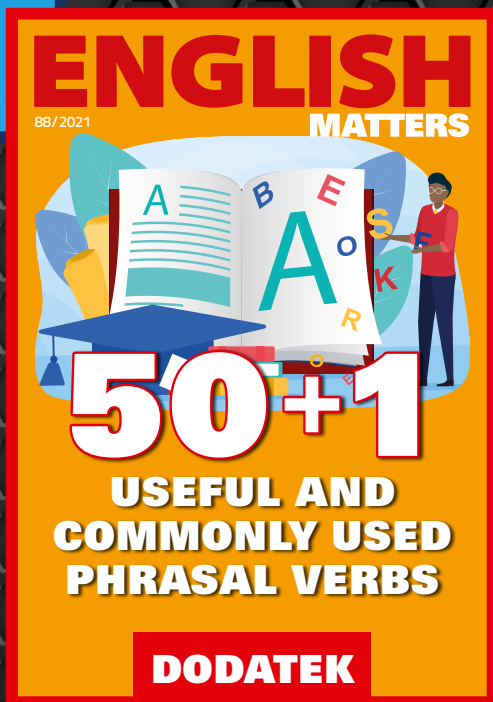


# TWOJE DODATKI



EM84

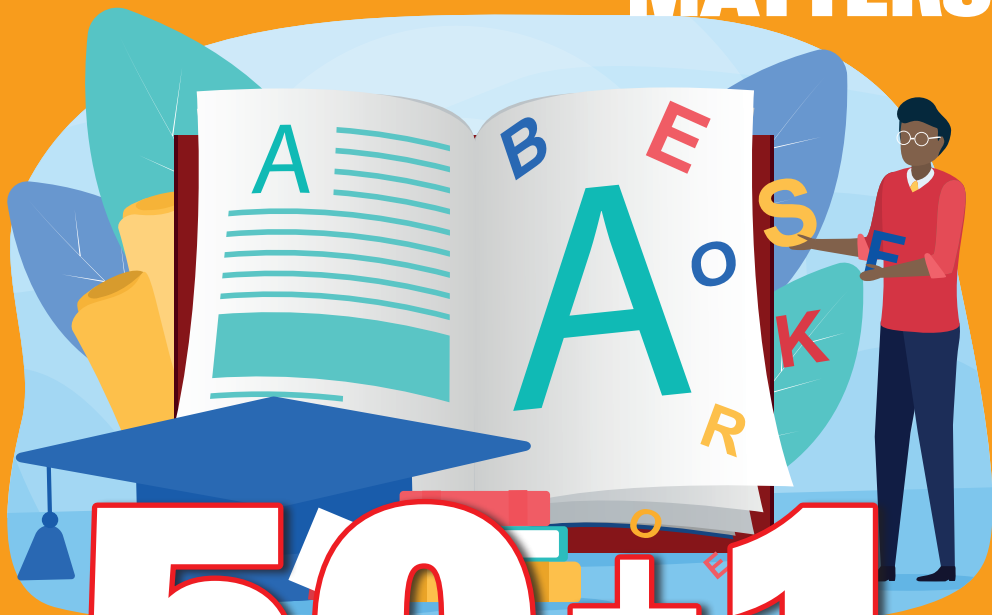
EM88



# ENGLISH

88/2021

MATTERS



# 50+1

**USEFUL AND  
COMMONLY USED  
PHRASAL VERBS**

**DODATEK**

# ENGLISH MATTERS

**H**ave you heard of phrasal verbs, but couldn't quite get your head around them? Perhaps you've looked them up and realised you need to look into them more? Have you been looking out for a great guide, looking forward to learning them? Well, look no further – this is the guide you've been looking for! Look out! Here come 51 phrasal verbs.

Where possible, this guide groups phrasal verbs by the verb they use. First the phrasal verb is given, then an explanation, and finally an example. In some cases, a famous example is also given, indicated with an \*asterix. If you don't know the famous reference, keep calm and carry on.

to look sth up | sprawdzać coś (np. w słowniku)

to realise sth | zdać sobie z czegoś sprawę

to look forward | czekać z niecierpliwością

further 'fɜːðə(r) / 'fɜːrðə | dalej

indicated with sth | tu: oznaczony czymś

reference 'refrəns | odniesienie

to carry on | kontynuować

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Poradnik językowy jest bezpłatnym dodatkiem do English Matters nr 88/2020.

**Opracowanie:** Owen Williams

**Korekta:** Graham Crawford

**Colorful Media** ul. Lednicka 23, 60-413 Poznań

tel. 61 833 63 28, redakcja@colorfulmedia.pl

**Okładka:** Stasia Lebedenko/Depositphotos

## Phrasal Verbs with 'look'

**Look out** – be aware of imminent danger or be careful.

“Look out, there’s a car coming!”

**Look out for** – to be looking with anticipation for something (an extension of ‘look out’)

“I can’t wait for the new edition of *English Matters*, I’ve been looking out for it in the shops for days!”

**Look for** – to try to find something, to search

“What are you doing on the floor Magda?”

“I’m looking for my car keys, I thought they might be under the sofa.”

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*\*I still haven’t found what I’m looking for – U2 song*

**Look into** – to try to find more information about something

“I’m sorry but I don’t know the answer, let me look into it and get back to you later, ok?”

**Look up** – to search for information from a set place (usually a dictionary or something similar)

“I don’t know who directed that film, why don’t we look it up on imdb?”

**Look forward to** – to be excited about something that (you expect) is going to happen

“I’ve been looking forward to my birthday for weeks. I can’t wait to celebrate.”

