preferred face-to-face learning for communication purposes.

Learning activities still take place in a face-to-face learning scenario.

**To give feedback** [*Verb*] (to give comments (how well or badly), corrections or information about a person's performance of a task).

I liked the way the professor gave feedbacks to his students.

Once he found a mistake on the unfinished release **draft**, he gave feedbacks and corrections immediately.

**Interactive learning** [*Noun*] (*refers to a method of teaching and learning in which teachers encourage students to be part of the lesson instead of passive observers (teachers and students acting with each other)*).

Interactive learning is a **hands-on** approach to help students become more **engaged** and retain more material.

Each class has been designed to maximise interactive learning, **deliberation**, and reflection.

**Higher education** [*Noun*] (*education beyond high school, usually provided by a college or university*).

Some **school leavers** prefer to start work rather than enter higher education.

My brother moved to the United Kingdom (UK) to continue his higher education.

A **vocational course** [*Noun*] (*a course which provides students with the skills and education that they need to do a particular job*).

For every four students who start a vocational course in upper secondary, one drops out.

Peter chose a vocational course at the secondary level.

**To disrupt lessons** [*Verb*] (*to interrupt the lesson by causing a disturbance or problem*).

There are many reasons why pupils disrupt lessons.

It's very hard to call out pupils who consistently talk or disrupt lessons if you don't know their names.

**Mandatory** [*Adjective*] (*required, compulsory*).

It is mandatory that all students take two years of English.



It is mandatory to comply with the legislation.

**Educational** [*Adjective*] (*relating to education*).

I found our trip very educational.

Watching television can be very educational.

Science programs are very educational and interesting for both children and adults.

**Academic** [*Adjective*] (*relating to education, schools, universities, and scholarship*).

These phrases are more suitable for academic essays.

He's certainly bright, but he's not very academic.

**Learning atmosphere** [*Noun*] (*the mood or feeling that exists in a class and affects the students who are there*).

Games offer students a fun-filled and relaxing learning atmosphere.

New emerging technology makes learning atmosphere pleasant and conducive.

**Extra-curricular activities** [*Noun*] (*not falling within the scope of a regular course, work or studies in school or college*).

The students took a lot of interest in extra-curricular activities.

We have extra-curricular activities after school.

**Lecturer** [*Noun*] (*a person who gives lectures at a college or university*).

The lecturer illustrated his point with a diagram on the blackboard.

The lecturer would end up her speech with a joke.

**Academic subject** [*Noun*] (*subjects relating to education, schools, universities, etc*).

History is an academic subject.

We've learnt a variety of academic subjects.

**Do badly in an exam** [*Verb*] (*if you do badly in an exam it is because the test was too hard*).

She is a good student. She's never done badly in an exam.

Have you ever done badly in an exam?

**Transcript** [*Noun*] (*a detailed record of student's marks or grades that they have received at a school*).

If the student wants a copy of his transcript, he should go to the Registrar's Office.

Each applicant must submit his transcript with his application.

**Internship** [*Noun*] (*a temporary job that a student or new graduate takes in order to get practical experience in the area they want to work in*).

Your ability to write about your internship experience on your resume is incredibly important.

Jane has a summer internship at a local TV station.

**Extracurricular activities** [*Noun*] (*activities that students do at school or college that are not part of their course*).

We have extracurricular activities after school.

Generally, volunteer activities aren't always extracurricular activities.

**Social and cultural life** [*Noun*] (*ways of life*).

Advertisements have greatly affected our social and cultural life.

Ethiopia's coffee ceremony is an integral part of their social and cultural life.

**Tuition fees** [*Noun*] (*the amount of money that you pay for your education*).

Tuition fees are free and the teaching methods and facilities are great.

The tuition fees **went up** this year.

**Grant** [*Verb*] (to allow someone to do or have what they want).

Did they grant Tom permission to leave?

He was granted a patent on his invention.

He was granted admission to the university.

**Dormitory** [*Noun*] (a large room where a lot of people in a school or institution sleep).

He lived in a college dormitory.

She was reading a math textbook in the dormitory.

He hangs out in the school dormitory.

**Reach one's full potential** [*Verb*] (to take great effort and self-discipline).

**We will help your child reach his full potential.**

Our hope for Bill is that he will reach his full potential.

