

| <b>Word / Phrase</b>              | <b>A1 Definition</b>                                    |
|-----------------------------------|---------------------------------------------------------|
| to gain experience                | to learn new things from doing something                |
| to work hard                      | to put a lot of effort into your work                   |
| to do one's best                  | to try as much as you can                               |
| a small task                      | a little job you need to do                             |
| a supervisor                      | a person who watches and helps you at work              |
| to give instructions              | to tell someone what to do                              |
| to rush                           | to do something quickly                                 |
| step by step                      | doing things slowly, one after another                  |
| to make a mistake                 | to do something wrong                                   |
| to worry                          | to feel afraid or nervous about something               |
| to improve                        | to get better at something                              |
| to serve food                     | to give food to people                                  |
| to do with care                   | to do something carefully                               |
| to do with attention              | to pay attention when doing something                   |
| to trust somebody                 | to believe someone will help or not lie to you          |
| to be serious about a job         | to work with focus and responsibility                   |
| to give an effort                 | to try hard to do something                             |
| a key to success                  | something very important to do well                     |
| to observe                        | to look at something carefully                          |
| experienced                       | having done something many times before                 |
| to stay calm                      | to be quiet and not angry or nervous                    |
| a good habit                      | something good you do regularly                         |
| to listen to advice               | to hear and follow someone's suggestion                 |
| to become confident in a job      | to feel sure and comfortable doing your work            |
| the company operations            | the work and activities of a company                    |
| to take an order                  | to write or accept what a customer wants                |
| to follow rules                   | to do what the rules say                                |
| in the right order                | in the correct way or sequence                          |
| to register a guest               | to write down a guest's information at a hotel or event |
| to avoid mistakes                 | to try not to do something wrong                        |
| a good knowledge                  | knowing a lot about something                           |
| to grow in a job                  | to get better and stronger in your work                 |
| to move to a better position      | to get a higher or better job                           |
| to practice professional behavior | to act well and correctly at work                       |
| to dress well                     | to wear nice and clean clothes                          |
| punctuality                       | the habit of being on time                              |
| to be respectful                  | to be polite to other people                            |
| to wear a uniform                 | to wear the special clothes of a job or school          |
| neat clothes                      | clean and tidy clothes                                  |
| tidy hair                         | hair that looks clean and nice                          |

**Word / Phrase**

to judge by the look  
to be punctual  
to show responsibility  
without permission  
a calm voice  
to act professionally  
to trust a person  
to enjoy a service  
responsibility  
a promotion

**A1 Definition**

to decide about someone only by how they look  
to arrive or do something on time  
to do your duties well  
without asking to do it  
a quiet and soft voice  
to behave correctly at work  
to believe someone will help or not lie to you  
to like or be happy with a service  
a duty or something you must do  
moving to a better job or position