

Vocabulary

■ Time and work

see page 227 for definitions

Topic vocabulary: Time

| | | | |
|-----------------------|---------------------|-------------------|--------------------|
| abrupt (adj) | era (n) | millennium (n) | punctual (adj) |
| anachronism (n) | eternal (adj) | obsolete (adj) | seasonal (adj) |
| annual (adj) | expire (v) | overdue (adj) | simultaneous (adj) |
| antique (adj, n) | frequency (n) | period (n) | span (v, n) |
| century (n) | instantaneous (adj) | permanent (adj) | spell (n) |
| chronological (adj) | interim (n, adj) | phase (n) | stint (n) |
| contemporary (n, adj) | interval (n) | postpone (v) | subsequent (adj) |
| decade (n) | lapse (v, n) | prior (adj) | temporary (adj) |
| duration (n) | lifetime (n) | prompt (adj) | timely (adj) |
| elapse (v) | long-standing (adj) | provisional (adj) | vintage (n, adj) |

see page 228 for definitions

Topic vocabulary: Work

| | | | |
|-----------------------|-----------------|-------------------------------|-----------------|
| civil service (n phr) | efficient (adj) | marketing (n) | recruit (v, n) |
| client (n) | executive (n) | multinational (n, adj) | redundant (adj) |
| colleague (n) | fire (v) | promotion (n) | sack (v) |
| consultant (n) | headhunt (v) | prospects (n pl) | strike (v, n) |
| effective (adj) | leave (n) | public/private sector (n phr) | union (n) |

Phrasal verbs

| | | | |
|------------------------|---|------------------------------|--|
| crop up | appear or happen suddenly or unexpectedly | press ahead/on (with) | continue doing something in a determined way, despite difficulties, opposition or interruptions |
| dive in | start doing something in a very enthusiastic way | set out | start doing or working on something in order to achieve an aim <i>outset (n)</i> |
| end up | be in a particular place or state after doing something or because of doing it | snow under | if you are snowed under, you have too much of sth to deal with |
| kick off (with) | begin (with) | take on | start to employ someone; accept some work or responsibility |
| knock off | stop working | tide over | help someone to get to the end of a difficult period of time, especially by giving them money until they can get |
| knuckle down | start working hard, especially when you should have done this earlier | while away | some more spend time in a relaxed way when you have nothing else to do |
| lay off | end someone's employment, especially temporarily, because there is not enough work for them; stop doing or using something, especially for a short period of time | wind down | end or finish something gradually; gradually reduce work before stopping completely; relax after a period of excitement or worry |
| lie ahead | if something lies ahead, it is going to happen to you in the future | | |
| make up | work at different times from usual because you have not worked enough at the normal times | | |

Phrases, patterns and collocations

| | | | |
|--------------|--|---------------|--|
| about | partly/mainly/all about, do sth about, about time, about to do | course | run its course, in/during the course of, in due course, on a course, course of action/events |
| age | act your age, (at/by/from) the age of, under age, school/working/etc age, with age, age limit, age bracket/group, (in the) Stone/Bronze/Iron Age | day | make sb's day, day by day, from day to day, any day now, in this day and age, day off, day out, day trip |
| ages | take/spend ages (doing), ages ago, seems/feels like ages (since) | end | come to an end, bring sth to an end, put an end to, at/by the (very) end (of), no end in sight (to), at an end, (for) hours/weeks/etc on end, in the end |

Phrases, patterns and collocations

| | | | |
|---------------|---|---------------|--|
| ever | hardly ever, if ever, first/only/etc sth ever (to), bigger/better/etc than ever, as ever, ever since, forever/for ever | office | take office, run for office, public office, head office, office holder, office block, office hours, office party |
| hours | keep regular/late hours, work long hours, for hours (on end), (during) school/working/etc hours, at/until all hours, after hours, out of hours | on | on time, on and on, on end, from now/that moment/then on, You're on! |
| job | get/find/take/do a job, it's a good job, leave/lose your job, make/do a good/bad job of, make the best of a bad job, have a job to do / doing, sb's job to do, out of a job, on the job, job losses | second | give/take sb a second to do, in a second, within seconds, seconds later, a split second |
| moment | take/be a moment, just/wait a moment, any moment (now), at the moment, at this/that moment in time, in a moment, the right moment (to/for), the moment of truth | start | have/make a good/fine/bad/etc start, get off to a good/flying/head/bad/etc start, make a start (on/at), (right) from the start, for a start, (at/from the) start of, get (sth) started |
| never | you never know, never again, never mind, never mind if/whether/etc, never ever, never-ending | term | in the long/short term, end of term, term of/in office, term time, prison/jail term, fixed term, long-/short-term |
| now | now is the time to, from now on, for now, up to now, right now, now that, any day/moment/etc now, just now, every now and then/again, nowadays | time | pass the time, spend time, make time, find the time, take time, in/on time, by the time, time after time, part-time, full-time, time frame, time limit |
| | | work | work on/in/with/as/at/for, work like magic, work both ways, work a treat, work wonders, work your way (through/around), at work, out of / in work, piece of work |
| | | year | years of age, years old, year on year, for years, not/never in a million years, leap year |