**Bachelor's degree** [*Noun*] (a first university degree (a degree awarded by a college or university)).

It took him six years to get his bachelor's degree in math.

I graduated from City University with a bachelor's degree in law.

**Hit the books** [*Verb*] (to study very hard).

I have to go home and hit the books because I have a big test tomorrow.

It's time to hit the books.

**Master's degree** [*Noun*] (an advanced college or university degree, which follows after bachelor's degree).

I have got a Master's degree in Business Administration.

He got his master's degree three years ago.

**Mature student** [*Noun*] (*a student at a college or university who's older than others*).

He studied law as a mature student.

There are many benefits to being a mature student.

**Public schools** [*Noun*] (*a school that is supported and paid for by the government*).

He was educated at a public school.

My son finished a public school a few years ago.

**Schoolboy error** [*Noun*] (*a very simple, basic and foolish mistake*).

Lucy made a schoolboy error on her English test.

Tom made a schoolboy error by accepting a lunch invitation from a journalist.

**Single-sex schools** [*Noun*] (*schools that have only one sex (for either boys or girls)*).

My sister happily attended a single-sex school for 6 years.

I would never send my kids to a single-sex school.

**To attend classes** [*Verb*] (*to go to classes*).

In European universities, students are not required to attend classes.

Do not waste your money on tuition if you are not even going to attend classes.

Some students may not be able to pass the test in class because they don't attend classes regularly.

**To learn something by heart** [*Verb*] (to memorize something).

You should try to learn by heart these English words and phrases.

The boy learned the poem by heart.

**To meet a deadline** [*Verb*] (to finish something in time (by or before it is due)).

I'm trying to meet a deadline.

Do you take personal responsibility for failing to meet a deadline?

**To pass with flying colours** [*Verb*] (to achieve, or accomplish something very successfully).

He is studying hard and he will pass IELTS with flying colours.

He passed his exams with flying colours.

She passed her job interview with flying colours.

**To pursue studying** [*Verb*] (to follow a course (education)).

Peter would like to pursue studies in the future to become a lawyer.

She wants to pursue studying after high school.

**To take a year out** [*Verb*] (to spend one year working to gain more valuable experience).

Many graduates want to take a year out to save the money they need to embark on a course of further study.

My son took a year out and went traveling to Japan.

She took a year out to travel around South America.

**Concentrate** [*Verb*] (to give full your attention to something).

He couldn't concentrate on his lessons. His mind was on other things.

You might need to concentrate on what you're reading in order to understand it.

If you make so much noise, I can't concentrate on my homework.

**Distraction** [*Noun*] (something that prevents you from giving full attention to something else).

He worked hard all morning, without distraction.

The baby's constant crying drove me to distraction.

My kids drive me to distraction at times.

**Thesis** [*Noun*] (a long piece of writing that is submitted in support of candidature for an academic degree).

Sarah has been working on her thesis for over a year and she still has lots of work to do.

Lucy wrote her doctoral thesis on contemporary Germany literature.

**Assignment** [*Noun*] (work that you must do as part of a job or course of study).

I'm feeling much more confident in doing my first college assignment.

He stayed up all night finishing his assignment.

The student apologized for handing in his assignment late due to his illness.

**Controversy** [*Noun*] (a disagreement or argument about something).

His views have excited a lively controversy among fellow scientists.

His latest book has attracted a lot of controversy.

**Theoretical** [*Adjective*] (based on theories or ideas that relate to a subject instead of on practical application).

The training is practical rather than theoretical.

The course is designed to be practical rather than theoretical.

**To be poor at something** [*Verb*] (*not to be good at something*).

I am poor at drawing.

He is very poor at maths at school.

**Certificate** [*Noun*] (*an official document shows that an educational program has been completed*).

The language certificate has three levels: basic, intermediate and advanced.

TOEFL, TOEIC and IELTS are English certificates which aim for academic use and are widely used around the world.

**Diploma** [*Noun*] (*a document given by a college or university to show that you have completed an educational program (finished your studies)*).

Have you actually seen Tom's diploma?

He is a **commerce** graduate with a diploma in computer applications.

**Degree** [*Noun*] (*the qualification that you get after completing a course of study at a university*).

It took him six years to get his bachelor's degree in math.

My sister got her law degree in 2010.

**To resit an exam** [*Verb*] (*to take an examination again*).

The teacher forced him to resit the exam the week after.

