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| **word** | **Definition** | **Read again** | **Sample Sentence** |
| Subsidy, subsidize (v.) | Support financially |  | Employers use subsidies to enhance their workers’ productivity leading to higher levels of output |
| Vocational certificates |  |  |  |
| Minimum wage |  |  |  |
| irrigation | the supply of water to land or crops to help growth, typically by means of channels. |  |  |
| Pay increments |  |  |  |
| Financial security |  |  |  |
| Childcare facility |  | \* |  |
| Maternal/ paternity leave |  | \* |  |
| Health plan |  |  |  |
| Economic expansion |  |  |  |
| prosperous | successful in material terms; flourishing financially | \* | prosperous middle-class professionals |
| Recruitment consultant |  |  |  |
| entry-level job |  |  |  |
| corporate | relating to a large company or group |  |  |
| Job prospect | What to expect to happen in the future with you career | \* |  |
| leisure |  | \* | Fulfilling leisure time |
| work/life balance |  |  |  |
| Job satisfaction |  | \* |  |
| workload |  | \* |  |
| By profession |  | \* | He is a programmer by profession |
| Labor | profession, job, career |  |  |
| Labor market |  |  |  |
| Demanding jobs | Jobs that require intensive amount of work | \* |  |
| perks | A benefit to which one is entitled because of one's job. | \* |  |
| incentive | A thing that motivates or encourages someone to do something. | \* |  |
| overstaffed |  |  |  |
| overdue |  |  |  |
| Efficacy | the ability to produce a desired or intended result | \* | Workers’ efficacy declined after hearing the bad news |
| appraisal | Act of assessing somebody or something; performance reviews | \* | she **carried out** a thorough appraisal |
| redundancy | the state of being not or no longer needed or useful |  | Workforce redundancy |
| restructure | to change the organization of a company, usually in order to make it more  effective or to save money |  |  |
| Ongoing training | training throughout your time in a job, not just at the start | \* |  |
| On the job training | training while working, not by leaving work to go to college etc |  |  |
| Substantial drawback |  |  |  |
| downsize | Reduce the number of employees | \* |  |
| outsource | Leaving part of the work to other companies or employees outside the company | \* |  |
| commute |  |  |  |
| Vocational certificate |  |  |  |
| Down payment | The initial payment when buying something on credit | \* | it had taken their savings to **make the down payment on** a house |
| Work force |  |  |  |
| Human Resources | the department in a company which manages recruitment,  employment and training |  |  |
| Day release programs | programs of training or education when employees can spend  entire days out of work | \* |  |
| Career progression |  | \* |  |
| Gain market share |  |  |  |
| Operate at a loss | Operate while losing money | \* |  |
| Going bankrupt | = **going under** |  |  |
| Take on staff | Hire staff | \* |  |
| Take off | (of a business) Become successful |  |  |
| Slack off | to do something with less effort or energy than before | \* |  |
| Make a fortune | Make a lot of money |  |  |
| Life expenses |  | \* |  |
| Local currency |  |  |  |
| Counterfeit bills | false paper money that is not legally valid | \* |  |
| Take out a loan |  |  |  |
| Stock market |  |  |  |
| Make a deposit/ withdrawal |  | \* |  |
| Squander money | Waste money | \* | When money is tight it’s no wise to squander money |
| Money is tight | Having little amount of money | \* |  |
| Make a budget | Plan on how to spend money |  |  |
| Financially savvy | intelligent, perceptive, and well-informed on the subject of money | \* |  |