

# in company Intermediate

## ■ Unit 1

Stichwort	Aussprache	Übersetzung	Beispielsatz
accelerate (v)	/ək'selə'reɪt/	beschleunigen	Has big business <b>accelerated</b> the advance of the English language?
advertising (n)	/ædvə'taɪzɪŋ/	Werbung	English words and phrases are widely used in <b>advertising</b> .
asset (n) be an asset to	/æset/	Vermögenswert ein Gewinn sein für	Employees who speak English <b>are an asset to</b> their company.
attitude (n) sb's attitude to sb/sth	/ætɪ,tju:d/	Einstellung die Einstellung von jemand zu etwas	How would you describe your own <b>attitude to learning English</b> ?
business (n)	/'bɪznəs/	Geschäft	English is becoming the international language of <b>business</b> .
big business	/,bɪg 'bɪznəs/	Big Business, internationale Geschäftswelt	A knowledge of English is essential for people working in <b>big business</b> .
business community (n)	/'bɪznəs kə'mju:nəti/	Geschäftswelt	The French Ministry of Finance surprised the international <b>business community</b> by banning words like "Internet" and "e-mail".
business people (n pl)	/'bɪznəs ,pi:pl/	Geschäftsleute	Some <b>business people</b> don't speak any English.
do business	/,du: 'bɪznəs/	Geschäfte machen	We <b>do</b> a lot of <b>business</b> on the phone.
lose business	/,lu:z 'bɪznəs/	Geschäfte einbüßen	If you don't speak English you risk <b>losing business</b> .
travel on business	/,trævl ɒn 'bɪznəs/	geschäftlich reisen	He spends a lot of time <b>travelling on business</b> .
client (n)	/klaɪənt/	Kunde	I often socialise with my <b>clients</b> .
colleague (n)	/kə'li:g/	Kollege	All our Dutch <b>colleagues</b> speak fluent English.
communication (n) global communication	/kə'mju:nɪ'keɪʃn/ /'krɪtɪ,səɪz/	Kommunikation weltweite Kommunikation	English has become the language of <b>global communication</b> .

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<b>criticise</b> (v) criticise sb for sthg	/ˈkrɪtɪsaɪz/	kritisieren jdn für etwas kritisieren	The French President was <b>criticised for not defending the French language</b> .
<b>e-mail</b> (n)	/iːmeɪl/	E-Mail	We also do business using <b>e-mail</b> .
<b>effort</b> (n)	/ɛfət/	Anstrengung, Mühe	Learning English is a real <b>effort</b> for people from non-European countries.
<b>fashionable</b> (adj)	/ˈfæʃnəbl/	modern	English words and phrases are very <b>fashionable</b> in countries like Germany and the Netherlands.
<b>for better or worse</b>	/fə ˈbetə ɔː ˈwɜːs/	wie dem auch sei	<b>For better or worse</b> , English is the language of international communication.
<b>foreign language</b> (n)	/ˈfɔːrɪn ˈlæŋɡwɪdʒ/	Fremdsprache	Some people learn <b>foreign languages</b> more quickly than others.
<b>global</b> (adj)	/ˈɡləʊbl/	weltweit, global	English is essential for <b>global</b> communication.
<b>improve</b> (v)	/ɪmˈpruːv/	verbessern	Spending three months in Britain helped me <b>improve</b> my English.
<b>investment</b> (n)	/ɪnˈvestmənt/	Investition	Having English lessons is a good <b>investment</b> for my future career.
<b>media</b> (n)	/miːdiə/	Medien	We hear lots of English words in the <b>media</b> .
<b>meeting</b> (n) take part in a meeting	/miːtɪŋ/	Besprechung an einer Besprechung teilnehmen	I want to learn English so that I can <b>take part in business meetings</b> .
<b>mistake</b> make mistakes	/mɪˈsteɪk/	Fehler Fehler machen	Everyone <b>makes mistakes</b> when they start learning a language.
<b>necessity</b> (n)	/nəˈsesəti/	Notwendigkeit	Learning English is a <b>necessity</b> for a lot of business people.
<b>opportunity</b> (n) take the opportunity of doing sth	/ɒpətjuːnəti/	Gelegenheit die Gelegenheit nutzen, etwas zu tun	I <b>took the opportunity of going</b> to the USA to improve my English.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>overstate</b> (v) (opposite = <b>understate</b> )	/əʊvə'steɪt/	überbewerten unterbewerten	Does the article "English Inc." <b>overstate</b> the importance of learning English?
<b>presentation</b> (n) make a presentation	/ˌprezən'teɪʃn/	Präsentation, (Kurz)vortrag eine Präsentation halten	She's feeling nervous – she has to <b>make a presentation</b> this afternoon.
<b>product description</b> (n)	/prɒdʌkt dɪ'skrɪpʃn/	Produktbeschreibung	Most <b>product descriptions</b> are written in English.
<b>socialise</b> (v) socialise with	/səʊʃəlaɪz/	Kontakte pflegen Kontakte pflegen mit	Do you enjoy <b>socialising with</b> clients?
<b>software</b> (n)	/sɒft,weə/	Software	A lot of <b>software</b> programs are written in English.
<b>start-up company</b> (n)	/stɑ:tʌp ˌkʌmpni/	Start-up-Unternehmen (neu gegründete Firma)	The President was criticised for referring to <b>start-up companies</b> as "les start-upistes".
<b>survey</b> (n)	/sɜ:veɪ/	Umfrage	In a recent <b>survey</b> , 69% of Europeans said they thought everyone should speak English.
<b>technology</b> (n)	/tek'nɒlədʒɪ/	Technologie, Technik	Modern <b>technology</b> has made English even more popular.

