



Word Bank

Working Life

A-E

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



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F-S

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



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S-Z

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