Idioms

| | |
|--------------------------------------|---|
| a stitch in time (saves nine) | used for saying that it is better to solve a problem now, rather than leave it until later when it may be more difficult to deal with |
| all in good time | used for telling someone to wait for something and not try to make you hurry |
| at the drop of a hat | immediately or in a way that shows that you have no doubts about doing something |
| before your time | used for saying that something happened or existed before you were born or before you lived or worked somewhere |
| for good | permanently, without the possibility of change in the future |
| for the time being | for now |
| from time to time | sometimes, but not often |
| in/for donkey's years | an extremely long time |
| in the nick of time | just in time to prevent something bad happening |
| once in a blue moon | very rarely |
| on the spur of the moment | if you do something on the spur of the moment, you do it suddenly and do not take time to plan it or think carefully about it |
| the other day | recently |

Word formation

| | | | |
|----------------|--|-----------------|---|
| antique | antiquity, antiquated | incident | incidence, coincidence, incidental(ly), coincidental(ly) |
| apply | reapply, misapply, applicant, application, (in)applicability, (in)applicable, (mis)applied | job | jobbing, jobless |
| compete | competition, competitor, competitiveness, (un)competitive(ly) | last | outlast, lasting, everlasting, lastly |
| employ | (un)employment, underemployment, employer, employee, (un)employed, underemployed, (un)employable | manage | mismanage, manager, manageress, (mis)management, (un)manageable, mismanaged, managerial, managing |
| end | ending, unending, endless(ly) | moment | momentous, momentary, momentarily |
| event | eventuality, (un)eventful, eventual(ly) | period | periodical, periodic(ally) |
| expect | expectation, expectancy, expectant(ly), (un)expected(ly) | produce | producer, product, productivity, production, counterproductive, (un)productive(ly) |
| future | futurist, futuristic(ally) | time | mistime, timer, timing, overtime, timetable, timelessness, (un)timely, timeless(ly) |
| history | historian, historic, historical(ly) | work | rework, overwork, worker, works, reworking, workplace, overworked, working, (un)workable |

Topic vocabulary: Time

A Write a word from the box in each gap.

obsolete • overdue • provisional • punctual • seasonal • simultaneous • temporary • timely

- 1 'I'll only be working here for a couple of weeks. I'm a worker.'
- 2 'It couldn't have happened at a better time! What a arrival!'
- 3 'It depends on the time of year. It's a problem.'
- 4 'I get to work at nine o'clock on the dot every day. I try to be
- 5 'We both said it at exactly the same time. Our answer was
- 6 'We can't use that software on our new computers. It's
- 7 'It's the first draft of the text. We can change it later if we want. It's only
- 8 'They should have sent that to us ages ago. It's long

B Write a word from the box in each gap.

century • era • frequency • millennium • phase • span • spell • stint

- 1 We live in a/an of mass communication.
- 2 After a short of being unemployed, I decided to set up my own business.
- 3 It was in the twentieth that humans first developed nuclear weapons.
- 4 Despite advances in technology, no human being will ever live for a in my opinion.
- 5 The council is planning to increase the of buses to the city centre.
- 6 I did a brief in the navy, and then decided it wasn't for me.
- 7 I've got a very short concentration
- 8 It's just a that most teenagers go through. Don't worry!

C Choose the correct word.

Dear Alan,
I am writing to thank the organisation for the (1) service I received when my membership (2)
As you may know, I am a (3) member of the Chaversham (4) Car Club, having spent most of my
(5) working with cars built in the (6) following the First World War.
Indeed, I was under the impression that I did not have to renew my subscription each year as I had been granted the
status of '(7) member' for the (8) I spent as Chairperson of the organisation in the 1970s. I was
therefore more than a little surprised to receive a rather (9) e-mail from the club saying that as three months
had (10) since my membership ran out I was no longer eligible to attend the (11) dinner next month.
I, of course, immediately replied, stating the facts as I saw them.
I received a (12) e-mail from the same person, apologising for the confusion, explaining that although I did not
have to pay to renew my subscription, I still had to renew it. They kindly explained how I could do this online, and I
must say I was most impressed with the whole thing, as the change from my being a non-member to being a member
again was literally (13)
I am now looking forward to meeting up with some of my (14) at the dinner next week. I hope to see you there.
Warmest regards,
Robert Thompson

- | | | | |
|-------------------|-------------|-------------------|------------------|
| 1 A prior | B prompt | 8 A period | B interval |
| 2 A postponed | B expired | 9 A interim | B abrupt |
| 3 A long-standing | B timely | 10 A lapsed | B elapsed |
| 4 A Vintage | B Antique | 11 A annual | B eternal |
| 5 A spell | B lifetime | 12 A subsequent | B temporary |
| 6 A duration | B decade | 13 A simultaneous | B instantaneous |
| 7 A chronological | B permanent | 14 A anachronisms | B contemporaries |

Topic vocabulary: Work

D Write a word from the boxes in each gap.

- 1 Would you like to work for a large corporation?
marketing • multinational
- 2 How much budget is there for the campaign?
consultant • executive
- 3 Charlene is a freelance business ; companies hire her to solve particular problems they are facing.
- 4 My dad's a senior in a huge American corporation.
effective • efficient
- 5 The advertising campaign was in that it increased sales by over 50%.
- 6 Robots are often much more than people because they can work 24 hours a day without getting tired, and they don't make mistakes!
- 7 The paper had to make several journalists last week due to loss of sales.
leave • redundant
- 8 Darren's home on from the army at the moment.
- 9 How long is the union planning to for?
fire • strike
- 10 They wouldn't someone just for stealing a bit of stationery, would they?
headhunted • sacked
- 11 Sue used to work here, but then she was by a major law firm.
- 12 I can't believe they Jack just for taking a few paperclips home with him.