Pupils who score less than 5 marks have to resit the test.

**Skip classes** [*Verb*] (*to miss a class or not go to a class for some reason*).

He often skips classes.

Bullied students tend to skip classes because they feel uncomfortable at school.

**Memorable** [*Adjective*] (something or event that is easily remembered, usually because it is special or unusual).

His wedding was a memorable event for all.

Graduation ceremony is a memorable event for all students.

**Specialty** [*Noun*] (a special field of study).

Her specialty is English literature.

His specialty is criminal law.

**To gain** [*Verb*] (to receive, to get).

An internship will help students gain experience.

Reading books is a way to gain knowledge.

**Schedule** [*Noun*] (a plan for doing a list of things at certain times).

He always has a full schedule.

She has been forced to adjust her schedule.

**Inspiring** [*Adjective*] (to be exciting and makes someone feel strongly interested in).

What he said at the meeting today was very **inspiring**.

I find these **quotes** very inspiring.

**Rewarding** [*Adjective*] (providing someone with satisfaction, pleasure, or profit).

Teaching young children is a challenging and **rewarding job**.

I find learning languages to be very rewarding.

**Vocational training** [*Noun*] (training that emphasizes skills and knowledge required for a particular job).



Although vocational training is career-oriented, a few types of professions require a college degree.

**Unwind** [*Adjective*] (to relax after hours of hard work).

Listening to music helps me to unwind after a busy day at work.

Meditation is a tool that can help people unwind and let go of stress.

**Encouraging** [*Adjective*] (giving someone confidence or hope about something).

He sent me an encouraging message.

A coach is encouraging his team.

Parents often use encouraging words to motivate their children to achieve high standards.

**Strict** [*Adjective*] (if you are strict, you have definite rules and expect people to obey completely).

Her English teacher is very strict.

Both of my parents are not strict with me.

**Supportive** [*Adjective*] (giving someone support, encouragement, and advice).

My girlfriend was very supportive when I was ill.

His boss was very supportive and gave him time off work.

**Keep track of** [*Verb*] (to keep an eye on something).

I can't keep track of the new music.

Bank statements help you keep track of where your money is going.

**Strive** [*Verb*] (to make great efforts to achieve something).

We must strive to secure steady growth.

He strove very hard to remain calm.

**Break** [*Verb*] (a short period of time for relaxation).

Let's take a short break.

We usually have a short break for lunch, then start to work again at 2 o'clock.

**Sincerity** [*Noun*] (the fact of showing your honesty of mind).

He impressed her with his sincerity.

If you question her sincerity, do not ask for her help.

(To) **disclose** [*Verb*] (to give someone or reveal information about something).

I can't disclose that information yet.

He disclosed to me that he had been in prison.

(To) **recall** [*Verb*] (to remember something that happened in the past).

I can't recall his name at the moment.

I failed to recall the book's title.

**A heavy workload** [*Noun*] (a large amount of work or many tasks to perform).

Due to the heavy workload, many employees suffer from depression.

He's struggling to cope with the heavy workload.

**Bullying** [*Verb*] (using superior strength repeatedly and intentionally to frighten or hurt another person).

The older boy causes problems at school by bullying younger children.

Bullying isn't just done with kids, adults bully each other too.

**Competent** [*Adjective*] (to be capable of doing something well).

Tom is regarded as the most competent employee.

She is a competent teacher.

**Excel** [*Verb*] (to be extremely good at something).

He excels in sports and in many other activities.

Rebecca always excels in languages at school.

**To fall behind with your studies** [*Verb*] (to progress more slowly in studying than other people).

These students regularly miss classes and fall behind with their studies.

**To impose discipline** [*Verb*] (to make students obey the rules of a school or college).

The teacher misused his ability to impose discipline on his students.

**Attendance record** [*Noun*] (a record of how often someone has been present at an event or an institution).

He has a good attendance record.

Lucy, who is a fine student, has a perfect attendance record.

**Tertiary education/higher education** [*Noun*] (education for people at college or university level).

More than 50% of secondary school pupils going on to tertiary education.

Excessive alcohol used by tertiary education students is well documented.

**To accumulate** [*Verb*] (to gather or collect something gradually as time passes).

He accumulated a large fortune by hard work.

People tend to spend a greater proportion of their incomes when they accumulate more wealth.

