

## ● Work and business

### Topic vocabulary in contrast

see page 197 for definitions

employer / employee / staff	wage(s) / salary / pay	overtime / promotion / pension
job / work / career	commute / deliver	company / firm / business
earn / win / gain	retire / resign	union / charity
raise / rise	fire / sack / make redundant	

### Phrasal verbs

<b>back out</b> decide not to do sth you agreed to do	<b>set up</b> start (a business, organisation, etc)
<b>bring out</b> produce and start to sell a new product	<b>slow down</b> decrease speed
<b>close down</b> stop operating (for companies)	<b>speed up</b> increase speed
<b>see through (to)</b> continue (or help to continue) to the end of sth unpleasant or difficult	<b>stand in for</b> do sb's job for them while they are not available
<b>see to</b> deal with	<b>take on</b> start to employ; accept (work or responsibility)
<b>set to</b> start doing sth in a determined or enthusiastic way	<b>take over</b> take control of (a business, etc)
<b>set out</b> start working on sth in order to achieve an aim	<b>turn down</b> not accept (an offer, request, etc)

### Phrases and collocations

<b>agreement</b>	come to/reach (an) agreement (on/about sth); in agreement (on/about/with) sth
<b>arrangement</b>	make an arrangement (with/for sb) (to do); have an arrangement (with sb) (to do)
<b>business</b>	do business (with sb); in business; go somewhere on business; business trip; small business; big business
<b>complaint</b>	have/make a complaint (about sth) (to sb); letter of complaint (to sb) (about sth)
<b>day</b>	have/take/get a day off; day job; day trip; day by day; the other/next day
<b>decision</b>	make/take a decision (to do sth); come to/reach/make a decision (about sth)
<b>duty</b>	do one's duty; a sense of duty; on/off duty; have a duty to sb/to do
<b>effort</b>	make an effort (to do); put effort into sth/doing
<b>experience</b>	have an experience; have/gain/get experience in/of sth/doing; experienced in/at sth/doing
<b>hold</b>	put/keep sb on hold; hold on (to sth); hold sth
<b>interest</b>	have/take/express an interest in sth/doing; in your interest to do; earn/get/pay interest
<b>interview</b>	have/go to/attend an interview; job interview
<b>job</b>	do a job; have a job (to do); apply for a job; take/get a job; in a job
<b>work</b>	do some work; have work to do; go to work; at work; work hard; out of work; place of work

### Word patterns

<b>absent</b> from sth	<b>good</b> for sb (to do sth); good at sth/doing; good to sb
<b>apply</b> for sth; apply in writing	<b>qualify</b> as/in sth
<b>attach</b> sth to sth; attached to sth	<b>responsible</b> for sth/doing
<b>begin</b> doing/to do/sth; begin by doing	<b>specialise</b> in sth/doing
<b>depend</b> on sth/sb	<b>train</b> to do
<b>experienced</b> in/at sth/doing	<b>work</b> as/at/in sth; work for sb

### Word formation

<b>add</b> added, addition, additional(ly)	<b>help</b> (un)helpful(ly), helpless(ly), helping, helper	<b>profession</b> (un)professional(ly)
<b>apply</b> (in)applicable, applied, applicant, application	<b>industry</b> industrial(ly), industrious(ly)	<b>qualify</b> (un)qualified, qualifying, qualification
<b>commerce</b> commercial(ly)	<b>machine</b> machinery	<b>responsible</b> irresponsible, (ir)responsibly, (ir)responsibility
<b>dedicate</b> dedicated, dedication	<b>manage</b> managing, management, manager	<b>supervise</b> supervision, supervisor
<b>effect</b> (in)effective(ly)	<b>meet</b> met, meeting	<b>work</b> working, (un)workable, worker, works
<b>employ</b> (un)employed, (un)employable, (un)employment, employer, employee		