

in company Intermediate

■ Unit 11

Stichwort	Aussprache	Übersetzung	Beispielsatz
attachment (n) e-mail attachment	/ə'tætʃmənt/	Anhang, Attachment E-Mail-Attachment	Sending an e-mail attachment is the same as enclosing something with a letter.
cheers (interjection)	/tʃɪəz/	tschüs	"Cheers" is a common way of ending an e-mail and means the same as "best wishes".
downside (n) (opposite = upside) the downside to	/daʊnsaɪd/	Nachteil, Kehrseite Vorteil der Nachteil von	The downside to e-mail is that you can't stop people sending you endless messages.
e-mail (n)	/i:meɪl/	E-Mail	How many e-mails do you send and receive each day?
e-mail (v)	/i:meɪl/	emailen	Do you prefer e-mailing to picking up the phone?
inbox (n) (opposite = outbox)	/ɪnbɒks/	Posteingang Postausgang	I try to check my inbox for new e-mail messages at least twice a day.
instantaneous (adj)	/ɪnstənt'eɪniəs/	unmittelbar, nicht zeitverzögert	The main advantage of e-mail is that it's instantaneous – the message arrives almost immediately at its destination.
key in (phr v)	/ki: 'ɪn/	eintippen	All you do to send an e-mail is key in your message and click send.
scroll down (phr v)	/skrəʊl 'daʊn/	nach unten scrollen, den Fensterinhalt nach unten verschieben	If you put your signature at the end of an e-mail, it saves people scrolling down to see if there's more text.
spell check (n)	/spel ˌtʃek/	Rechtschreibprüfung	You can't always trust spell check ; it can't tell the difference between words such as <i>there</i> and <i>their</i> .
subject line (n)	/sʌbdʒekt ˌlaɪn/	Betreffzeile	If you want people to read your e-mails, remember to key in an interesting subject line .

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Unit 12

Stichwort	Aussprache	Übersetzung	Beispielsatz
background (n) give sb the background to sth	/ˈbækgraʊnd/	Hintergrund jdm Hintergrundinformationen zu etwas geben	I'd like to start off by giving you the background to the problem.
body language (n)	/ˈbɒdi ˌlæŋɡwɪdʒ/	Körpersprache	Expressive use of body language helps to make your presentation more interesting.
bottom out (phr v)	/ˈbɒtəm ˈaʊt/	den tiefsten Stand erreichen	In Graph b the figures fluctuate for the first three months before falling sharply to bottom out at 10,000 trades a day.
contrasting (adj)	/kənˈtrɑːstɪŋ/	gegensätzlich	Emphasise what you're saying by using pairs of contrasting points such as: A bank designed to fit round you, which doesn't expect you to fit round it.
eye contact (n)	/aɪ ˌkɒntækt/	Augenkontakt	Try to make regular eye contact with the audience during your presentation.
fluctuate (v)	/ˈflʌktʃuːeɪt/	schwanken	In graphs b and c we see that the figure fluctuates over the first three months.
go back (phr v)	/ˌɡəʊ ˈbæk/	zurückkehren	I'd like to go back for a minute to what I was saying previously.
hit (n)	/hɪt/	Zugriff	When the company first went online they got 250,000 hits per day; three months later they were getting just 60,000.
invite (v) invite questions	/ɪnˈvaɪt/	bitten um zu Fragen auffordern	It's a good idea to invite questions from your audience at the end of your talk.
level off (phr v)	/ˌlevl ˈɒf/	sich einpendeln	We see the figures levelling off at the point marked g on the graph.
look (n) have a look at	/lʊk/	Blick ansehen	Just have a quick look at this graph showing how sales have fallen over the past six months.
miss (v) miss the point	/mɪs/	nicht mitbekommen das Wesentliche nicht mitbekommen	Repetition where necessary will ensure that the audience doesn't miss the main points .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
move on (to) (phr v)	/,mu:ɒv 'tɒn (tu:)/	weitergehen (zu)	Don't talk about the same thing for too long. Try to judge when the time's right to move on to the next point.
Over to you.	/əʊvə tə 'ju:/	Du bist an der Reihe.	I've asked Gary Cale, our new head of e-business, to bring us up to date. Over to you , Gary.
peak (v)	/pi:k/	einen Höhepunkt erreichen	The point marked d on the graph shows where the sales figures peaked .
point out (phr v)	/pɔɪnt 'aʊt/	hinweisen auf	I'd like to point out one or two interesting things on the diagram.
start off (phr v)	/stɑ:t 'ɒf/	anfangen	Try to start off in a way that will get your audience's attention.
sum up (phr v)	/sʌm 'ʌp/	zusammenfassen	Before closing your presentation, try to sum up what you have said in a logical way.
visual (n)	/vɪʒʊəl/	Grafik, Anschauungsmaterial	A creative use of visuals will help to make your presentation more interesting and attractive.
visual aid	/vɪʒʊəl 'eɪd/	Anschauungsmaterial	Visual aids can make your presentation easier to understand.
website (n)	/websaɪt/	Web-Site, Internetauftritt	To succeed in any area of e-business you need a first-class website .
well-structured (adj)	/wel'strʌktʃəd/	gut strukturiert	Try to make your talk as logical and well-structured as possible.