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## ■ Unit 2

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>access</b> (n) Internet access	/ækses/	Zugang Internetzugang	All our conference rooms have laptops with <b>Internet access</b> .
<b>business</b> (n) business card (n)  line of business	/ˈbɪznəs ,kɑ:d/  /ˌlaɪn əv 'bɪznəs/	Geschäft Visitenkarte  Branche	I'll give you my <b>business card</b> so that you can contact me.  "What <b>line of business</b> are you in?" "I'm in engineering."
<b>car-rental service</b> (n)	/kɑːrentl 'sɜ:vɪs/	Autovermietung	Take advantage of the hotel's <b>car-rental service</b> to explore the surrounding area.
<b>catch up on</b> (phr v)	/kætʃ 'ʌp ɒn/	sich informieren über, sich auf den neuesten Stand bringen	Conferences are a good way of <b>catching up on</b> all the latest gossip.
<b>checkout</b> (n) express checkout (n)	/tʃekaut/	Checkout, Abmeldung Express-Abmeldung	The hotel has an <b>express checkout</b> enabling customers to leave at short notice.
<b>conference</b> (n)  conference facilities (n pl)  conference organiser (n)	/kɒnfrəns/  /kɒnfrəns fəˌsɪlətɪz/  /kɒnfrəns ɔːgəˌnaɪzə/	Konferenz  Konferenzräume  Konferenzorganisator	This year the firm's annual <b>conference</b> will take place in Cancun.  The hotel has full <b>conference facilities</b> on the 27th floor.  <b>Conference organisers</b> work hard to ensure that our corporate clients have all the facilities they need.
<b>connection</b> (n) flight connection (n)	/kəˈnekʃn/	Verbindung Flugverbindung	Dubai Airport has <b>flight connections</b> to all the major cities in the world.
<b>convention centre</b> (n)	/kənˈvɛnʃn ,sɛntə/	Tagungszentrum	Disneyland Paris's <b>convention centre</b> has 95 meeting rooms and 3,000 square metres of exhibition space.
<b>customer relations</b> (n pl)	/kʌstəmə rɪˈleɪʃnz/	Kundenbeziehungen	Good <b>customer relations</b> are vital to success in business.
<b>demotion</b> (n) (opposite = <b>promotion</b> )	/dɪˈməʊʃn/	Zurückstufung Beförderung	Carla had a row with her boss and ended up getting a <b>demotion</b> .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>executive burnout</b> (n)	/ɪgˌzɛkjʊtɪv 'bɜːnaʊt/	Burn-out-Syndrom	" <b>Executive burnout</b> " is a condition caused by stress and long working hours.
<b>exhibition</b> (n) exhibition space (n)	/ˌɛksɪ'bɪʃn/	Ausstellung Ausstellungsfläche	The hotel at Disneyland, Paris is ideal for corporate clients requiring large amounts of <b>exhibition space</b> .
<b>expenses</b> (n pl) on expenses	/ɪk'spensəz/	Ausgaben, Spesen auf Spesen	All meals and drinks at the conference are <b>on expenses</b> .
<b>fix (up)</b> (v)	/fɪks (ʌp)/	festlegen	Let's <b>fix (up)</b> a time to chat about these ideas over a drink.
<b>human resources</b> (n)	/ˌhjuːmən rɪ'zɔːsəz/	Personalwesen, -entwicklung	Pietro Bianco works in <b>human resources</b> and is responsible for training and recruitment.
<b>in charge</b> be in charge of	/ɪn 'tʃɑːdʒ/	verantwortlich verantwortlich sein für	Jane's job is very important – she's <b>in charge of</b> sales in Europe.
<b>interviewing skills</b> (n pl)	/ɪntəˌvjuːɪŋ ,skɪlz/	Fähigkeiten für das Bewerbungsgespräch	Pietro works in human resources and will be giving a talk on <b>interviewing skills</b> .
<b>keep (sth) going</b> keep the conversation going	/kiːp 'gəʊɪŋ/	in Gang halten das Gespräch in Gang halten	It's important to be able to <b>keep the conversation going</b> when socialising with people for the first time.
<b>merger</b> (n)	/mɜːdʒə/	Fusion	<b>Mergers</b> can be difficult and often involve job losses.
<b>mingle</b> (v)	/mɪŋɡl/	sich unter die Leute mischen	When you <b>mingle</b> at a social event, you meet and talk to a lot of people for the first time.
<b>negotiating skills</b> (n pl)	/nɪˌɡəʊʃɪeɪtɪŋ ,skɪlz/	Verhandlungsgeschick	<b>Negotiating skills</b> and the ability to communicate well are vital in making new business deals.
<b>recruiting</b> (n) the recruiting of	/rɪ'kruːtɪŋ/	Einstellung die Einstellung von	Human resources is the division within a company responsible for <b>the recruiting of</b> new staff.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>responsible</b> be responsible for	/rɪˈspɒnsəbl/	verantwortlich verantwortlich sein für	He's head of human resources and <b>is responsible for</b> training and recruitment.
<b>room service</b> (n)	/ru:m ˌsɜ:vɪs/	Zimmerservice	All rooms in the hotel have 24-hour <b>room service</b> .
<b>session</b> (n) do a session on sth	/seʃn/	Sitzung, Besprechung eine Sitzung abhalten zum Thema	She's our human resources manager and will be <b>doing a session on</b> interviewing skills.
<b>stress management</b> (n)	/stres ˌmænɪdʒmənt/	Stressmanagement, Umgang mit Stress	Courses on <b>stress management</b> can help employees cope with the demands of working long hours.
<b>team-building</b> (n) team-building activities	/ti:mˌbɪldɪŋ/	Teambildung, Teamaufbau Aktivitäten zur Teambildung	<b>Team-building activities</b> help people to know and understand each other better.
<b>videoconferencing</b> (n)	/ˌvɪdɪəʊˈkɒnfrənsɪŋ/	Videokonferenzen	The problem with <b>videoconferencing</b> is that you don't get to meet people face to face.

