

# in company Elementary

## ■ Unit 1

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>advertising</b> (n)	/ædvətɑɪzɪŋ/	Werbung	Real Madrid's marketing deals are worth € 70 million a year in <b>advertising</b> .
<b>agreement</b> (n)	/ə'gri:mənt/	Vertrag	A business <b>agreement</b> is a deal between two companies or organizations.
<b>bargain</b> (n)	/bɑ:gɪn/	„Schnäppchen“, gutes Geschäft	Many people consider Ronaldo a <b>bargain</b> because of the publicity and income he brings to his club.
<b>big in</b> be big in plastics/software/ mobile phones etc	/bɪg, ɪn/ /bi: bɪg ɪn plæstɪks/sɒftweə/ məʊbaɪl fəʊnz/	erfolgreich mit erfolgreich sein mit Kunststoffen/Software/Mobiltelefonen	CMG is a company that is <b>big in plastics</b> .
<b>board</b> (v) boarding at Gate 7/ Plattform 3 etc	/bɔ:d/ /bɔ:ɪŋ ət ,geɪt 'sevən/plætfɔ:m 'θri:/	an Bord gehen am Flugsteig 7/Bahnsteig 3 etc. bereit zum Einsteigen	Flight BA372 will be <b>boarding at Gate 23</b> in ten minutes.
<b>boarding pass</b> (n)	/bɔ:ɪŋ ,pɑ:s/	Bordkarte	You need to show your passport and ticket to get a <b>boarding pass</b> .
<b>business</b> (n) billion-dollar/ business (n)	/bɪznəs/ /bɪljən,dɒlə 'bɪznəs/	Geschäft Milliardengeschäft	Nowadays football is a <b>billion-dollar</b> international <b>business</b> .
<b>check in</b> (phr v)	/tʃek 'ɪn/	einchecken	Try to <b>check in</b> around two hours before your plane departs.
<b>check sth in</b> (phr v)	/tʃek sʌmθɪŋ 'ɪn/	etwas abfertigen	“Do you have <b>anything</b> to <b>check in</b> ?” “Just one piece of hand baggage.”
<b>company</b> (n)	/kʌmpəni/	Unternehmen	Coca-Cola is a multinational drinks <b>company</b> .
<b>deal</b> (n)	/di:l/	Geschäft	Teams such as AC Milan and Juventus earn millions of euros in <b>deals</b> with their sponsors.
<b>delegate</b> (n)	/deləgət/	Delegierter	Over 250 <b>delegates</b> attended the conference.

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<b>dollar</b> (\$) (n)	/ˈdɒlə/	Dollar	The deal is thought to be worth 3 billion <b>dollars</b> (\$3 billion).
<b>euro</b> (€) (n)	/ˈjʊərəʊ/	Euro	Fifty-five million <b>euros</b> (€ 55 million) is a lot of money.
<b>flight</b> (n)	/flaɪt/	Flug	“Are you tired after your <b>flight</b> ?” “A little, but I’m fine.”
<b>free</b> (adj) be free to do sth	/fri:/ /bɪ ˈfriː tə ˈduː ˌsʌmθɪŋ/	frei Zeit haben etwas zu tun	“ <b>Are you free to join me?</b> ” “Yes, I am. Thank you.”
<b>global</b> (adj) global audience/ business/economy	/glɔːbəl/ /ˌglɔːbəl ˈɔːdnəs/ˈbɪznəs/ rɪˈkɒnəmi/	global, weltweit weltweite/s Publikum/Unternehmen / Weltwirtschaft	The Euro 2004 championships attracted a <b>global TV audience</b> .
<b>How do you do?</b>	/haʊ də jə ˈduː/	Guten Tag!, Angenehm!	“I’m Saskia Slater. <b>How do you do?</b> ” “Pleased to meet you. I’m Matt Jensen.”
<b>image</b> (n)	/ɪmɪdʒ/	Ansehen	Beckham, Figo, Ronaldo and Zidane give the club an international <b>image</b> .
<b>income</b> (n)	/ɪŋkʌm/	Einkünfte	<b>Income</b> from sponsors is worth over € 70 million a year.
<b>logo</b> (n) company logo (n)	/ləʊgəʊ/ /ˌkʌmpni ˈləʊgəʊ/	Logo Firmenlogo	Manchester United players wear the Vodafone <b>company logo</b> on their shirts.
<b>marketing</b> (n) marketing deal (n)	/ˈmɑːkətɪŋ/ /ˈmɑːkətɪŋ ˌdiːl/	Werbung Werbevertrag	<b>Marketing deals</b> are worth a lot of money to the top European clubs.
<b>MBA</b> (n)	/ˌæmbɪˈeɪ/	MBA	<b>MBA</b> is an abbreviation for Master of Business Administration.
<b>multinational</b> (n)	/ˌmʌltɪˈnæʃənəl/	multinationaler Konzern	<b>Multinationals</b> such as Opel and Siemens market their products all over the world.