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■ Unit 13

Stichwort	Aussprache	Übersetzung	Beispielsatz
artificial intelligence (n)	/ɑ:tɪfɪʃl m'telɪdʒəns/	Künstliche Intelligenz	Artificial intelligence is the use of computer technology to make computers and other machines "think" and do things.
electronic organiser (n)	/ɪlektrɒnɪk 'ɔ:gənəɪzə/	Organizer, elektronischer Taschenkalender	An electronic organiser is a gadget used for storing and organising information such as addresses and appointments.
gadget (n)	/gædʒɪt/	Gerät	Sales of electronic gadgets such as mobile phones, laptops and camcorders have increased dramatically.
leading (adj) leading scientist /researcher	/li:ɪdɪŋ/	führend führende Wissenschaftler/Forscher	These computers are capable of voice recognition and have been developed by some of the world's leading scientists .
microchip (n)	/maɪkrəʊtʃɪp/	Mikrochip	A microchip contains all the electronic connections needed to make a computer work.
microchip technology (n)	/maɪkrəʊtʃɪp tek'nɒlədʒi/	Mikrochip-Technologie	Microchip technology is now used widely in cars, video and stereo equipment etc.
preview (v)	/pri:vju:/	vorher ansehen	The great advantage of digital cameras is that you can preview what you print.
superior to (opposite = inferior to)	/su:'piəriə ,tu:/	überlegen unterlegen	The electronic singing birthday card you can buy now is technically superior to all the computers on Earth in 1950 put together.
technology (n)	/tek'nɒlədʒi/	Technologie	People's lives now are far more dominated by technology than they were even 10 years ago.
the age of technology	/ði: 'eɪdʒ əv tek'nɒlədʒi/	das Technologiezeitalter	We live in the age of technology – more people own and use computers and electronic equipment than ever before.
technophile (n) (opposite = technophobe)	/tek'nəʊfaɪl/	„Technik-Freak“	A technophile is someone who loves computers and other gadgets.

■ Unit 13

Stichwort	Aussprache	Übersetzung	Beispielsatz
technophobe (n) (opposite = technophile)	/ˈteknəʊfəʊb/	„Technik-Muffel“, Technikfeind	A technophobe dislikes or does not trust gadgets such as computers and mobile phones.