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## Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>accounts department</b> (n)	/ə'kaʊnts dɪpɑ:tmənt/	Buchhaltung	I'd like to speak to someone in the <b>accounts department</b> about an invoice I received.
<b>business</b> (n)		Geschäft	
business class	/'bɪznəs ,klɑ:s/	Businessklasse	Whenever we travel abroad on business we always fly <b>business class</b> .
business trip	/'bɪznəs ,trɪp/	Geschäftsreise	Tim is European Sales Director and often away on <b>business trips</b> .
<b>call</b> (n)	/kɔ:l/	Anruf	
give sb a call		jdn anrufen	<b>Give me a call</b> as soon as you get back to the office.
make a call (to)	/meɪk ə ,kɔ:l (tu:)/	(jdn) anrufen	Would you excuse me for five minutes? I need to <b>make a call to</b> head office.
return a call	/retʊ:n ə kɔ:l/	zurückrufen	I'll ask Mrs Wright to <b>return your call</b> when she gets back to the office.
take a call	/teɪk ə kɔ:l/	einen Anruf entgegennehmen	Have you ever pretended you were out of the office to avoid <b>taking a call</b> ?
call back (phr v)	/kɔ:l 'bæk/	zurückrufen	Please <b>call me back</b> as soon as possible.
<b>consignment</b> (n)	/kən'saɪnmənt/	(Waren)sendung, Lieferung	<b>A consignment of</b> goods has just arrived from Venezuela.
a consignment of		eine Lieferung von	
<b>contract</b> (n)	/kɒntrækt/	Vertrag	Good news! We've just won a big <b>contract</b> in Malaysia.
<b>deadline</b> (n)	/dedlaɪn/	Deadline, letzter Termin	The <b>deadline</b> for Phase One is in two weeks' time so we're all working hard to finish it.
<b>despatch</b> (v)	/dɪ'spætʃ/	(ver)senden	The stock control manager told me the goods were <b>despatched</b> a week ago.
<b>estimate</b> (n)	/estɪmət/	Schätzung	The <b>estimate</b> for transportation costs is approximately \$30,000.
<b>face to face</b>	/feɪs tə 'feɪs/	persönlich	It's often easier talking to people <b>face to face</b> rather than on the phone.

## Unit 3

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>feasibility study</b> (n)	/fi:zə'biləti ,stʌdi/	Machbarkeitsstudie	The <b>feasibility study</b> showed that the site wasn't really suitable for development.
<b>figures</b> (n pl)	/'fi:gəz/	Zahlen	Hello. This is Cheryl in accounts. Just to say that I've corrected those <b>figures</b> you faxed to me.
<b>get back to sb</b>	/get 'bæk tə/	sich wieder mit jdn in Verbindung setzen	I'll <b>get back to you</b> with the necessary information as soon as possible.
<b>handout</b> (n)	/hændaʊt/	ausgeteilte Unterlagen	Giving your audience too many <b>handouts</b> can distract them from what you're saying.
<b>head</b> (n) head of (marketing /sales etc)	/hed ,əv/ /sales etc)	Leiter (Marketing-/Vertriebs-) Leiter	Jonathan Powell has just been promoted to <b>head of marketing</b> .