**Bedtime reading** [*Noun*] (a book, novel etc read at bedtime).

Bedtime reading with your child can have a fantastic effect on enhancing your child's attention span.

Bedtime reading helps get children to sleep.

**Kindergarten = pre-school education** [*Noun*]

Can you remember your kindergarten teacher's name?

He and I have been friends since kindergarten.

**A native speaker** [*Noun*] (someone who has spoken a language since he/she was a baby and did not learn it as a foreign language).

Speak like a native speaker by using sentence stress in English.

He doesn't think it's necessary for him to sound like a native speaker, he just wants to be able to speak fluently.

**To have a good grasp of** [*Verb*] (to have a complete, clear understanding of something).

He doesn't have a good grasp of the principles yet.

After taking a year-long computer course, Peter had a good grasp of computer programming.

## WORK/ EMPLOYMENT

**Eager beaver** [*Noun*] (someone who is extremely enthusiastic and works very hard).

Being eager beaver, she sometimes is not well-liked by her colleagues.

Don't be such an eager beaver, we have a lot of time to complete the task.

**Burden** [*Noun*] (a duty, responsibility, or something that causes worry, stress or hard work).

Her illness placed a heavy financial burden on her family.

The tax system imposed a heavy financial burden on the factories.

**Meet someone's needs** [*Verb*] (to satisfy someone's needs).

He has a satisfying job, but it doesn't pay enough to meet his needs.

The job provided her with a good income to meet her needs for food, clothing, and accommodations.

**Take on** [*Verb*] (to undertake; to accept to do something).

He's not afraid to take on challenging work.

She has taken on the task of looking after her elderly mother.

**Doable** [*Adjective*] (something is doable if it can be achieved or possible to do).

Passing the reading and writing tests is doable.

His daughter didn't think her homework was doable, but she was just complaining and being lazy.

**Career** [*Noun*] (the job or profession that you do during your working life).

He was happy to have chosen a career that suited his personality perfectly.

The scandal ruined her career.

**Deadline** [*Noun*] (a time when something is due or must be done/finished).

He is having trouble meeting the deadline.

Because of her incompetence, we won't make our deadline.

**Overtime** [*Adverb*] (beyond the usual time, extra time spent at work).

He was forced to work overtime.

I'm afraid that he has to work overtime.

**Probation** [*Noun*] (a period of time during which someone who has been given a new job is tested to see whether they are suitable for work).

John has been hired for a period of probation of 6 months.

She was asked to work for a period of probation of 3 months.

**Handle someone's workload** [*Verb*] (to manage the amount of work that someone has to do).

He cannot handle his workload! He is stressing out!

She self-trained herself on programs that she thought would handle her workload more efficiently.

**Handwork** [*Noun*] (the act of creating something with the hands and not by machines).

Handwork activities such as knitting, embroidery, weaving, doll and puppet making, papermaking, etc.

I loved to do handwork activities when I was a teenager.

**Out of steam** [*Expression*] (to lose energy, tired, exhausted).

I am out of steam to finish setting up as it's been a hard week.

Due to today's intense workday, he is out of steam, so he won't be able to work tomorrow.

**Applicant** [*Noun*] (*someone who makes a formal request for a job*).

Applicants were requested to submit their resumes.

He was writing a professional letter to give his applicants the good news.

**Dream career** [*Noun*] (*a job/profession that someone desires to have*).

A dream career of being a doctor is what she wants to pursue in her academic studies.

Inspired by art, designing themed lands is his dream career.

**Carry on** [*Verb*] (*to continue to do something*).

She wants to carry on studying until her baby is born.

She doesn't want to come with me. She wants to carry on studying.

I'll carry on working until I'm 60.

**Productivity** [*Noun*] (*the quality of producing something*).

When I sit down to write, the most important factor in my productivity is a comfort.

His work productivity improves, and his stress level goes way down.

**Observe** [*Verb*] (*to watch, look at, see*).

The patient must be observed constantly.

The change is too small to be observed.

**Ambition** [*Noun*] (*a strong desire to do or to achieve something*).

His ambition is to own a helicopter.

My ambition is to become a jet pilot.

**Manual work** [*Noun*] (*work involving the hands and physical strength, as opposed to an office job*).

Sewing is manual work.

Gardening and manual work are a great pleasure to our children.