**Look after** – to take care of

“I need to go to the office tomorrow, will you be able to look after the children by yourself?”

aware of sth | świadomy czegoś

imminent | bliski, nieuchronny

with anticipation | z niecierpliwością, w oczekiwaniu

to search | szukać

set | tu: określony, ustalony

to look after sb/sth | opiekować się kimś/czymś

## Phrasal Verbs with 'go'

**Go through** – 1. to experience a difficult time or situation

“I’m so sorry to hear what you’ve been going through lately, it must be an awful time for you.”

2. to search through or examine something carefully, often when looking for something

“If you don’t find the receipt in your coat pocket, you’ll have to go through the rubbish and see if it’s in there.”

**Go back** – used to describe a long history between two or more people

“I can’t believe you know the name of Jane’s first cat!”

“Oh yeah, Jane and I go back a long way – I think I’ve met three of her cats in total.”

**Go over** – to repeat or rehearse something

“I haven’t managed to learn all of my lines yet, would you mind going over them with me please?”

**Go off** – 1. to become no longer good for consumption (food or drink)

“I wouldn’t drink that milk if I were you, it’s been in there for at least two weeks – it must have gone off by now.”

2. to stop liking something

“Hey Pete, I just bought the new Radiohead album, have you heard it yet?”

“Na, I’ve gone off Radiohead, I’m more into pop music nowadays.”

to experience sth | doświadczać czegoś

to examine sth tu ɪgˈzæmɪn ˈsʌmθɪŋ | sprawdzać coś

carefully | tu: dokładnie, dogłębnie

receipt rɪˈsi:t | paragon, pokwitowanie

rubbish | śmieci

to rehearse sth tə rɪˈhɜ:s / rɪˈhɜ:rs ˈsʌmθɪŋ | ćwiczyć coś

to manage to do sth | po/radzić sobie z czymś

at least | przynajmniej, co najmniej

nowadays | obecnie



3. to explode

“Did you hear an unexploded bomb was found near the bridge?”

“Yeah! Can you imagine the carnage it would cause if it went off?!”

**Go out** – to date someone or to go to a place outside

“Hi Georgia, have you heard the news? Kelly and Kim are going out together!”

“What, you mean they’re going to the show together, or they’re dating?”

“Both!!”

**Go ahead** – please proceed

“Would you mind if I led the presentation this afternoon Mike?”

“Go ahead Julie, it’s great to see you taking such a strong interest.”

**Go on** – 1. to talk about something (often at greater length than the listener wants)

“Oh don’t invite Mary, she always goes on about how boring her job is...”

2. used as a phrase to encourage someone, or give them permission to do something

“Your turn Tom, go on.”

**carnage** | masakra, rzeź

**to date sb** | spotykać się z kimś,  
randkować

**to proceed** *tə prəˈsi:d / prəʊˈsi:d*

| kontynuować, iść dalej

**to lead sth** | poprowadzić coś

**length** *lenkθ* | długość

**to encourage sb to do sth** |  
zachęcać kogoś do zrobienia  
czegoś

**permission** *pəˈmɪʃn / pərˈmɪʃn* |  
pozwolenie, zezwolenie

## Phrasal Verbs with 'get'

**Get over** – to return to normal after suffering some form of defeat or loss

“I’m glad Kelly has finally got over Kim. They were never any good together.”

**Get through** – to survive a difficult time

“I know things are hard right now, but if we all work together and support each other, I’m sure we’ll get through this.”

*\* Gotta Get Through This - Daniel Bedingfield*

**Get on** – 1. to enter a bus/train/plane

2. to have a good relationship with someone

“Why didn’t you get on the bus this morning Alan?”

“I saw Jamie in there and I was worried it would be awkward.”

“Oh yeah, I forgot you and Jamie don’t get on.”

**Get off** – 1. to exit a bus/train/plane (the opposite of ‘get on’)

“Please wait until the bus has come to a complete stop before you get off.”

2. (slang) to enjoy something, often connected with arousal

“I think Josh is weird – he gets off watching people cut their toe nails.”

**Get down** (to something) – to start doing something, especially if it requires your full attention

“Right, enough procrastinating, I really need to get down to that report.”

**Get in** – to enter a car or succeed in gaining entry to a club or institution

“Mum, did you hear? I got in to Oxford!”

“That’s wonderful news dear. Get in the car, let’s go out and celebrate!”

**defeat** | porażka

**loss** | strata

**awkward** ˈɔːkwəd / ˈɔːkwərd | dziwne

**to enjoy sth** | lubić coś

**arousal** əˈraʊzəl | podniecenie,

podbudzenie

**weird** wɪəd / wɜːd | osobliwy, dziwny

**to require sth** | wymagać czegoś

**to procrastinate sth** | odwlekać,  
odkładać coś

**to gain sth** | zdobyć coś

**entry** | wstęp, dostęp





**Get out** – 1. to exit a car

2. to leave the house and experience the world

“I’ve told you you should get out more David.”

“I get out all the time Mum – I went for a drive this morning.”

“Yes, you do like to drive, but you never get out of the car, so it doesn’t really count!”

**Get back** – 1. to have something returned to you

“I can’t believe it, I thought I’d lost my phone forever. I never thought I’d get it back!”

**to count** | liczyć się



2. to retreat

“Their army outnumbers ours by two to one, and they have the higher ground. We should get back while we still can.”

3. to return

“If we don’t turn back now, we’ll never get back before dark.”

*\*Get Back – The Beatles*

**Get away** – to escape

“When the guard isn’t looking, let’s make a run for it. If we don’t get away now, we might be trapped here forever.”

**Get away with** – to not get caught

“He got away with stealing office supplies for months before he was caught.”

*”I would have got away with it if it wasn’t for those meddling kids” repeated line on Scooby Doo.*

**Get lost** – 1. to lose your way

“We really should take a map – there won’t be any reception in the mountains and it would be dangerous if we were to get lost.”

