

in company Upper intermediate

■ Unit 1

headword	pronunciation	translation/notes	example sentence
be based in	/bi 'beɪst ɪn/	den Sitz haben in	The company has relocated and is now based in Rotterdam.
business (n) business function (n)	/ˈbɪznəs/ /ˈbɪznəs ˌfʌŋkʃən/	Geschäft Betriebsfeier	Business functions provide an opportunity both to socialize and to make new work contacts.
for business or pleasure?	/ˈbɪznəs ɔ: 'pleɪzə/	geschäftlich oder privat?	'Tom's been invited to a private viewing at the Guggenheim.' 'Is that for business or pleasure? '
do business	/du: 'bɪznəs/	Geschäfte machen	Would you do business with a member of your own family?
How's business?	/haʊz 'bɪznəs/	Wie geht das Geschäft?	' How's business? I hear things are improving.' 'Not really, economic recovery is still a long way off.'
CEO (n) (AmE) (BrE = managing director)	/ˌsi:ɪ'əʊ/	CEO, Geschäftsführer	Pieter Groenveld is the CEO of our biggest Dutch client.
client (n) key client (n)	/ˌklaɪənt/ /ˌki: 'klaɪənt/	Kunde Schlüsselkunde	Corporate entertainment allows big companies to maintain relationships with key clients .
compliment (n) pay sb a compliment	/ˌkɒmpləmənt/ /ˌpeɪ sʌmbədi ə 'kɒmpləmənt/	Kompliment jdm ein Kompliment machen	Paying people personal compliments can be an important part of business culture.
compliment (v) compliment sb on sth	/ˌkɒmpləmənt/ /ˌkɒmpləmənt sʌmbədi ɒn ˌsʌmθɪŋ/	loben jdn für etwas loben	Complimenting your staff on good work helps to keep them motivated.
constraint (n)	/kən'streɪnt/	Gezwungenheit	An evening at a corporate event contrasts with the pressures and constraints of the office environment.
contract (n) negotiate a (€ 3 million/ \$900,000) contract	/ˌkɒntrækt/ /nɪˌɡəʊʃɪeɪt ə ... 'kɒntrækt/	Vertrag einen Vertrag (über 3 Millionen €- / 900.000\$-) aushandeln	We're currently negotiating an \$80 million contract with Chinese government officials.

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corporate (adj) corporate event (n)	/ˈkɔːpərət/ /ˈkɔːpərət ɪ'vent/	Firmen-, Unternehmens- Firmenveranstaltung	Corporate events range from international sporting events to nights at the opera.
corporate hospitality/ entertainment (n)	/ˈkɔːpərət hɒspətə'læti/ ˌentə'teɪnmənt/	<i>Unterhaltung und Bewirtung von Firmenkunden</i>	Corporate hospitality has become a boom industry in the past few years.
5-course dinner (n)	/ˌfaɪv kɔːs 'dɪnə/	fünfgängiges Abendessen	A 5-course dinner , plus a private box at the match, costs € 900 per person.
deal (n) do a deal	/di:l/ /ˌduː ə 'di:l/	Abkommen ein Abkommen treffen	Negotiations with Swedish Steel are ongoing and we're hoping to do a deal very soon.
delegation (n)	/ˌdelə'geɪʃn/	Delegation, Abordnung	A delegation of 12 Chinese government officials were invited for a day out at the Wimbledon Lawn Tennis Championships.
division (n) engineering/ pharmaceutical division etc	/dɪ'vɪʒən/ /endʒənɪərɪŋ/ fɑːmə'sjuːtɪkəl dɪ'vɪʒən/	Unternehmensbereich technischer / pharmazeutischer Unternehmensbereich	My name's James McRae and I work for BP in their engineering division .
hospitality (n) corporate hospitality (n)	/hɒspətə'læti/ /ˈkɔːpərət hɒspətə'læti/	Gastfreundschaft <i>Unterhaltung und Bewirtung von Firmenkunden</i>	The Japanese speak \$40 billion on corporate hospitality .
hospitality tent (n)	/hɒspətə'læti ˌtent/	<i>firmeneigenes Zelt mit Bewirtung</i>	Food, drink and entertainment will be on offer at the firm's hospitality tent .
look strong/good/bad etc	/lʊk strɒŋ/gʊd/bæd/	stark/gut/schlecht aussehen	The Nikkei's looking strong at the moment, which is good news for Japanese companies.
merger (n) be involved in a merger	/ˈmɜːdʒə/ /biː ɪnˌvɒlvd ɪn ə 'mɜːdʒə/	Fusion an einer Fusion beteiligt sein	I believe your company's about to be involved in a merger .