**Retail staff** [*Noun*] (*employees who sell products to the public*).

Retail staff are trained to communicate with customers.

They are employed as retail staff in a large store.

**Collaborate** [*Verb*] (*to work jointly with others to create or achieve something*).

He agreed to collaborate with her in writing his biography.

**Follow in someone's footsteps** [*Verb*] (*to do the same job or to have the same style of life as someone else*).

She followed in her father's footsteps and became a teacher.

Tom followed in his father's footsteps, starting his own business.

I collaborated with my daughter on the French translation of a text on food production.

**Work things out** [*Verb*] (*to find a solution*).

We help them to work things out.

Conflicts teach you how to compromise and work things out.

**Manually** [*Adverb*] (*by hand (not by machine)*).

The work was done manually, not by a machine.

You may need to enter this information manually.

**Dedicated** [*Adjective*] (*to be devoted or totally committed to something (a task or purpose)*).

My father is very dedicated to his work.



People who are dedicated to their jobs often achieve their professional goals.

**Be willing to** *[Verb]* (to be ready or happy to do something if it is necessary).

He was willing to admit he was wrong.

They are no longer willing to give us a discount.

She is willing to discuss the problem.

**Sort out** *[Verb]* (to deal with your own, or someone else's, problems successfully).

We need to get these problems sorted out as soon as possible.

I felt we sorted out a lot of problems.

**Associate with** *[Verb]* (connect with).

I don't associate with people like him.

As a manager of the company, it is difficult for him to associate with his employees outside the office on weekends.

**Keep someone from doing something** *[Verb]* (to prevent, stop someone from doing something).

His snoring kept me from falling asleep.

Illness kept him from attending the meeting.

**Determined** *[Adjective]* (making a firm decision to do something and not to change it).

He is a very determined person. He will get the job he wants.

His early failures made him even more determined to succeed.

**By trial and error** *[Expression]* (to learn something from the mistakes that you make).

Science progresses by trial and error.

He would simply have to learn by trial and error.

**Stable** [*Adjective*] (*firmly fixed (not likely to change)*).

He is in a stable condition after suffering multiple injuries.

The temperature is quite stable from day to day.

**Day off** [*Noun*] (*a day without going to work*).

I think she should have a day off soon. She can't keep going like this all the time.

You should take a day off.

**Get the hang of** [*Verb*] (*to understand the technique of how to operate or do (something)*).

I'm starting to get the hang of how this computer works.

It took him a few hours to get the hang of flying a kite.

**Apply for** [*Verb*] (*to enroll in; to write a letter asking for a job*).

He's applied for a job with an insurance company.

Seven people applied for the job, but none of them were employed.

**Strides** [*Noun*] (*advances or improvements in the way that something is progressing*).

A group of experts are making great strides in the search for a diabetes cure.

The government has made great strides in reducing poverty.

**Experience** [*Verb*] (*if you experience something, it happens to you, and affect your feeling*).

He experienced a feeling of deep sadness as he entered the refugee camp.

I experienced intense cold at the South Pole last year.

After the surgery, she experienced a lot of lethargy but no pain.

**Dedicate** [*Verb*] (*to devote your time and effort to someone or something*).

My mother dedicated every hour of the day to taking care of us while my father was away at sea.

He has dedicated all his life to helping poor people.

**To confront** [*Verb*] (*to deal with a problem or difficult situation*).

A soldier often has to confront danger.

She is confronted by many difficulties.

**Hardship** [*Noun*] (*a situation that is severe, difficult and unpleasant*).

The soldiers had to endure great hardship during the war.

He closed his eyes tightly and endured the pain.

**Sacrifice** [*Noun*] (*the act of giving up something important or valuable to you in order to do something else or to help someone*).

After his wife died, he made sacrifices to take care of his children.

He sacrificed his personal life in order to get ahead in his career.

**Incentive** [*Noun*] (*something that motivates or encourages you to do something*).

The workers have no incentive to work harder.

Tom had no incentive to work after he was refused a promotion.

**Tension** [*Noun*] (*the state of being stressed, nervous, or emotional strain*).

There was a lot of tension at the meeting.

There are growing tensions between the two countries.

**Criticism** [*Noun*] (*the act of expressing disapproval of someone or*

*something*).

She ignored the criticisms of her friends.

The plan has attracted criticism from the consumer group.

