

chart /tʃɑ:(r)t/ noun [count] a map used for navigation in boats or planes.

foolproof /'fu:l,pru:f/ adjective very well designed and easy to use so that it cannot fail and you cannot use it wrongly. *This recipe is foolproof: it works every time.*

mockup /'mɒkʌp/ noun [count] a model of a future product that is the same size as the real thing.

overlay /'əʊvə(r),leɪ/ noun [count] a set of extra information that is added to a picture by a computer.

retardant /rɪ'tɑ:(r)d(ə)nt/ adjective slowing down a process. *This door is fire retardant.*

tamper with /'tæmpə(r), wɪð/ phrasal verb [transitive] to touch something and change it in a way that will damage it.

3.3 Grammar

Articles, relative clauses and noun combinations

bump /bʌmp/ verb [intransitive or transitive] to hit against something solid: *The car bumped into a tree.*

drop calls /'drɒp kɔ:lz/ phrase to fail to connect incoming calls.

empowerment /ɪm'paʊə(r)mənt/ noun [uncount] giving control or power over something.

flip cover /'flɪp ,kʌvə/ noun [count] part of a mobile phone which folds over the keypad.

get rid of /get 'rɪd əv/ phrasal verb [transitive] to throw away, give away or sell a possession that you no longer want: *I have to get rid of my old computer.*

no frills /'nəʊ frɪlz/ expression used for something which is good enough but has no unnecessary extra features: *A simple meal with no frills.*

rating /'reɪtɪŋ/ noun [count] a measurement of how good or popular someone or something is: *The guide gives restaurants a rating out of ten.*

workhorse /'wɜ:(r)k,hɔ:(r)s/ noun [count] a very useful piece of equipment that you use a lot: *My old car was a great workhorse.*

3.4 Speaking

Presentations – structure

hook /hʊk/ noun [count] a curved piece of metal for hanging things on; a method for getting people interested and attracted to something: *Hang your coat on the hook.*

lecture /'lektʃə(r)/ noun [count] a talk to a group of people about a particular subject, especially at a college or university: *This lecture about the Dark Ages was really fascinating.*

overwhelmingly /,əʊvə(r)'welmlɪŋli/ adverb very strongly: *They voted overwhelmingly against the proposal.*

ping /pɪŋ/ verb [transitive] COMPUTING to send an electronic signal requesting an answer from a device: *I'll ping it to you later.*

tracking /'trækɪŋ/ noun [uncount] the act of following or looking for a person, animal or thing.

wrap up /,ræp 'ʌp/ phrasal verb [intransitive or transitive] INFORMAL to finish something: *That just about wraps it up for today.*

3.5 Writing

A product description

alloy /'æləɪ/ noun [count or uncount] a metal that is made from combining two or more metals.

benefit /'benɪfɪt/ noun [count or uncount] an advantage you get from a product or situation.

feature /'fi:tʃə(r)/ noun [count] an important part or aspect of a product.

intuitive /ɪn'tju:ɪv/ adjective an intuitive system is easy to use because the process of operating it is very natural or obvious.

plug-in /'plʌɡɪn/ noun [count] COMPUTING a software addition which allows an application to perform additional functions.

quibble /'kwɪb(ə)l/ noun [count] a complaint or criticism about something that is not important: **no quibble guarantee** a promise to refund the customer without questioning their reasons for dissatisfaction.

stand out /,stænd 'aʊt/ phrasal verb [intransitive] to be easy to see because of being different.

3.6 Case study

Big Jack's Pizza

BOGOF /'bɒɡɒf/ abbreviation buy one, get one free.

chequered /'tʃekə(r)d/ adjective a chequered pattern or design consists of squares in two or more different colours.

dine-in /'daɪn 'ɪn/ adjective used to describe meals taken in a restaurant: *dine-in curry.*

franchisee /,fræntʃaɪ'zi:/ noun [count] a person or company that has the franchise to sell a particular type of goods or services.

fusion cuisine /'fju:ʒn kwɪ'zi:m/ noun [uncount] a particular style of cooking food combining Chinese and Western recipes.

gourmet /'ɡʊə(r)meɪ/ noun [count] someone who knows a lot about good food and wine.

slide /slaɪd/ verb [intransitive] to move across a smooth surface.

strengthen /'streŋθ(ə)n/ verb [transitive] to make something stronger.

threat /θret/ noun [count or uncount] something that could cause harm.

USP /ju: es 'pi:/ noun [count] BUSINESS unique selling point/ proposition: the thing that makes a product or service different from others.

4 Careers

4.1 About business

Career choices

earth-shattering /'ɜ:(r)θ ʃæt(ə)rɪŋ/ adjective extremely surprising and important.

inertia /ɪ'nɜ:(r)ʃə/ noun [uncount] a situation in which something does not change: a feeling of not wanting to change things.

jump in at the deep end /dʒʌmp 'ɪn æt ðə 'di:p end/ phrasal verb [intransitive] to become involved in a difficult situation with little preparation.