E Circle the correct word.

If you're about to graduate but are unsure what to do next, why not consider a career in the (1) **state** / **civil** service?
Working in the public (2) **area** / **sector** provides job security and job satisfaction. There are excellent (3) **prospects** / **predictions** for (4) **promotion** / **progress**, and you'll know you're doing something to benefit society. You'll be working with highly experienced and professional (5) **colleagues** / **clients** in a modern, friendly working environment, and you'll receive a competitive salary too. We also respect our staff's right to be part of a (6) **club** / **union**.
We want to (7) **recruit** / **elect** the brightest and the best. If you think you fit the bill, fill in an application form today.

Phrasal verbs

F Choose the correct word.

- I'm so under with work at the moment – it's awful!
A iced B rained C snowed D fogged
- The company's announced it's off over 1,000 workers.
A leaving B laying C setting D giving
- They're planning to down their operation in Greece and concentrate on Eastern Europe.
A wind B tie C roll D stretch
- I'm not sure if I'm doing it right, but I'll try to ahead with it anyway.
A drive B bang C touch D press
- Something's up, so I'm afraid I won't be able to make it this afternoon.
A shown B pulled C cropped D cut
- Could you lend me some money to me over to the end of the month?
A hand B tide C get D make
- I didn't out to be a millionaire – I just wanted to run a successful business.
A set B go C begin D watch
- Mona's going to leave early this afternoon but she says she'll up the hours tomorrow.
A find B make C catch D bring

G Write a phrasal verb from the box in the correct form in each gap.

dive in • end up • kick off • knock off • knuckle down • lie ahead • take on • while away

- If the business does well, I'll hopefully be able to a part-time assistant in the spring.
- We having to scrap the whole advertising campaign and start again.
- Let's this session by introducing ourselves, shall we?
- Josh can a whole day playing online computer games with his mates.
- No teenager really knows what for them career-wise in the future.
- That's enough TV! It's time to and get on with your homework now.
- I usually work at about half five so I'm home by six thirty most nights.
- As soon as the food was brought out, everyone and helped themselves.

H Phrasal verbs with away, such as while away, are often connected to the idea of an action continuing for a long time. Which of these phrasal verbs with away are also connected to this idea?

- Mary was **beaver**ing away at her desk when I last popped in to see her.
- Let's **break** away from the main crowd and go over there for a while.
- You can't **explain** it away as a simple mistake. You did it on purpose!
- I think I'll **give** these old clothes away. Do you know any charity shops around here?
- My fingers are tired! I've **been hammering** away at this keyboard for hours.
- I'm sorry to tell you that your great-grandfather **passed** away during the night.
- Keep **plodding** away and you'll finish your novel eventually.
- Can we have a break? We've **been slaving** away all morning.
- We can hear Carol **typing** away at her keyboard from the living room.
- Don't disturb your father. He's **working** away on some designs at the moment.

Phrases, patterns and collocations

I Write one word in each gap.

- The President's just been elected to a second term office.
- I don't know how anyone can sit in front of a computer for hours end.
- My great-grandmother used to work a servant in a huge mansion.
- My exam results should come day now.
- Applicants must be at least 18 years age.
- You'd better start working a bit harder or you'll be of a job!
- Never mind you get paid for it or not, you can't work this weekend. We're going to a wedding!
- the time Jeremy got there, we'd already left.

J Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- The government needs to stop this ridiculous bureaucratic system. **put**
The government needs to this ridiculous bureaucratic system.
- No one except Jake has ever beaten me at a game of chess. **only**
Jake beat me at a game of chess.
- It's time we began to sort through these cupboards. **start**
It's time we through these cupboards.
- Julie asked for a second's thinking time before she answered. **just**
'Could think before I answer?' asked Julie.
- I can't really remember the last time I had a day off. **ages**
It feels I had a day off.
- Sorry, Alan, but right now I'm rather busy. **in**
Sorry, Alan, but at I'm rather busy.
- They painted the wall very well. **made**
They the wall.

K For each question, write one word which can be used in all three sentences.

- Jenny, you've been here for three years, we need to start thinking about your promotion.
I'm sure Harold was here just , wasn't he?
You can share my computer for , but they'll have to get you your own quite soon.
- Thanks so much for the flowers – they really made my
My grandparents love going on trips to towns by the sea.
You'd think that, in this and age, a 25 year old would know what a blog is.
- I was just to go home, but that's okay.
It's time you got home – we've been worried sick!
We're definitely going to have to do something increasing our market share.
- I should get a reply from them any now.
It'll only take them a to update the website.
Now is the of truth!

- 5 We're definitely living in the of information.
This particular wine doesn't really mature with
It's time you started acting your, young man!
- 6 It's just a typical 1960s block.
The media start prying into your private life when you run for public
You'd better talk to Derek at head
- 7 I began to realise in the of the meeting that my proposal was not going to be accepted.
We're going to have to decide on a of action to take.
All they said was that they'd contact me in due
- 8 I do hope we're going to arrive time.
How anyone could work in that office for years end I just don't know.
Jim bet me that Doug was going to get the sack so I immediately said: 'You're!'

