

Education

Nursery school	Guardería	Kindergarten	Jardín de la infancia
Primary school	Colegio / escuela	Secondary school / high school	Instituto
Technical college	Escuela técnica	University	Universidad
State school	Escuela / instituto público	Private school	Escuela privada
Public school (BrE)	Escuela pública	Boarding school	Internado
Faculty	Facultad	Medicine faculty	Facultad de medicina
Open University	Universidad a distancia	Private classes	Clases particulares
Academic year	Año académico	Term	Trimestre
Degree	Licenciatura	Course	Curso/asignatura
To do an English course	Hacer un curso de inglés	A degree course	Una carrera / licenciatura
I'm in the second year	Estoy en segundo	I study French at University	Estudio francés en la Universidad
To have a degree in Chemistry	Ser licenciado en química	I graduated last year (from university)	Terminé la Carrera el año pasado / me gradué el año pasado.
She graduated in French	Se graduó en francés	A dissertation	Una tesina
A thesis	Una tesis	A doctorate / PhD	Un doctorado
A master's degree	Un máster		

Teachers and pupils

Headteacher / principal	Director/a	Teacher	Profesor/a
Primary school teacher	Profesor/a de primaria (maestro/a)	Pupil	Alumno/a
A boarder	Un/a interno/a	Maths teacher	Profesor de matemáticas
Classmate	Compañero/a de clase	A swot (colloq.)	Un/a empollón/a

Teacher's pet	El favorito del profesor	A lecturer (BrE) / a professor (AmE)	Un profesor universitario
Freshman	Estudiante de primer año	A professor (BrE: highest academic rank)	Un catedrático

At school

A class	Una clase	A classroom	Un aula
Staffroom	Sala de profesores	The headteacher's office	El despacho del/la director/a
Library	Biblioteca	Language lab	Laboratorio de lenguas
Café	Bar	Playground	Patio
Gym	Gimnasio	Auditorium / assembly / hall / school hall	Salon de actas
Desk	Pupitre	Blackboard	Pizarra
Chalk	Tiza	Board rubber / eraser	Borrador
School bag	Mochila	Book	Libro
Exercise book	cuaderno	Notebook	Libreta
Dictionary	Diccionario	Pencil	Lápiz
Ballpoint pen	Bolígrafo	Fountain pen	Pluma
Rubber (BrE) / Eraser (AmE)	Goma	Ruler	Regla
Pencil sharpener	Sacapuntas	Calculator	Calculadora

Phrases

To go to school / university	Ir al colegio / instituto / Universidad	To study	Estudiar
To learn	Aprender	To do my homework	Hacer los deberes
To know	Saber	To play truant	Hacer novillos
To skive off	Pirarse	To miss class / school	Faltar a clase
To swot up	empollar		

Exams

To sit / to take an exam	Presentarse / hacer un examen	To pass	Aprobar
To fail	Suspender	Marks / grades	Notas
Oral exam	Examen oral	Written exam	Examen escrito
Multiple choice test	Examen tipo test	To revise	Repasar
To prepare for an exam	Prepararse para un examen	To repeat a year	Repetir curso

Jobs

Accountant	Contable	Actor	Actor
Actress	Actriz	Air hostess	Azafata
Architect	Arquitecto	Astronaut	Astronaut
Au-pair, babysitter	Niñera	Baker	Panadero
Bank clerk	Empleado bancario	Beekeeper	Apicultor
Barber	Barber / peluquero (de hombre)	Bookseller	Librero
Bricklayer	Albañil	Bus driver	Chófer de autobús
Butcher	Carnicero	Chemist	Farmacéutico
Chimney-sweeper	Deshollinador	Consultant	Asesor
Cook	Cocinero	Customs officer	Oficial de aduanas
Dentist	Dentista	Disk jockey (DJ)	Disk jockey (DJ)
Doctor	Médico	Driver	Conductor
Driving instructor	Profesor de autoescuela	Dustman	Basurero
Electrician	electricista	Employee	Empleado
Employer	Encargado	Engineer	Ingeniero
Factory worker	Obrero	Farmer	Agricultor
Fashion designer	Diseñador de moda	Firefighter	Bomber
Fisherman	Pescador	Gardener	Jardinero
Graphic designer	Diseñador gráfico	Hairdresser	Peluquero
Inspector	Inspector	Interior designer	Diseñador de interiors
Jeweller	Joyero	Journalist	Periodista
Judge	Juez	Lawyer	Abogado
Librarian	Bibliotecario	Lifeguard	Socorrista
Lorry driver	Camionero	Mechanic	Mecánico

