PolyPhrase LANGUAGES

Learn Spanish A2 – Work and Office Vocabulary

28 words

#	WORD	MEANING	EXAMPLE SENTENCE (WORD BY WORD)
Work Environment, Office and Job Applications			
1	**la oficina**	the office	**Mi oficina es muy grande** my office is very big *My office is very big.*
2	**el trabajo**	the job, the work	**Me gusta mi trabajo** to me is pleasing my job *I like my job.*
3	**el jefe**	the boss	**Mi jefe llega temprano** my boss arrives early *My boss arrives early.*
4	**el compañero**	the coworker, the colleague	**Mi compañero me ayuda mucho** my coworker me helps a lot *My coworker helps me a lot.*
5	**la empresa**	the company	**La empresa está en el centro** the company is in the center *The company is downtown.*
6	**el escritorio**	the desk	**El escritorio está junto a la ventana** the desk is next to the window *The desk is next to the window.*
7	**la computadora**	the computer	**La computadora está en mi escritorio** the computer is on my desk *The computer is on my desk.*
8	**la reunión**	the meeting	**La reunión empieza a las diez** the meeting starts at the ten *The meeting starts at ten.*
9	**el horario**	the schedule, the working hours	**Mi horario es de nueve a cinco** my schedule is from nine to five *My schedule is from nine to five.*
10	**el correo**	the email, the mail	**Envío un correo a mi jefe** I send an email to my boss *I send an email to my boss.*
11	**el equipo**	the team	**Mi equipo trabaja muy bien** my team works very well *My team works very well.*
12	**el sueldo**	the salary, the pay	**Mi sueldo llega cada mes** my salary arrives every month *My salary arrives every month.*
13	**el contrato**	the contract	**Firmo el contrato hoy** I sign the contract today *I'm signing the contract today.*
14	**la vacante**	the job opening, the vacancy	**Hay una vacante en la empresa** there is a vacancy in the company *There is an opening at the company.*

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15	**el puesto**	the position, the post	**Busco un puesto en ventas** I look for a position in sales *I am looking for a sales position.*
16	**el currículum**	the résumé, the CV	**Actualizo mi currículum cada año** I update my résumé every year *I update my résumé every year.*
17	**la entrevista**	the interview	**Mañana tengo una entrevista importante** tomorrow I have an interview important *Tomorrow I have an important interview.*
18	**el candidato**	the candidate, the applicant	**El candidato llega a la entrevista** the candidate arrives at the interview *The candidate arrives at the interview.*
19	**el reclutador**	the recruiter	**El reclutador lee mi currículum** the recruiter reads my résumé *The recruiter reads my résumé.*
20	**la experiencia**	the experience	**Tengo diez años de experiencia** I have ten years of experience *I have ten years of experience.*
21	**solicitar**	to apply for, to request	**Quiero solicitar este puesto** I want to apply for this position *I want to apply for this position.*
22	**contratar**	to hire	**Quieren contratar un nuevo compañero** they want to hire a new coworker *They want to hire a new coworker.*
23	**entregar**	to hand in, to deliver	**Debo entregar mi currículum hoy** I must to hand in my résumé today *I must hand in my résumé today.*
24	**negociar**	to negotiate	**Voy a negociar mi sueldo** I go to negotiate my salary *I am going to negotiate my salary.*
25	**renunciar**	to resign, to quit	**Mi compañero va a renunciar** my coworker goes to resign *My coworker is going to resign.*
26	**el ascenso**	the promotion	**Recibí un ascenso en la empresa** I received a promotion in the company *I got a promotion at the company.*
27	**las prestaciones**	the benefits (job perks)	**Mi empresa ofrece buenas prestaciones** my company offers good benefits *My company offers good benefits.*
28	**el desempeño**	the performance (at work)	**Mi jefe evalúa mi desempeño** my boss evaluates my performance *My boss evaluates my performance.*