**To be engrossed in something** [*Verb*] (to be completely focused on something).

She seemed completely engrossed in her work.

Mary was so engrossed in the book that she forgot the cakes in the oven.

**To recharge one's energy** [*Verb*] (to recover your strength by resting for a time).

We enjoyed a week away at the coast and recharged our energy.

She went back out to sea to recharge her energy.

**Career advancement** [*Noun*] (development in jobs).

We congratulated the employee on his career advancement.

Lifelong learning is essential to career advancement.

**Diligence** [*Noun*] (careful and determined in your work).

I praised him for his diligence.

She is diligent in her studies.

**To earn a living** [*Verb*] (to earn money).

He used to earn a living as a musician, but now he is a photographer.

She earns a living as a writer.

**Play an essential part IN something** [*Expression*] (have an important role in something).

He plays an essential part in running the business smoothly.

Tom plays an essential part in this project.

**Determination** [*Noun*] (*the quality that makes someone continue trying to do something*).

I admired him for his determination.

She always shows great determination in everything she undertakes.

**Perseverance** [*Noun*] (*the effort to do or achieve something in spite of difficulties and obstacles*).

I was surprised by her perseverance.

There's no success without perseverance.

**Overcome** [*Verb*] (*to succeed in dealing with a problem or difficulty that has been preventing you from achieving something*).

We have to overcome many difficulties.

He overcame injury to win the Olympic gold medal.

**To acquire experience/knowledge/skill** [*Verb*] (*to gain experience/knowledge/skill by your own efforts*).

I try to acquire knowledge by reading books every evening.

Students acquire skills for advanced level English writing.

**To move up the career ladder** [*Verb*] (*a series of actions you have taken to make progress in your career*).

He can move up the career ladder in his current position.

She rapidly moved up the career ladder becoming a financial analyst.

**Commitment** [*Noun*] (*the willingness to work hard or to be dedicated to a job or an activity*).

We've always had a commitment to customer service, and we keep working to improve.

We had a commitment to enriching the lives of our children.

**(To) proceed** [*Adjective*] (*to begin or continue an action or process*).

The district attorney is unwilling to proceed due to insufficient evidence.

I would like to know how you will proceed in this matter.

**Self-motivated** [*Adjective*] (*to be capable of hard work without the need for encouragement*).

People who are self-motivated tend to be more organized and more self-esteem.

He is highly self-motivated, productive and successful.

**Demanding** [*Adjective*] (*needing a lot of effort or attention*).

My job is quite demanding at times, but I really enjoy it.

The work of a farmer is physically very demanding.

**Work on** [*Verb*] (*try hard to repair or improve something*).

You need to work on your pronunciation every day if you want to pass the exam.

She is working on getting fit before the wedding.

**Job prospects** [*Noun*] (*the possibility of being successful and having more opportunities at work*).

After he graduated top of his class at Harvard, his job prospects looked great.

People with qualifications and experience usually have the best job prospects.

She becomes immensely disappointed and lies to her family about the sanguinity of her job prospects.

**Work environment** [*Noun*] (*the surrounding conditions in which you work in*).

What is your ideal work environment?

If you want to improve your work experience, you should have a good work environment around you.

**Job satisfaction** [*Noun*] (*a feeling of enjoyment that you derives from your job*).

When he chooses a career, job satisfaction is always the most important factor.

Some employees are more interested in job satisfaction than in earning high salaries.

Levels of job satisfaction have increased over the last few years.

**Employee** [*Noun*] (*a person who is paid to work for another person or an organization*).

Each employee was given a bonus.

As an employee of our company, he is automatically entitled to a special discount.

**(Be) occupied with** [*Adjective*] (*be busy with something*).

He was fully occupied with driving.

She was occupied with household work.

**Works of craftsmanship** [*Noun*] (*objects made by people who are very skilled at making things by hand*).

Jewelry made to a special design, furniture, clothing, or cutlery can all be called works of craftsmanship.

The museums of every city are full of beautiful works of craftsmanship made by skilled workers in past centuries.

**To work/ perform miracles** [*Verb*] (*to achieve extraordinary/very good results*).

We need a marketing team that can perform miracles to bring the company back to its former glory.

His exercise program has worked miracles for him.

She worked miracles with the redecorating.

