

Word list

The numbers / track references in brackets indicate the first occurrence of each word/phrase in the unit.

Unit 4

antiquated *adjective* very old and not modern enough Our accounts are in a mess owing to the antiquated system we are using.

collaborative *adjective* describing a situation or project in which people work together well as a team You can achieve more in a collaborative working environment.

commute *verb* to travel regularly between work and home He commutes to London every day.

digital footprint *noun* a record of your online activity Whenever you visit a website you leave a digital footprint.

disenchanted *adjective* disappointed with something that you thought was good in the past He became disenchanted with politics and resigned from the party.

ergonomic *adjective* designed to help people work efficiently and comfortably Our offices have an ergonomic design.

ethical code *phrase* a set of rules about what is right and wrong We have a strict ethical code that all employees must follow.

exploit *verb* to use someone unfairly for your own advantage It is easy to exploit workers who are desperate for a job.

extra-curricular *adjective* not part of a formal educational course We encourage our students to take up extra-curricular activities.

foolproof *adjective* so simple, easy or perfect that it cannot go wrong He said he had a foolproof scheme for making money.

have no outlet *phrase* to have no way to express or use energy, emotion, talent, etc. She had no outlet for her creativity.

internship *noun* a period of (often unpaid) work experience She did an internship with a bank in Hong Kong.

make it a priority *phrase* to treat something as important and deal with it before doing other things I made it a priority to contact all the club's members.

privacy setting *noun* a control that allows you to decide how much information you disclose on a social media site and who you allow to see it You should tighten up your privacy settings.

reap rewards *phrase* to get something good as a result of your actions I worked really hard at university, and now I'm reaping the rewards.

retaliate *verb* to do something bad to someone because they have done something bad to you They have threatened to retaliate against any troops that attack.

sick leave *noun* a period of time when you are absent from work because of illness He was away for a fortnight on sick leave.

social media profile *phrase* the information that you give about yourself on social media sites I need to update my social media profile to tell friends about my new job.

strictly speaking *phrase* being completely accurate, according to the rules Strictly speaking, the deadline for this report is Monday, but it won't matter if you need an extra day or two.

tight budget *phrase* a small amount of money available to spend There will be no special treats this month. We're on a tight budget.

treat with healthy respect *phrase* to be very careful about how you use something because it could cause problems for you You should treat these medicines with healthy respect.

troubleshooting *noun* discovering why something does not work effectively and making suggestions about how to improve it The instruction manual includes a section on troubleshooting to help you with any simple problems you might have with the television.

undermine *verb* to make something weaker A series of scandals have undermined people's confidence in the government.

work station *noun* a desk and the area around it where you work in an office Our work stations are separated by screens.