2. a command telling someone to go away or stop interfering

“You really should have listened to your sister Paul.”

“Oh get lost Henry, I feel bad enough already.”

to outnumber sth | przewyższać coś liczebnie

guard | strażnik

to make a run for it | rzucić się do ucieczki, zwiewać

trapped | uwięziony

office supplies | materiały biurowe

meddling | wścibski

reception | tu: zasięg

to get lost | zgubić się

to go away | odchodzić

to interfere tu ,ɪntəˈfɪə(r) / ,ɪntərˈfɪr | przeszkadzać, wtrącać się

## Phrasal Verbs with 'let'

**Let off** – 1. to forgive someone

“I can’t believe you’ve let Mark off! I’d have never forgiven him if he’d treated me that way.”

2. to release someone or something (such as a dog from a lead, or a firework)

“Don’t let Spike off the lead, it looks like those guys are about to let off some fireworks.”

**Let in** – to allow entry

“Let me in, it’s cold out here!”

**Let down** – to disappoint

“I feel so let down by Daniel. He barely even tried today and I’m sure that’s why we lost.”

**Let go** – to release something either literally or figuratively

“Oh please would you just let it go?! You’ve been going on about it for an hour now.”

“Well if you didn’t want me to complain about it, you shouldn’t have let it go.”

“For the last time, I didn’t mean to – it just slipped out of my hand.”

to release sb/sth | wyswobodzić,

wypuścić kogoś/coś, odpalić coś

lead | smycz

firework | sztuczny ogień, fajerwerk

to allow sth | zezwolić, pozwolić na coś

to disappoint sb *tə ,dɪsə'pɔɪnt 'sʌmbədi* |

rozczarować kogoś

barely | ledwo

either...or... | albo...albo...

literally | dosłownie

figuratively *'fɪɡərətɪvli* / *'fɪɡjərətɪvli* |

w przenośni

to complain about sth | narzekać

na coś

to slip out | wyślizgnąć się



## Phrasal Verbs with 'carry'

**Carry out** – to perform an action or procedure

“I was really impressed with how you carried out that project Alex.”

**Carry on** – to continue

“I think we might have gone too far, I don't remember seeing that shop last time we were here.”

“I remember it – the place is just a little bit farther up the road.”

“So should I keep going?”

“Yes, carry on this way.”

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*\*Keep Calm and Carry On famous British slogan from World War II*

## Phrasal Verbs with 'put'

**Put up** - to provide shelter for someone

“Well, if you're going to visit Texas, make sure you let us know; we'd be happy to put you up for a few days at least.”

**Put up with** – to tolerate

“I don't know why he put up with her for so long to be honest. I wouldn't let someone treat me that way.”

**Put down** – (literal meaning) to place something from your hands onto a surface.

“Please put the shopping down on the table.”

(Meaning as a phrasal verb) to euthanise an animal

“I'm so sorry Geoff, but we cannot help Spot. We're going to have to put him down.”

\*The two meanings of this phrasal verb is the basis of a bad joke in English: The vet says, “I'm sorry sir, but I'm going to have to put your dog down.” The man replies, “Oh no! What's wrong with him?” The vet says, “Nothing, he's just very heavy.”

to perform sth | wykonywać coś

to provide sth | dostarczyć  
czegoś

shelter | schronienie

literal | dosłowny  
meaning | znaczenie

**Put out** – to extinguish a fire

“Luckily the fire service were able to put the fire out before it completely destroyed the building.”

**Put back** – (meaning as a phrasal verb) to delay something (usually on purpose)

“We put the meeting back by four hours so our colleagues in different time zones can join us too.”

(literal meaning) to place something back in its original place

“Stuart, we don’t need any more sweets at home. Please go put those back where you found them.”

“But mummy, I want them.”

“No Stuart. Put them back.”

**Put on** – 1. to start an electrical appliance

“Put the kettle on would you honey, I’d love a cup of tea.”

2. to start to wear something

“If you want to go out in this weather, you’re going to have to put on your hat, scarf and gloves.”

3. to organise or present a show or event

“You’ve got to come to the party tonight, Christina always puts on a great show.”

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\*Take a Bow – song by Rihanna

4. to subject someone to something unpleasant (usually used in connection with ‘blame’).

“You can’t put all the blame on me – we were all there!”

---

\*Human – song by Rag’n’Bone Man

to extinguish sth tu ɪk'stɪŋɡwɪʃ 'sʌmθɪŋ

| ugasić coś

luckily | na szczęście

to delay sth | opóźnić coś

on purpose | celowo

appliance | urządzenie

kettle | czajnik

to take a bow tə teɪk ə baʊ |

kłaniać się

to subject sb to sth | poddać kogoś

czemuś

unpleasant | niemiły,

nieprzyjemny

blame | wina



5. to gain weight

“I can’t believe I’ve actually put on weight! I’ve been following a diet for two months.”

6. to impersonate an accent or particular expression

“You didn’t actually think he was Scottish did you? He was just putting that accent on to be funny!”

7. to pass the phone to someone else (usually meaning to give them the phone).

“Hi sweetie, can you put mummy on (the phone)? I need to ask her something.”

**Put off** – 1. to delay

“Given the current conditions, I think it’s best if we put the wedding off until next year.”

2. to cause someone to stop liking something

“Urgh, I’ll never eat meat again. Visiting the slaughter house has really put me off meat.”

**weight** wert | waga

**actually** | w rzeczywistości, naprawdę

**to impersonate sth** | parodiować coś

**to pass the phone to sb** | przekazać

**komuś telefon**

**current** | obecny

**to cause** | s/powodować

**slaughter house** | rzeźnia

## Phrasal Verbs with 'break'

**Break up** – 1. to end a relationship

“Don’t you think it’s a bit soon to be dating again? Didn’t you just break up with Kim two weeks ago?”