head office (n)	/hed 'ɒfɪs/	Zentrale	<b>Head office</b> is in Beijing but the bank has branches throughout South East Asia.
<b>invoice</b> (n)	/ɪn'vɔɪs/	Rechnung	I'd like to speak to someone in accounts about an unpaid <b>invoice</b> .
<b>lose track of</b> (opposite = <b>keep track of</b> )	/lu:z 'træk əv/	den Faden verlieren aufmerksam verfolgen	Have you ever <b>lost track of</b> the conversation when speaking to someone on the phone?
<b>order</b> (n) place an order	/'ɔ:də/	Bestellung eine Bestellung aufgeben	They've just <b>placed an order</b> for new machinery worth over £350,000.
<b>packing department</b> (n)	/'pækɪŋ dɪ'pɑ:tmənt/	Verpackungsabteilung, Packraum	The <b>packing department</b> is the place where goods are packed before being despatched.
<b>presentation</b> (n) give a presentation	/prezən'teɪʃn/	Präsentation, (Kurz)vortrag eine Präsentation halten	<b>Giving a presentation</b> to 500 people requires a lot of planning.
<b>processing plant</b> (n)	/'prəʊsesɪŋ ,plɑ:nt/	Aufbereitungsanlage	The <b>processing plant</b> is where we prepare our meat prior to despatch.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
put off (phr v)	/ˌpʊt ˈɒf/	verschieben	I kept <b>putting off</b> phoning the client because my English wasn't very good.
put through (phr v)	/ˌpʊt ˈθruː/	durchstellen, verbinden	"I'd like to speak to someone in accounts." "Thank you, Mr Berenger. <b>Putting</b> you <b>through</b> now."
qualification (n)	/ˌkwɒlɪfɪˈkeɪʃn/	Qualifikationen, Zeugnisse	Which do you think is most important – experience or <b>qualifications</b> ?
quality control (n)	/ˌkwɒləti kənˌtrəʊl/	Qualitätskontrolle	High standards of <b>quality control</b> are extremely important in the food industry.
reminder (n)	/rɪˈmaɪndə/	Erinnerung	Hello, Mr Carter, this is just a quick <b>reminder</b> to give me a call about the contract we discussed two weeks ago.
requirement (n)	/rɪˈkwaɪəmənt/	Bedarf	It's important in business to have as much information about your clients' <b>requirements</b> as possible.
stock control (n)	/stɒk kənˌtrəʊl/	Bestands-, Lagerkontrolle	Someone in <b>stock control</b> will be able to tell you whether or not the goods have been despatched.
tone (n) after the tone	/təʊn/	Ton nach dem Ton	Sorry I can't take your call right now; please leave a message <b>after the tone</b> .
visual (n)	/ˈvɪʒʊəl/	Anschauungsmaterial	<b>Visuals</b> will help to make your presentation more attractive and easier to understand.
voicemail (n) voicemail message (n)	/ˌvɔɪsmel/ /ˌvɔɪsmel ˌmesɪdʒ/	Voicemail-System, Anrufbeantworter Sprachnachricht	If I'm not in, just leave a message on my <b>voicemail</b> . <b>Voicemail messages</b> should be as clear and as brief as possible.