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money (n) put your money into sth	/ˈmʌni/ /pʊt jə ˈmʌni ɪntə 'sʌmθɪŋ/	Geld sein Geld in etwas investieren	Now that the economy is improving it's a good time to put your money into the stock markets .
negotiate (v) negotiate a (€ 3 million/ \$900,000) contract	/niˈɡəʊʃieɪt/ /niˈɡəʊʃieɪt ə ... 'kɒntrækt/	verhandeln einen Vertrag (über 3 Millionen € / 900.000\$) aushandeln	A French construction company have successfully negotiated a 12 million contract to build the new company headquarters.
office (n) office environment (n)	/ˈɒfɪs/ /ˈɒfɪs ɪnˈvaɪərəmənt/	Büro Büroumfeld	Reward your star team members by offering them a unique experience far away from the pressures of the office environment .
office party (n)	/ˈɒfɪs ˈpɑːtɪ/	Büroparty	When was the last time you attended an office party ?
per person/per party	/pə ˈpɜːsən/pə ˈpɑːtɪ/	pro Person / Gruppe	London Eye, tour of Tate Modern, dinner: € 1,600 per party of 20.
pressures (n pl)	/ˈpreʃəz/	Druck	Staff need to escape from time to time from the pressures and constraints of the office.
project (n) complete a project	/ˈprɒdʒekt/ /kəmˈpliːt ə ˈprɒdʒekt/	Projekt ein Projekt beenden	We've just completed a successful two-year project with a Finnish engineering company.
reception (n) champagne reception (n)	/rɪˈsepʃən/ /ʃæmˌpeɪn rɪˈsepʃən/	Empfang Champagner-Empfang	Enjoy a champagne reception with first-class service at the Paris Ritz.
red carpet (n) roll out the red carpet (for sb)	/ˌred ˈkɑːpət/ /ˌrəʊl aʊt ðə red 'kɑːpət (fə ˌsʌmbədɪ)/	roter Teppich den roten Teppich (für jemand) ausrollen	Why not roll out the red carpet for your clients and invite them to a banquet on board the Royal Yacht Britannia?
relationship (n) build and maintain a relationship	/rɪˈleɪʃənʃɪp/ /ˌbɪld ən məɪnˌteɪn ə rɪˈleɪʃənʃɪp/	Beziehung eine Beziehung aufbauen und pflegen	Corporate events are an important way of building and maintaining relationships with clients.

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sales rep (n)	/ˈseɪlz ˌrep/	Handelsvertreter/-in	Each year we invite our top 50 sales reps and their partners to the British Grand Prix at Silverstone.
service (n) first-class service	/ˈsɜːvəs/ /ˈfɜːst klɑːs ˈsɜːvəs/	Service erstklassiger Service	Book your corporate event with us and we guarantee the ideal setting and first-class service .
setting (n) ideal setting	/ˈsetɪŋ/ /aɪˌdɪəl ˈsetɪŋ/	Rahmen, Kulisse idealer Rahmen	The Royal Yacht Britannia provides the ideal setting for a unique and unforgettable evening.
star (adj) star employee/team member etc	/stɑː/ /ˌstɑː ɪmˈplɔɪiː/ˈtiːm ˌmembə/	beste(r), Star- der beste Angestellte / das beste Teammitglied	Reward your star team members with an evening of corporate entertainment.
stock market (n)	/ˈstɒk ˌmɑːkət/	Börse, Aktienmarkt	I see the stock markets are improving – now is probably a good time to invest.
surroundings (n pl) tasteful surroundings	/səˈraʊndɪŋz/ /ˌteɪstfəl səˈraʊndɪŋz/	Umgebung geschmackvolle Umgebung	A superb dinner was served in the tasteful surroundings of the Level 2 Café.
team (n) member of a team	/tiːm/ /ˌmembər əv ə ˈtiːm/	Team Mitglied eines Teams	Why not offer star members of your team front-row seats at the Metropolitan Opera in New York?
VIP box (n)	/ˌviːaɪpiː ˈbɒks/	VIP-Loge	VIP boxes are available from € 800 per person.