2. to disperse people (usually a large crowd, but also used for two people fighting).

“Police were called to break up the crowd. Everyone left the scene peacefully in the end.”

**Break down** – 1. (of a vehicle/machine) to stop functioning properly

“Why are you late Kevin?”

“Sorry – my car broke down this morning.”

2. (of a thing or idea) to deconstruct, resulting in smaller pieces.

“The task won’t seem so impossible if we just break it down and do one thing at a time.”

**Break in** – to force entry into a place

“Do you know why the police were outside number 74 last night?”

“Yes. I think someone had tried to break in.”

## Phrasal Verbs with 'hold'

**Hold on** – to wait

“Hold on another few minutes, I’m sure they’ll be here soon.”

to **disperse sb** | rozpraszać, rozpędzać kogoś

crowd *kraʊd* | tłum

vehicle *vi:əkl / 'vi:hɪkl* | pojazd

properly | odpowiednio

to **result in sth** | skutkować czymś

to **seem** | wydawać się

to **force sth** | wymusić coś siłą



**Hold back** – 1. to literally or figuratively stop something or someone from moving forward

“She was so mad it took two police officers to hold her back!”

*\*Hold Back the River – song by James Bay*

2. to not give 100%

“Why is Jamie holding back? I’m sure she could win this if she really tried.”

## Phrasal Verbs with ‘turn’

**Turn up** – to arrive or make an appearance

“I can’t hold on much longer. If they don’t turn up soon, I’m going home.”

**Turn out** – used to describe the final outcome of something

“I was worried about the show at first, but things turned out alright in the end.”

**Turn over** – to change the position of something from one side to another

“Please turn over your tests and let’s begin.”

*\*This phrasal verb is also used in the idiom “turn over a new leaf” meaning to make a fresh start on something. E.g. “Have you seen Carol lately? She’s looking so happy since she turned over a new leaf last summer.”*

## Phrasal Verbs Not in Groups

**Pick up** – 1. to collect someone in a car

“I’ll come and pick you up at 11:00. Make sure you’re ready!”

to make an appearance | pojawić się

outcome | wynik, rezultat

to collect sb | odebrać kogoś

2. to lift something or someone

“Gabi, you’re getting too big for me to pick you up!”

3. (informal) to buy something for someone while out

“If you go to the supermarket, could you pick me up some flour please?”

**Set up** – to arrange things in advance

“If I’m not back before noon, would you mind setting things up for the party by yourself dear?”

**Sit back** – to recline in a chair. Often used in conjunction with, or as a synonym for, ‘relax.’

“Finally I’ve finished my work, now I can sit back and relax with a good book.”

**Take down** – to remove something (or someone) from an elevated position

1. “Come on, it’s nearly the end of January, we really need to take down the Christmas decorations.”

2. “Jude has been feeling sad ever since Robert took her down a peg or two in the team meeting.”

**Move in/out** – to start/stop living in a place

“It’s been nearly four years to the day since we moved in here, and now we get a letter saying we need to move out? I can’t imagine living somewhere else.”

That concludes the guide to 50+1 phrasal verbs. Hopefully it wasn’t a letdown and you’ve not gone off the idea of learning them, but rather you feel you’re set up to use them in real life. Go on, give it a try - it could turn out great!

to lift sb/sth | podnieść kogoś/coś

flour ‘flaʊə(r) | mąka

to arrange sth in advance | zaplanować coś z wyprzedzeniem

to recline | wyciągnąć się

conjunction kən'dʒʌŋkʃn | połączenie

to remove sb/sth from sth | usunąć kogoś/coś z czegoś

elevated | podwyższony

to take sb down a peg or two | przywołać kogoś do porządku

letdown | zawód



## Exercise

Complete the phrasal verbs in the following sentences:

1. He's getting too confident, I think someone should take him ..... a peg or two.
2. This week was really hard. Tonight I just want to sit ..... and relax.
3. Before you start the presentation, make sure the projector is set ..... properly.
4. I can't wait to play in the garden at our new house. It's only three weeks until we move .....
5. With all this rain we've been getting, I hope the dam is able to hold ..... the river.
6. I can't hear it, could you turn it ..... please?
7. I'd have never started if I'd known it would turn ..... this way – it's an awful result.
8. I've ordered pizza for lunch. Could you pick it ..... on the way home from your mum's?
9. Luckily, I managed to put the fire ..... by myself and didn't have to call 999.
10. It's cold outside, make sure you put ..... a nice, warm hat.
11. You'd better turn the omelette ..... or it will burn on one side and not cook on the other!
12. You can't put it ..... any longer – you have to do it now.
13. I think things just aren't working with my girlfriend and me. It would be better for both of us if we broke .....
14. As it's the first time you've broken the rules, I will let you ..... this time.
15. The machine is 20 years old and working fine – it's never broken .....
16. The worst day of my life was when someone broke ..... to my garage and stole my car.
17. I'm not ready yet, could you hold ..... a minute please?