Idioms

L Each of the words in bold is incorrect. Rewrite them correctly.

- I haven't seen Carol in **monkey's** years. I wonder what she's doing these days.
- When I started work here, we didn't have e-mail or even fax machines. That was long before your **moment**.
- I was talking to Sandra in the Personnel Department the **recent** day and she didn't mention redundancies.
- I nearly sent that e-mail to Dave by mistake, but luckily I realised in the **bill** of time.
- Tina's happy with her job for the time **coming**, but I expect she'll start looking for a new one in a year or so.
- The boss might take you out for a meal once in a blue **planet**, but don't expect it to happen any time soon!
- Sheila says she's given up smoking **with** good and that she'll never have another cigarette as long as she lives.
- I get to go on business trips from **once** to time, but it's certainly not a regular occurrence.
- I invited Graham to dinner on the **edge** of the moment. I'm sorry I didn't ask you first.
- Let me know if you need help and I'll be there at the drop of a **pen**!
- 'Have you finished the reports yet?' 'Not yet. All in **nice** time!'
- The photocopier still worked, but I thought it needed a service. You know what they say: 'a **repair** in time saves nine' and all that!

Word formation

M Each of the words in bold is in an incorrect form. Rewrite them correctly.

- The salary they offered me exceeded my wildest **expecting**!
- I hope I **last** his previous secretary – she only worked here for a week!
- Once you've been self-employed for a while, it's very difficult to become just another company **employer** again.
- Hargreaves & Son are one of our main **competitions**.
- There were over 100 **appliers** for the position, apparently.
- Your supervisor will be checking up on you **period**.
- If this project's successful, the possibilities for expansion are **unending**.
- A good business suit is **timely** – it never goes out of fashion.
- The building looks a bit **future** from the outside but it's quite traditional inside.
- You have to be prepared for every **event** in this line of work.
- Getting angry with your boss is **productive** because it'll just make a bad situation worse.

N The prefix *counter-*, as in *counterproductive*, is sometimes used with nouns, adjectives and verbs to suggest the idea of 'opposite'. Write each of these words with *counter-* in the correct gap.

counteract • counterattack • counterbalance • counterculture • counterintelligence
countermeasures • counteroffensive • counterpart

- As a spy during the war, I was often involved in, where we tried to stop the enemy from discovering our secrets.
- The government will have to take some to stop inflation from increasing.
- The reports by independent journalists will hopefully the government's inaccurate propaganda.
- The army's planning to mount a later today.
- You'll have to speak to my in the New York office.
- We have to this rise in crime by toughening up the sentencing laws.
- I'm not interested in mainstream art; I'm far more concerned with art produced in the
- If he accuses me of lying, I'm going to by saying I know he lied about the sales figures last month.

O Use the word given in capitals at the end of the line to form a word that fits in the space in the same line.

Margaret Thatcher

Few British politicians have aroused more passion than Margaret Thatcher, who was Prime Minister from 1979 until 1990. It is not (1) that, during her premiership, Britain went through a period of (2) change. Those who support Thatcher's policies say she was responsible for changing Britain's (3) union laws and smashing union power, paving the way for the creation of a modern, (4) economy which required much higher (5), efficiency and wage-restraint on the part of the (6) than in the past. One of her core beliefs was that it was (7) which was responsible for running companies, rather than unions or the government. Critics of Margaret Thatcher point to the very high (8) figures of the 1980s – the official (9) total had risen from just over one million people out of work in 1979 to over three million by 1982. When Margaret Thatcher realised that she had lost the support of many of her MPs in November 1990 and stood down as Prime Minister, the nation was split. Some saw her resignation as (10), and wished she would continue. Others felt it could not have come too soon. Even today, (11) and economists are divided as to whether her legacy was positive or negative overall.

INCIDENT
MOMENT
ANTIQU
COMPETE
PRODUCE
WORK/MANAGE

EMPLOY
JOB

TIME
HISTORY

endure (v) to suffer something unpleasant or difficult in a patient way over a long period: *I don't know how people endure the conditions in prison.*

endure (v) to last for a long time: *Shakespeare's works have endured for over 400 years.*

evolve (v) when a type of plant or animal evolves, its physical form changes over a long period of time: *Do you think people will eventually evolve into some kind of superhuman?*

evolve (v) to gradually change and develop over a period of time: *As the computer industry has evolved, everything has got faster and cheaper.*

influence (v) to affect the way someone thinks or behaves or affect the way something happens: *Don't let yourself be influenced by what she says.*

influence (n) the effect that a person or thing has on someone's decisions, opinions or behaviour or on the way something happens: *Picasso has had an enormous influence on many painters.*

innovation (n) a new idea, method, piece of equipment, etc: *This innovation will mean cheap energy for everyone.*

innovative (adj) new, original and advanced: *His first album was innovative, but I've been disappointed by the others.*

last (v) to continue existing or happening for or until a particular time: *The flight lasts five hours.*

maintain (v) to make something stay the same: *I find it hard to maintain my weight.*

mature (v) to start behaving like an adult and become more sensible as you get older: *As you mature, you'll see that things are much more complicated.*

mature (adj) behaving in the sensible way that you would expect an adult to behave: *Why can't you be a bit more mature and stop being so childish?*