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## ■ Unit 4

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>advertising slogan</b> (n)	/ædvətɑɪzɪŋ ,sləʊgən/	Werbeslogan	An <b>advertising slogan</b> is a short phrase used for advertising something, for example "Budweiser: the King of Beers".
<b>bestselling</b> (adj)	/bestselɪŋ/	meistverkauft	American Budweiser is the world's <b>bestselling</b> brand of beer.
<b>brand</b> (n) brand of	/brænd/	Marke -marke	Clever advertising has helped make Budweiser the world's most successful <b>brand of</b> beer.
<b>brief</b> (v)	/bri:f/	instruieren, informieren	The meeting is scheduled for next Wednesday but Janet White will <b>brief</b> you before then.
<b>briefing</b> (n)	/bri:fɪŋ/	Briefing, Besprechung	All members of the project team are expected to attend the <b>briefing</b> .
<b>business procedures</b> (n pl)	/ˈbɪznəs prəˌsi:dʒəz/	Geschäftsabläufe	<b>Business procedures</b> in Japan are different from those in Europe.
<b>competitor</b> (n)	/kəmˈpetɪtə/	Konkurrent	Budweiser sells twice as much beer as its nearest <b>competitor</b> , Heineken.
<b>corporate</b> (adj) corporate finance  corporate loan (n)	/ˈkɔːprət ˈfaɪnəns/  /ˈkɔːprət ˈləʊn/	Firmen-, Unternehmens- Finanzabteilung des Unternehmens  Firmendarlehen	Daniel Cash has a very responsible job – he's Vice President for <b>corporate finance</b> .  As head of the <b>corporate loan</b> department, Sharon reports directly to Daniel Cash.
<b>go over</b> (phr v)	/gəʊ ˈəʊvə/	durchgehen	I didn't understand that. Could you <b>go over</b> it again, please?
<b>manufacturer</b> (n)	/ˌmænjuˈfæktʃərə/	Hersteller	Microsoft is the world's leading computer hardware <b>manufacturer</b> .
<b>market</b> (v)	/ˈmɑːkɪt/	vermarkten	Czech Budweiser <b>markets</b> its products in over 40 countries.
<b>mergers and acquisitions</b> (n)	/ˌmɜːdʒəz ən ˌækwɪˈzɪʃnz/	Fusionen und Übernahmen	<b>Mergers and acquisitions</b> specialists give advice to companies during takeover bids.
<b>negotiations</b> (n pl) lead (the) negotiations	/nɪˌɡəʊʃɪˈeɪʃənz/	Verhandlungen Verhandlungen leiten	We'd like you to <b>lead the negotiations</b> with Sapporo Bank, Matt.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>output</b> (n)	/ˈaʊtpʊt/	Ausstoß, Produktion	Budweiser's <b>output</b> is 50% greater than that of its nearest competitor, Heineken.
<b>resources</b> (n pl)	/rɪˈzɔːsəz/	finanzielle Mittel	Czech Budweiser has far fewer <b>resources</b> than American Budweiser but still markets its product in more than 40 countries.
<b>run through</b> (phr v)	/rʌn ˈθruː/	durchgehen	I don't follow. Could you <b>run through</b> that again?
<b>sales</b> (n pl)	/seɪlz/	Verkäufe, Absatz	We are pleased to report that <b>sales</b> are up by 4% on the same period last year.
sales figures	/seɪlz ˌfɪgəz/	Absatzzahlen	The company needs a dramatic increase in <b>sales figures</b> if it is to survive.