**confident** | pewny siebie

**dam** | tama

**awful** 'ɔ:fl | okropny

**to order sth** | zamówić coś

**to burn** | s/palić się

18. That was nice of your uncle to put us ..... for a few days. Paying for a hotel would have been very expensive.
19. Those children next door scream all day and night. I'm not going to put ..... it any longer – I'm going to phone the police.
20. Yes, my foot is hurting, but I'd still like to carry ..... with the race.
21. Please send us a message when you get ....., just so we know you're safe.
22. The kindest thing to do is to put the rabbit ..... - it won't have a good quality of life if we let it live.
23. When Tony arrives, could you let him ..... please?
24. I've just found out I have to work on Saturday. Could we put our dinner ..... until next weekend please?
25. If he doesn't arrive, that will be the third time he's let me ..... this week.
26. I didn't mean to let the lead ....., but when my dog starting pulling, I couldn't hold on.
27. It's a very complicated procedure to carry ....., but the surgeon is very experienced.
28. When I'm older, I'm going to get ..... from here – I can't wait to escape this town.
29. Wait until the ride stops before you get .....
30. Ok, enough small talk, let's get ..... to business.
31. Please just get ..... the car honey, we can talk about it on the way home.
32. Ok, we're here – time to get ..... of the car and grab our stuff.
33. Go ....., it's here for everyone to use.
34. I don't know why she lets him get ..... it – if my son did that, he'd be grounded for a month!
35. We didn't invite you here and you're being rude. Why don't you get .....
36. My only problem with Nigella, is she goes ..... about things for too long.
37. I went to therapy to get ..... my fear of flying.
38. If we stick together we can all get ..... this and live to tell the tale.

**a few** | kilka

**to find out sth** | dowiedzieć się o czymś

**surgeon** | chirurg

**to grab sth** | chwycić, zabrać coś

**to be grounded** | mieć szlaban

**to stick together** | trzymać się razem

**live to tell the tale** | przeżyć, przetrwać

39. That was an awful experience for anyone to go ..... I'm glad you're feeling better now.
40. That's a very interesting subject. I think I'll look ..... it some more.
41. If you're not sure of the meaning, you can always look it ..... in a dictionary.
42. We need to get ..... this train or we'll never make it in time.
43. That sounds great, I'm looking ..... to it already.
44. Hey Paul, would you be able to look ..... the children for a few hours this afternoon please?
45. Your uncle and I go ..... a long way. We originally met at school!
46. I still don't understand it though. Could you go ..... it one more time please?
47. Oh, I've just seen the 'best before' date on these yoghurts. We need to eat them all today or they'll go .....
48. Mel and Sue are officially going .....! I wonder if their romance will last.
49. I heard that eagles have been spotted in that area recently, so look ..... them on your trip.
50. Look ..... climbers! There are rocks falling this way.
51. I was looking ..... you everywhere in the shop, but I just couldn't find you.

**originally** | najpierw

**though** | jednak

**spotted** | dostrzeżony, zauważony

**climber** | wspinacz, alpinista

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1. down, 2. back, 3. up, 4. in ('out' is also acceptable), 5. back, 6. up, 7. out, 8. up, 9. out, 10. on, 11. over, 12. off, 13. up, 14. off, 15. down, 16. in, 17. on, 18. up, 19. up with, 20. on, 21. back, 22. down, 23. in, 24. back, 25. down, 26. on, 27. out, 28. away, 29. off, 30. down, 31. in, 32. out, 33. ahead, 34. away with, 35. lost, 36. on, 37. over, 38. through, 39. through, 40. into, 41. up, 42. on, 43. forward, 44. after, 45. back, 46. over, 47. off, 48. out, 49. out for, 50. out, 51. for.

**Answers:**



WYDANIE SPECJALNE



**ENGLISH**  
MATTERS

[englishmatters.pl](http://englishmatters.pl)



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# ENGLISH

84/2020

MATTERS



# JOB SEARCH

**DODATEK**

# ENGLISH MATTERS

## Job Search

Job hunting has always been quite a stressful experience, and it has been made even more so by the coronavirus pandemic, which will considerably change the way we work and also how we search for it. As more and more layoffs are expected, the job market will get increasingly competitive. So here are a few tips on how to get ahead and land your dream job.

**considerably** | znacznie, znacząco

**to search for sth** | szukać czegoś

**layoff** | zwolnienie z pracy

**to get competitive** | stawać się rywalizującym,  
zmuszać do rywalizacji

**increasingly** | rosnąco

**to land a job** | znaleźć pracę

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Poradnik językowy jest bezpłatnym dodatkiem do English Matters nr 84/2020.

**Opracowanie:** Beata Rostworowska

**Korekta:** Graham Crawford

**Colorful Media** ul. Lednicka 23, 60-413 Poznań

tel. 61 833 63 28, [redakcja@colorfulmedia.pl](mailto:redakcja@colorfulmedia.pl)

**Okładka:** Stasia Lebedenko / Depositphotos

## Tap Your Network First

Just preparing and submitting your CV is not the only thing you should be doing. According to experienced human resource managers responsible for hiring, the biggest mistake people make when job hunting, especially during times of desperation, is limiting their strategy to only sending out as many resumes as possible. Instead, they should take a few minutes a day to focus on networking. The home-office experience has created a good audience for networking. People are not travelling on business or going to conferences, but staying put and working from home, so they are likely to be available and pay attention when you email or call them to ask for help in finding a job. You can also use websites such as LinkedIn to take full advantage of professional networking or just spread the news that you are looking for a job to your family and friends.

**to tap sth** | *tu*: wykorzystywać coś

**to submit sth** | dostarczyć coś, złożyć coś

**according to sb** | według kogoś

**to hire sb** | zatrudniać kogoś

**instead** | zamiast, w zamian

**a few** | kilka

**to focus on sth** | skupić się na czymś

**audience** *'ɔ:diəns* | grupa odbiorców

**to pay attention** | zwracać uwagę

**to spread sth** | rozpowszechniać coś



# Brush Up Your CV

A proper resume should include the following elements:

**Personal details** – name, address, mobile number and email address. You might include your LinkedIn profile or a blog site where employers can find out more about you. Some job seekers include their age, photo and marital status, but it is not obligatory and might provide grounds for discrimination.

**Profile** – it summarises the most important elements of your CV. It is an opportunity to draw attention to things you want to highlight.

**Employment History and Work Experience**. Place this before Education if you have been working for a while. Start with your most recent job detailing your experience.