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<b>organiser</b> (n)	/ɔ:gənəraɪzə/	Organisator	"Are you one of the <b>organisers</b> ?" "No, I'm not. I'm a delegate, like you."
<b>partner</b> (n) be partners in (doing) sth	/pɑ:tnə/ /bi 'pɑ:tnəz in ,du:ɪŋ ,sʌmθɪŋ/	Partner Partner sein bei etwas	Area Banca is FC Bologna's major business <b>partner</b> . Over 200 companies <b>are partners in marketing deals</b> with Real Madrid.
<b>passport</b> (n)	/pɑ:spɔ:t/	Pass	Businessmen from the UK need a <b>passport</b> in order to travel abroad.
<b>Pleased to meet you.</b>	/pli:zd tə 'mi:t ju:/	Sehr erfreut.	"I'm Saskia Slater. How do you do?" " <b>Pleased to meet you.</b> I'm Matt Jensen."
<b>publicity</b> (n)	/pʌ'blɪsəti/	Werbung	Players such as Beckham and Del Piero are worth millions of euros in <b>publicity</b> to their clubs.
<b>salary</b> (n)	/sæləri/	Gehalt	Rui Costa's <b>salary</b> is € 4.7 million a year.
<b>sponsor</b> (n) main sponsor (n)	/spɒnsə/ /meɪn 'spɒnsə/	Sponsor Hauptsponsor	"Who's the club's <b>main sponsor</b> ?" "It's Siemens."
<b>ticket</b> (n)	/tɪkət/	Eintrittskarte	<b>Tickets</b> are not issued for Internet reservations.
<b>trademark</b> (n)	/treɪdmɑ:k/	Markenzeichen	Ronaldo's smile is his <b>trademark</b> and is recognised throughout the world.
<b>You're welcome.</b>	/jʊər 'welkəm/	Bitte. Gern geschehen.	"You're in Room 303. Here's your key." "Thank you." " <b>You're welcome.</b> "
<b>worldwide</b> (adj)	/wɜ:ldwaɪd/	weltweit	A <b>worldwide</b> TV audience watched the Euro 2004 championships.
<b>be worth €6m / \$2 billion / £1.5 million</b>	/bi ,wɜ:θ ,sɪks ,mɪljən 'juərəʊz/,tu: ,bɪljən 'dɒləz/,wʌn pɔɪnt ,faɪv ,mɪljən 'paʊndz/	€ 6 Mio / \$ 2 Milliarden / £ 1,5 Mio einbringen	Marketing deals alone <b>are worth €70 million</b> a year to the club.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>alarm clock</b> (n)	/ə'la:m ,klɒk/	Wecker	Many mobile phones have added features such as an <b>alarm clock</b> , calculator etc.
<b>answer</b> (v)	/ɑ:nsə/	beantworten	Some people only use their mobiles to <b>answer</b> incoming <b>calls</b> .
answer a call	/ɑ:nsə ə 'kɔ:l/	Anrufe entgegennehmen	
answer the phone	/ɑ:nsə ðə 'fəʊn/	ans Telefon gehen	I hate it when people <b>answer the phone</b> in restaurants or theatres.
<b>bore</b> (n)	/bɔ:/	Langweiler, Plage	<b>Mobile phone bores</b> are people who leave their phone on all the time and have private conversations in public.
mobile phone bore (n)	/məʊbaɪl 'fəʊn ,bɔ:/	<i>jemand, der sein Handy ohne Rücksicht auf seine Umwelt verwendet</i>	
<b>business</b> (n)	/'bɪznəs/	Geschäft	Do you agree that mobile phones increase <b>business opportunities</b> ?
business opportunity (n)	/'bɪznəs ,ɒpətju:nəti/	Geschäftschance	
<b>calculator</b> (n)	/kælkjəleɪtə/	Taschenrechner	Features such as personal organisers and <b>calculators</b> are available on most mobile phones nowadays.
<b>call</b> (n)	/kɔ:l/	Anruf	When I'm at the gym I only <b>answer</b> important <b>calls</b> .
answer a call	/ɑ:nsə ə 'kɔ:l/	einen Anruf annehmen	
incoming call (n)	/ɪnkʌmɪŋ 'kɔ:l/	eingehender Anruf	People use their mobiles in different ways and some people only use them to receive <b>incoming calls</b> .
make a call	/meɪk ə 'kɔ:l/	anrufen	I <b>made a</b> quick <b>call</b> home on the train to say what time I would be arriving.
receive a call	/rɪsɪv ə 'kɔ:l/	einen Anruf annehmen	How do you use your mobile – for making or <b>receiving calls</b> , or both?
<b>call</b> (v)	/kɔ:l/	anrufen	My wife <b>called</b> me from the supermarket to ask what I wanted for dinner.
<b>call (sb) back</b> (phr v)	/kɔ:l sʌmbədɪ 'bæk/	(jdn) zurückrufen	Alan, I'm in a restaurant. Can I <b>call you back</b> later?
<b>chatter</b> (n)	/tʃætə/	Geschwätz	There's nothing worse than sitting on a train and having to listen to somebody else's annoying mobile phone <b>chatter</b> .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>communication</b> (n)	/kə,mju:nə'keɪʃən/	Kommunikation	Young people use their mobiles for entertainment as well as <b>communication</b> .