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Unit 14

Stichwort	Aussprache	Übersetzung	Beispielsatz
action plan (n)	/ækʃn ˌplæn/	geplante Vorgehensweise	I left the meeting feeling confused, not really knowing what the action plan was.
agenda (n) fixed agenda	/əˈdʒendə/	Tagesordnung festgelegte Tagesordnung	We have a lot to discuss in today's meeting and we need to stick to a fixed agenda .
allocate (v) allocate time/resources to sth	/æləˈkeɪt/	zuweisen etwas Zeit/Mittel zuweisen	Sixty minutes have been allocated to the meeting so we need to be well prepared.
assertive (adj) be assertive	/əˈsɜːtɪv/	bestimmt bestimmt sein	Sometimes you have to be assertive in meetings in order make your point.
back sth up (phr v)	/ˌbæk ˈʌp/	etwas belegen, untermauern	Your presentation will be more convincing if you have facts and figures to back up what you say.
boardroom (n)	/ˈbɔːdruːm/	Sitzungssaal (des Vorstands)	All directors' meetings take place in the boardroom on the top floor.
business (n) talk business	/ˈtɔːk ˈbɪznəs/	Geschäft übers Geschäftliche reden	After 20 minutes talking about football and the weather we finally started talking business .
come in (phr v)	/ˌkʌm ˈɪn/	einholen	Can I just come in here? I'd like to make a point about marketing strategy.
concession (n) make concessions	/kənˈseɪʃn/	Zugeständnis Zugeständnisse machen	Both sides often have to make concessions in order to reach an agreement.
conflict (n) (opposite = agreement)	/ˈkɒnflɪkt/	Konflikt Übereinstimmung	Don't interrupt too much – it just creates conflict .
cut in (phr v)	/ˌkʌt ˈɪn/	unterbrechen	People kept cutting in during the presentation to ask questions.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
delegation (n)	/ˌdeɪləˈɡeɪʃn/	Delegieren	Delegation of tasks to other team members is an important part of the manager's role.
discussion (n) be under discussion	/dɪˈskʌʃn/	Diskussion diskutiert werden	It can be difficult to concentrate when several subjects are under discussion at once.
finish (v) let sb finish	/ˈfɪnɪʃ/	ausreden jdn ausreden lassen	Please! Let me finish before you all start interrupting!
follow-up (n)	/ˈfɒləʊʌp/	Weiterverfolgung, Folgemaßnahmen	I always end up phoning people after our meetings to find out what we actually agreed – the follow-up is never clear.
get going	/ˌɡet ˈɡəʊɪŋ/	anfangen, in Gang kommen	There were one or two technical problems and it was half an hour before the speaker finally got going .
get a word in	/ˌɡet ə ˈwɜːd ɪn/	zu Wort kommen	It's always the same people who dominate our meetings – nobody else can get a word in !
go through (phr v)	/ˌɡəʊ ˈθruː/	abgeschlossen werden	Everyone was relieved when, after 18 months of negotiations, the deal finally went through .
haggling session (n)	/ˈhæɡlɪŋ ˌseʃn/	Feilschen	We couldn't agree on a price at first but after a lively haggling session we finally agreed terms.
hang on (phr v)	/ˌhæŋ ˈɒn/	warten	Just hang on a second and let me explain.
hear sb out (phr v)	/ˌhɪə ˈaʊt/	jdn ausreden lassen	Stop interrupting and hear me out , will you!
issue (n) discuss issues	/ˈɪʃuː/	Angelegenheit Angelegenheiten besprechen	A meeting can provide a safe environment in which to discuss important issues .
meeting (n) hold a meeting	/ˈmiːtɪŋ/	Besprechung eine Besprechung abhalten	Holding meetings without chairs is a good way of speeding things up!

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Stichwort	Aussprache	Übersetzung	Beispielsatz
objection (n) raise an objection /objections (to sth)	/ɒb'dʒekʃn/	Widerspruch, Einwand Einwand/Einwände erheben (gegen etwas)	The presentation didn't go very well, with people raising objections to nearly all our proposals.
overrun (v)	/əʊvə'rʌn/	<i>länger dauern als geplant</i>	It's a bad idea to let meetings overrun – people lose concentration when they go on too long
point of view exchange points of view	/pɔɪnt əv 'vjuː/	Ansicht, Standpunkt Meinungen austauschen	A meeting is an ideal opportunity for colleagues to exchange points of view .
progress (n) in progress	/prəʊ'gres/	Ablauf, Fortschritt im Gang	Do not disturb. Meeting in progress .
push around (phr v)	/pʊʃ ə'raʊnd/	herumkommandieren	Be more assertive. Don't let people push you around .
relationship-building	/rɪ'leɪʃnʃɪp ,bɪldɪŋ/	Beziehungen aufbauen	Relationship-building is vital when you're working in a team.
schedule (v) schedule a meeting for 3 pm/next Tuesday etc	/ʃedjuːl/	ansetzen, planen für 3 Uhr / nächsten Dienstag eine Konferenz ansetzen	Next week's meeting has been scheduled for 9 am on Friday.
score points	/skɔː 'pɔɪnts/	Punkte sammeln	In our meetings, facts don't seem to matter; it's all about scoring points over your colleagues.
set up (phr v)	/set 'ʌp/	aufbauen, einrichten	Make sure any equipment you need for the presentation is set up well before it starts.
sidetrack (v) get sidetracked	/saɪd'træk/	ablenken sich ablenken lassen	Try to stick to the point and not get sidetracked all the time.
stick to (phr v) stick to the point /agenda etc	/stɪk 'tuː/	sich halten an sich an die Tagesordnung halten	We've only got an hour to discuss these issues – it's important that we stick to the agenda .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
terms (n pl) negotiate terms	/tɜ:mz/	Bedingungen Bedingungen aushandeln	After a lively haggling session we finally managed to negotiate terms .
underway (adj) get/be underway	/ˌʌndəˈweɪ/	laufend anfangen / im Gange sein	When the meeting finally got underway , the speaker faced constant interruptions from the audience.
venue (n)	/ˈvenjuː/	Tagungsort	Most offices are unsuitable for long meetings – it's important to choose the right venue .
win over (phr v)	/ˌwɪn ˈəʊvə/	jdn für sich einnehmen	"How did your presentation go?" "It went well, I think I won the audience over ."
work out (phr v)	/ˌwɜ:k ˈaʊt/	ausarbeiten	Let's not worry too much about the details. I'm sure we can work something out .