**Education and Training** – start with your most recent qualifications and diploma.

**Skills** – do not only list your skills, but also give some examples of use, instead of just saying that you are, for example, motivated.

**Language proficiency** – if you speak more than one language. Add your level of proficiency in speaking and writing.

**Achievements** – include your academic, professional and other personal achievements to stand out from other candidates.

**Interests** – include them if they are relevant to the soft skills needed for the job.

**References** – name two people (not relatives), along with their email address and phone number, who may be contacted by the employer for a reference.

to brush sth up | odświeżyć coś,  
podrasować  
to include sth | zawierać coś  
employer | pracodawca  
to find out sth | dowiedzieć się czegoś  
marital status | stan cywilny  
to draw attention to sth tə drɔ: ə'tenʃn tə  
'slmθɪŋ | zwracać na coś uwagę  
to highlight sth | podkreślić coś

employment history | historia  
zatrudnienia  
instead of sth | zamiast czegoś  
language proficiency | biegłość językowa  
achievement ə'tʃi:vmənt | osiągnięcie  
to stand out | wyróżnić się  
to name sb | tu: wskazać kogoś  
relative | krewny

## If You Want People to Read Your CV...

Use short words and sentences. Do not use technical vocabulary, unless you are sure that the reader will understand it. Talk about concrete facts ('I increased sales by 80%'), and not abstract ideas ('I was responsible for a considerable improvement in our market position'). Use verbs in the active voice ('I organised this conference'), and not the passive voice ('This conference was organised by me'). Generally, the active voice is more powerful and easier to understand. Check and check again to avoid errors, such as spelling and grammar mistakes, etcetera. Regularly update your CV to meet the requirements of any jobs you see advertised.

to increase sth | zwiększyć coś

improvement | polepszenie, poprawa

passive voice | strona bierna

to avoid sth | unikać czegoś

to update sth | z/aktualizować coś

to meet the requirements | spełniać wymagania

advertised | reklamowany, ogłaszany





# Adjectives to Describe Character and Skills

**A self-starter** – a person who is highly motivated and ambitious enough to work on their own initiative. Example: *I was a self-starter and worked my way up from being an assistant to an account executive.*

**A team player** – someone who works well with others as part of a group. Example: *I have wide experience of working in groups on projects, so being a team player is second-nature to me.*

**Adaptable** – able or willing to change to different conditions. Example: *I enjoy working in fast-paced environments and adapt to new processes by quickly learning new skills.*

**Confident** – being certain of one's ability. Example: *I am confident in my ability to do the job well.*

**Dependable** – a dependable person always behaves in a sensible way and does what they say they will do. Example: *You can depend on me to accomplish any task you give me.*

**Experienced** – having skills or knowledge because of having done something many times. Example: *Having worked in a school for five years, I am a very experienced teacher.*

**Flexible** – able to make changes or deal with a situation that is changing. Example: *I am flexible in my working hours, being able to work evenings and weekends.*

**Fluent** – ability to speak a language easily, well, and quickly. Example: *I speak fluent English and I am also quite fluent in German.*

enough | wystarczająco, dosyć  
account executive | opiekun klienta  
fast-paced | o szybkim tempie  
confident in sth | pewny czegoś  
in a sensible way | rozsądnie  
to depend on sb | polegać na kimś  
to accomplish sth | z/realizować,  
s/kończyć, wykonać coś

experienced | doświadczony  
knowledge 'nɒlɪdʒ / 'nɔ:lɪdʒ | wiedza  
flexible | elastyczny  
to deal with sth | radzić sobie z czymś  
fluent | biegły

**Hardworking** – always putting a lot of effort and care in one's work. Example: *I am prepared to work long hours as I am a very hardworking person fully committed to my job.*

**Innovative** – using new methods or ideas. Example: *In my last job, I proved to be innovative as I came up with many ideas to improve working conditions in my department.*

**Motivated** – having an incentive or a strong desire to do well or succeed in some pursuit. Example: *I am ambitious, and thus highly motivated to succeed in my job.*

**Organised** – able to plan things carefully and keep things tidy. Example: *I continually strive to be an organised, efficient and loyal personal assistant.*

**Professional** – behaving in a correct way at work and doing your job well. Example: *When it comes to my work, I always try to remain professional and not get distracted by personal concerns.*

**Proficient** – skilled and experienced. Example: *I am proficient in two foreign languages.*

**Resourceful** – skilled at solving problems and making decisions on one's own. Example: *I always try to be resourceful and find solutions to my work problems on my own.*

**Trustworthy** – able to be trusted because of being honest and reliable. Example: *I can be described as being trustworthy as I never divulge company secrets to anyone.*

effort | wysiłek

fully committed to sth | w pełni czemuś oddany

to prove | okazać się

to come up with sth | wymyślić coś, wpaść na coś

incentive | bodziec, pobudka

pursuit | tu: zajęcie, praca, dziedzina, zawód

carefully | tu: dokładnie, starannie

continually kən'tɪnjuəli | nieustannie, ciągle

to strive to sth | dążyć do czegoś

efficient | skuteczny, wydajny

when it comes to... | jeśli chodzi o...

to get distracted by sth | rozpraszać się czymś

on one's own | samodzielnie, na własną rękę

resourceful | przedsiębiorczy, zaradny

trustworthy | godny zaufania

reliable rɪ'laɪəbl | godny zaufania, na którym można polegać

# Verbs to Describe Past Work Experience and Achievements

**Achieve** – to succeed in finishing something or reaching an aim, especially after a lot of work or effort.

Examples: *I helped my clients to achieve their goals and cut costs.*

**Implement** – to put a plan or a system into operation.

Example: *I helped to implement a new policy allowing employees to get access to a gym free of charge.*

