IELTS Word List

Vocabulary List

Vocabulary and example	Write it

recruit v. /rɪ'kruːt/

to find suitable people and bring them into a job or group

Family: recruitment (n.) · recruit (n.) **Use it with:** recruit staff · recruitment process **Tip:** Recruit people, not recruit a vacancy.

The repair centre plans to **recruit** two trainees.

vacancy n. /'veɪkənsi/

a job that is available because nobody is doing it

Family: vacancies (pl.) · vacant (adj.) **Use it with:** apply for a vacancy · fill a vacancy

The notice lists a **vacancy** for a laboratory assistant.

workload n. /'wɜːkləʊd/

the amount of work a person has to do

Use it with: a heavy workload · reduce the workload **Tip:** A heavy workload is about the amount of work, not only the hours.

The team's **workload** rose when a colleague was absent.

productivity n. /ˌprɒdək'tɪvɪti/

how much is produced compared with the time, money or people used

Family: productive (adj.) · produce (v.) **Use it with:** increase productivity · labour productivity **Tip:** More output alone is not higher productivity if more resources were used.

The workshop compared output per staff hour to study **productivity**.

deadline n. /'dedlaɪn/

the latest time by which something must be finished

Use it with: meet a deadline · miss a deadline **Tip:** Meet a deadline = finish on time; miss it = finish too late.

The application **deadline** is Friday, although interviews begin next month.

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promotion n. /prəˈməʊʃn/

a move to a higher position at work

Family: promote (v.) **Use it with:** get a promotion · be promoted to manager **Tip:** A sales promotion is a different meaning: activity to sell more.

Her **promotion** brought greater responsibility for training new staff.

redundant adj. /rɪˈdʌndənt/

no longer needed in a job because the employer needs fewer staff

Family: redundancy (n.) **Use it with:** be made redundant · redundancy pay **Tip:** Being made redundant is not being dismissed for bad behaviour.

Several posts became **redundant** when the two offices merged.

commute v./n. /kəˈmjuːt/

to travel regularly between home and work or school; or that journey

Family: commuter (n.) **Use it with:** a long commute · commute to work

Ravi **commutes** by train, and his daily commute takes forty minutes.

employee n. /emˈplɔɪiː/

a person who is paid to work for a company or person

Family: employer (n.) · employ (v.) · employment (n.) **Use it with:** full-time employees · employer and employee **Tip:** The employer pays; the employee works.

The company has over 300 **employees**.

300

unemployment n. /ʌnemˈplɔɪmənt/

the state of not having a job; or the number of people without one

Family: unemployed (adj.) **Use it with:** high unemployment · the unemployment rate

Youth **unemployment** is a serious problem in some regions.

salary n. /ˈsæləri/

fixed pay for a job, usually paid every month

Use it with: a good salary · an annual salary **Tip:** A salary is fixed yearly pay; a wage is often paid per hour or week.

Doctors earn a high **salary**.

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Vocabulary and example	Write it

wage n. /weɪdʒ/

money paid for work, usually by the hour or week

Family: wages (pl.) **Use it with:** the minimum wage · low wages

The **minimum wage** rose by 5% this year.

5%

career n. /kəˈrɪə/

the jobs a person does over their working life

Use it with: a career in · career path · career change

Many people change **career** several times.

skilled adj. /skɪld/

having the training and experience to do a job well

Family: skill (n.) · unskilled (adj.) **Use it with:** skilled workers · highly skilled

The country needs more **skilled** workers such as engineers.

work-life balance phrase /wɜːk laɪf ˈbæləns/

having enough time for both your job and your private life

Use it with: a healthy work-life balance · achieve a work-life balance

Flexible hours can improve **work-life balance**.

job satisfaction phrase /dʒɒb ˌsætɪsˈfækʃn/

the feeling of enjoying your job and finding it worthwhile

Use it with: high job satisfaction · improve job satisfaction

Pay is not the only factor in **job satisfaction**.

part-time adj./adv. /pɑːt taɪm/

working only some of the usual hours

Family: full-time (adj./adv.) **Use it with:** part-time work · work part-time

Many students have **part-time** jobs in restaurants.

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Vocabulary and example	Write it

freelance adj./adv. /ˈfriːlæns/

working for several companies, paid for each piece of work

Family: freelancer (n.) **Use it with:** freelance work · a freelance designer

She works **freelance** as a translator.

retirement n. /rɪˈtaɪəmənt/

stopping work because of age

Family: retire (v.) · retired (adj.) **Use it with:** early retirement · retirement age

People are working longer before **retirement**.

pension n. /ˈpenʃn/

money paid regularly to someone who has stopped working

Family: pensioner (n.) **Use it with:** a state pension · pay into a pension

The state **pension** starts at 65.

65

burnout n. /ˈbɜːnaʊt/

being extremely tired and unable to work because of too much stress

Family: burn out (v.) **Use it with:** suffer from burnout · avoid burnout

Long hours can lead to **burnout** among nurses.

remote working phrase /rɪˈməʊt ˈwɜːkɪŋ/

working from home or another place, not in the office

Family: work remotely (v.) **Use it with:** the rise of remote working

Remote working saves time that people used to spend travelling.

apprenticeship n. /əˈprentɪsʃɪp/

a period of training for a job while working for an employer

Family: apprentice (n.) **Use it with:** do an apprenticeship

He did a three-year **apprenticeship** as a plumber.

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Vocabulary and example	Write it

internship n. /ɪn'tɜːnʃɪp/

a short period of work to gain experience, often for students

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

She did a summer **internship** at a bank.

self-employed adj. /self em'plɔɪd/

working for yourself rather than for an employer

Family: self-employment (n.) **Use it with:** be self-employed

Many **self-employed** people work from home.

trade union phrase /treɪd 'juːnɪən/

an organisation that protects workers' rights and pay

Use it with: join a trade union

The **trade union** asked for a 5% pay rise.

5%

overtime n. /'əʊvətaɪm/

extra time worked after normal hours, often with extra pay

Use it with: work overtime · overtime pay

Nurses often work **overtime** at weekends.

entrepreneur n. /ˌɒntrɪprə'nɜː/

a person who starts their own business

Family: entrepreneurial (adj.) · entrepreneurship (n.) **Use it with:** a successful entrepreneur

Young **entrepreneurs** can get cheap loans from the bank.

candidate n. /'kændɪdeɪt/

a person who applies for a job or takes an exam

Use it with: a suitable candidate · shortlist candidates

The best **candidate** will start in March.

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Vocabulary and example	Write it
workforce n. /ˈwɜːkfɔːs/ all the people who work in a company, industry or country **Use it with:** a skilled workforce · join the workforce Women make up half of the **workforce**.	
job security phrase /dʒɒb sɪˈkjʊərɪti/ the feeling that your job will not be taken away **Use it with:** lack of job security · offer job security Temporary contracts offer little **job security**.	

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