

GLOSSARY- MODULE 1.1

Vocabulary Item	Definition and Sample Sentence	Additional information
apprentice	<p>a young person being trained to do a skilled job, who has signed a contract agreeing to work a fixed number of years for the employer who is training them. In Germany known as either “Lehrling” or “Auszubildende(r)”</p> <p><i>The apprentice’s job was to enter data into the database.</i></p>	<p><u>Collocations:</u> to work as an apprentice a second year apprentice</p>
apprenticeship	<p>method in which trainees learn a craft or trade by hands-on experience while working with a skilled worker, usually under a written or implied agreement. In Germany known as either “Lehre” or “Ausbildung”</p> <p><i>Apprenticeships in Engineering are hard to come by.</i></p>	<p><u>Collocation:</u> to do an apprenticeship</p>
to assist in doing something	<p>to give help or support to a person, cause, etc.; aid</p> <p><i>As an intern I assisted in organizing various recruiting events to attract future employees.</i></p>	
confirmation code (-s)	<p>a confirmation code is usually a sequence of varying length consisting of numbers, letters or symbols. It is used to verify receipt of an e-mail or email address among other things</p> <p><i>Please enter your confirmation code to access your account.</i></p>	
covering letter (BE) cover letter (AE)	<p>a brief formal letter describing the accompanying documents sent as an explanation, introduction (usually job applicants), or record and includes the reasons for sending them</p> <p><i>A covering letter should be properly addressed.</i></p>	

equivalent qualification	(an official record of) achievements or abilities that is recognised as equal <i>In order to apply for the teaching position, the applicant must have a UK undergraduate degree or a recognised equivalent qualification.</i>	
to evaluate	to study something carefully and decide how good or bad it is <i>Before searching for a job, you need to clearly identify your field of interest and evaluate your goals.</i>	
to hire	to employ a person for wages or a salary <i>The company has hired many interns in the past.</i>	<u>Synonymous expression:</u> to employ
IELTS	the International English Language Testing System (IELTS) assesses the English language proficiency of people who want to study or work where English is used as the language of communication <i>I highly recommend taking an IELTS training course.</i>	
intern (mostly used in AE)	someone, especially a student, who works for a short time in a particular job in order to gain experience. In Germany known as “Berufspraktikant” <i>The intern spent four months in three different departments last year.</i>	
internship (-s)	a period of supervised training required for qualifying for a profession. It follows a specified number of academic credits or classroom years. In Germany known as a “Praktikum” <i>She completed a couple of internships before deciding on her career.</i>	<u>Collocation:</u> to complete an internship
jargon	specialized language concerned with a particular subject, culture, or profession <i>The job description contained a lot of Engineering jargon.</i>	

job advertisement (-s)	<p>an announcement in a newspaper or other medium about a job vacancy, designed to attract suitable qualified candidates for a job</p> <p><i>The job advertisement was printed in yesterday's newspaper.</i></p>	<p><u>Abbreviated forms:</u> job ad (AE informal) job advert (BE informal)</p> <p><u>Synonymous expression:</u> job announcement</p>
job vacancy	<p>a job or position that is available to be taken</p> <p><i>We have a job vacancy in the accounting department.</i></p>	<p><u>Collocations:</u> to fill a job vacancy</p> <p><u>Synonymous expression:</u> job opening</p>
joint degree	<p>a study programme (Master or PhD) which has been jointly developed by two or more international universities</p> <p><i>Nowadays more and more European Universities offer joint degree programmes as an important tool in the internationalization and cooperation within the European Educational Area.</i></p>	
negotiable	<p>open to discussion or modification</p> <p><i>The salary may be negotiable, or in some cases, fixed by the salary tariffs of the company.</i></p>	
to pursue one's interest	<p>to follow persistently what a person is interested in</p> <p><i>His new position allows him to pursue his interests across functions and geographies.</i></p>	<p><u>Other collocations:</u> to pursue one's studies to pursue one's aims to pursue one's dreams</p>
recruiter	<p>an individual who works to fill job openings in businesses or organizations. A recruiter's job includes reviewing candidate's job experiences, negotiating salaries, and placing candidates in agreeable employment positions</p> <p><i>The recruiter reviewed many résumés and CV's before deciding on the perfect candidate.</i></p>	
résumé (-s) (AE)	<p>an outline of a person's educational and professional history, usually prepared for job applications</p> <p><i>She sent her résumé with her covering letter.</i></p>	<p><u>Synonymous expression:</u> curriculum vitae (CV)</p>

<p>skills</p> <p>analytical skills</p> <p>hard skills</p> <p>soft skills</p>	<p>a special ability in a task, sport, etc.</p> <p>skills relating to the ability to look at and solve problems without difficulty. Examples are the ability to apply logical thinking to gathering and analyzing information, designing and testing solutions to problems, and formulating plans</p> <p><i>The candidate lacked the analytical skills needed for the position.</i></p> <p>-----</p> <p>specific, teachable abilities that can be defined and measured. Examples of hard skills include job skills like typing, writing, math, reading, and the ability to use software programs</p> <p><i>The job advert mentioned that hard skills were welcomed.</i></p> <p>-----</p> <p>desirable qualities for certain forms of employment that do not depend on acquired knowledge: they include common sense, the ability to deal with people, and a positive flexible attitude; soft skills are personality-driven skills like etiquette, getting along with others, listening and engaging in small talk</p> <p><i>The more soft skills a candidate has, the greater the chances of being hired.</i></p>	<p><u>Collocations:</u> to have ___ skills to lack ___ skills</p>
<p>to take an inventory of something</p>	<p>to make a detailed list of articles, goods, property. In this context, make a detailed list of qualifications, skills, etc.</p> <p><i>The first step in preparing your CV is to take an inventory of your soft and hard skills.</i></p>	<p><u>Related expressions:</u> to inventory</p> <p><i>The first step in preparing your CV is to inventory your skills and experience.</i></p>
<p>trainee (-s) (mostly used in BE)</p>	<p>a person undergoing training. In Germany known as “Trainee” or “Nachwuchskraft”</p> <p><i>The trainee completed all the tasks to our utmost satisfaction.</i></p>	

work placement	a short period of time, during which a young person works for a company in order to learn about a job and about working life in general. In Germany known as “Berufspraktikum” <i>His goal was to get a work placement at Siemens.</i>	<u>Collocation:</u> to do a work placement
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