<b>schedule</b> (v)	/ˈʃedjuːl/	ansetzen	The meeting with Sapporo Bank is <b>scheduled</b> to take place in two weeks' time.
<b>slow down</b> (phr v) (opposite = <b>speed up</b> )	/sləʊ ˈdaʊn/	langsamer sprechen schneller sprechen	You're speaking too quickly. People will understand more easily if you <b>slow down</b> .
<b>take part (in)</b>	/teɪk ˈpɑːt ɪn/	teilnehmen (an)	I don't always find it easy to understand people when I <b>take part in</b> meetings in English.
<b>takeover</b> (n)	/teɪkəʊvə/	Übernahme	More than 100 people lost their jobs as a result of the <b>takeover</b> .
takeover bid	/teɪkəʊvə ˌbɪd/	Übernahmeangebot	Matt was asked to lead the negotiations during the <b>takeover bid</b> .
<b>track record</b> (n)	/træk ˈrekɔːd/	Erfolgs- und Leistungsnachweis	The firm has an excellent <b>track record</b> for making products that are both reliable and economical.
<b>turnover</b> (n)	/tɜːnəʊvə/	Absatz, Umsatz	Which of the following has the highest global <b>turnover</b> : the electric light or the personal computer?

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>access</b> (n) have access to	/ækses/	Zugang Zugang haben zu	All firms <b>have access to</b> the same technology so they're competing with each other on how fast they can develop and manufacture products.
<b>according to</b>	/ə'kɔ:dɪŋ 'tu: /	nach, zufolge	<b>According to</b> a recent survey, US executives work 25% harder now than they did in the 1970s.
<b>branding</b> (n)	/brændɪŋ/	Branding, Markenpflege	<b>Branding</b> is very important in business – people pay a lot of money to have the right name on their new DVD or Walkman.
<b>business</b> (n) take your business somewhere else /elsewhere	/bɪznəs/	Geschäft sein Geld woanders ausgeben	If customers don't like our products, they'll <b>take their business elsewhere</b> .
<b>catch up (with)</b> (phr v)	/kætʃ 'ʌp (wɪð) /	nachholen, aufholen	It would be nice to have an extra hour in the day to <b>catch up with</b> all the jobs I've been too busy to do.
<b>component</b> (n)	/kəm'pəʊnənt/	(Einzel)teil	The price of computer <b>components</b> is coming down at the rate of 1% a week.
<b>customer loyalty</b> (n)	/kʌstəmə 'lɔ:əlɪti/	Kundentreue	Don't rely on <b>customer loyalty</b> – if people don't like your latest products, they'll buy from your competitors.
<b>delegate</b> (v)	/deleɪʒeɪt/	delegieren	The ability to <b>delegate</b> tasks to other people is essential in good time management.
<b>diary</b> (n) keep a diary	/daɪəri/	Tagebuch ein Tagebuch führen	It's a good idea to <b>keep a diary</b> of how long each task takes.
<b>differentiate</b> (v)	/dɪfə'reɪnfɪ,eɪt/	unterscheiden	In business, it's important to try to <b>differentiate</b> your product from the competition.
<b>extra</b> (n)	/ekstrə/	Extra, Zusatzleistung	One thing you can beat your competitors on is little <b>extras</b> such as electric mirrors.

