**Word List**

**Lesson 1.**

founder

TOYOTA *was founded / was established*

annual turnover

it *achieved an annual turnover of* 250 billion/ *made a profit of* 250 billion $

shareholding

subsidiary

it *operates* 545 subsidiaries/ *it has* 545 subsidiaries

division

multinational corporation

headquarters

*Is headquartered in* Japan/ is *based in* Japan

... it *has a workforce* of over 330,000 people / *it employs* over 330,000 people

the group *runs / has* over 6600 retail stores

competitors

**Lesson 2.**

Feel overwhelmed by

race around doing smth

keep up with everything

have no control over

take on

struggle with + Noun/V-ing

let smth pile up

take time out from work

make time for smth

**Lesson 3.**

* constantly rarely
* seldom
* often
* never
* hardly ever
* regularly
* always
* sometimes
* occasionally
* usually
* normally
* frequently

once in a while

**from time to time**

**once a month**

increasingly often

jam-packed

lose my temper

waste my time

recharge and boost my energy level

[burnout](https://dictionary.cambridge.org/dictionary/english/burnout)

a healthy/ a poor work-life balance

recreation facilities

**Lesson 4.**

unacceptable

misleading

substandard

compromise

resolve conflicts

There's something I need to talk to you about.

Can I talk to you about something?

It's about ...

The problem is..

The thing is...

This is making it impossible to ...

I can't ... because of ...

Would you be able to ...?

What if we...?

Perhaps you could ...

What about ...?

So for now, we'll do this).

We can just...

**Lesson 5.**

Greeting

the body of the email

closing

the signature

appropriate

The information you sent regarding…

meet our requirements

However,

I would like to clarify

I wondered whether we might

Is there any possibility of getting

I would be very grateful for a swift response

as soon as possible

Thank you in advance for your assistance

I look forward to your reply

Yours sincerely,

**Lesson 6.**

|  |  |
| --- | --- |
| **the infinitive/’to’ form** | **the ‘-ing’ form** |
| I want … | I like … |
| I’d prefer not … | I am thinking of … |
| I don’t want … | I enjoy … |
| Would you like … | I don’t mind … |

**Lesson 7.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I'**m** (not) | (really)  (absolutely) | ***interested in***  ***fond of***  ***keen on***  ***crazy about***  ***bored with***  ***excited about***  ***relaxed by***  ***exhilarated by***  ***tired* *of*** | watching TV, cooking,  doing sports, playing computer games,  going swimming/jogging/climbing/shopping,  doing boxing/judo/yoga,  hanging out with friends,  relaxing with the family,  taking photos,  painting,  writing stories/blogs | **since** it is/is not  **because** it is/is not | ***interesting …***  ***boring …***  ***exciting …***  ***relaxing …***  ***exhilarating…***  ***tiring …***  ***frightening …*** |

**Lesson 8.**

**CV categories:**

1. Personal information (address, mobile, email, DOB, nationality…
2. Employment
3. Education
4. Skills
5. Languages
6. Interests
7. References

|  |  |  |  |
| --- | --- | --- | --- |
| **to agree** | **to partly agree** | **to make a suggestion** | **to get to the next point** |
| Pretty good  Oh, right  That's great  Perfect  Right  Good  Oh, of course  OK, I'll do that | You included all your personal details, which is good. But … | Let's start with  Why don't you | Moving on |

**Lesson 9.**

***Must* and *have to* are both used for obligation and are often quite similar. They are both followed by the infinitive.**

*I must go now. / I have to go now*

***Must* and *have to* are very similar but not exactly the same. We often use *must* for more personal opinions about what it is necessary to do, and *have to* for what somebody in authority has said it is necessary to do.**

*I must remember to get a present for Daisy.* (my opinion)   
*You have to be ready with the task by Tuesday.*  (manager says so)   
*Do you have to wear a tie for school?* (asking about school rules)

***Have to* is more frequent in conversation; *must* is used more in formal writing, for example in written notices.**

*Passengers must fasten their seat-belts.*

***Mustn’t*** and ***don’t have to***   
both talk about **obligation** but they’re very different.

***Don’t have to*** means that there is **no obligation.**

*You don’t have to wear a suit.* **(but you can, if you want to)**

***Mustn’t*** means that there is **a negative obligation**. Don’t do it!

*This is a non-smoking area. You mustn’t smoke here.* **(Smoking is not allowed here.)**

1. to start with / first of all
2. to give example
3. to show contrast
4. to begin (the enumeration)
5. to express uncertainty or possibility
6. to talk about the second thing / item in the enumeration
7. to say that you’re almost certain
8. but / though
9. perhaps
10. for example
11. probably
12. the other thing

**Lesson 10.**

1. free time
2. to have a desire to do smth
3. to have good relationships with smb
4. to have some qualities and skills
5. to have smth that has a [value](https://dictionary.cambridge.org/dictionary/english-russian/value_1) for a company
6. to get experience
7. to be willing to do smth
8. spare time
9. to be an asset
10. to get along with smb
11. to gain experience
12. to possess qualities and skills

**Phrases to buy some time:**

Let me see …

Let me think …

Let me think here …

Let me think a bit …

It’s hard to say …/That’s hard to say …

It’s tough to say …/That’s tough to say …

It’s difficult to say …

That’s kind of difficult …/That’s kind of hard …/That’s kind of tough …

Well …

Maybe …

I need some time …

I need some to think …

I need some to think about that …

**Lesson 11.**

|  |
| --- |
| 1. to apply for a job |
| 1. to be/get hired |
| 1. to get promoted |
| 1. to run into financial difficulties |
| 1. to be laid off/to be made redundant |
| 1. to hand in one’s notice |
| 1. to become/be self-employed |
| 1. to retire |

1. unfortunately **b**
2. in fact **e**
3. since **a**
4. however **c**
5. finally, eventually **d**
6. so **f**

**Lesson 13.**

|  |  |
| --- | --- |
| to talk about the skills / responsibilities you **have** | to talk about the skills / responsibilities you **don’t have** |
| **I've learned a lot about dealing with …**  **I have experience in dealing with …**  **I'm good at …**  **It doesn't happen often. But** **occasionally, I have to deal with …**  **I have lots of experience in looking after …**  **I have good** … **skills**  **I am responsible for …**  **I know I do it well** | **No, I haven't. But it is something that interests me.**  **I haven't done …, but …**  **I don't actually** **have …, but** |

The **present perfect**tense has a number of uses.