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advertising campaign (n)	/ædvətɑɪzɪŋ kæmpəɪn/	Werbekampagne	The new advertising campaign is reported to have cost over € 3 million.
all-time low (n)	/ɔ:l taɪm 'ləʊ/	tiefster Stand aller Zeiten	Our share price has fallen to an all-time low of just 85 cents.
assembly plant (n)	/ə'sembli ,plɑ:nt/	Montagewerk	'We may have to consider outsourcing production.' 'Hold on, you mean our assembly plant may be closed down?'
backing (n) (opposite = opposition) the full backing of	/bækɪŋ/ /ðə, fʊl 'bækɪŋ əv/	Unterstützung die vollste Unterstützung	The proposed change got the full backing of everybody present.
balance sheet (n)	/bæləns ,ʃi:t/	Bilanz	A balance sheet is a written statement showing the value of a company at a particular time.
ballpark figure (n) (AmE)	/bɔ:lpa:k ,fɪgə/	Schätzung, Richtwert	A ' ballpark figure ' is a rough estimate of how much something is worth or how much it will cost.
break even (v)	/breɪk 'i:vən/	kostendeckend arbeiten	We can't afford to introduce price cuts – we're barely breaking even on some of our product lines.
capital (n) capital investment/ outlay (n)	/kæpətəl/ /kæpətəl ɪn'vestmənt/'aʊtleɪ/	Kapital Kapitalinvestition/-auslage	Your suggestion is out of the question – we can't afford that kind of capital outlay .
centralise (v) (opposite = decentralise)	/sentrəlaɪz/	zentralisieren	By centralising distribution we could avoid the problems we've been having with overseas distributors.
channels of communication (n pl)	/tʃænlz əv kəmjʊ:nɪ'keɪʃn/	Kommunikationswege	Do you think working in an open-plan office improves channels of communication between people?
chief (n)	/tʃi:f/	Leiter	Former ITT chief , Harold Geneen, was a remorselessly driven workaholic.

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close down (phr v) (opposite = open up)	/ˌkləʊz 'daʊn/	schließen	Many firms couldn't keep up with their competitors in South East Asia and were forced to close down .
consolidate (v)	/kən'sɒlədeɪt/	konsolidieren	Now is not the time to expand, but to consolidate .
consumer (n) consumer confidence (n)	/kən'sju:mə/ /kən,sju:mə 'kɒnfədəns/	Verbraucher Vertrauen des Verbrauchers	When consumer confidence is low sales go down.
cost cutting (n)	/kɒst ˌkʌtɪŋ/	Kostensenkung	Cost cutting often involves job losses so that a firm's wage bill is reduced.
customer relations (n pl)	/ˌkʌstəmə rɪ'leɪʃənz/	Kundenbeziehungen	Good customer relations are vital to the growth of any business.
debt (n) slide (further) into debt	/det/ /ˌslaɪd (fɜːðə) ɪntə 'det/	Schulden (weiter) in Schulden geraten	Invest more money in R&D and we'll simply slide further into debt .
demand (n) stimulate demand	/dɪ'mɑːnd/ /ˌstɪmjəleɪt dɪ'mɑːnd/	Nachfrage Nachfrage ankurbeln	Cutting prices is one way of stimulating demand for a product.
demotion (n) (opposite = promotion) strategic demotion (n)	/dɪ'məʊʃən/ /strəˌtiːdʒɪk dɪ'məʊʃən/	Zurückstufung <i>Herabstufung aus strategischen Gründen</i>	' Strategic demotion ' of men creates more opportunities for women.
distribution channel (n)	/ˌdɪstrə'bjʊːʃən ˌtʃænl/	Vertriebskanal	Distribution channels are the different ways in which goods and materials are distributed.
distributor (n) overseas distributor (n)	/dɪ'strɪbjətə/ /əʊvəsiːz dɪ'strɪbjətə/	Vertriebshändler, Zwischenhändler Zwischenhändler in Übersee	Centralising distribution would be one way of solving the problems we've been having with overseas distributors .
drastic action (n)	/ˌdræstɪk 'ækʃn/	drastische Maßnahmen	The situation calls for drastic action . It's time for a major restructuring.