Model	Modelo	Postman (BrE) / Mailman (AmE)	Cartero
Nanny / babysitter	Niñera	Nurse	Enfermera
Office worker	Oficinista	Painter	Pintor
Photographer	Fotógrafo	Pilot	Piloto
Plumber	fontanero	Police officer	Oficial de Policía
Politician	Político	Psychiatrist	Psiquiatra
Psychologist	Psicólogo	Receptionist	Recepcionista
Reporter	Reporter	Sailor	Mariner
Salesman	Vendedor	Scientist	Científico
Secretary	Secretario	Security guard	Guardia de seguridad
Shepherd	Pastor	Shoemaker	Zapatero
Singer	Cantante	Soldier	Soldado
Sports instructor	Instructor de deportes	Stockbroker	Inversor de bolsa
Student	Estudiante	Surgeon	Cirujano
Tailor	Sastre	Taxi driver	Taxista
Teacher	Profesor / maestro	Technician	Técnico
Telemarketer / telesales person	Persona que vende por teléfono	Tourist guide	Guía turístico
Translator	Traductor	University lecturer	Profesor universitario
Vet / veterinarian	Veterinario	Waiter	Camarero
Waitress	Camarera	Watchmaker	Relojero
Writer	escritor		

Work and employment

Employment	Empleo	Job	Trabajo / empleo (puesto)
Work	Trabajo	Profession	Profesión
Occupation	Ocupación	Applicant	Solicitante
Application form	Solicitud	CV	Currículum vitae
Employment agency	Agencia de empleo	Employee	Empleado
Employer	Encargado	Boss	Jefe
Interview	Entrevista	Interviewee	Entrevistado

Interviewer	Entrevistador	Introductory / cover letter	Carta de presentación
Letter of reference	Carta de recomendación	Personnel department	Departamento de personal
Qualifications	Títulos	References	Referencias
Responsibilities	Responsabilidades	Post	Puesto
Position	Puesto / posición	Vacancy	Puesto vacante
Salary	Salario / sueldo	Salary expectation	Pretensiones salariales
Wages	Salario / sueldo	A day's wages	Jornal
Mínimum wages	Salario mínimo	Nominal wages	Salario mínimo
Pay	Paga	Payday	Día de cobro
Payroll	Nómina / plantilla	Pay slip	Recibo de sueldo
Fringe benefits	Beneficios adicionales	Maternity benefits	Beneficios por maternidad
Bonus	Bonificación, plus, prima	Rise (BrE) / Raise (AmE)	Aumento (de sueldo)
Overtime	Horas extra	Self-employed / freelance	Autónomo
Full-time job	Trabajo de jornada completa	Part-time job	Trabajo de media jornada
Temporary job	Trabajo temporal	Permanent job	Trabajo permanente
Casual job	Trabajo eventual	Shift work	Trabajo por turnos
Team work	Trabajo en equipo	Day shift	Turno de día
Evening shift	Turno de tarde	Night shift	Turno de noche
Apprentice / trainee	Aprendiz	Unemployment benefit	Subsidio por desempleo
To be on the sick	Estar de baja	To apply for a job	Solicitor un trabajo
To hire somebody	Contratar a alguien	To earn	Ganar (sueldo)
To work	Trabajar	Dismiss / fire somebody	Despedir a alguien (del trabajo)
To give somebody the sack (BrE)	Echar a alguien del trabajo	To lose a job	Perder un trabajo
To leave / quit a job	Dejar / renunciar a un trabajo	To hand in one's notice	Presentar la renuncia
To resign	Dimitir / renunciar	To be unemployed / to be out of work	Estar desempleado / en el paro

To be on the dole (BrE)	Estar desempleado y cobrar el subsidio de desempleo		
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ACTIVITY

1. Don't forget to attach a _____ in your CV.
 - a. Cover letter
 - b. Vacancy
 - c. Payroll
 - d. Bonus
2. I took Sarah a long time to find a new job – she was _____ for nearly three years.
 - a. Employee
 - b. Employer
 - c. Unemployed
 - d. Employed
3. Being a firefighter is a very stressful _____.
 - a. Occupy
 - b. Work
 - c. Job
 - d. Boss
4. It takes a lot of hard _____ to be successful in this business.
 - a. Job
 - b. Occupation
 - c. Work
 - d. Position
5. Mary is 65 next week and she is leaving, so she is _____.
 - a. Being fired
 - b. Applying for a job
 - c. On the sick
 - d. Retiring
6. I made several mistakes in the exam, so I think I won't _____ it.
 - a. Pass
 - b. Take
 - c. Fail
 - d. Have
7. My _____ include a degree in Philosophy.
 - a. Qualities
 - b. Quantities
 - c. Qualifications
 - d. Quantifications
8. Our teacher told us to choose one of our _____ to be our partner for the project.

- a. Flatmates
- b. Classmates
- c. Workmates
- d. Housemates

9. You have to _____ hard in order to do well at school.

- a. Read
- b. Write
- c. Listen
- d. Study

10. I don't like _____ tests because you can't justify your answers.

- a. Multiple choice
- b. Quick
- c. Theoretical
- d. Easy

KEY

1. A
2. C
3. C
4. C
5. D
6. A
7. C
8. B
9. D
- 10.A