Word Quest 5

List 5 · Jobs and work

Vocabulary and example	Write it

accounting n. /əˈkaʊntɪŋ/

the job of keeping and checking money records

Family: accountant (n.)

She studied **accounting** at university.

administration n. /ədˌmɪnɪˈstreɪʃn/

the work of organizing and running a business or school

Family: administer (v.)

The school **administration** sets the timetable.

administrative adj. /ədˈmɪnɪstrətɪv/

about organizing and running things

Use it with: administrative staff

Her job is mostly **administrative**: emails and meetings.

administrator n. /ədˈmɪnɪstreɪtə/

a person whose job is to organize and run something

Family: administrators

The hospital **administrator** manages the staff.

applicant n. /ˈæplɪkənt/

a person who applies for a job or place

Family: applicants · apply (v.)

There were 200 **applicants** for one job.

200

apprentice n. /əˈprentɪs/

a young person learning a skill by working with an expert

Family: apprentices · apprenticeship (n.)

He's an **apprentice** to a famous chef.

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Vocabulary and example	Write it

asset n. /ˈæset/

something useful or valuable

Family: assets

Her language skills are a great **asset**.

caretaker n. /ˈkeəteɪkə/

a person who looks after a building

Family: caretakers **Tip:** American English often says "janitor".

The **caretaker** locks the school at night.

carpenter n. /ˈkɑːpəntə/

a person who makes things from wood

Family: carpenters · carpentry (n.)

The **carpenter** built us a new table.

collaborate v. /kəˈlæbəreɪt/

to work together with someone

Family: collaborates · collaborated · collaboration (n.) **Use it with:** collaborate with

The two artists **collaborated** on a song.

competence n. /ˈkɒmpɪtəns/

the ability to do something well

Family: competent (adj.)

Nobody doubts her **competence**.

coordinate v. /kəʊˈɔːdɪnət/

to organize people or things to work together

Family: coordinates · coordinated · coordinator (n.)

She **coordinates** the volunteers.

Vocabulary and example	Write it

fellow adj./n. /ˈfeləʊ/

of the same group; also, (informal) a man

Family: fellows **Use it with:** fellow students

I met a **fellow** student on the bus.

forge v. /fɔːdʒ/

to make a fake copy of something; also, to make metal into a shape

Family: forges · forged · forgery (n.)

He **forged** his father's signature.

headquarters n. /hedˈkwɔːtəz/

the main office of an organization

Tip: Same form for singular and plural.

The company's **headquarters** is in Shenzhen.

journalism n. /ˈdʒɜːnəlɪzəm/

the work of writing news

Family: journalist (n.)

She wants to study **journalism**.

management n. /ˈmænɪdʒmənt/

controlling and organizing a business; also, the people in charge

Family: manage (v.) · manager (n.)

The **management** decided to close the shop.

manufacture v./n. /ˌmænjuːˈfæktʃə/

to make things in large numbers in a factory

Family: manufactures · manufactured · manufacturer (n.)

The factory **manufactures** bicycles.

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Vocabulary and example	Write it

overwork v./n. /ˌəʊvəˈwɜːk/

to work too much

Family: overworks · overworked

Doctors often **overwork**.

performance n. /pəˈfɔːməns/

how well someone does something; also, a show

Family: performances · perform (v.)

Her **performance** in the exam was excellent.

physician n. /fɪˈzɪʃn/

a doctor

Family: physicians **Tip:** Formal; mostly American English.

Ask your **physician** before taking this.

refine v. /rɪˈfaɪn/

to improve something by making small changes

Family: refines · refined

We need to **refine** our plan.

reproduce v. /rɪprəˈdjuːs/

to make a copy; also, (of animals) to have babies

Family: reproduces · reproduced · reproduction (n.)

Rabbits **reproduce** very quickly.

supervise v. /ˈsuːpəvaɪz/

to watch over people to make sure they do things right

Family: supervises · supervised · supervisor (n.)

A teacher **supervises** the exam.

Vocabulary and example	Write it

technical adj. /ˈteknɪkl/

about practical skills or machines

Family: technically (adv.) **Use it with:** technical support

We had a **technical** problem with the sound.

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