<b>confidential</b> (adj)	/kɒnfə'denʃəl/	vertraulich	Talking about <b>confidential</b> matters in public is bad mobile phone etiquette.
<b>connect (to)</b> (v)	/kə'nekt (tu:)/	sich verbinden (mit)	Business people need to be able to <b>connect to</b> their company computers through their mobile phone.
<b>connection</b> (n) connection to the Internet/a PC	/kə'neɪʃən/ /kə'neɪʃən tə ði: 'ɪntənət/ə 'pi:si:/	Verbindung Internetverbindung / Verbindung zu einem PC	People who use their mobile phone as a work tool see <b>connection to a PC</b> as a vital feature.
<b>contact</b> (v) contact sb on their mobile	/kɒntækt/ /kɒntækt ,sʌmbədi ɒn ðeə 'məʊbaɪl/	kontaktieren jdn auf dem Mobiltelefon erreichen	If I'm not at home when you call, you can <b>contact me on my mobile</b> .
<b>conversation</b> (n) have a (long) conversation	/kɒnvə'seɪʃən/ /hæv ə 'lɒŋ kɒnvə'seɪʃən/	Unterhaltung eine (lange) Unterhaltung führen	<b>Having long conversations</b> on your mobile can be extremely annoying for other people.
<b>cover</b> (n)	/kʌvə/	Handyschale	How often do you change your mobile phone <b>cover</b> ?
<b>download</b> (v) download ring-tones/icons etc	/daʊn'ləʊd/ /daʊnləʊd 'rɪŋ,təʊnz/'aɪkɒnz/	herunterladen Klingeltöne / Icons etc. herunterladen	<b>Downloading ring-tones and icons</b> is an important feature of a mobile for many young people.
<b>easy to use</b> (adj) (opposite = <b>hard to use</b> )	/i:zi tə 'ju:z/	benutzerfreundlich schwierig zu benutzen	The most important thing about a mobile phone for me is that it's <b>easy to use</b> .
<b>etiquette</b> (n) mobile phone etiquette (n)	/etɪket/ /məʊbaɪl ,fəʊn 'etɪket/	Etikette Handy-Etikette	Leaving your phone on all the time and talking loudly in public are two examples of bad <b>mobile phone etiquette</b> .
<b>executive</b> (n)	/ɪg'zekjətɪv/	Manager	<b>Executives</b> and salespeople see their mobile phone as a work tool.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
extras (n pl)	/ˈɛkstrəz/	Extras	Features such as a note pad, a personal organiser and connection to a PC are known as “ <b>extras</b> ”.
feature (n)	/ˈfi:tʃə/	(Ausstattungs)Merkmal	What <b>features</b> does your mobile phone have?
“hands-free” phone (n)	/ˈhændz fri: ˈfəʊn/	Freisprechanlage	It is now compulsory in Britain to use a “ <b>hands-free</b> ” <b>phone</b> in your car.
icon (n)	/aɪkɒn/	Icon	<b>Icons</b> are small pictures or symbols that you can attach to text messages.
intimate (adj)	/ɪntɪmət/	vertraulich, intim	In general, fellow travellers do not want to share <b>intimate</b> details of your personal life.
leave your phone on/off	/ˌli:v jə ˈfəʊn ˈɒn/ɒf/	sein Telefon an-/ausgeschaltet lassen	Remember – don’t <b>leave your phone on</b> when you’re at the cinema!
market (n)	/ˈmɑ:kət/	Markt	This latest model is one of the slimmest, sexiest phones <b>on the market</b> .
on the market	/ɒn ðə ˈmɑ:kət/	auf dem Markt	
mobile phone (n)	/məʊbaɪl ˈfəʊn/	Handy, Mobiltelefon	Men tend to like smaller <b>mobile phones</b> while women prefer larger ones.
mobile phone bore (n)	/məʊbaɪl ˈfəʊn ˌbɔ:/	<i>jemand, der sein Handy ohne Rücksicht auf seine Umwelt verwendet</i>	<b>Mobile phone bores</b> leave their phones on all the time and use loud and annoying ring-tones.
mobile phone etiquette (n)	/məʊbaɪl ˈfəʊn ˈetɪkət/	Handy-Etikette	<b>Mobile phone etiquette</b> involves using your mobile phone in a way that does not annoy other people.
mobile (phone) habits/manners (n pl)	/məʊbaɪl (ˈfəʊn) ˌhæbɪts/ˌmænəz/	„Handy-Manieren“	Other people’s bad <b>mobile manners</b> are driving me mad!
mobile phone user (n)	/məʊbaɪl ˈfəʊn ˌju:zə/	Handy-Benutzer	Being a smart <b>mobile phone user</b> means using a “hands-free” phone in the car, speaking quietly in public etc.
model (n)	/ˈmɒdl/	Modell	Do you keep changing your mobile phone in order to have the latest <b>model</b> ? Business people typically use <b>medium-sized models</b> with a large screen to read information.
small/medium-sized/	/ˌsmɔ:l/ˌmi:diəmˌsaɪzɪd/	kleines/mittelgroßes/großes Modell	
large model (n)	ˌlɑ:dʒ ˈmɒdl/		