**White-collar** [*Noun*] (*relating to the work done or those who work in an office, not a factory*).

White-collar workers now work longer hours.

She has a white-collar job as an accountant at one of the largest finance firms in London.

**The world of work** [*Noun*] (*the job market; types of work and the possibilities for employment*).

Certain qualities are important to succeed in the world of work, for example, honesty and hard work.

The world of work is changing - more women are leaving home to find jobs and pursue a career.

Western styles of clothing are a positive development. They are practical and affordable in the modern world of work and leisure.

**Make an honest living** [*Verb*] (*to earn money through hard work*).

She makes an honest living by working at the bakery during the week.

Although he was a criminal, now he makes an honest living as an assistant in a supermarket.

**Make ends meet** [*Verb*] (*to earn enough money to buy the things you need without getting into debt*).

Elderly people can make ends meet on their pensions.

Many students have a difficult time trying to make ends meet.



**Cope with** [*Verb*] (*deal successfully with something difficult*).

It must be difficult for her to cope with five small children and a job.

After the divorce, she had to cope with a full-time job and the raising of her two kids.

**Devote to** [*Verb*] (*give a large amount of time or attention to someone or something*).

Nowadays, children devote much of their free time to playing electronic games or using the Internet.

She devotes too much time to her job; she should spend more time with her family.

He seems to devote all her efforts to his career.

**Huge challenge** [*Noun*] (*very big challenge; it's difficult or tough*).

Raising children could be a huge challenge for older parents.

Reading such texts can be a huge challenge, but an important one.

**Future workforce** [*Noun*] (*workers in the future*).

The future workforce will face new challenges that they never experienced before.

Providing opportunities for young people to work is very important in developing the future workforce.

**Job-hunting = job seeking, or job searching** [*Noun*] (*the act of looking for a job*).

Tom wants to go job hunting.

He was job-hunting for 6 months before he finally found employment in a car factory.

**Workload** [*Noun*] (*the amount of work that has to be done by a particular*

*person in a period of time).*

Tom's struggling to cope with the heavy workload.

I've had an increased workload this year.

**To job share** [*Verb*] (*to share the responsibilities and the pay of a single full-time job between two people*).

They both want to job share.

It is easier for managers to job share or work part-time while they have young children.

**Flexible working hours** [*Noun*] (*a flexible schedule allows an employee to work hours that can be changed by agreement between the employer and the employee*).

Flexible working hours could give working parents more time to spend with their children.

Most employees would prefer more flexible working hours.

**Sweated labour** [*Noun*] (*hard work that is done by people who work for long hours for low wages in poor conditions*).

The mill owners used sweated labour to earn them fortunes.

Sweated Labour are often categorised by factors such as poor education, and language.

**Guest workers** [*Noun*] (*people, usually from a poor country, are permitted to live and work temporarily in a richer country*).

We have not been a country which has used guest workers.

Germany is accustomed to receiving visitors and guest workers from foreign countries.

**Dead-end job** [*Noun*] (*a job that has no prospects of promotion*).

She was stuck in a dead-end job for nearly 6 years.

Custodial work and waitressing are definitely dead-end jobs.

**(To) make a living** [*Verb*] (*to make money to pay for the things that you need in life such as housing, food, etc*).

She made a living by working as a cook.

Many young people like to make a living in big cities.

**Life skills** [*Noun*] (*skills that are necessary, useful or important in everyday life*).

Job skills allow you to do a particular job and life skills help you through everyday tasks.

Teamwork and problem-solving are life skills.

**Transferable skills** [*Noun*] (*skills that are used in different jobs or different situations*).

Transferable skills are the key to professional success.

Transferable skills can be a great help if you don't have much experience of work.

**Level of competition** [*Noun*] (*the extent, or degree of a competition*).

The level of competition in this class is getting more intense.

**Paperwork** [*Noun*] (*written or clerical work that involves producing reports, keeping records, and writing letters*).

She sat down again and buried herself in paperwork.

The organization offers practical help in dealing with paperwork.

**Work experience** [*Noun*] (*the experience and skills that you gain while working in a specific field or occupation*).

His work experience is limited.

Do you have work experience?

He doesn't have any work experience.

**Career woman** [*Noun*] (*a woman who considers her job is very important in her life*).

She wants him to respect her as a career woman.

She is an ambitious career woman.