**Run a company/a department** – to manage a company/a department.

Example: *I ran a team of 10 technicians while overseeing their day-to-day progress.*

**Play a key role** – to be involved in something, especially in a way that is important.

Example: *I played a key role in campaigning for equal opportunities at my workplace.*

**Execute** – to put a plan or a course of action into effect.

Example: *When I worked for a construction company, I checked that all work was being executed according to the health and safety guidelines.*

**to succeed** tə sək'si:d | odnosić sukces  
goal | cel

**to implement sth** | wprowadzić coś w życie

**to allow sb to do sth** | pozwolić komuś na z/robienie czegoś, tu: umożliwić komuś z/robienie czegoś

**employee** ɪm'plɔɪ: | pracownik

**free of charge** | bez opłat

**to manage sth** | zarządzać czymś

**to oversee sth** | nadzorować coś

**involved in sth** | zaangażowany w coś

**to campaign** tə kæm'peɪn | prowadzić kampanię

**equal opportunities** | równe szanse

**Coordinate** – to bring the different elements of a complex activity or an organisation into a harmonious or efficient relationship.

Example: *I coordinated the efforts of seven colleagues from different departments to create an operations manual.*

**Improve** – to cause something to get better.

Example: *I improved my company training process, which cut costs by over 10%.*

**Oversee** – to watch or organise a job or an activity to make certain that it is being done correctly.

Example: *I oversaw the finance department, keeping track of project goals and progress.*

**Collaborate** – to work with other people/companies for a special purpose.

Example: *I collaborated with the executive team on how to spend the majority of our training budget.*

**Negotiate** – to have formal discussions with someone in order to reach an agreement with them.

Example: *I successfully negotiated a new contract with the union.*

**to cause sth** | s/powodować coś

**to keep track of sth** | kontrolować coś na bieżąco

**majority of sth** | większość czegoś

**in order to** | aby, żeby

## Words to Describe Education

**Graduate:** Last year I graduated from Warsaw University.

**A degree:** I obtained a law degree/a degree in law.

**Thesis:** The subject of my thesis was marine life in the Baltic Sea.

**to graduate from sth** | ukończyć coś

**to obtain sth** | uzyskać coś

**law degree** | wykształcenie prawnicze, dyplom z prawa

## Types of university degrees:

Bachelor of Arts (BA), Bachelor of Science (BSc)

Example: *I hold a Bachelor of Arts degree in history.*

Master of Arts (MA), Master of Science (MSc), Master of Business Administration (MBA)

Example: *I have an MBA in global management.*

Doctor of Philosophy (PhD), Doctor of Medicine (MD)

Example: *After obtaining my MD degree, I became a qualified physician.*

**Bachelor of Arts (BA)** | tytuł licencjata w dziedzinie nauk humanistycznych

**Bachelor of Science (BSc)** | tytuł licencjata w dziedzinie nauk ścisłych

**Master of Arts (MA)** | tytuł magistra w dziedzinie nauk humanistycznych

**Master of Science (MSc)** | tytuł magistra w dziedzinie nauk ścisłych lub przyrodniczych

**Master of Business Administration (MBA)** | tytuł magistra studiów menedżerskich, magister zarządzania

**Doctor of Philosophy (PhD)** | tytuł doktora nauk humanistycznych

**Doctor of Medicine (MD)** | tytuł doktora nauk medycznych

**physician** | lekarz

## Describing a Job

- A job in electronics, a teaching job, a position as a secretary;
- A well-paid job, a highly paid job, a low-paid job, a badly paid job;
- A full-time job, a part-time job, a permanent job, a stable job, a temporary job;
- To work full-time, to work part-time, to have a part-time job, to freelance;
- To work overtime, to work on weekdays, to work on Saturdays, to have a day off

a full-time job | praca na pełen etat

a part-time job | praca w niepełnym wymiarze godzin

a permanent job | praca stała

a temporary job | praca tymczasowa

to work overtime | wyrabiać nadgodziny

to have a day off | mieć dzień wolny





## Phrasal Verbs – Talking About Work

**Fall through:** a deal or an arrangement does not happen.

**Be laid off:** a company stops employing someone due to shortage of work or money.

**Run (something) by/past:** to show someone something so they can share their opinion on it.

**Take over:** to take control of a company, or to start doing a job that someone else was responsible for.

**Talk over:** to discuss a situation or problem with someone.

**Report back:** to bring back information that you were asked to find out about.

**Meet up:** to get together with someone or a group to do something jointly.

**Booked up:** to have no spare time in a schedule.

**Draw up:** to prepare a plan or a document.

arrangement | ustalenie

due to sth | z powodu czegoś

shortage of sth | brak czegoś

to take sth over | przejmować coś

to get together with sb | spotkać się z kimś

jointly | wspólnie

spare time | wolny czas

schedule | grafik



## Cover Letter

You are often asked to submit a motivational letter along with your CV. Such a letter lets you introduce yourself in a unique and personal way during a job application. It contains detailed information on why you are qualified for the job you are applying for. Do not simply repeat what is on your resume – rather, include specific information on why you are a strong match for the employer's job requirements. Think of your personal statement as a sales pitch that will help you get the interview. But keep it short – no longer than one page. The cover letter includes:

**Salutation:** A professional greeting that addresses the hiring manager by name.

**Introduction:** An eye-catching opening paragraph that introduces you and your intention to apply for the position.

**Body paragraphs:** At least two paragraphs describing your relevant professional experience, achievements, skills, and education.