modify (v) to change something slightly, especially in order to improve it or to make it less extreme: *We've modified the design to solve the problem.*

novel (adj) new or unusual: *A TV that receives text messages is quite a novel idea.*

persist (v) to continue to do or say something in a determined way: *You'll get yourself into trouble if you persist in behaving in this way.*

potential (n) the possibility to develop or achieve something in the future: *Ed's got a lot of potential as an athlete.*

potential (adj) possible or likely in the future: *I think the book's a potential bestseller.*

progress (v) to continue to develop or move forward: *Your English has really progressed this term.*

progress (n) the process of developing or improving: *I'm not sure that all this technological progress is necessarily a good thing.*

radical (adj) a radical change or way of doing something is new and very different from the usual way: *That's quite a radical suggestion.*

refine (v) to make some changes to something in order to improve it: *You need to refine your argument to make it clearer.*

reform (v) to improve a situation by correcting things that are wrong or unfair, or make a system work more effectively: *The government is planning to reform the health system.*

reform (n) a change intended to correct a situation that is wrong or unfair or make a system work more effectively: *These reforms don't go far enough, in my opinion.*

remain (v) to continue to be in a particular situation or condition: *The interest rate is going to remain at 4%.*

revise (v) to change your opinion or judgment of someone or something: *I think I'm beginning to revise my opinion of Tim.*

revise (v) to change, improve or make additions to something such as a book, law or piece of writing: *Revise your essay and I'll have a look at the changes when you've finished.*

revolution (n) a sudden or major change, especially in ideas or methods: *This invention will lead to a revolution in housework.*

revolution (n) a situation in which people completely change their government or political system, usually by force: *Life was quite difficult in the country following the revolution.*

shift (v) if an idea, attitude or plan shifts or someone shifts it, it changes: *The plan has shifted so we'll need to have another meeting.*

shift (n) a change in something, for example in someone's ideas or opinions: *There has been a real shift in attitudes on this issue.*

spoil (v) to affect something in a way that makes it worse, less attractive or less enjoyable: *Your argument with Bill really spoiled the party.*

status quo (n phr) the present situation or the way things usually are: *Let's just keep the status quo until we know what's happening.*

steady (v) to hold something firmly without shaking or moving it: *Could you just steady the ladder?*

steady (adj) firmly held in a particular position without moving or shaking: *Imogen gave me a steady look.*

steady (adj) staying at the same level, speed, value, etc: *Prices should remain steady over the next few months.*

substitute (v) to remove one thing and put something else in its place: *You can substitute cream with milk, if you have any.*

substitute (n) something that is used instead of something else: *Margarine is a good substitute for butter.*

sustain (v) to provide the conditions in which something can happen or exist: *The atmosphere on Mars won't sustain life.*

switch (v) to replace one object with another: *Someone switched their briefcase for mine when I wasn't looking.*

switch (n) a change from one thing to another: *I knew the magician had changed the cards over but I didn't spot the switch.*

switch (n) something such as a button or key that controls the electrical supply to a light, piece of equipment, machine, etc: *This switch controls the volume.*

transform (v) to make someone or something completely different, usually in a way that makes them more attractive, easier to use, etc: *Jill was completely transformed by her time at university.*

trend (n) a gradual change or development that produces a particular result: *There's a trend towards smaller cars these days.*

uniform (adj) the same everywhere: *You should find that every Hilton hotel offers a uniform standard of service.*

Technology

breakthrough (n) a discovery or achievement that comes after a lot of hard work: *Scientists have finally made the breakthrough they were hoping for.*

broadband (adj) able to send different types of communication signals at the same time: *You need a broadband connection to watch the video.*

broadband (n) a high-speed Internet connection: *Have you got broadband at home yet?*

click (v) to make a computer do something by pressing a button on the mouse: *Click here for more results.*

complex (adj) with a lot of details or small parts, which makes something difficult to understand or deal with: *The issue is too complex for simple solutions.*

consumer electronics (n phr) electrical equipment, such as digital cameras, etc, which is available for the public to buy: *There's just so much choice in the world of consumer electronics these days.*

craft (v) to make or produce something skilfully: *You can see that this basket was crafted by a real expert.*

craft (n) a traditional skill of making things by hand, for example furniture or jewellery: *It's a shame that traditional crafts are fast disappearing.*

data (n) information in a form that a computer can use: *Imagine how much data passes over the Internet each day.*

download (v) to move information to your computer from a computer system or the Internet: *Listen to this song I downloaded from the Internet.*

download (n) a downloaded computer file: *When your download has finished, close this window.*

file (n) a set of information on a computer: *Make sure you save the file somewhere.*