# in company Intermediate

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>innovate</b> (v)	/ɪnəˈveɪt/	Neuerungen einführen	Being successful in the electronics business depends on how fast you can <b>innovate</b> .
<b>interruption</b> (n)	/ɪntəˈrʌpʃən/	Unterbrechung	The survey revealed that the average manager had only nine 30-minute periods without <b>interruption</b> per month.
<b>inventory</b> (n)	/ɪnvəntəri/	(Waren)bestand	“ <b>Inventory</b> ” means the goods or products a company has for sale in its stores or warehouses.
<b>lead time</b> (n)	/li:d ˌtaɪm/	Vorlauf, Vorbereitungszeit	Product <b>lead time</b> is the amount of time between thinking up a new product and starting to sell it.
<b>major player</b> (n)	/ˌmeɪdʒə ˈpleɪə/	Hauptakteur	Sony is a very successful company – a <b>major player</b> in the electronics business.
<b>pile up</b> (phr v)	/ˌpaɪl ˈʌp/	sich stapeln	Things change so fast in the computer industry that it’s disastrous for companies to have product <b>piling up</b> in their warehouses.
<b>plan</b> (v) plan ahead	/plæn/	planen vorausplanen	It’s vital to <b>plan ahead</b> in order to manage your time successfully.
<b>pressured</b> (adj) feel pressured (opposite = <b>relaxed</b> )	/ˈpreʃəd/	unter Druck sich unter Druck fühlen entspannt	Planning ahead and delegating can help to make you <b>feel less pressured</b> at work.
<b>record</b> (n) keep a record of sth	/ˈrekɔ:d/	Aufzeichnung Aufzeichnungen führen	If you <b>keep a record of</b> how long each task takes, it will help you manage your time more successfully.
<b>research-led</b> (adj)	/ˈriːsɜːtʃˌled; ˈriːsɜːtʃˌled/	von der Forschung abhängig	If an industry is <b>research-led</b> , it depends on the quality of the ideas its researchers come up with.
<b>researcher</b> (n)	/ˈriːsɜːtʃə; ˈriːsɜːtʃə/	Forscher	Our <b>researchers</b> are constantly working to think up new ideas for products.

## ■ Unit 5

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>schedule</b> (n)	/ˈʃedju:l/	Zeitplan	It's important to take breaks even if you have a very busy <b>schedule</b> .
<b>screen</b> (v)	/skri:n/	abschirmen, aussieben	<b>Screen</b> phone calls so that you don't waste time speaking to people about things that are unimportant.
<b>strategy</b> (n)	/ˈstrætədʒi/	Strategie	What <b>strategies</b> do you use for managing your time?
<b>switch off</b> (phr v)	/ˌswɪtʃ ˈɒf/	abschalten	Listening to music helps me to <b>switch off</b> at the end of a busy working day.
<b>time management</b> (n)	/ˈtaɪm ˌmænɪdʒmənt/	Zeitmanagement	<b>Time management</b> is the ability to use your time effectively in order to do the things you need to.
<b>unwind</b> (v)	/ʌnˈwaɪnd/	sich entspannen	Many people find that having a hot bath helps them <b>unwind</b> at the end of the day.
<b>work out</b> (phr v)	/ˌwɜ:k ˈaʊt/	Sport treiben	After a stressful day, I like to go to the gym and <b>work out</b> for an hour.
<b>workaholic</b> (n)	/ˌwɜ:kəˈhɒlɪk/	Workaholic	Bill Gates confesses to being a <b>workaholic</b> who works 14 hours a day.