deal with /'di:l ˌwɪθ/ phrasal verb [transitive] to take action to do something, especially to solve a problem OR to buy goods or services from someone, or to sell them to someone
handle /'hænd(ə)l/ verb [transitive] to take action in order to deal with a difficult situation
liaise /li'eɪz/ verb [intransitive] if one person liaises with another, or if people liaise, they talk to each other and tell each other what they are doing, so that they can work together effectively
manage /'mænɪdʒ/ verb [transitive] to organize and control the work of a company, organization, or group of people
objective /əb'dʒektɪv/ noun [count] something that you plan to achieve, especially in business or work
reference /'ref(ə)rəns/ noun [count] a statement from someone who knows you or has worked with you that gives information about you. You often need to provide a reference when you apply for a new job.
set up /ˌset 'ʌp/ phrasal verb [intransitive/transitive] to start something such as a business, organization, or institution

1 Building a career

1.1 About business
The education business

cap /kæp/ verb [transitive] to set a limit on the amount of money that someone can spend or charge
earnings /'ɜ:(r)nɪŋz/ noun [plural] BUSINESS the amount of money that you earn
exacerbate /ɪg'zæsə(r)beɪt/ verb [transitive] FORMAL to make a problem become worse
extracurricular /ˌekstrəkə'rɪkjʊlə(r)/ adjective extracurricular activities are things that you do at school or college that are not part of your course
faculty /'fæk(ə)lti/ noun [uncount] AMERICAN all the teachers in a school, college or university: *a meeting for students, faculty and administrators*
fee /fi:/ noun [count usually plural] money that you pay to a professional person or institution for their work: *Tuition fees at Stanford have now reached £9,000 a year.*
hike /haɪk/ noun [count] INFORMAL a sudden large increase in the amount or level of something
placement /'pleɪsmənt/ noun [count/uncount] a temporary job that is part of a course of study and that gives you experience of the work you hope to do at the end of the course
resources /rɪ'zɔ:(r)siz/ noun [usually plural] something such as money, workers or equipment that can be used to help an institution or a business
spark or **spark off** /spɑ:(r)k/ verb [transitive] MAINLY JOURNALISM to make something happen, especially something involving violence or angry feelings
spiralling /'spaɪrəlɪŋ/ adjective a situation that is continuously becoming worse, more, or less
subsidy /'sʌbsədi/ noun [count] ECONOMICS an amount of money that the government or another organization pays to help to reduce the cost of a product or service
trend /trend/ noun [count] a gradual change or development that produces a particular result
willing /'wɪlɪŋ/ adjective if you are willing to do something, you do it when someone asks you, sometimes when you do not want to

1.2 Vocabulary
Education and career

bind /baɪnd/ (past participle **bound** /baʊnd/) verb [transitive often passive] to limit what someone is allowed to do by making them obey a rule or agreement
boost /bu:st/ verb [transitive] to help something to increase, improve or become more successful
deep pockets /ˌdi:p 'pɒkɪts/ a lot of available money
drop out /drɒp 'aʊt/ phrasal verb [intransitive] to leave something such as an activity, school or competition before you have finished what you intended to do
enhance /ɪn'hɑ:ns/ verb [transitive] to improve something, or to make it more attractive or more valuable
lay off /leɪ 'ɒf/ phrasal verb [transitive] to end someone's employment, especially temporarily, because there is not enough work for them
miss out /mɪs 'aʊt/ phrasal verb [intransitive] to lose an opportunity to do or to have something
redundant /rɪ'dʌndənt/ adjective if someone is redundant, they have been told they must leave their job because they are no longer needed
start over /stɑ:(r)t 'əʊvə(r)/ phrasal verb [intransitive] AMERICAN to begin doing something again from the beginning
thoroughly /'θʌrəli/ adverb very carefully, so that nothing is missed: *The case will be studied thoroughly before any decision is made.*
working party /'wɜ:(r)kɪŋ 'pɑ:(r)ti/ noun [count] BRITISH a group of people who examine a problem or situation and suggest a way of dealing with it

1.3 Grammar
Tense review

come along /ˌkʌm ə'lɒŋ/ phrasal verb [intransitive] to arrive or become available
downsize /'daʊnˌsaɪz/ verb [intransitive] to make a company or organization smaller by reducing the number of workers
fancy /'fænsi/ expression SPOKEN used when you are very surprised about something: *Fancy you knowing my sister!*
put on weight /ˌpʊt ɒn 'weɪt/ phrasal verb [transitive] to become fatter
sabbatical /sə'bætɪk(ə)l/ noun [count/uncount] a period away from work when people such as college or university teachers can study, rest or travel
streamline /'stri:mˌlaɪn/ verb [transitive] to improve a business, organization, process, etc. by making it more modern or simple
tutoring /'tju:tə(r)ɪŋ/ noun [uncount] the act of teaching someone in a particular subject

1.4 Speaking
Interviewing: giving reasons

benchmark /'bentʃˌmɑ:(r)k/ noun [count] an amount, level, standard, etc. that you can use for judging how good or bad other things are
feedback /'fi:dbæk/ noun [uncount] comments about how well or how badly someone is doing something, which are intended to help them do it better
personality clash /ˌpɜ:(r)sə'nælətɪ 'klæʃ/ noun [count] a situation in which two people are very different from each other so that they cannot work together