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executive (n)	/ɪg'zekjətɪv/	Manager, Führungskraft	The average executive spends half of his or her life in meetings.
fall short of (opposite = exceed) fall short of targets/projections	/fɔ:l 'ʃɔ:t əv/ /fɔ:l 'ʃɔ:t əv 'tɑ:gəts/prə'dʒekʃənz/	nicht erreichen, nicht erfüllen Ziele nicht erreichen	Unfortunately we've fallen short of our sales projections again.
figures (n pl)	/fɪgəz/	Zahlen	Executives of ITT had four-day meetings in Brussels poring over figures .
finalise (v)	/faɪnəlaɪz/	abschließen	'We won't be able to finalise anything today.' 'You mean we'll have to hold another meeting?'
hostile takeover (n)	/hɒstaɪl 'teɪkəʊvə/	feindliche Übernahme	The company was acquired recently by a former competitor in a hostile takeover .
implement (v) implement a change/ scheme etc	/ɪmplɪment/ /ɪmplɪment ə 'tʃeɪndʒ/ski:m/	aus-/durchführen eine Veränderung / einen Plan durchführen	Implementing changes takes time.
inflated (adj) inflated prices	/ɪn'fleɪtəd/ /ɪn'fleɪtəd 'praɪsəz/	überhöht überhöhte Preise	Selling old product at inflated prices is not good business.
information-sharing (n) information-sharing meeting (n)	/ɪnfə'meɪʃənʃeərɪŋ/ /ɪnfə'meɪʃənʃeərɪŋ 'mi:tɪŋ/	Informationsaustausch Sitzung zum Informationsaustausch	An information-sharing meeting is one in which people exchange facts and information.
interdepartmental meeting (n)	/ɪntə'di:pɑ:tmentl 'mi:tɪŋ/	<i>Sitzung mit Teilnehmern aus verschiedenen Abteilungen des Unternehmens</i>	An interdepartmental meeting is attended by people from the different departments within a company.
IT support (n)	/aɪ'ti: səpɔ:t/	IT-Support	Good IT support is vital to the efficiency of businesses nowadays.
job-share scheme (n)	/dʒɒʃeə ,ski:m/	Jobsharing-Programm	A job-share scheme is one in which two people share the work of a single job and work reduced hours.

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last-in-first-out (LIFO) (n)	/lɑːstɪnfɜːstʔaʊt/	<i>Prinzip, nach dem der zuletzt Eingestellte als Erster entlassen wird</i>	A last-in-first-out procedure is one in which people who have started working for a firm most recently are the first to lose their jobs.
layoff (n)	/leɪɔf/	Personalabbau	Hundreds of workers could be affected by the layoffs .
layout (n)	/leɪaʊt/	Anordnung, Einrichtung	Feng-shui experts made recommendations for changes to the office layout .
lead (n) technological/ commercial lead etc	/liːd/ /ˌteknəˌlɒdʒɪkəl/ kəˌmɜːʃəl ˈliːd/	Führungsposition technologische / wirtschaftliche Führungsposition	In recent months many computer games companies in this country have lost their technological lead .
loss (n) (opposite = profit) make a loss	/lɒs/ /ˌmeɪk ə ˈlɒs/	Verlust Verlust machen	‘Running into negative profit’ is another way of saying ‘ making a loss ’.
run at a loss	/ˌrʌn ət ə ˈlɒs/	mit Verlust arbeiten	We may end up running at a loss if we cut prices now.
market (n) come onto the market	/ˈmɑːkət/ /kʌm ˌɒntə ðə ˈmɑːkət/	Markt auf den Markt kommen	Better products are coming onto the market all the time.
market trend (n)	/ˈmɑːkət ˈtrend/	Markttrend	Market trends show the type of products that are popular at a particular time.
market-driven (adj)	/ˈmɑːkətˌdriːvən/	marktdeterminiert	Market-driven organisations are controlled by what and how much people want to buy.
opposition (n) (opposite = backing) meet with opposition	/ɒpəˈzɪʃən/ /ˌmiːt wɪð ˌɒpəˈzɪʃən/	Widerstand auf Widerstand treffen	Some of the proposed changes met with a certain amount of opposition .
option (n) explore the options	/ˈɒpʃən/ /ɪkˌsploː ɪ ˈɒpʃənz/	Option, Möglichkeit die Möglichkeiten erwägen	Several options were explored including job-sharing and making some workers redundant.

