

in company Elementary

■ Unit 16

| headword | pronunciation | translation/notes | example sentence |
|---------------------------|------------------------------|-------------------|--|
| absence (n) | /ˈæbsəns/ | | What's your company policy on absence ? |
| absence rate (n) | /ˈæbsəns ˌreɪt/ | | The absence rate among public service employees is higher than that amongst private sector workers. |
| causes of absence (n pl) | /ˌkɔːzəz əv ˈæbsəns/ | | Managers were asked to say what the top five causes of absence were. |
| long-/short-term absence | /ˌlɒŋ/ʃɔː tɜːm ˈæbsəns/ | | Long-term absence is responsible for 40 per cent of total working time lost. |
| absenteeism (n) | /ˌæbsənˈtiːɪzəm/ | | Absenteeism is a major problem in business. |
| reduce absenteeism | /rɪˌdjuːs ˌæbsənˈtiːɪzəm/ | | How can employers take positive action to reduce absenteeism ? |
| appointment (n) | /əˈpɔɪntmənt/ | | I'm going to phone the doctor for an appointment . |
| back (n) | /bæk/ | | |
| back problems (n pl) | /bæk ˈprɒbləmz/ | | Back problems are common amongst workers doing hard physical jobs. |
| bonus scheme (n) | /ˈbʌnəs ˌskiːm/ | | Introducing bonus schemes can help motivate employees. |
| build up (phr v) | /ˈbɪld ˈʌp/ | | If you stay at home, work starts building up for you in the office when you return. |
| cold (n) | /kəʊld/ | | Colds and flu are two of the most common causes of absence. |
| commitment (n) | /kəˈmɪtmənt/ | | Some people feel that going into work when they feel ill shows commitment . |
| company policy (n) | /ˌkʌmp(ə)ni ˈpɒləsi/ | | Company policy on absenteeism can have a direct effect on the absence rate. |
| counselling (n) | /ˌkaʊns(ə)lɪŋ/ | | |
| on-site counselling (n) | /ˌɒnsaɪt ˈkaʊns(ə)lɪŋ/ | | Do you think that on-site counselling is helpful for employees? |

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| crèche (n) workplace crèches (n pl) | /kreʃ/ /ˈwɜːkpleɪs ˈkreʃəz/ | | Workplace crèches can be a good idea for workers with babies and young children. |
| doctor's note (n) | /ˈdɒktəz ˌnəʊt/ | | You need a doctor's note if you're absent for longer than three days. |
| feel well (opposite = feel ill/sick) | /fiːl wel/ | | David phoned in, saying he wasn't feeling well . |
| fitness programme (n) | /ˈfɪtnəs ˌprəʊgræm/ | | Fitness programmes can help employees stay fit and healthy. |
| flu (n) have got flu | /fluː/ /həv, ɡɒt ˈfluː/ | | I think I've got a bit of flu . |
| global capitalism (n) | /ˌɡləʊbl ˈkæpɪtəlɪzəm/ | | "World Phone in Sick Day" was a day of protest against global capitalism . |
| go in (phr v) | /ˌɡəʊ ˈɪn/ | | The decision about whether to go in or to stay at home can be a difficult one. |
| illness (n) | /ˈɪlnəs/ | | According to a recent survey, British employees had an average of 7.8 days off work for illness last year. |
| infect (v) | /ɪnˈfekt/ | | If you go into work when you're feeling ill, you risk infecting your workmates. |
| job swapping (n) | /ˈdʒɒb ˌswɒpɪŋ/ | | Job swapping involves allowing one person to do another person's job. |
| lie down (phr v) | /laɪ ˈdaʊn/ | | If you're not feeling well, go and lie down for a while. |
| low morale (n) | /ləʊ məˈrɑːl/ | | Managers suspect that low morale is often the real reason for a lot of absences from work. |
| massage service (n) | /ˈmæsɑːʒ ˌsɜːvɪs/ | | The massage service we introduced a year ago has proved very popular with employees. |