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>note pad</b> (n)	/nəʊt ˌpæd/	Notepad	A <b>note pad</b> is a mobile phone extra that allows you to write notes and reminders to yourself.
<b>personal organiser</b> (n)	/pɜːsənəl ˈɔːgənaɪzə/	Organizer	A <b>personal organiser</b> allows you to store the names and phone numbers of people you contact often.
<b>pre-paid card</b> (n)	/priːpeɪd ˈkɑːd/	Prepaid-Karte	<b>Pre-paid cards</b> are more suitable for people who don't often use their phones to make calls.
<b>public</b> (n) in public	/pʌblɪk/ /ɪn ˈpʌblɪk/	Öffentlichkeit in der Öffentlichkeit	If you want to be a smart mobile phone user, don't discuss confidential matters <b>in public</b> .
<b>ring-tone</b> (n) download ring-tones	/rɪŋˌtəʊn/ /daʊnləʊd ˈrɪŋˌtəʊnz/	Klingelton Klingeltöne herunterladen	Loud <b>ring-tones</b> can be really annoying if you're on a crowded train. <b>Download</b> our latest <b>ring-tones</b> for only £1.50 per minute.
set the ring-tone at low/high	/set ðə ˌrɪŋˌtəʊn ət ˈləʊ/haɪ/	den Klingelton laut/leise stellen	Remember to <b>set your ring-tone at low</b> if you're in a public place.
<b>salespeople</b> (n pl)	/seɪlzpiːpl/	<i>Leute, die im Vertrieb arbeiten</i>	<b>Salespeople</b> and executives often use their mobiles to connect to their company computers.
<b>screen</b> (n)	/skriːn/	Bildschirm	It's easier to read information on a large <b>screen</b> .
<b>sexy</b> (adj)	/seksi/	sexy	" <b>Sexy</b> " is a term used to describe the latest, slimmest mobile phone models.
<b>size</b> (n)	/saɪz/	Größe	Is <b>size</b> important to you when choosing a mobile phone?
<b>slim</b> (adj)	/slɪm/	schlank, schmal	Their latest model is the <b>slimmest</b> and most sophisticated on the market.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>SMS text message</b> (n)	/,esem,es ,tekst 'mesɪdʒ/	SMS	
send an SMS text message	/,send ən ,esem,es ,tekst 'mesɪdʒ/	eine SMS schicken	The majority of young people use their phones for <b>sending SMS text messages</b> .
<b>sophisticated</b> (adj) (opposite = <b>unsophisticated</b> )	/sə'fɪstɪ,ketɪəd/	technisch ausgereift	I love my mobile phone – it's slim, sexy and <b>sophisticated</b> !
<b>switch off</b> (phr v) (opposite = <b>switch on</b> )	/,swɪtʃ 'ɒf/	ausschalten	Spectators are asked to <b>switch</b> their mobile phones <b>off</b> during the match.
switched off (opposite = <b>switched on</b> )	/,swɪtʃt 'ɒf/	ausgeschaltet	I always leave my phone <b>switched off</b> in meetings.
<b>text</b> (v) text sth to sb/text sb sth	/tekst/ /,tekst ,sʌmθɪŋ tə 'sʌmbədi/,tekst ,sʌmbədi 'sʌmθɪŋ/	eine SMS schicken jdn etwas (per SMS) schicken	Could you <b>text me Mr Hockliffe's address</b> in Paris?
<b>text message</b> (n) send/receive a text message	/tekst ,mesɪdʒ/ /send/rɪ,sɪ:v ə ,tekst 'mesɪdʒ/	SMS, Textnachricht eine SMS senden/erhalten	Young people spend a lot of time <b>sending and receiving text messages</b> .
<b>turn off</b> (phr v) (opposite = <b>turn on</b> )	/tɜ:n 'ɒf/	abstellen	When the phone rang she <b>turned it off</b> without answering.
<b>user</b> (n)	/ju:zə/	Benutzer	According to the ITU at the end of 2002 there were 1.390 million mobile phone <b>users</b> .
<b>work tool</b> (n)	/wɜ:k ,tu:l/	Arbeitsmittel, Werkzeug	Executives and salespeople see their mobile mainly as a <b>work tool</b> .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>alarm</b> (n) the alarm goes off	/ə'la:m/ /ði: ə'la:m gəʊz 'ɒf/	Wecker der Wecker klingelt	My day starts at 7.15 when <b>the alarm goes off</b> .
<b>always</b> (adv) (opposite = <b>never</b> )	/ɔ:lweɪz/	immer nie	Frank <b>always</b> arrives at work at 9.00.
<b>call</b> (n) take a call	/kɔ:l/ /,teɪk ə'kɔ:l/	Anruf einen Anruf entgegennehmen	Could you ask my secretary to <b>take the call</b> , please?
<b>client</b> (n) go out with a client	/'klaɪənt/ /gəʊ ɔʊt wɪð ə 'klaɪənt/	Kunde mit einem Kunden essen gehen	The morning usually involves taking calls from <b>clients</b> and dealing with e-mails. Sometimes I have lunch at my desk but sometimes I <b>go out with a client</b> .
visit a client	/,vɪzɪt ə 'klaɪənt/	einen Kunden besuchen	She's usually out of the office in the afternoon, <b>visiting clients</b> .
<b>colleague</b> (n)	/kɒli:g/	Kollege	Do you ever see your <b>colleagues</b> socially outside work?
<b>computer</b> (n) turn on the/ your computer	/kəm'pjʊ:tə/ /,tɜ:n ɒn ,ðə/ɔ: kəm'pjʊ:tə/	Computer den/seinen Computer anstellen Kosten	As soon as she gets to the office she <b>turns on the computer</b> and reads her e-mail.
<b>costs</b> (n pl) cut/reduce costs	/kɒsts/ /,kʌt/rɪ,dʒu:s 'kɒsts/	Kosten senken	Many companies claim that sharing desks <b>reduces costs</b> .
<b>daily routine</b> (n)	/,deɪli ru:'ti:n/	Tagesablauf	"Always", "never" and "often" are useful words for describing your <b>daily routine</b> .
<b>desk</b> (n) at your desk	/desk/ /æt jə 'desk/	Schreibtisch am Schreibtisch	I usually have lunch <b>at my desk</b> but sometimes I go out with clients.
clear your desk	/,kliə jə 'desk/	seinen Schreibtisch aufräumen	Employees <b>clear their desks</b> at the end of the day, leaving them free for colleagues to use.
share desks	/,ʃeə 'desks/	sich den Schreibtisch teilen	60 per cent of staff at IBM "hot-desk" or <b>share their desks</b> .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>desk-sharing</b> (n)	/ˈdeskˌʃeərɪŋ/	<i>die Praxis, sich einen Schreibtisch zu teilen</i>	Many workers find <b>desk-sharing</b> more stressful than traditional office organisation.
<b>disposable</b> (adj)	/dɪˈspəʊzəbl/	Wegwerf-, zum Wegwerfen	“Do you have your own coffee cup?” “Oh no, we have <b>disposable</b> plastic ones.”
<b>e-mail</b> (n)	/iːmeɪl/	E-Mail	
deal with e-mail(s)	/diːl wɪð ˈiːmeɪlz/	E-Mails bearbeiten	I usually start my working day by <b>dealing with e-mails</b> .
read your e-mail(s)	/riːd jər ˈiːmeɪlz/	seine E-Mails lesen	As soon as she gets to work she turns the computer on and <b>reads her e-mail</b> .
<b>employee</b> (n)	/ˌemplɔɪi/	Angestellter	In many companies <b>employees</b> share office space and work flexible hours.
<b>flexible</b> (adj)	/ˈfleksəbl/	flexibel	Desk-sharing can be more <b>flexible</b> but it also leads to arguments with colleagues.
<b>flexible hours</b> (n pl)	/ˈfleksəbl ˈaʊəz/	flexible Arbeitszeit	
work flexible hours	/ˌwɜːk ˈfleksəbl ˈaʊəz/	zu flexiblen Zeiten arbeiten	In theory we <b>work flexible hours</b> , but if you want a decent place to work you arrive early.
<b>flexitime</b> (n)	/ˈfleksɪtaɪm/	Gleitzeit	“Do you work <b>flexitime</b> ?” “No, I don’t. It’s a nine-to-five job.”
<b>get up</b> (phr v)	/ˌget ˈʌp/	aufstehen	
(opposite = <b>go to bed</b> )			The alarm goes off at 7.15 but she doesn’t often <b>get up</b> straightaway.
<b>go to bed</b>	/ˌgəʊ tə ˈbed/	ins Bett gehen	
(opposite = <b>get up</b> )			I usually <b>go to bed</b> between 11 and midnight and sometimes feel very tired.
<b>hot-desk</b> (v)	/ˈhɒtˈdesk/	einen Arbeitsplatz (Schreibtisch) mit Kollegen teilen	Nowadays, more and more employees “ <b>hot-desk</b> ”.
<b>hot desking</b> (n)	/ˈhɒt ˈdeskɪŋ/	den Arbeitsplatz (Schreibtisch) mit Kollegen teilen	<b>Hot desking</b> is a system in which employees share desks with their colleagues.