**1 We use it to talk about experience.**

* *I’ve worked in 6 different countries.*
* *Have you ever been to Australia?*

When these things happened is not important – the focus is on the action/state, not when it happened.  
  
**NB**If we say when we had the experience, we must use the **past simple**.

* *I’ve visited Russia several times.*
* **BUT***I visited Russia for the first time in 1992.*

We can never use the **present perfect** with a time in the past.

* *~~I have been to Spain in 2002.~~*

**2 We also use the *present perfect* to talk about things that are unfinished – unfinished states and unfinished time periods.**

* *I’ve known him since I was 11*. (unfinished state)

I met him when I was 11. I still know him now. The **present perfect** is acting as a bridge between the past and the present.

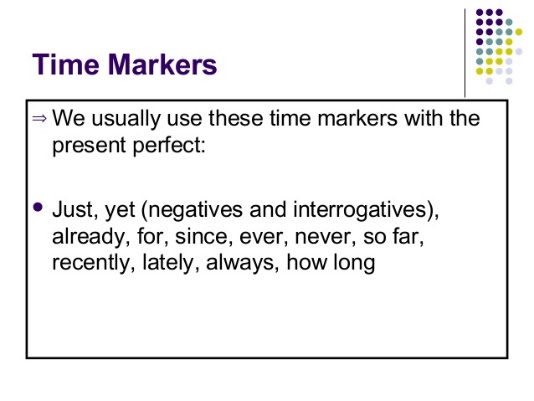
* *I’ve had this watch for almost thirty years.*
* *We’ve lived here since I was a boy.*
* *She’s been to the cinema three times this week.* (unfinished time period

**3 A third use of the *present perfect* is to show the present result of a past action**

* *I’ve lost my keys.*

He lost his keys some time in the past but the result – he can’t get into his house – is in the present.

* *John’s broken his leg and he can’t go on holiday.*



**Lesson 14.**

1. day-to-day challenges
2. to set up my own
3. a rewarding job
4. to take on more responsibility
5. to encourage
6. a permanent position
7. have plans (2): **plan to, intend to**
8. short-term plans: **immediate aim is**
9. plans for far away future: **a long-term goal**
10. final goal: **Eventually, I'd like to**

**Lesson 15.**

**Making arrangements**

I was wondering if you could meet up?

Would Friday afternoon suit you?

Would you be available on…?

Is next Wednesday convenient for you?

How about (lunch next week)?

I could make it (on the 15th).

I’m afraid I won’t be able to do 5.00 on Monday.

Tuesday morning is fine.

I can’t do Tuesday, could we make it Wednesday instead?

Yes, Monday is a bit difficult.

**Lesson 16.**

1. [a job offer](http://dictionary.cambridge.org/dictionary/english/job-offer)
2. to offer [the position](http://www.macmillandictionary.com/dictionary/british/position_1#position_1__28) **an** [**offer**](https://dictionary.cambridge.org/dictionary/english/offer) **from an** [**employer**](https://dictionary.cambridge.org/dictionary/english/employer) **to give you a** [**job**](https://dictionary.cambridge.org/dictionary/english/job)
3. [terms of employment](http://dictionary.cambridge.org/dictionary/english/terms-of-employment)
4. [working hours](http://dictionary.cambridge.org/dictionary/english/working-hours)
5. [salary](http://dictionary.cambridge.org/dictionary/english/salary)
6. [start date](http://dictionary.cambridge.org/dictionary/english/start-date)
7. [notice period](http://dictionary.cambridge.org/dictionary/english/notice-period)
8. [hand in your notice](http://dictionary.cambridge.org/dictionary/english/notice?q=hand+in+your+notice)
9. [confirmation letter](http://dictionary.cambridge.org/dictionary/english/confirmation)
10. to sign a [contract](http://dictionary.cambridge.org/dictionary/english/contract)

|  |  |  |  |
| --- | --- | --- | --- |
| **To greet** | **To agree** | **To disagree** | **To thank** |
| Hello | Good | Well | Thank you |
| Good morning | I understand | I am sorry | Thank you very much again |
|  | Ok, that’s not a problem |  |  |
|  | That’s not a problem at all |  |  |
|  | Fine |  |  |
|  | Yes, of course |  |  |
|  | *That's so true* | *I totally disagree* | *Thanks a million* |
|  | *That’s for sure* | *No way* | *Thanks a bunch* |
|  | *Absolutely* | *I don't think so* |  |
|  | *I couldn't agree with you more* | *I’m afraid I disagree* |  |
|  | *That's exactly how I feel* | *I'm not so sure about that* |  |
|  | *I am with you 100%* | *I don't think so* |  |

tempting заманчивый

to be existed about существовать о

breathing room передышка

to do overtime работать сверхурочно

flexible working hours гибкий рабочий график

benefits

mutual understanding взаимопонимание

improve улучшать

conditions условия

charge обязанности, обвинение

responsibilities обязанности, ответсвенность

deal по рукам, сделка, иметь дело

on the whole в целом

challenge вызов, проблемы, слосность