# 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**.
这家公司有 250 名**员工**。

**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.
我请一位**同事**帮我检查报告。

**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.
所有**员工**都必须参加安全培训。

**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.
只有获准的**人员**才能进入实验室。

**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.
更改日程前，请先问问你的**主管**。

**line manager** phrase /laɪn ˈmænɪdʒə/

the person directly above you who manages your work

Discuss your holiday dates with your **line manager**.
请与你的**直属经理**商量休假日期。



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**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.
三位**高管**飞往东京参加会谈。

**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.
我的**助理**会把文件发给你。

**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.
**接待员**给了我一张访客证。

**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.
我们的**会计**负责准备税务表格。

**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.
我们聘请了一位**顾问**来改进网站。

**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.
这位设计师是**自由职业者**，所以她在家工作。



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**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.
这位**实习生**帮我们做了市场调研。

**trainee** n. /ˌtreɪniː/

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.
每位**培训生**都会在每个部门待一个月。

**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.
她**负责**所有发往欧洲的货物。

**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?
谁**负责**这个新项目?

**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.
我每天早上都要**处理**客户投诉。

**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.
今天由**副**经理主持会议。



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**job title** phrase /dʒɒb ˈtaɪtl/

the name of a person's position at work

Her **job title** is Regional Sales Manager.
她的**职位名称**是区域销售经理。

**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.
两年后，他获得**晋升**，成为了组长。

**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.
贸易展览会前，我的**工作量**会翻倍。

**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.
报告的**截止时间**是周五下午 5 点。

**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.
他在工厂上**夜班**。

**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.
员工们**加班**完成订单。



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| Vocabulary and example | Write it |
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| **flexitime** n. /'fleksɪtaɪm/<br>a system in which workers choose their start and finish times<br>**Family:** flextime (AmE) **Use it with:** work flexitime<br>With **flexitime**, I start at 7 and leave at 3.<br>实行**弹性工作制**后，我 7 点上班，3 点下班。 | |
| **remote working** phrase /rɪ'məʊt 'wɜ:kɪŋ/<br>doing your job from home or another place, not at the office<br>**Family:** work remotely (v.)<br>**Remote working** saves me two hours of travel a day.<br>**远程办公**每天为我节省了两小时的通勤时间。 | |
| **team leader** phrase /ti:m 'li:də/<br>the person who organises a small group of workers<br>The **team leader** gives everyone their tasks.<br>**组长**给每个人分配任务。 | |
| **job description** phrase /dʒɒb dɪ'skrɪpʃn/<br>a written list of the duties of a job<br>**Use it with:** write a job description<br>The **job description** says the role includes some travel.<br>**职位说明书**上说，这份工作需要偶尔出差。 | |



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