**Colleague** [*Noun*] (*a fellow employee who works in the same organization, profession or department as you*).

Tom and his colleague are going to work on the project all weekend.

My colleagues assured me that I had done nothing wrong.

She was recommended for the post by a colleague.

**Client** [*Noun*] (*someone using the services of a professional person or organization such as a doctor or lawyer*).

The client asked us to begin this project.

Merchants receive either money or trade goods with their clients.

One of our clients provides an online consumer information service.

**Retire** [*Verb*] (*leave one's job and cease to work because of old age or ill health*).

He will retire from the army next year.

He was forced to retire early from teaching because of ill health.

**Trainee** [*Noun*] (*someone who is learning and practicing the skills of a particular profession or job*).

He joined the company as a graduate trainee.

The trainee pilot flew his first solo today.

**Training course** *[Noun]* (a course providing training in a particular field or profession).

It was a great training course that covered everything you need to know about Microsoft Excel!

**Freelance** *[Noun]* (working for different companies at different times rather than working all the time for a single organization).

He's been freelance for several years.

Most of the journalists I know work freelance.

**Well-paid** *[Adjective]* (earning or receiving a good amount of money for work).

I have an interesting, well-paid job, with opportunities to travel.

He has got a well-paid job and can afford to live in a beautiful house.

**Pay rise** *[Noun]* (an increase in your salary for doing your job).

He is expecting to be given a pay-rise next month.

What would I need to do to receive the pay rise I was looking for?

**Sick pay** *[Noun]* (money that you are given by an employer when you are unable to work because of illness).

How much sick pay do employees receive?

Tom has no sick pay, no paid vacation and no paid overtime.

**Working environment** *[Noun]* (location where a task is completed).

What would be your ideal working environment?

He has a stressful job in a bad working environment.

**Dream job** *[Noun]* (a job that you love to do).

Her dream job would be to work as an actress.

His dream job is to be a pilot.

**Prospects** [*Noun*] (*the possibility or likelihood that something good will happen in the future*).

He had more prospects of success than others.

It's a great career with good promotion prospects.

**Engaging** [*Adjective*] (*attractive, pleasant and charming*).

He was very engaging with the audience.

The seminar was very engaging.

**Daily routine** [*Noun*] (*the usual set of activities that you do at a particular time*).

My mother is getting tired of her daily routine.

The old woman has an attendant who helps her with her daily routine.

I'm fed up with my daily routine.

**In charge of** [*Verb*] (*to have control over or responsibility for something or someone*).

The teacher is in charge of the class.

He's in charge of the department.

**Job opportunity** [*Noun*] (*an opportunity of employment*).

Don't waste time and miss out on your ideal job opportunity.

I'm excited about this job opportunity.

**An occupation** [*Noun*] (*a job*).

His occupation is a doctor so he earns a lot of money.

Her occupation is a teacher.

**Profession** [*Noun*] (a type of job that requires special skills and qualifications to do).

His profession is a teacher though his occupation (or his job right now) is an actor.

Teaching English is his profession.

She reached the heights of her profession at the age of 35.

**Workplace** [*Noun*] (a place, such as an office or factory where you work).

Smoking is not permitted in the workplace.

Sexism and racism are still rampant in today's workplace.

**Salary** [*Noun*] (a fixed regular amount of money that you earn each month from your job).

I'm satisfied with my salary.

She is not content with her present salary.

**Unemployed** [*Noun*] (without a job; not having a job).

She's been unemployed for over a year.

The unemployed are a growing portion of the population.

**Promotion** [*Noun*] (the act of raising someone to a higher ranking position at a workplace).

He didn't work hard enough for a promotion.

He'll look for another job if he doesn't get the promotion.

**A workaholic** [*Noun*] (a person who spends most of their time working and finds it difficult not to work).

Her father is a workaholic.

Mary spends too much time at the office. She's such a workaholic.

**To be in charge of** [*Verb*] (to have control over someone or something and have responsibility for them).

He is in charge of the municipal housing project.

She is in charge of a group of ten people in her department.

**To deal with** [*Verb*] (to take action in order to solve a problem).

We've got bigger problems to deal with.

I have a situation that I have to deal with at the moment.

**To involve** [*Verb*] (to contain/ to include).

Proper exercise involves physical as well as mental discipline.

He tends to shy away from anything that involves public speaking.

Does your current job involve traveling?