# in company Elementary

## ■ Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>internet-based</b> (adj)	/ɪntənətˌbeɪst/	im Internet	Roundpeg.com is an <b>internet-based</b> recruitment agency.
<b>involve</b> (v)	/ɪnˈvɒlv/	umfassen	Mornings tend to <b>involve</b> meetings, taking calls and dealing with e-mail.
<b>laptop</b> (n)	/læptɒp/	Laptop	<b>Laptops</b> are useful for people who work out of the office a lot.
<b>managing director</b> (n)	/mænɪdʒɪŋ də'rektə/	Geschäftsführer	Jodie Lawson is <b>managing director</b> of roundpeg.com.
<b>meeting</b> (n)	/mi:tiŋ/	Besprechung	I seem to spend most of my days in <b>meetings</b> .
department meeting (n)	/dɪpɑ:tmənt 'mi:tiŋ/	Abteilungsbesprechung	The next <b>department meeting</b> will be on Wednesday 12 May at 11.00.
evening/lunchtime meeting (n)	/i:vnɪŋ/lʌntʃtaɪm 'mi:tiŋ/	abendliche Besprechung / Besprechung zur Mittagszeit	She finishes work at 7.00 but quite often goes to an <b>evening meeting</b> .
<b>mess up</b> (phr v)	/mes 'ʌp/	zum Abstürzen bringen	We often have arguments about space and someone always <b>messes up</b> the computer.
<b>never</b> (adv) (opposite = <b>always</b> )	/nevə/	nie	He <b>never</b> goes home before half past six in the evening.
<b>office</b> (n)	/ɒfɪs/	Büro	What time do you usually <b>get to the office</b> ?
get to the office	/,get tə ði: 'ɒfɪs/		
leave the office (opposite = <b>arrive at the office</b> )	/li:v ði: 'ɒfɪs/	das Büro verlassen	Employees have to clear their desks before <b>leaving the office</b> at the end of the day.
office equipment (n)	/ɒfɪs ɪˌkwɪpmənt/	Büroausstattung	<b>Office equipment</b> includes furniture and things such as computers, fax machines etc.
office organisation (n)	/ɒfɪs ˌɔ:gənəɪ'zeɪʃn/	Büroorganisation	Many people prefer traditional <b>office organisation</b> to hot desking.

# in company Elementary

## Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
office ritual (n)	/ˈɒfɪs ˈrɪtʃʊəl/	„Büroritual“	<b>Office rituals</b> help to create a happy working atmosphere.
office space (n)	/ˈɒfɪs ˌspeɪs/	Bürraum	Office Angels, a recruitment agency, did a survey about the use of <b>office space</b> .
office worker (n)	/ˈɒfɪs ˌwɜːkə/	Büroangestellte/r	Hot desking makes some <b>office workers</b> less productive.
work/be out of the office	/ˌwɜːk/biː ˌaʊt əv ðiː ˈɒfɪs/	außerhalb des Büros arbeiten / nicht im Büro sein	He <b>works out of the office</b> a lot and has his own laptop.
<b>often</b> (adv)	/ˈɒfn/	oft	I leave work at 7.00 but <b>often</b> have to go to an evening meeting.
<b>own</b> (adj)	/əʊn/	eigen	Many people feel uncomfortable about sharing and prefer to have <b>their own desk</b> .
your own coffee cup	/jə ˌəʊn ˈkɒfi kʌp/	sein(e) eigene Kaffeetasse	
<b>personal</b> (adj)	/pɜːsnəl/	persönlich	Some people like to put their name on <b>personal office equipment</b> .
personal desk/office equipment (n)	/ˌpɜːsnəl ˈdesk/ˈɒfɪs ɪˌkwɪpmənt/	eigener/s Schreibtisch / Büromaterial	
personal space (n)	/ˌpɜːsnəl ˈspeɪs/	persönlicher Raum	Do you feel happy sharing or do you prefer to have your own <b>personal space</b> ?
<b>personalise</b> (v)	/ˌpɜːsnəˌlaɪz/	personalisieren	Workers often like <b>personalising</b> their work space, e.g. by putting their name on personal office equipment.
<b>presentation</b> (n)	/ˌprezənˈteɪʃn/	Präsentation, Vortrag	I get very nervous before <b>making presentations</b> .
make a presentation	/ˌmeɪk ə ˌprezənˈteɪʃn/	eine Präsentation halten	
<b>productive</b> (adj) (opposite = <b>unproductive</b> )	/prəˈdʌktɪv/	produktiv	Hot desking can make employees less <b>productive</b> and can lead to arguments about space.
<b>recruitment agency/firm</b> (n)	/rɪˈkruːtmənt ˌeɪdʒənsɪ/ˌfɜːm/	private Arbeitsvermittlung	Office Angels, the <b>recruitment agency</b> , decided to do a survey about the use of office space.

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## ■ Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>sometimes</b> (adv)	/sʌmtaɪmz/	manchmal	Desk-sharing can <b>sometimes</b> cause arguments between colleagues.
<b>space</b> (n) save space	/speɪs/ /seɪv 'speɪs/	Platz Platz sparen	One of the advantages of hot desking is that companies can <b>save space</b> .
<b>staff</b> (n)	/stɑːf/	Angestellte	60 per cent of IBM's <b>staff</b> "hot-desk" or share desks.
<b>stressful</b> (adj) (opposite = <b>relaxing</b> )	/stresfl/	anstrengend	Companies say that the new systems are more flexible but employees often find them <b>stressful</b> .
<b>study</b> (n)	/stʌdi/	Studie	A recent <b>study</b> claims that daily routine and office rituals create a happy working atmosphere.
<b>survey</b> (n)	/sɜːveɪ/	Umfrage	We're currently doing a <b>survey</b> about the use of office space.
<b>system</b> (n)	/sɪstəm/	System	Hot desking is a relatively new <b>system</b> aimed at saving space and cutting costs.
<b>usually</b> (adv)	/juːʒuəli/	normalerweise	Frank <b>usually</b> has lunch at work.
<b>work</b> (n) get to work (opposite = <b>leave work</b> )	/wɜːk/ /get tə 'wɜːk/	Arbeit bei der Arbeit ankommen	She doesn't have breakfast at home; she has a bowl of cereal when she <b>gets to work</b> .
leave work (opposite = <b>get to work</b> )	/liːv 'wɜːk/	die Arbeit verlassen	I try to <b>leave work</b> no later than 5.30.
start work (opposite = <b>finish work</b> )	/stɑːt 'wɜːk/	anfangen zu arbeiten	Because we share office space you have to <b>start work</b> early if you want to find a decent desk.