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| migraine (n) | /mi:greɪn; 'maɪgreɪn/ | | A migraine is a very severe headache. |
| Monday morning blues (n pl) | /ˌmʌndɪˌmɔːnɪŋ 'bluːz/ | | Monday morning blues is an expression meaning the sad, unhappy feeling some people have on Monday, the first day of the working week. |
| non-union (adj) non-union workers (n pl) | /ˌnɒnˈjuːnjən/ /ˌnɒnˌjuːnjən 'wɜːkəz/ | | Trade union members report sick more often than non-union workers . |
| office gossip (n) | /ˌɒfɪs 'gɒsɪp/ | | My secretary tells me all the office gossip . |
| phone in sick | /ˌfəʊn ˌɪn 'sɪk/ | | "Is John coming in today?" "No, he's just phoned in sick ." |
| positive action (n) take positive action | /ˌpɒzətɪv 'ækʃn/ /teɪk ˌpɒzətɪv 'ækʃn/ | | Flexible working hours and bonus schemes are just two examples of positive action employers can take to reduce absenteeism. |
| private (adj) private company (n) | /ˌpraɪvət/ /ˌpraɪvət 'kʌmp(ə)nɪ/ | | Employees who work for private companies take less time off work than those working in public services. |
| the private sector (n) | /ðə 'praɪvət ˌsektə/ | | Absenteeism is lower in the private sector than in public services. |
| product launch (n) | /ˌprɒdʌkt ˌlɔːntʃ/ | | We really need you tomorrow to help with the product launch . |
| public (adj) public service (adj) | /ˌpʌblɪk/ /ˌpʌblɪk 'sɜːvɪs/ | | Public service workers take more time off than those working for private companies. |
| public services (n pl) | /ˌpʌblɪk 'sɜːvɪsəz/ | | Who takes more time off – those working in the private sector or in public services ? |

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| relaxation areas (n pl) | /ri:læk'seɪʃn ,eərɪəz/ | | We provide special relaxation areas for employees to use during coffee breaks and their lunch break. |
| sick | /sɪk/ | | |
| report sick | /rɪpɔ:t 'sɪk/ | | Non-union workers report sick less often than trade union members. |
| sick leave (n) | /'sɪk ,li:v/ | | The average amount of sick leave taken by British employees in 2003 was 7.8 days. |
| sick note (n) | /'sɪk 'nəʊt/ | | You need a sick note from the doctor for absences of longer than three days. |
| sickie (n) | /'sɪki/ | | |
| throw a sickie | /'θrəʊ ə 'sɪki/ | | " Throwing a sickie " is an expression meaning to pretend to be ill and not go to work. |
| teamwork (n) | /'ti:m,wɜ:k/ | | Effective teamwork is an important part of this job. |
| temperature (n) | /'tempərɪ,tʃə/ | | |
| have a temperature | /'hæv ə 'tempərɪ,tʃə/ | | My son has a temperature so I'm taking him to the doctor's. |
| trade union (n) | /'treɪd 'ju:njən/ | | |
| trade union members (n pl) | /'treɪd 'ju:njən ,membəz/ | | Trade union members are more likely to report sick than non-union workers. |
| travel expenses (n pl) | /'trævl ɪk'spensəz/ | | The company pays all my travel expenses . |
| union (n) | /'ju:njən/ | | Who takes more time off work – workers who belong to unions or workers who don't? |
| utilities (n pl) | /'ju:tɪlətɪz/ | | The utilities are gas, water and electricity. |
| work | /'wɜ:k/ | | |
| workforce (n) | /'wɜ:kfɔ:s/ | | For the whole workforce in Britain, absenteeism represents a total of £10.7 billion in lost revenue. |

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| working time (n) | /ˌwɜːkɪŋ ˈtaɪm/ | | In 2003 in Britain, 3.4 per cent of total working time was lost due to illness. |
| working week (n) | /ˌwɜːkɪŋ ˈwi:k/ | | In your opinion, would a shorter working week help to reduce absenteeism? |
| workmate (n) | /wɜːkmeɪt/ | | If you go into work when you're ill, you risk infecting your workmates . |