(games) console (n phr) a small piece of electronic equipment that you connect to a screen, used for playing video games: *There's a lot of competition between manufacturers of games consoles.*

manual (adj) operated by people rather than automatically or using computers: *The pilot switched to manual control as the plane approached the runway.*

manual (n) a book containing instructions for doing something, especially for operating a machine: *See what it says about this problem in the manual.*

network (v) to connect computers together so that each computer can send and receive information to and from the other computers: *We've networked all the computers in the office so that we can send files to each other more easily.*

network (n) a set of computers that are connected to each other so that each computer can send and receive information to and from the other computers: *There seems to be a virus on the network.*

nuclear (adj) relating to energy produced by changing the structure of the central part of an atom: *Nuclear power is the only way we can meet our energy needs.*

offline (adj) working on a computer but not connected to the Internet: *Download it now and you can read it when you are offline.*

offline (adv) working on a computer but not connected to the Internet: *You need to go offline to stop the virus spreading.*

online (adj) connected to or available through a computer or a computer network, especially the Internet: *I've started an online library of songs.*

online (adv) on the Internet: *You can find what you need online.*

primitive (adj) at a very simple stage of development, before modern technology: *Da Vinci drew pictures of what we might see as a primitive helicopter.*

programmer (n) someone whose job is to create computer programs: *I'd like to be a programmer and work on computer games.*

resource (n) something you can use to help you to achieve something, especially in your work or study: *The main resource for my research was the library.*

technique (n) a method of doing something using a special skill that you have developed: *I've worked out a new technique to get the computer to do what I want.*

upload (v) to send documents or programs from your computer to a larger system using the Internet: *I'm just uploading something to my website.*

Unit 6 Time

abrupt (adj) sudden and unexpected, often in an unpleasant way: *Our friendship came to an abrupt end.*

anachronism (n) something that is no longer suitable for or relevant to modern times: *She regards the marriage ceremony as a quaint anachronism.*

annual (adj) happening once a year: *We've got our annual conference next month.*

annual (adj) calculated or considered over a period of one year: *You'll receive an annual salary of €100,000.*

antique (adj) old and valuable: *We offer a wide range of antique furniture.*

antique (n) an old object such as a piece of furniture or jewellery that is valuable because it is rare, beautiful or well made: *The desk is an antique.*

century (n) a period of 100 years, usually counted from a year ending in -00. For example, the 20th century is the period from 1900 to 1999: *His family has ruled Morocco since the 17th century.*

chronological (adj) arranged or described in the order in which events happened: *The paintings are presented in chronological order.*

contemporary (adj) modern or relating to the present time: *I'm not very keen on contemporary art.*

contemporary (adj) alive or existing at the same time as a particular event or person: *Contemporary sources offer a very different interpretation.*

contemporary (n) someone alive at the same time as a particular event or person: *Most of his contemporaries regarded him as a mere eccentric.*

decade (n) a period of ten years, especially one beginning with a year that ends in a 0, for example 1990 to 1999: *Prices have risen sharply in the last decade.*

duration (n) the period of time during which something continues to happen or exist: *The duration of the film is 110 minutes.*

elapse (v) if time elapses, it passes: *Another hour elapsed and still the wind continued to howl.*

era (n) a period of time that has a particular quality or character: *We are living in an era in which technology is developing very rapidly.*

eternal (adj) continuing for ever or for a very long time: *She has earned our eternal gratitude.*

expire (v) if an agreement, offer or official document expires, the period of time during which it exists or can be used comes to an end: *The loan offer is due to expire this week.*

frequency (n) the number of times that something happens during a period of time: *Changes in sea temperature will increase the frequency of hurricanes.*

instantaneous (adj) immediate: *Recently developed medical tests can give instantaneous results.*

interim (adj) intended to last or perform an activity only until someone or something permanent or final is available: *This is only an interim report.*

interim (n) the time between one thing happening and another, or while waiting for something permanent or final to become available: *In the interim between John Smith dying and Tony Blair becoming leader, Margaret Beckett acted as leader of the Labour Party.*

interval (n) a period of time between two events: *The normal interval between our meetings is six weeks.*

interval (n) a short break between the parts of something such as a play or concert: *How long is the interval?*

lapse (n) a short or temporary period when you fail or forget to do things in the right way: *The man admitted driving over the speed limit and apologised for the lapse.*

lapse (n) a period of time between two events: *There was a lapse of ten years between his visits.*

lapse (v) to stop gradually or for a short time: *At this point the waiter came up with Maggie's drink and conversation lapsed.*

lapse (v) if an official document, decision or right lapses, it is no longer effective: *The permit was extended for another year before being left to lapse.*

lifetime (n) the period of time when someone is alive: *He achieved a lot in his short lifetime.*

lifetime (n) the length of time that something exists or works: *There are plans to extend the lifetime of the power station.*

long-standing (adj) having existed for a long time: *There's a long-standing tradition in our family of giving presents on Christmas Eve.*

millennium (n) a period of 1,000 years or the beginning of a period of 1,000 years: *People celebrating the millennium filled the streets.*

obsolete (adj) no longer used because of being replaced by something newer and more effective: *Most computer hardware rapidly becomes obsolete.*

overdue (adj) if something is overdue, it should have arrived / been done / been paid / etc before now: *This change in attitude is long overdue.*

period (n) an amount of time during which something happens: *The long dry period ended with torrential rain.*

permanent (adj) happening or existing for a long time or for all time in the future: *She suffered permanent brain damage as a result of the accident.*

phase (n) a particular period of time during the development of something: *The war was about to enter its final phase.*

postpone (v) to decide that something will not be done at the time when it was planned for, but at a later time: *Our exam has been postponed until next Monday.*

prior (adj) happening, existing or done before a particular time: *Illegally parked cars may be removed at any time without prior notice.*

prompt (adj) immediate or quick: *Prompt action is required.*

prompt (adj) happening or arriving at exactly a particular time: *The meeting got off to a prompt start at ten o'clock.*

provisional (adj) intended to be temporary, and likely to be changed when other arrangements are made: *The provisional government lasted three months.*