# in company Elementary

## Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>work space</b> (n) personalised work space	/wɜ:k ,speɪs/ /pɜ:snəlaɪzd 'wɜ:k ,speɪs/	Arbeitsplatz personalisierter Arbeitsplatz	Office workers often find regular working hours and a <b>personalised work space</b> more productive.
reserve work space	/rɪ,zɜ:v 'wɜ:k ,speɪs/	Arbeitsplatz reservieren	In some companies, employees <b>reserve</b> their <b>work space</b> for the next day.
<b>worker</b> (n)	/wɜ:kə/	Arbeitnehmer	For our survey we interviewed <b>workers</b> about which system they preferred: hot desking or a personalised work space.
<b>working atmosphere</b> (n)	/,wɜ:kɪŋ 'ætmos,fɪə/	Arbeitsatmosphäre	Do you agree that office rituals help to create a happy <b>working atmosphere</b> ?
<b>working hours</b> (n pl)	/,wɜ:kɪŋ 'aʊəz/	Arbeitszeit	"Do you work flexitime?" "No, I do regular <b>working hours</b> ."

# in company Elementary

## ■ Unit 4

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>arrange</b> (v)	/ə'reɪndʒ/	organisieren	<b>Arranging</b> a business trip involves things like booking flights and organising the equipment you need.
<b>attach</b> (v) attach a file	/ə'tætʃ/ /ə,tætʃ ə 'faɪl/	anhängen eine Datei anhängen	There was a problem with the file you sent. Could you <b>attach a new file</b> in Acrobat format?
attached file(s) (n)	/ə,tætʃt 'faɪlz/	Anhang	I am sending you the information you requested as an <b>attached file</b> .
<b>attachment</b> (n) open an attachment	/ə'tætʃmənt/ /əʊpən ən ə'tætʃmənt/	Attachment, Anhang ein Attachment öffnen	Please send a copy of your CV as an <b>attachment</b> . I'm afraid I couldn't <b>open your attachment</b> .
<b>be based in</b>	/bi 'beɪst ɪn/	den Sitz haben	The company <b>is based in</b> Sacramento, California.
<b>book</b> (v) book a flight/ticket	/bʊk/ /bʊk ə 'flaɪt/tɪkɪt/	buchen einen Flug/ein Ticket buchen	Go ahead and <b>book the flights</b> .
<b>booking reference</b> (n)	/bʊkɪŋ ,refrəns/	Buchungs-, Reservierungsnummer	The flights are booked. Your <b>booking reference</b> is YE8GXC.
<b>brochure</b> (n)	/brəʊʃə/	Prospekt	We've had 2,000 copies of the new <b>brochure</b> printed – it looks great!
<b>business</b> (n) do business	/'bɪznəs/ /du: 'bɪznəs/	Geschäft Geschäfte machen	Thank you for forwarding the information I requested. I hope we can <b>do business</b> together.
<b>corporate gift</b> (n)	/kɔ:p(ə)rət ɡɪft/	Kundengeschenk	<b>Corporate gifts</b> are presents that companies give to their clients.
<b>correspondence</b> (n) end the correspondence	/'kɒrɪ'spɒndəns/ /end ðə 'kɒrɪ'spɒndəns/	Korrespondenz Korrespondenz beenden	The problem with e-mail is that people don't always know when to <b>end the correspondence</b> .
<b>delay</b> (n)	/dɪ'leɪ/	Verspätung	There are often <b>delays</b> at the airport. Is there an earlier flight?

# in company Elementary

## ■ Unit 4

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>details</b> (n pl) Details to follow.	/di:teɪlz/ /di:teɪlz tə 'fɒləʊ/	Einzelheiten Einzelheiten folgen.	Here are the <b>details</b> of your flight: depart Bilbao 10.00; arrive Berlin 12.20. The hotel is the same as last year. Is that all right? <b>Details to follow.</b>
<b>e-mail</b> (n) get/receive (an) e-mail	/i:meɪl/ /get/rɪ,si:v (ən) 'i:meɪl/	E-Mail eine E-Mail bekommen	<b>E-mail</b> is a very fast and easy form of communication. How many <b>e-mails</b> do you <b>get</b> a day?
reply to (an) e-mail	/rɪ,plɑɪ tu: ən 'i:meɪl/	eine E-Mail beantworten	I don't have time to <b>reply to</b> all my <b>e-mails</b> .
send (an) e-mail	/send ən 'i:meɪl/	eine E-Mail schicken	They're <b>sending</b> me <b>an e-mail</b> to confirm the time of the meeting.
<b>equipment</b> (n) digital photography /safety/sports etc equipment	/i'kwɪpmənt/ /dɪdʒɪtl fə'tɒgrəfi/seɪftɪ/spɔ:ts i'kwɪpmənt/	Ausrüstung Digitale Foto-/Sicherheits- /Sportausrüstung etc.	Please send further information about your <b>digital photography equipment</b> .
<b>fax</b> (n) get a fax	/fæks/ /get ə 'fæks/	Fax ein Fax bekommen	I've just <b>got a fax</b> from Head Office.
send a fax	/send ə 'fæks/	ein Fax schicken	We'll <b>send a fax</b> to confirm the flight booking.
<b>file</b> (n) attach a file	/faɪl/ /ətætʃ ə 'faɪl/	Datei eine Datei anhängen	My apologies for the problem with the <b>file</b> I sent. Please <b>attach a new file</b> in Acrobat format.
attached file(s) (n)	/ətætst 'faɪl(z)/	angehängte Datei(en)	Thank you for your e-mail with the <b>attached file</b> for the brochure.
<b>flight</b> (n) outward flight (n) (opposite = <b>inbound flight</b> )	/flaɪt/ /aʊtwəd 'flaɪt/	Flug Hinflug	There is a problem with the <b>outward flight</b> . It arrives at 12.30 and the presentation is at 13.30.

