GLOSSARY

Unit 1: The Right Cut of Meat
pp. 14–19

apply – fill out a job application
butter – person who cuts and sells meat
career ladder – way to move up to a better job
certificate – paper that shows your job training
demonstrates – shows
employees – workers
equivalent – equal
experience – skills from working
hired – got a job
job duties – job responsibilities
job opening – available job
manager – supervisor
move up – move to a better job
proud – happy about something you do
refrigeration – keeping food cold
regular customer – customer who comes to a store often
responsibility – things you do at work
sales report – report of meat sold
sanitation – keeping everything clean
supermarket – large grocery store
supervising – managing

support – make money to take care of someone
trains – learns
work schedule – list of days and times you work

Unit 2: Finding a Vein
pp. 20–25

applied – filled out a job application
beauty salon – place to get your hair cut and nails polished
certified phlebotomy technician – person licensed to take blood
doctor’s orders – instructions from the doctor
experience – practice on the job
homeless shelter – place for people without homes
identification – identification card or driver’s license
job application – form you fill out to get a job
laboratory – room for taking and testing blood
manicurist – person who polishes nails
on-the-job training – training at work
phlebotomist – person who takes blood
poor – having no money
self-confidence – you think you can do something well
tube – small container for blood
vein – blood vessel
verify – check

volunteer – work for no pay

Unit 3: All Sewed Up
pp. 26–31

alters – changes

apprentice – person who learns a job by working with a skilled worker
dressmaker – person who makes clothes
equipment – machines
fit – are the right shape and size
hems – sews the bottoms of skirts and pants
location – place
measure – find out the size of something
mirror – glass that shows your reflection
pins – connects things with pins
prom – high school dance
sew – make clothes
sewing machine – machine that sews
successful businesswoman – woman who has a business that makes money
tailors – people who make men’s clothes
try on – put on

Unit 4: Check Your Hearing
pp. 32–37

audiometer – machine to check hearing
fit – are the right shape and size
full time – 40 hours a week
headphones – earphones that go over the head
hearing aid dispenser – person who fits and sells hearing aids
hearing aids – electronic devices in your ears to make sounds louder
hearing loss – you can’t hear some sounds
normal – good
positive attitude – happy and smiling
presses – pushes down
requirements – needs
supervises – checks
tick – clock sound
trainee – new worker learning a job

Unit 5: A Gas Leak
pp. 38–43

burners – parts of a stove that get hot
customer service representative – person who answers customer questions
explosion – something blows up
gas hose – long tube that carries gas
gas leak – gas coming out of a hole
gas service technician – person who fixes gas problems
HR (Human Resources) – department that hires people
in the future – after today
oven – inside of the stove for baking
pilot lights – small gas flames
requirements – things you need to do
troubleshoots – looks for a problem
ventilation – air circulation

Unit 6: Safe and Secure
pp.44–49
closed-circuit television – television that shows what’s happening inside a building
damaged – destroyed
flooded – full of water
good physical condition – healthy and strong
investigated – researched
leaking – dripping
lobby – open place near the front door
night shift – work time at night
patrols – walks around
property – things you own
respects – cares about other people
secure – free from danger
security guard – person who keeps a building safe
stealing – theft
trade school – school that teaches job skills

Unit 7: Call Center Operators
pp. 50–55
bilingual operator – telephone operator who speaks two languages
call center – office that gets many phone calls
deaf – cannot hear
felony – serious crime
fill out – write or type information
medical emergency – dangerous medical problem
message – information
night shift – work time at night
personal information – name, address, telephone number, social security number
references – people who can say you are a good worker
relay operator – person who makes calls for deaf people
relays – passes information between two people
translates – puts words in a different language
TTY machine – machine that relays a call to a deaf person
upload – send in

Unit 8: Looking Good
pp. 56–61
beauty salon – place to get your hair cut and nails polished
esthetician – person trained to give facials, skincare specialist
facials – beauty treatments for the face
magnifying lamp – lamp that makes things look larger
minimum experience – the least experience required
online ad – internet advertisement
pores – small holes in the skin
professional – serious and careful
resume – list of your personal information, education, and employment
sanitation – keeping everything clean
skincare specialist – person trained to give facials, esthetician
spa – place to relax
steamer – machine that uses steam to clean the face

Unit 9: A Medical Emergency
pp. 62–67
alarm – loud sound signaling an emergency
bleeding – losing blood
breathing – taking in air
calm – not upset
CPR (cardiopulmonary resuscitation) – heart massage
emergency medical technician (EMT) – person who gives emergency medical care
first responder – person who helps people in an emergency
heart attack – heart stops beating
injured – hurt
job duties – job responsibilities
life and death – emergency
respond to – go to
rewarding – satisfying
splint – plastic or metal to keep a broken bone straight
submit – send in
think clearly – decide what you need to do

Unit 10: Make a Good Impression
pp. 68–73
arrive – come
certain – think you can do something well
employers – people or companies that pay people to do work
I take pride in my work. – I like to do a good job.
janitor – person who cleans a building
Job Center – place that helps people find work
job counselor – person who helps people find jobs
job listings – job ads
keyword – important word
laid off – lost a job
make a good impression – get someone to like you
positive attitude – happy and smiling
prepare – get ready
shake hands – hold a person’s hand and move it up and down
strengths – things you do well
tips – suggestions

Unit 11: A Heavy Load
pp. 74–79
arrested – taken to jail
benefits – health insurance or other things that you get from working
clean driving record – no arrests
delivers – brings
explode – blow up
flexible hours – work hours that can change
good fit – right person for the job
good work record – good work history
improving – getting better
job search – looking for a job
network – people you know
overtime – more than 40 hours a week
present – current
refrigerated – cold
submit – send in

succeed – do well
weaknesses – things you can do better
years of experience – years of work

Unit 12: The Right Person for the Job
pp. 80–85
appearance – look
applicants – people who apply for jobs
dependability – can be trusted
dependable – reliable
face-to-face – in person
get along with others – work well on a team
hard skills – skills you learn with training, like how to use machines
human resources (HR) – department that hires people
job search websites – online sites that show job ads
posts – puts up
punctual – on time
punctuality – being on time
soft skills – people skills like being on time (punctuality), being dependable (dependability), working in a team (teamwork)
succeed – do well
team player – person who works well with others
work skills – skills you need on a job (hard skills and soft skills)