provisional (adj) if an arrangement is provisional, the people involved have not yet said that they definitely want to do it: *We've made a provisional reservation for next week.*

punctual (adj) arriving or happening at the time agreed on: *Mrs Marsh liked her guests to be punctual.*

seasonal (adj) available only during a particular time of year: *The work was well paid but seasonal.*

seasonal (adj) suitable or typical of the time of year it is now: *We needed to find some seasonal music.*

simultaneous (adj) happening or done at the same time: *In simultaneous announcements, the two men resigned from their jobs.*

span (n) the amount of time that something lasts: *Nearly 100 witnesses testified over a span of 20 days.*

span (v) to last for a particular period of time, especially a long period: *His career spanned half a century.*

spell (n) a period of time, usually a short one: *I had a two-week spell in hospital.*

stint (n) a period of time spent doing something: *He came to California after a brief stint as a waiter in New York.*

subsequent (adj) happening or coming after something else: *In subsequent interviews, Steele has contradicted his original story.*

temporary (adj) existing, done or used for only a limited period of time: *These measures are only temporary.*

timely (adj) happening at the most suitable time: *Thanks to the UN's timely intervention, a crisis was avoided.*

vintage (adj) vintage wine is excellent in quality and was made several years ago: *Let's get some vintage champagne!*

vintage (adj) a vintage object or vehicle is old, but kept in good condition because it is interesting or attractive: *My father has a number of vintage motorcycles.*

vintage (adj) showing the best or most typical qualities of someone: *She turned in a vintage display of tennis to win the title.*

vintage (n) all of the wine produced in a particular year, or the year it was produced: *This year's vintage will be the best in many years.*

vintage (n) the time when something was produced: *He's got a collection of guns of all types and vintages.*

Work

civil service (n phr) a country's government departments and the people who work in them: *How long have you worked for the civil service?*

client (n) someone who pays for or uses the services of a professional person such as a doctor or lawyer: *She advises clients on their investments.*

colleague (n) someone who works in the same organisation or department as you: *Friends and colleagues will remember him with affection.*

consultant (n) an expert or a professional person whose job is to give help and advice on a particular subject: *She's a design consultant.*

consultant (n) a senior doctor in a hospital who is an expert in a particular medical subject: *She's a consultant cardiologist.*

effective (adj) someone or something that is effective works well and produces the result that was intended: *Humour is often far more effective than shouting.*

efficient (adj) someone or something that is efficient works well and produces good results by using the available time, money, supplies, etc in the most effective way: *The new machine is far more efficient than the old one.*

executive (n) a senior manager in a business or other organisation: *We've arranged a meeting with some of the company's top executives.*

fire (v) to make someone leave their job, sometimes as a punishment: *She was fired for refusing to comply with safety regulations.*

headhunt (v) to try to persuade someone to leave their job and go to work for another company: *He was headhunted by a large electronics company.*

leave (n) a period of time away from your job or the armed forces: *Tony, who had been granted leave, was home for several weeks.*

marketing (n) the ways in which a company encourages people to buy its products by deciding on price, type of customer and advertising policy: *Jim, come and meet the firm's new director of marketing.*

multinational (n) a large company that has offices, shops or factories in several countries: *My uncle works for a large multinational.*

multinational (adj) a multinational company or business has offices, shops or factories in several countries: *My uncle works for a large multinational corporation.*

private sector (n phr) all the businesses, industries and services that are not owned or managed by the government: *There is less job security in the private sector.*

promotion (n) a move to a higher level in a company, institution or sport: *We try to fill our executive positions by promotion from within.*

promotion (n) the activity of encouraging or supporting something: *The campaign is concerned with the promotion of health.*

promotion (n) the process of attracting people's attention to a product or event, for example by advertising: *The government's planning to introduce a ban on the promotion of tobacco products.*

prospects (n pl) the possibility that something will happen, especially something good: *The prospects for employment in the technology sector are especially good right now.*

public sector (n phr) the industries and services, for example schools and hospitals, that are supported by tax money and controlled by the government of a country: *The typical member of Parliament has worked elsewhere in the public sector.*

recruit (n) a new member of a military force or an organisation, especially someone who has recently joined: *She's responsible for training new recruits.*

recruit (v) to get someone to work in a company or join an organisation: *We won't be recruiting again until next year.*

recruit (v) to get someone to help you do something: *The club has recruited volunteers to help.*

redundant (adj) if someone is redundant, they have been told they must leave their job because they are no longer needed: *Five thousand miners were made redundant when the tin market collapsed.*

sack (v) to tell someone they can no longer work at their job: *He was sacked after repeatedly arriving late at work.*

strike (n) a period of time during which people refuse to work, as a protest about pay or conditions of work: *A strike by transport workers was held on 12th August.*

strike (v) to refuse to work for a period of time as a protest about your pay or conditions of work: *Pilots were striking for a 6% salary increase.*

union (n) an organisation that represents the workers in a particular industry and tries to improve pay, conditions, etc: *We encourage all employees to join a union.*

