Word Quest 6

List 6 · Jobs and work

Vocabulary and example	Write it
administer v. /ədˈmɪnɪstə/ to manage or organize; also, to give medicine **Family:** administers · administered The nurse **administered** the vaccine.	
allocate v. /ˈæləkeɪt/ to give a share of something for a purpose **Family:** allocates · allocated · allocation (n.) The school **allocated** money for new books.	
blacksmith n. /ˈblæksmɪθ/ a person who makes things from iron by heating and hammering it **Family:** blacksmiths The **blacksmith** made horseshoes.	
broker n./v. /ˈbrəʊkə/ a person who buys and sells for others; also, to arrange a deal **Family:** brokers · brokered My uncle is a stock **broker**.	
bureaucracy n. /bjʊəˈrɒkrəsi/ a system with too many rules and forms **Family:** bureaucracies · bureaucratic (adj.) The **bureaucracy** made it hard to get a visa.	
commission n./v. /kəˈmɪʃn/ money paid for selling something; also, to officially ask for a piece of work **Family:** commissions · commissioned **Use it with:** on commission The city **commissioned** a statue.	

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Vocabulary and example	Write it

compile v. /kəm'paɪl/

to collect information into a list or book

Family: compiles · compiled · compilation (n.)

She **compiled** a list of useful words.

endeavor n./v. /en'devə/

a serious effort to do something

Family: endeavors · endeavored **Tip:** British English writes “endeavour”.

Starting a business is a difficult **endeavor**.

expertise n. /ˌekspə'tiːz/

special skill or knowledge in a particular area

Family: expert (n.)

We need someone with legal **expertise**.

hone v. /həʊn/

to improve a skill

Family: hones · honed

She **honed** her writing skills at university.

implement v./n. /'ɪmplɪmənt/

to put a plan into action; also, a tool

Family: implements · implemented · implementation (n.)

The school **implemented** a new uniform policy.

managerial adj. /ˌmænə'dʒɪərɪəl/

about the work of managers

Family: manager (n.)

She has strong **managerial** skills.

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Vocabulary and example	Write it

marshal n./v. /ˈmɑːʃl/

an official who organizes a public event; also, to gather together

Family: marshals · marshalled

The race **marshals** wore yellow jackets.

oversee v. /ˌəʊvəˈsiː/

to watch over work to make sure it's done right

Family: oversees · oversaw · overseen

She **oversees** a team of twenty.

personnel n. /ˌpɜːsəˈnel/

the people who work for an organization

Tip: Stress on the last part: per-son-NEL.

All **personnel** must wear a badge.

superintendent n. /ˌsuːpərɪnˈtendənt/

a person in charge of a building or organization; also, a senior police officer

Family: superintendents

The **superintendent** fixed the heating.

teller n. /ˈtelə/

a person who works at a bank counter

Family: tellers

The bank **teller** counted my money.

undertake v. /ˌʌndəˈteɪk/

to agree to do a job; also, to start

Family: undertakes · undertook · undertaken

The team **undertook** a difficult project.

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Vocabulary and example	Write it
utility n. /juːˈtɪlɪti/ a service like water, gas or electricity; also, usefulness **Family:** utilities Our **utility** bills are high in winter.	
veteran n./adj. /ˈvetərən/ a person with long experience; also, a former soldier **Family:** veterans He's a **veteran** teacher with thirty years' experience.	

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