# 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. /prə'məʊʃn/

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. /rɪ'dʌndənt/

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. /kə'mjuːt/

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. /em'plɔiiː/

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. /ʌnem'plɔɪmənt/

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. /'sælәri/

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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**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. /kə'rɪə/

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 'bæləns/

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 ˌsætɪs'fækʃn/

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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**freelance** adj./adv. /'friːlæns/

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. /rɪ'taɪəmənt/

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. /'penʃn/

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. /'bɜːnaʊt/

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 /rɪ'məʊt 'wɜːkɪŋ/

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. /ə'prentɪsʃɪp/

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.

| Vocabulary and example | Write it |
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**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'njʊə/

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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**workforce** n. /'wɜːkfɔːs/

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 sɪ'kjʊərɪti/

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**.