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## Unit 4

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>fly</b> (v) fly in (opposite = <b>fly out</b> )	/flaɪ/ /flaɪ 'ɪn/	fliegen hinfliegen	We'll be <b>flying in</b> and out of Berlin on the same day.
fly out (from/of) (opposite = <b>fly in(to)</b> )	/flaɪ 'aʊt (frəm/əv)/	abfliegen (von/aus)	If you <b>fly out from</b> Bilbao at 10.00, you should arrive in Berlin at 12.20.
<b>format</b> (n) in Acrobat/JPEG format	/fɔ:mæt/ /ɪn ,ækrəbæt/ ,dʒeɪpeg 'fɔ:mæt/	Format im Acrobat-/JPEG-Format	I couldn't read your attachment. Could you send it to me again <b>in Acrobat format</b> ?
<b>get back to</b> (phr v) get back to sb	/get 'bæk tu:/ /get 'bæk tə ,sʌmbədi/	zurückrufen jemanden zurückrufen	Thanks for <b>getting back to me</b> so quickly.
<b>launch</b> (n) the launch of	/lɔ:ntʃ/ /ðə 'lɔ:ntʃ əv/	Einführung die Einführung von	Is everything ready for <b>the launch of</b> the new corporate gift range?
<b>let me know</b>	/let mi 'nəʊ/	geben Sie mir Bescheid	<b>Let me know</b> as soon as possible if there are any problems.
<b>letter</b> (n) write a letter	/letə/ /raɪt ə 'letə/	Brief einen Brief schreiben	How many <b>letters</b> do you <b>write</b> a week?
<b>be located</b> (in)	/bi: ləʊ'keɪtəd (ɪn)/	den Sitz haben	Where <b>are you located</b> ? On your webpage this is not clear.
<b>open</b> (v) open an attachment/a file	/əʊpen/ /əʊpən ən ətætʃmənt/'faɪl/	öffnen einen Anhang / eine Datei öffnen	Be careful when <b>opening attachments</b> as they can contain viruses.
<b>organise</b> (v)	/ɔ:gənaɪz/	organisieren	There's always a lot to <b>organise</b> when you're giving a presentation.
<b>pick up</b> (phr v)	/pɪk 'ʌp/	abholen	The flights are booked. <b>Pick up</b> the tickets at the airport.

# in company Elementary

## Unit 4

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>product</b> (n) product range (n)	/prɒdʌkt/ /prɒdʌkt ˌreɪndʒ/	Produkt Produktreihe; Produktangebot	Thank you for your interest in our <b>products</b> . Please find attached information about our latest <b>product range</b> .
<b>projector</b> (n)	/prɒ'dʒektə/	Projektor	For the presentation I'll need a <b>projector</b> to connect to my laptop.
<b>range</b> (n)	/reɪndʒ/	Reihe, Sortiment, Angebot	We're always looking to expand our <b>product range</b> .
<b>request</b> (n) a request for information	/rɪ'kwest/ /ə rɪ,kwest fər ˌɪnfə'meɪʃn/	Anfrage Anfrage, Bitte um Information	Jorgen Bild e-mailed the company with a <b>request for information</b> about their digital photography equipment.
<b>(tele)phone call</b> (n) make a phone call	/(telɪ)'fəʊn ,kɔ:l/ /meɪk ə 'fəʊn ,kɔ:l/	Anruf anrufen	Some people think that <b>making phone calls</b> is quicker than sending e-mails.
<b>trip</b> (n) Have a good trip.	/trɪp/ /hæv ə ˌɡʊd 'trɪp/	Reise Gute Reise.	I'm enclosing your booking reference number and ticket. <b>Have a good trip</b> .
<b>update</b> (v) update a webpage/ website etc	/ʌp'deɪt/ /ʌp'deɪt ə 'webpeɪdʒ/ˌwebsaɪt/	auf den neuesten Stand bringen eine Webseite / Website auf den neuesten Stand bringen	You're right about our <b>webpage</b> – we are currently <b>updating</b> it.
<b>webpage</b> (n)	/ˌwebpeɪdʒ/	Webseite	Where are you located? On your <b>webpage</b> this is not clear.
<b>write back</b> (phr v) write back to sb	/raɪt 'bæk/ /raɪt 'bæk tə ˌsʌmbədi/	zurückschreiben jemandem zurückschreiben	Jorgen <b>wrote back to</b> Michele to thank her for re-sending the attachment.

# in company Elementary

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>acquaintance</b> (n)	/ə'kwetməns/	Bekannte(r)	During a business lunch, don't get up to say hello to other <b>acquaintances</b> in the restaurant.
<b>alcohol</b> (n)	/ælkə'hɒl/	Alkohol	"Let's have a bottle of wine." "Order some for yourself. I don't drink <b>alcohol</b> , you see."
<b>allergic</b> (adj) be allergic to	/ə'lɜ:dʒɪk/ /bi: ə'lɜ:dʒɪk ,tu:/	allergisch allergisch sein auf	I don't eat fish. I'm afraid I'm <b>allergic to it</b> .
<b>bill</b> (n) ask for the bill	/bɪl/ /ɑ:sk fə ðə 'bɪl/	Rechnung die Rechnung verlangen	Signal the end of the meal by <b>asking for the bill</b> .
<b>book</b> (v) book a table	/bʊk/ /bʊk ə 'teɪbl/	reservieren einen Tisch reservieren	<b>Book a table</b> in a quiet part of the restaurant.
<b>business lunch</b> (n)	/'bɪznəs ,lʌntʃ/	Geschäftssessen	A successful <b>business lunch</b> requires careful organisation.
<b>coffee</b> (n) coffee and a liqueur	/kɒfi/ /kɒfi ən ə lɪ'kjuə/	Kaffee Kaffee und Likör	Skip the dessert and order <b>coffee and a liqueur</b> .
<b>coldness</b> (n) (opposite = <b>warmth</b> )	/kəʊldnəs/	Kälte	Try not to be too formal – it creates distance and <b>coldness</b> .
<b>credit card</b> (n) pay with a credit card	/kredit ,kɑ:d/ /peɪ wɪð ə 'kredit ,kɑ:d/	Kreditkarte mit Kreditkarte zahlen	It's quicker and easier to <b>pay the bill with a credit card</b> .
<b>deal</b> (n) make a deal	/di:l/ /meɪk ə 'di:l/	Geschäft ein Geschäft abschließen	Good <b>deals</b> are often <b>made</b> during business lunches.
<b>delicious</b> (adj)	/dɪ'lɪʃəs/	köstlich	"Mine's <b>delicious</b> . How's yours?" "Well, actually the steak's a bit tough."
<b>dessert</b> (n)	/dɪ'zɜ:t/	Nachtsch	Would you like a <b>dessert</b> after the main course?