Unit 8
Movement

accelerate (v) to happen or make something happen at a faster rate: *I started to feel nervous as the car accelerated.*

approach (v) to move closer to someone or something: *As we approached the airport, we put our seat belts on.*

approach (v) to speak to someone about something for the first time, especially in order to ask for help or make an offer: *I decided to approach Dr Wilson for advice.*

approach (n) a particular way of thinking about or dealing with something: *She has an interesting approach to teaching.*

approach (n) the fact of coming closer in time or in distance: *With the approach of the holidays, we all begin to dream of sunnier places.*

ascend (v) to climb a mountain, stairs, etc: *As we began to ascend the mountain, the weather got worse.*

bounce (v) if a ball or other object bounces, or if you bounce it, it hits a surface then immediately moves away from it: *Stop bouncing that ball against the wall.*

bounce (n) the movement of a ball or other object when it hits a surface and moves away again: *You are allowed one bounce and then you have to catch the ball again.*

clamber (v) to climb something with difficulty, using your hands and feet: *We quickly clambered up the rocks.*

clench (v) if you clench a part of your body such as your hand or your mouth, or if it clenches, you close it tightly, especially because you are angry or upset: *Matt clenched his teeth but didn't say anything.*

clutch (v) to hold someone or something firmly, for example because you are afraid or in pain, or do not want to lose them: *I clutched my passport as we made our way through the busy airport.*

crawl (v) to move along the ground on your hands and knees or with your body close to the ground: *Most babies begin to crawl when they are a few months old.*

creep (v) if someone creeps somewhere, they move there quietly and slowly: *The burglar crept along the corridor.*

dash (v) to run or go somewhere very quickly because you are in a hurry: *I must just dash to the post office.*

descend (v) to go down a mountain or slope, or to go downstairs: *We descended the mountain slowly.*

drift (v) to be pushed along very slowly by the movement of air or water: *The boat must have been drifting for a long time.*

drift (n) a slow and gradual change from one situation or opinion to another: *There's been a drift in public opinion away from supporting the policy.*

drift (n) the meaning that someone is trying to express: *I don't speak French very well, but I got his drift.*

emigrate (v) to leave your country in order to live in another country, on a permanent basis: *My brother is thinking of emigrating to Australia.*

float (v) to rest or move slowly on the surface of a liquid and not sink: *I was floating in the sea when a wave came over my head.*

flow (v) if a liquid flows, it moves smoothly and continuously in one direction: *The River Thames flows from west to east.*

flow (n) the continuous movement of a liquid in one direction: *The flow of water was so powerful that it knocked me off my feet.*

fumble (v) to try to hold, move or find something using your hands in a way that is not skilful or graceful: *She fumbled in her bag and finally found a pen.*

gesture (v) to make a movement with your hands or head in order to show or tell someone something: *Alec gestured towards the photograph on the wall.*

gesture (n) a movement that communicates a feeling or instruction: *Gestures differ from culture to culture.*

glide (v) to move in a smooth and easy way with no noise: *The dancer seemed to glide across the floor.*

grab (v) to take hold of something in a rough or rude way: *It's very rude to grab things out of other people's hands.*

grasp (v) to take and hold something or someone very tightly: *Vicky grasped my hand as we crossed the busy road.*

hop (v) to move forward by jumping on one foot: *Can you hop on one leg?*

hop (n) a quick jump on one foot: *The little girl jumped over the cat with a hop.*

immigrant (n) someone who comes to live in a country from another country: *I don't think it's right that all these immigrants should be allowed to come here.*

jog (v) to run at a slow steady speed, usually for exercise or pleasure: *I jog about five miles every morning.*

jog (n) a run for exercise or pleasure at a slow steady speed: *Do you want to go for a jog?*

leap (v) to jump over something: *He leapt over the table and punched me in the face!*

leap (n) a jump, especially a long or high one: *It'll take a big leap to get over the stream.*

march (v) if soldiers march, they walk in a group with each person matching the speed and movements of the others: *They marched for days to get to the border.*

march (n) a walk by a group of soldiers in which each person matches the speed and movements of the others: *The soldiers were tired after a long march.*

migrate (v) if a bird or animal migrates, it travels to another part of the world for warmer weather at a particular time of the year: *You often see large flocks of birds as they migrate south.*

point (v) to show something by holding out your finger or a long thin object: *I looked where she was pointing.*

punch (v) to hit someone or something with your fist, usually as hard as you can: *Tony punched the wall in anger.*

refugee (n) someone who leaves their country, especially during a war or other threatening event: *More than a million refugees are trying to escape the fighting.*

roam (v) to move or travel with no particular purpose: *We spent the afternoon just roaming the hills.*

roll (v) to move forward while turning over and over: *I spotted a ball rolling towards me and picked it up.*

rotate (v) to move in a circle around a fixed central point, or to move something in this way: *This part rotates, spraying water on all the dirty dishes.*

route (n) the roads or paths that you use when you go from one place to another: *I'm just planning our route for tomorrow.*

sink (v) to disappear below the surface of the water: *The ship sank when it hit an iceberg.*

skid (v) to slide across the ground in an uncontrolled way: *The car skidded on the wet road.*

skid (n) a sudden uncontrolled slide across the ground, especially by a vehicle: *We went into a skid because there was ice on the road.*

skip (v) to move forwards by jumping first on one foot and then the other: *I loved school when I was young and I used to skip all the way there.*

slide (v) to move smoothly and quickly across a surface: *Jason slid a pen to me across the table.*

slide (n) a structure that children play on by climbing up steps and sliding down a slope on the other side: *Let Tammy have a go on the slide now.*