

TOPIC: Work & Office

No.	Words	Part of Speech	Phonetics	Meaning in English	Example
1	job	noun	/dʒɒb/	work you do	I like my job.
2	work	noun/verb	/wɜːrk/	activity to earn money	I work every day.
3	office	noun	/'ɒfɪs/	place where people work	I work in an office.
4	company	noun	/'kʌmpəni/	business organization	This company is big.
5	employee	noun	/ɪm'plɔɪiː/	person who works	She is an employee.
6	employer	noun	/ɪm'plɔɪər/	person who hires	My employer is kind.
7	manager	noun	/'mænidʒər/	person in charge	The manager is busy.
8	colleague	noun	/'kɒliːg/	coworker	My colleagues are friendly.
9	team	noun	/tiːm/	group working together	I work in a team.
10	meeting	noun	/'miːtɪŋ/	discussion at work	We have a meeting.
11	task	noun	/tɑːsk/	piece of work	I finish my tasks.
12	project	noun	/'prɒdʒekt/	planned work	This project is important.
13	deadline	noun	/'dedlaɪn/	time limit	I meet the deadline.
14	schedule	noun	/'skedʒuːl/	plan of time	My schedule is busy.
15	report	noun	/'rɪ'pɔːrt/	written information	I write a report.
16	email	noun	/'iːmeɪl/	electronic message	I send emails daily.
17	call	noun/verb	/kɔːl/	phone conversation	I have a call.
18	client	noun	/'klaɪənt/	customer	I talk to clients.
19	customer	noun	/'kʌstəməɪ/	person who buys	Customers are important.
20	boss	noun	/bɒs/	person in charge	My boss is nice.
21	salary	noun	/'sæləri/	monthly pay	My salary is

					good.
22	bonus	noun	/'bounəs/	extra money	I get a bonus.
23	promotion	noun	/prə'mouʃn/	higher position	She gets a promotion.
24	interview	noun	/'intərvju:/	job meeting	I have an interview.
25	hire	verb	/'haɪər/	give job	They hire new staff.
26	resign	verb	/rɪ'zaɪn/	leave job	He resigns.
27	work overtime	verb	/'oʊvətaɪm/	work extra hours	I work overtime.
28	take a break	verb	/teɪk ə breɪk/	rest	I take a break.
29	start work	verb	/stɑ:rt wɜ:rk/	begin work	I start work at 9.
30	finish work	verb	/'fɪnɪʃ wɜ:rk/	end work	I finish work at 5.
31	computer	noun	/kəm'pjʊ:tər/	electronic device	I use a computer.
32	laptop	noun	/'læptɒp/	portable computer	My laptop is new.
33	printer	noun	/'prɪntər/	printing machine	I use a printer.
34	document	noun	/'dɒkjʊmənt/	written file	I read documents.
35	file	noun	/faɪl/	stored data	Save the file.
36	presentation	noun	/,prezn'teɪʃn/	talk with slides	I give a presentation.
37	discuss	verb	/dɪ'skʌs/	talk about	We discuss ideas.
38	plan	verb	/plæn/	decide in advance	I plan my work.
39	organize	verb	/'ɔ:rgənaɪz/	arrange	I organize tasks.
40	manage	verb	/'mænɪdʒ/	control work	I manage my time.

My Job (Sample Essay)

I work in an office for a small company. I am an employee, and my job is very interesting. I work with a team of friendly colleagues, and my manager is very supportive.

Every day, I start work at 9 a.m. and check my email. Then, I work on my tasks and projects. Sometimes, I have meetings with my team or calls with clients. I also write reports and prepare presentations.

My schedule is often busy, especially when I have a deadline. However, I always try to manage my time well. When I feel tired, I take a break and relax for a few minutes.

I usually finish work at 5 p.m., but sometimes I work overtime. I like my job because I can learn new skills and work with great people. I hope to get a promotion in the future and have a higher salary.