BEC Word List

Vocabulary List

Vocabulary and example	Write it

employee n. /emˈplɔɪiː/

a person who is paid to work for a company

Family: employ (v.) · employer (n.) **Use it with:** full-time employee · employee benefits **Tip:** Employer pays; employee works.

The company has 250 **employees**.

250

colleague n. /ˈkɒliːg/

a person you work with

Use it with: a close colleague · a former colleague

I asked a **colleague** to check my report.

staff n. /stæf/

all the people who work for an organisation

Family: staff (v.) **Use it with:** staff meeting · members of staff **Tip:** Staff is a group noun: say a member of staff, not a staff.

All **staff** must attend the safety training.

personnel n. /ˌpɜːsəˈnel/

the people who work for an organisation, or the department that manages them

Use it with: personnel department · key personnel

Only authorised **personnel** may enter the laboratory.

supervisor n. /ˈsuːpəvaɪzə/

a person who watches and directs a group of workers

Family: supervise (v.) · supervision (n.) **Use it with:** shift supervisor · report to a supervisor

Ask your **supervisor** before you change the schedule.

line manager phrase /laɪn ˈmænɪdʒə/

the person directly above you who manages your work

Discuss your holiday dates with your **line manager**.

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Vocabulary and example	Write it

executive n. /eg'zekju:tɪv/

a senior manager who makes important decisions

Family: executive (adj.) **Use it with:** senior executive · executive director

Three **executives** flew to Tokyo for the talks.

assistant n. /ə'sɪstənt/

a person who helps someone more senior with their work

Family: assist (v.) **Use it with:** personal assistant · sales assistant

My **assistant** will send you the documents.

receptionist n. /rɪ'sepʃənɪst/

a person who welcomes visitors and answers the phone at an office

Family: reception (n.)

The **receptionist** gave me a visitor's badge.

accountant n. /ə'kaʊntənt/

a person whose job is to keep or check financial records

Family: accounts (n. pl.) · accounting (n.) **Use it with:** chartered accountant

Our **accountant** prepares the tax forms.

consultant n. /kən'sʌltənt/

an expert who gives professional advice to companies for a fee

Family: consult (v.) · consultancy (n.) **Use it with:** management consultant · IT consultant

We hired a **consultant** to improve our website.

freelancer n. /'fri:lænsə/

a person who works for several companies and is not employed by any one

Family: freelance (adj./adv.) **Use it with:** work freelance · freelance writer

The designer is a **freelancer**, so she works from home.

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Vocabulary and example	Write it

intern n. /ˈɪntɜːn/

a student or graduate who works for a short time to get experience

Family: internship (n.) **Use it with:** summer intern · do an internship

The **intern** helped us with the market research.

trainee n. /treɪniː/

a person who is learning the skills for a job

Family: train (v.) **Use it with:** graduate trainee · trainee manager

Every **trainee** spends a month in each department.

responsible for phrase /rɪˈspɒnsɪbl fɔː/

having the duty to deal with something as part of your job

Family: responsibility (n.) **Use it with:** be responsible for · hold someone responsible **Tip:** Responsible for + noun or -ing.

She is **responsible for** all deliveries to Europe.

in charge of phrase /ɪn tʃɑːdʒ ɒv/

being the person who controls or manages something

Use it with: put someone in charge of **Tip:** Similar to responsible for, but stronger: you lead it.

Who is **in charge of** the new project?

deal with phrase /diːl wɪð/

to take action to solve a problem or complete a task

Family: dealt (past) **Use it with:** deal with a problem · deal with enquiries

I **deal with** customer complaints every morning.

deputy n. /ˈdepjuːti/

the person who is second in rank and acts for the manager when necessary

Use it with: deputy director · deputy head

The **deputy** manager will run the meeting today.

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Vocabulary and example	Write it

job title phrase /dʒɒb ˈtaɪtl/

the name of a person's position at work

Her **job title** is Regional Sales Manager.

promotion n. /prəˈməʊʃn/

a move to a more senior job in the same organisation

Family: promote (v.) **Use it with:** get a promotion · be promoted to **Tip:** Promotion also means advertising; check the context.

After two years, he got a **promotion** to team leader.

workload n. /ˈwɜːkləʊd/

the amount of work that a person has to do

Use it with: heavy workload · reduce the workload

My **workload** doubles before the trade fair.

deadline n. /ˈdedlaɪn/

the time or day by which something must be finished

Use it with: meet a deadline · miss a deadline · a tight deadline **Tip:** You meet a deadline, not reach it.

The **deadline** for the report is Friday at 5 pm.

shift n. /ʃɪft/

a period of work in a place that is open all day and night

Family: shift work (n.) **Use it with:** night shift · work shifts

He works the night **shift** at the factory.

overtime n. /ˈəʊvətaɪm/

extra hours of work after your normal hours

Use it with: work overtime · overtime pay

The staff worked **overtime** to finish the order.

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Vocabulary and example	Write it

flexitime n. /ˈfleksɪtaɪm/

a system in which workers choose their start and finish times

Family: flextime (AmE) **Use it with:** work flexitime

With **flexitime**, I start at 7 and leave at 3.
7 3

remote working phrase /rɪˈməʊt ˈwɜːkɪŋ/

doing your job from home or another place, not at the office

Family: work remotely (v.)

Remote working saves me two hours of travel a day.

team leader phrase /tiːm ˈliːdə/

the person who organises a small group of workers

The **team leader** gives everyone their tasks.

job description phrase /dʒɒb dɪˈskrɪpʃn/

a written list of the duties of a job

Use it with: write a job description

The **job description** says the role includes some travel.

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