# in company Elementary

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>distance</b> (n) (opposite = <b>closeness</b> )	/ˈdɪstəns/	Distanz	Too much formality creates <b>distance</b> .
<b>eat out</b> (phr v) (opposite = <b>eat in</b> )	/i:t 'aʊt/	Essen gehen	" <b>Eating out</b> " is an expression meaning to eat in a restaurant rather than at work or at home.
<b>formality</b> (n) (opposite = <b>informality</b> )	/fɔ:'mæləti/	Förmlichkeit	Too much <b>formality</b> isn't good for business – try to relax.
<b>full</b> (adj)	/fʊl/	satt	"What about a dessert?" "No thanks. I'm full."
<b>guest</b> (n)	/gest/	Gast	Try to relax during the lunch so that your <b>guests</b> will feel comfortable.
<b>host</b> (n)	/həʊst/	Gastgeber	It's your duty as <b>host</b> to make your guests feel relaxed.
<b>idea</b> (n) not like the idea of ...	/aɪˈdɪə/ /nɒt ˌlaɪk ði: aɪˈdɪə əv/	Vorstellung die Vorstellung von ... nicht mögen	The guest <b>doesn't like the idea of</b> squid.
<b>name</b> (n) in the name of	/neɪm/ /ɪn ðə 'neɪm əv/	Name auf den Namen	Good afternoon. I have a reservation <b>in the name of</b> Cruyff.
<b>order</b> (v) order sb sth	/'ɔ:də/ /'ɔ:də sʌmbədɪ 'sʌmθɪŋ/	bestellen jemandem etwas bestellen	"Can I <b>order you coffee and a liqueur</b> ?" "That would be wonderful, thank you."
<b>personal matters</b> (n pl)	/ˈpɜːsnəl ˌmætəz/	persönliche Angelegenheiten	Don't talk about <b>personal matters</b> with your guests unless you know them very well.
<b>place</b> (n) It's a nice place.	/pleɪs/ /ɪts ə ˌnaɪs 'pleɪs/	Ort <i>hier</i> : Es ist sehr schön hier.	"This is one of my favourite restaurants." "Yes, <b>it's a nice place</b> ."
<b>plan</b> (v) plan to do sth	/plæn/ /plæn tə 'du: ˌsʌmθɪŋ/	planen planen etwas zu tun	Book a table between 14.30 and 15.00 and <b>plan to finish</b> within two hours.

# in company Elementary

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>quiet</b> (adj) (opposite = <b>noisy</b> )	/ˈkwaɪət/	ruhig	Try to get a table in a <b>quiet</b> part of the restaurant with well-separated tables.
<b>reservation</b> (n) have a reservation (in the name of)	/ˌrezəˈveɪʃn/ /ˌhæv ə ˌrezəˈveɪʃn (in ðə ˌneɪm əv)/	Reservierung (auf den Namen ...) reserviert haben	Good afternoon. I <b>have a reservation in the name of</b> Cruyff.
<b>second course</b> (n)	/ˌsekənd ˈkɔːs/	zweiter Gang	The menu: ask for different starters, followed by a light <b>second course</b> .
<b>share</b> (v)	/ʃeə/	sich teilen	It's a good idea to have different starters that you can <b>share</b> .
<b>signal</b> (v)	/ˈsɪgnəl/	signalisieren	<b>Signal</b> the end of the meal by asking for the bill.
<b>skip</b> (v) skip the starter/ dessert/coffee	/skɪp/ /ˌskɪp ðə 'stɑːtə/dɪ'zɜːt/'kɒfi/	auslassen die Vorspeise/den Nachtisch/den Kaffee auslassen	<b>Skip the dessert</b> and order coffee.
<b>space</b> (n)	/speɪs/	Raum, Platz	A quiet part of the restaurant surrounded by <b>space</b> is an ideal location for a business lunch.
<b>speciality</b> (n) a local speciality	/ˌspeʃɪˈæləti/ /ə ˌləʊkəl speʃɪˈæləti/	Spezialität eine lokale Spezialität	This is one of my favourite restaurants – their <b>speciality</b> is fish. The squid in black sauce is a <b>local speciality</b> .
<b>starter</b> (n)	/ˈstɑːtə/	Vorspeise	No <b>starter</b> for me, thanks. I'll just have the main course.
<b>This way ...</b>	/ðɪs ˈweɪ/	Hier entlang	"I'll take your coats. <b>This way</b> , gentlemen."
<b>tough</b> (adj) The steak/meat is a bit tough. (opposite = <b>tender</b> )	/tʌf/ /ðə ˌsteɪk/miːt ɪz ə ,bɪt ˈtʌf/	zäh Das Steak / das Fleisch ist etwas zäh.	"How's yours?" "Well, actually <b>the steak's a bit tough</b> ."

# in company Elementary

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
vegetarian (n)	/ˌvedʒə'teəriən/	Vegetarier	"They do an excellent steak here." "Er ... I'm afraid I don't eat meat. I'm a <b>vegetarian.</b> "
well-separated (adj) well-separated tables	/ˌwel'sepə'reɪtɪd/ /wel,sepə'reɪtɪd 'teɪblz/	mit viel Abstand Tische mit viel Abstand dazwischen	Look for a quiet part of the restaurant with <b>well-separated tables.</b>