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| **Word** | **Word Family** | **Collocations** | **Example sentence** | **Synonyms** | **Antonyms** | **Other** |
| ability (n) |  |  | Multitasking is the**ability** to do several different thingsat the same time.p.133 |  |  | قُدْرة |
| applicant (n) |  |  | Work in pairs. Role·play an interview situation. One of you is the interviewer and the other the **applicant**. p.106 |  |  | طالب (عمل) |
| application (n) |  |  | When you apply for a job, you normally send an **application** form and your CV. p.106 |  |  | طلب (وظيفة مثلاً) |
| apply (v) |  |  | When you **apply** for a job, you normally send an application form and your CV. p.106 |  |  | يتقدم (لوظيفة) |
| attendance record (n) |  |  | An **attendance record** is an account of how often someone has been present at or absent from their work.p.131 |  |  | سجِلّ الحضور |
| candidate (n) |  |  | A **candidate** is a person who is applying for a job. p.131 |  |  | مُرشَّح |
| career (n) |  |  | *Oxford English for* **Careers** is a new, up-to-date course where you learn what you need to know for a **career** in technology.p.137-back cover of student book |  |  | مهنة |
| challenge (v) |  |  | If another pair thinks that the answer is  incorrect they can **challenge** and offer another  answer. p.108 |  |  | تحدّ |
| conference |  |  | Present: *He's attending the conference.*  Future: *He's attending the conference on*  *Thursday .p.123* |  |  | مؤتمر |
| cover letter (n ame) |  |  | A **cover letter** is *a* letter that you send with somethingto give extra information. p.132 |  |  | رسالة توضيحية |
| covering letter (n bre) |  |  | A **covering letter** is *a* letter that you send with somethingto give extra information. p.132 |  |  | رسالة توضيحية |
| decision maker (n) |  |  | A **decision maker** is *a* person who can make difficult orimportant decisions. p.132 |  |  | صانع القرار (او)  الذي بيده القرار في شرة |
| **Word** | **Word Family** | **Collocations** | **Example sentence** | **Synonyms** | **Antonyms** | **Other** |
| dice (n) |  |  | You need one **dice** for each group and a  counter for each pair. p.108 |  |  | كعْبة من كعاب الزَّهر  في لعبة النرد |
| effectively (adv) |  |  | Strong communications skills are necessary and you will work **effectively** in a team. p.106 |  |  | بشكل فعَّال |
| exactly (adv) |  |  | New projects make you think about what **exactly** needs to be done and which parts are important.p.130 |  |  | تماماً . بالضبط |
| intend (v) |  |  | Verbs followed by *-ing* form or to infinitive  There are several verbs that can be followed by either the *-ing* form orthe to infinitive, with very little change in meaning. These include: *begin, continue, hate,* ***intend****, like,love,* *prefer, start.p.114* |  |  | ينوي . يعتزم |
| interview (n) |  |  | Listening **-Interview** with a Network Designer.p.115 |  |  | مقابلة |
| list (n) |  |  | The Internet, space rockets, satellites, GPS (global positioning system), the integrated circuit Work in pairs. Can you add other examples to this **list**? p.92 |  |  | قائمة . جدول |
| massive (adj) |  |  | It was a **massive** challenge to AT. p.130 |  |  | هائل . ضجم .  على نطاق واسع |
| multinational (adj) |  |  | AT is a **multinational** organization. p.106 |  |  | شركة لها فروع  في دول عدة |
| multitasking (n) |  |  | **Multitasking** is theability to do several different thingsat the same time.p.133 How do you manage **multitasking**?p.106 |  |  | قدرة إنسان(او كمبيوتر) على عمل عدة اشغال في آن معاً |
| opportunity (n) |  |  | I would appreciate the **opportunity** to meet  you to discuss my application and look forward to hearing from you. p.107 |  |  | فرسة . مناسبة |
| organization (n) |  |  | **ORGANIZATION** Was there an introduction? Was there a conclusion?  Was the talk well organized? p.108 AT is a multinational **organization**. p.106 |  |  | تنظيم . ترتيب |
| prioritize (v) |  |  | I've had to learn different skills really quickly and learn how to **prioritize**. p.130 |  |  | قدَّم شيئاَ (على غيره) . رتَّب الاشياء بحسب أهميتها  بتقديم الأهم على المهم |
| professional |  |  | Tell me a little about your **professional**  history and what you do now. p.130 |  |  | محترف |
| promotion (n) |  |  | A **promotion** is a move to a more important job or position in a company. p.134 Are there opportunities for **promotion**? p.105 |  |  | برقية . ترفيع |
| reference (n) |  |  | In **reference** to the advertised position for a Network Designer in the Telecommunications  Engineering Journal on 18 August 2008, I am  writing to ask you to consider my application. p.107 |  |  | بالإشارة الى ... |
| replace |  |  | The 21st-Century Network was to be a  completely new IT network to **replace** the  old phone-based one. p.130 |  |  | يستبدل . يحل محله |
| responsibility (n) |  |  | **Responsibility** is the duty of being in charge of a particular activity. p.134 While there, I worked on maintenance and fault-finding at the exchanges as a Network Technician and was given **responsibility** for implementing new systems.p.107 |  |  | مسؤولية |
| skill (n) |  |  | I have excellent computing **skills** and a very positive attitude to learning new **skills**. p.107 |  |  | مهارة |
| sponsor (v) |  |  | At the same time the company **sponsored** me to do a university degree. p.130 |  |  | يرعي . يتكفَّل مالياً |
| team (n) |  |  | A **team** is a group of people who  work together at a particular job. p.135 |  |  | فريق |
| **Word** | **Word Family** | **Collocations** | **Example sentence** | **Synonyms** | **Antonyms** |  |
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