**Closing paragraph:** an ending that contains a call to action (CTA), asking the hiring manager to invite you in for an interview.

to apply for sth | składać o coś podanie, aplikować, ubiegać się o coś

sales pitch | *tu*: chwyt marketingowy, reklama

interview | *tu*: rozmowa o pracę

hiring 'haɪə(r) ɪŋ | zatrudniający, rekrutujący

eye-catching | przykuwający wzrok, zwracający uwagę

at least | przynajmniej, co najmniej

to contain sth | zawierać coś

## How to Nail a Job Interview

Once you have landed an interview, get ready for it: create a list of pertinent questions and answers. Learn these by heart and role-play, pretending to be yourself and the interviewer. You can even record your practice on a camcorder and then review it. When preparing for a remote interview, focus on technology (a good Internet connection) and practice using the platform where the interview will take place. Don't forget about your appearance – sitting down in your pyjamas is not a good idea. Go to your interview with a positive mind-set and you will do just fine.

**to nail sth** | *tu: pot.* zrobić coś dobrze, odnieść sukces w czymś

**pertinent** | istotny

**to learn sth by heart** | nauczyć się czegoś na pamięć

**to role-play** | przećwiczyć, odegrać

**camcorder** | kamera

**remote** | *tu: zdalny*

**to take place** | mieć miejsce

**appearance** | wygląd

**mind-set** | nastawienie



# Tough Interview Questions

- What are your greatest weaknesses?
- Tell me about a time you overcame an obstacle?
- How do you handle stress?
- Why are you leaving your current position?
- How many pennies, if stacked on top of each other, would equal the height of the Empire State building? (Or other questions with no right or wrong answer)
- Why do you want to work in our company?
- Why should we hire you?
- Tell me something about yourself.
- What is your greatest achievement?

**weakness** | słabość

**to overcome sth** | przezwyciężyć coś

**obstacle** 'ɒbstəkl / 'ɑːbstəkl | przeszkoda

**to handle sth** | radzić sobie z czymś

**current** | obecny

**stacked** | ustawiony

**to equal sth** | być czemuś równym, równać się czemuś

**height** haɪt | wysokość

# Must-know Expressions to Be Used in a Job Interview

- I perform well under pressure. – I am capable of working in stressful situations.
- I have a drive to succeed. – I am results driven and good at meeting targets and deadlines.
- I have always been eager to learn. – I am not afraid of new duties.
- I am good at multi-tasking. – I can juggle a lot of duties at the same time.
- I have a proven track record in telecommunications. – have experience in this industry
- What sets me apart from other candidates is my unique skill in dealing with customers.
- My proficiency in many languages is what makes me the best candidate for this position.
- I have effective communication skills in English. – both verbally and in writing
- I have been working in an English-speaking environment for the last three years.

**drive** | *tu:* pęd

**eager to sth** | chętny do czegoś

**duty** | obowiązek

**multi-tasking** *ˌmʌltiˈtɑːskɪŋ / ˌmʌltiˈtæskɪŋ* | wykonywanie wielu zadań jednocześnie, wielozadaniowość

**to juggle sth** | żonglować czymś, *tu:* zajmować się czymś

**track record** | osiągnięcia, kariera zawodowa

**industry** | branża

**to set sb apart from sb** | odróżniać kogoś od kogoś

**customer** | klient

**both** | *tu:* zarówno

**environment** *ɪnˈvaɪrənmənt* | środowisko

Searching for a job can be very nerve-racking and exhausting, so you have to learn to keep things in perspective and retain your sense of humour. Just to end on a lighter note: A recruiter asks a job candidate, ‘Why do you expect such a high salary when you have no experience in this field?’ The job applicant replies, ‘Well, the job is much harder when you don’t know what you’re doing.’

**nerve-racking** | szargający nerwy, stresujący

**exhausting** | wyczerpujący

**to retain sth** | zachować coś

**on a lighter note** | w lżejszym stylu

**salary** | pensja



# Sample CV



Anna Markowska  
Travel Writer  
Ul. Kacza 35, 02- 657 Warsaw, Poland  
+48 789564908  
annamarkowska@gmail.com

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## Professional Profile

I am an enthusiastic and adaptable travel writer with 10 years experience visiting different parts of the world, handling pressure in challenging situations and creating imaginative and inspiring descriptions of the places I go to see. I have excellent communication skills that enable me to maintain very good client relationships. I now specialize in travelling in South America and can communicate effectively in both Spanish and Portuguese.

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## Employment History

June 2016 – present

Travel Writer for the Happy Tourist Travel Company

- I research and provide tips and information on good accommodation, sight-seeing options and shopping destinations for international and group trips.
- I write travel reviews based on my personal experiences and knowledge of local people and places.
- I write a travel blog which has 10,000 followers.

September 2013 – June 2016

Travel Journalist for the Lokalna Gazeta newspaper

- I wrote a weekly travel column for the local newspaper.
- I researched and provided ideas and tips for travelling to local and regional destinations.

May 2011 – August 2013

Freelance travel writer specializing in European travel

- I produced well-researched and accurate content for different travel websites and magazines.
  - I wrote detailed and up-to-date background features on many different European destinations.
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<b>Education</b>	2011 – Bachelor of Arts in Journalism, University of Warsaw, Poland
<b>Achievements and Affiliations</b>	I am a member of the International Society for Travel Writing. I won a competition for the best description of local travel attractions in 2015. I completed a marathon for charity.
<b>Skills</b>	Excellent computer and written communication skills Experienced in travelling in many parts of the world Knowledge of copywriting and editing Able to perform well in challenging situations and to meet tight deadlines
<b>Language Proficiency</b>	English – Advanced (C1) Intermediate Spanish (B1) Intermediate Portuguese (B1)
<b>Interests</b>	Photography, travel, social media, nature, long-distance running
<b>References</b>	Available upon request

WYDANIE SPECJALNE



**ENGLISH**  
MATTERS

[englishmatters.pl](http://englishmatters.pl)



Szczegóły na [kiosk.colorfulmedia.pl](http://kiosk.colorfulmedia.pl)

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