

pick someone's brains /ˌpɪk ˈsʌmwʌnz ˌbreɪnz/ expression
INFORMAL to ask someone questions to get advice or information: *I wanted to pick your brains about this idea I've had.*

posse /ˈpɒsi/ noun [count] INFORMAL a group of friends.

start the ball rolling /ˌstɑː(r)t ðə ˈbɔːl ˌrɒlɪŋ/ expression to make something start happening.

stay put /ˌsteɪ ˈpʊt/ verb [intransitive] to remain in one place or position.

treadmill /ˈtred.mɪl/ noun [count] a situation that is very tiring or boring because you do the same things continuously.

4.2 Vocabulary

Careers, personal skills and qualities

controversial /ˌkɒntrəˈvɜː(r)ʃ(ə)l/ adjective a controversial subject, opinion or decision is one that people disagree about or do not approve of.

flag /flæɡ/ verb [transitive] to mark something so that you will be able to find it again.

headhunter /ˈhed.hʌntə(r)/ noun [count] a person or company who searches for good staff and tries to persuade them to leave their jobs and go to work for another company.

liaise /li'eɪz/ verb [intransitive] if one person liaises with another or people liaise, they talk to each other and tell each other what they are doing, so that they can work together effectively.

multitasking /ˌmʌltiˈtɑːskɪŋ/ noun [uncount] doing several things at the same time.

on the spot /ɒn ðə ˈspɒt/ expression immediately.

unconventional /ˌʌnkənˈvenʃ(ə)nəl/ adjective different from what most people consider to be usual or normal.

wannabe /ˈwɒnəbi/ noun [count] INFORMAL someone who wants to be famous or successful.

4.3 Grammar

Present tenses

assault course /əˈsɔːlt ˌkɔː(r)s/ noun [count] an exercise involving running, climbing and jumping, used in military training.

hand /hænd/ verb [transitive] to give something to someone with your hand; **you have to hand it to someone** expression SPOKEN used for saying that you admire someone for something they have done.

knock over /nɒk ˈəʊvə(r)/ verb [transitive] to hit something so that it falls: *The car knocked him over.*

relevant /ˈreləv(ə)nt/ adjective directly connected to what is being discussed or considered.

undergraduate /ˌʌndə(r)ˈɡrædʒuət/ noun [count] a student who is studying for a first degree at a college or university.

You're kidding /jɔː(r) ˈkɪdɪŋ/ expression mainly spoken used for saying that you do not believe what someone is saying.

4.4 Speaking

Job interviews

achievement /əˈtʃiːvmənt/ noun [count] a particular thing that you have succeeded in doing after a lot of effort.

cope with /ˈkəʊp ˌwɪð/ verb [intransitive] to deal successfully with a difficult situation or job.

rappor /ræˈpɔː(r)/ noun [singular/uncount] a relationship in which people like, understand, and respect each other: *Having good rapport with your clients is essential.*

regardless of /rɪˈɡɑː(r)dʌs əv/ phrase without being affected by.

strength /streŋθ/ noun [count] something that someone does well: *Ron's main strength is his ability to motivate players.*

weakness /ˈwiːknəs/ noun [count] a fault or problem that makes someone less effective or attractive.

4.6 Case study

Gap years and career breaks

eco- /iːkəʊ/ prefix relating to the environment: used with some nouns and adjectives.

find your feet /ˌfaɪnd jə(r) ˈfiːt/ expression to start to feel confident and familiar with something.

step back /ˌstep ˈbæk/ phrasal verb [intransitive] to stop for a moment in order to consider something objectively.

tangible /ˈtæŋdʒəb(ə)l/ adjective important and noticeable: *tangible evidence.*

underprivileged /ˌʌndə(r)ˈprɪvəlɪdʒd/ adjective not having as many advantages or opportunities as most other people.

5 Making deals

5.1 About business

Retailing

bricks-and-mortar /ˌbrɪks ænd ˈmɔː(r)tə(r)/ expression a building, when you are thinking of it in connection with how much it cost to build or how much it is worth: *They put their money into bricks and mortar.*

claw /klɔː/ noun [count] the sharp curved part at the end of some animal's toes, for example a cat.

hit /hɪt/ noun [count] a piece of information that a computer program finds for you: *I searched for the name 'Mundy' and got over fifty hits.*

5.4 Speaking

Negotiations – bargaining

down time /ˈdaʊn ˌtaɪm/ noun [count or uncount] period during which equipment or a machine is not functional or cannot work.

lead time /ˈliːd ˌtaɪm/ noun [count or uncount] the time between starting and completing a production process.

package /ˈpækɪdʒ/ noun [count] a set of products or services that are sold together as one unit.

reluctant /rɪˈlʌktənt/ adjective not willing to do something.

tentative /ˈtentətɪv/ adjective not definite or certain.