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■ Unit 15

Stichwort	Aussprache	Übersetzung	Beispielsatz
action immediate action	/ækʃn/	Handeln, Vorgehen sofortiges Handeln	We have had constant problems with the equipment you sold us and I am afraid I must now insist on immediate action .
circulate (v) circulate sth to sb	/sɜ:kjʊleɪt/	in den Umlauf geben (jdm / einer Abteilung) in den Umlauf geben	I used to circulate memos to other people in the department; now I just e-mail them.
contract (n) draft a contract draw up a contract	/dra:ft ə ,kɒntrækt/ /drɔ: ʌp ə ,kɒntrækt/	Vertrag einen Vertrag aufsetzen einen Vertrag ausarbeiten	Working in the legal department means I spend a lot of time drafting contracts . Some of our contracts are very complicated and take a long time to draw up .
enclose (v)	/ɪn'kləʊz/	beilegen	I enclose a copy of our latest catalogue and current price list.
expenses (n pl)	/ɪk'spensəz/	Ausgaben	I have to keep a record of all expenses so I always ask for receipts.
fill in (phr v) fill in a form /questionnaire	/fɪl ɪn/	ausfüllen ein Formular / einen Fragebogen ausfüllen	I hate filling in forms – there's never enough space to write the answers!
Further to ... Further to our telephone conversation/our meeting	/fɜ:ðə ,tu:/	Bezug nehmend auf / in Bezug auf in Bezug auf unser Telefongespräch / unsere Besprechung	Further to our meeting I am writing to confirm the decisions made.
hot-desking (n)	/hɒt'deskiŋ/	<i>keinen eigenen, sondern immer einen gerade freien Schreibtisch benutzen</i>	" Hot-desking " is a method of working in which people do not have their own desk but use any desk that is available.
incoming mail (n) (opposite = outgoing mail)	/ɪn'kʌmɪŋ 'meɪl/	Posteingang Postausgang	All incoming mail is copied by means of an electronic scanner.
journal (n) trade journal	/dʒɜ:nl/	Zeitschrift Fachzeitschrift	Trade journals are essential reading if you want to keep up with what's going on in the industry.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
keep up (with) (phr v) (opposite = lose track of)	/ki:p 'ʌp (,wið)/	auf dem Laufenden bleiben den Anschluss verlieren	I try to read as many trade journals as possible in order to keep up with what's going on.
look forward to (phr v)	/lʊk 'fɔ:wəd ,tu:/	sich freuen auf	I look forward to hearing from you soon.
multi-tasking (n)	/mʌlti'tɑ:skɪŋ/	Multitasking, mehrere Sachen gleichzeitig tun	" Multi-tasking " means working on several things at once.
paperwork (n) routine paperwork	/peɪpəwɜ:k/	Schreibarbeit, Papierkram routinemäßige Schreibarbeit	Managers spend up to a third of their time in the office doing routine paperwork .
put together (phr v) put together a report /questionnaire	/pʊt tə'geðə/	zusammenstellen einen Bericht / einen Fragebogen zusammenstellen	After doing the initial market research we then try to put together a questionnaire .
record (n) keep a record of	/rekɔ:d/	Protokoll, Aufzeichnung Aufzeichnungen machen über	Remember to keep a record of all your expenses.
reference (n) with reference to	/refrəns/	Bezug mit Bezug auf	With reference to your fax of June 3rd, I would like to confirm that the meeting will take place on Friday June 26th.
refund (n) full refund offer a refund	/fʊl ri:fʌnd/ /ɔfə ə ri:fʌnd/	(Rück-)erstattung vollständige Erstattung eine Erstattung anbieten	Due to the persistent problems we have had, I am writing to ask for a full refund of the purchase price. They sent a letter of apology offering a 20% refund or a free upgrade.
regard (n) with regard to	/rɪ'gɑ:d/	Hinsicht hinsichtlich	I am writing with regard to our recent meeting in Frankfurt.
sort through (phr v)	/sɔ:t 'θru:/	durchsehen	How long does it take you to sort through your mail?
workstation (n) sit at a workstation	/wɜ:ksteɪʃn/	(Bildschirm)arbeitsplatz am Arbeitsplatz sitzen	Rows of people sat at their workstations answering phones or typing on their keyboards