



Word Bank

Working Life

A-E

<b>Advertising and Marketing Department</b>	The Department responsible for helping to sell a company's products.
<b>Adverts</b>	These 'advertise' what a company does or sells.
<b>Bank</b>	Where you can keep your money safe in an account.
<b>Building Society</b>	Another place, like a bank where you can keep your money safe in an account.
<b>Canteens</b>	A type of restaurant where you can buy food.
<b>Closed-circuit Television</b>	Connected video cameras that show different areas of a building.
<b>Chatty</b>	Someone who likes to talk a lot.
<b>Commercial</b>	A way to advertise what a company does or sells. A commercial is a type of advert.
<b>Company's products</b>	The things that a company makes and sells.
<b>Cook</b>	Someone whose job it is to make and cook food.
<b>Department</b>	A name given to divide people in an office depending on what they work on or do.
<b>Design</b>	To create something, for example an advert.
<b>Desk</b>	A table that employees can do their work at.
<b>Employees/staff/workers</b>	People employed by a company to do work in return for money.
<b>Exams</b>	Tests that help to show how good someone is at something.
<b>Exhibitions</b>	A display of work or things to buy.



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F-S

<b>Finance</b>	To do with money.
<b>Healthy and delicious food</b>	Food that tastes good and is good for you.
<b>Friendly</b>	A helpful and happy person.
<b>Grounds</b>	The land that a building sits on.
<b>Hobby/interests</b>	An activity that people do for fun in their spare time.
<b>Lend</b>	Money given to someone but they have to pay it back.
<b>Money</b>	Coins or notes used to buy things.
<b>Mortgage</b>	A loan from a building society or a bank when someone wants to buy a house of flat.
<b>Mortgage Lender</b>	Someone whose job it is to help people with mortgages.
<b>Newspaper</b>	Printed paper with news stories and advertisements on them.
<b>Office</b>	The place where some employees work at desks.
<b>Open-plan office</b>	An office where everyone sits together without walls between people.
<b>Organised</b>	To be good at putting things in order.
<b>Polite</b>	Showing respect for others.
<b>Receptionist</b>	The person who meets and greets all of the visitors to an office, helping to make sure they get to the right Department.
<b>Safe and secure</b>	To look after and protect something.
<b>Scanners</b>	Machines that check for hidden objects like metal.



**Word Bank**

**Working Life**

**S-Z**

<b>Security Guard</b>	The person responsible for keeping the building and grounds protected.
<b>Skills</b>	Things that someone is good at.
<b>Solicitor</b>	A person who advises on the law.
<b>Stranger</b>	A person that you do not know.
<b>Surveyor</b>	A person who advises on buildings for sale, helping to check that they are safe.
<b>Uniform</b>	Set clothing worn by a group of people to help the group look the same.
<b>Visitors</b>	Someone coming or 'visiting' somewhere for a set amount of time.