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outsource (v) outsource production	/ˈaʊtsɔːs/ /ˈaʊtsɔːs prəˈdʌkʃən/	auslagern die Produktion auslagern	We may have to consider outsourcing production in order to cut costs.
overstaffed (adj) (opposite = understaffed)	/ˌəʊvəˈstɑːft/	(personell) überbesetzt	The board feels that the company is overstaffed and has announced job losses.
phase out (phr v) (opposite = bring in, introduce)	/ˌfeɪz ˈaʊt/	auslaufen lassen, vom Markt nehmen	‘We’re barely breaking even on some of our product lines.’ ‘Surely you’re not saying it’s time to phase them out ?’
pick up (phr v) (opposite = drop off, fall off)	/ˌpɪk ˈʌp/	sich erholen, anziehen	Unless things pick up next quarter we may have to rethink our pricing strategy.
positive discrimination (n)	/ˌpɒzətɪv dɪˌskrɪmənəˈneɪʃən/	positive Diskriminierung	A policy of positive discrimination would lead to more women being appointed to management positions.
price setting (n)	/ˌpraɪs ˌsetɪŋ/	Preisbestimmung	There was a lot of disagreement in the meeting about price setting .
pricing strategy (n)	/ˌpraɪsɪŋ ˌstrætədʒɪ/	Preisstrategie	We shall have to rethink our pricing strategy if our European sales figures don’t improve.
product (n) product development (n)	/ˌprɒdʌkt/ /ˌprɒdʌkt dɪˌveləp.mənt/	Produkt Produktentwicklung	We’re losing our technological lead and need to invest more money in product development .
product line (n)	/ˌprɒdʌkt ˌlaɪn/	Produktlinie, Sortiment	If profit margins are falling it may be time to phase out some product lines .
production (n) production cost/ method (n)	/ˌprɒdʌkʃən/ /ˌprɒdʌkʃən ˌkɒst/məθəd/	Produktion Produktionskosten/-methode	We need to keep production costs down if we want to remain competitive.
profit margin (n)	/ˌprɒfɪt ˌmɑːdʒən/	Gewinnspanne	Profit margins increased by 7% last quarter.

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proposal (n) submit a proposal	/prə'pəʊzəl/ /sʌb,mɪt ə prə'pəʊzəl/	Vorschlag einen Vorschlag einreichen	Heads of department were asked to submit their proposals for change within the company.
proviso (n) with the proviso that ...	/prə'vɔɪzəʊ/ /ˌwɪð ðə prə'vɔɪzəʊ ðət .../	Vorbehalt, Bedingung unter der Bedingung, dass	Job losses were approved with the proviso that people with the company for less than a year were laid off first.
pull out (of) (phr v)	/pʊl 'aʊt (əv)/	aussteigen (aus)	The firm is pulling out of the personal computer business.
quality control (n)	/ˌkwɒlətɪ kən'trəʊl/	Qualitätskontrolle	Quality control involves testing goods in a factory to make sure that they are good enough to sell.
quarter (n)	/kwɔ:tə/	Vierteljahr	The European sales figures for last quarter are extremely disappointing.
recruitment process (n)	/rɪ'krʊ:tɪmənt ˌprəʊses/	Anwerbung von neuen Mitarbeitern	There's often a lot of disagreement in meetings about recruitment processes .
region (n) in the region of	/rɪ:dʒən/ /ɪn ðə 'rɪ:dʒən əv/	Gegend in der Gegend von	Her salary must be somewhere in the region of \$100,000 a year.
restructuring (n)	/rɪ:'strʌktʃəɪnɪŋ/	Umstrukturierung	The situation calls for drastic action – it's time for a major restructuring .
row (n) in a row	/rəʊ/ /ɪn ə 'rəʊ/	Reihe hintereinander	This is the third quarter in a row we've missed our targets.
salary (n) salary review (n)	/sæləri/ /sæləri rɪˌvjuː/	Gehalt neue Festsetzung des Gehalts	Each of our employees has an annual salary review .
sales projection (n)	/seɪlz prədʒekʃən/	Absatzprognose	Sales projections forecast a considerable increase in sales in Eastern Europe.
shake-up (n)	/ʃeɪkʌp/	Umbesetzung, Umorganisation	During the recent shake-up several members of the Board of Directors resigned.

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share (n) share price (n)	/ʃeə ˈpraɪs/	Anteil, Aktie Aktienkurs	Our share price has fallen to an all-time low of 85 cents.
shareholder (n)	/ʃeəhəʊldə/	Aktionär/-in	Shareholders were delighted when ITT's sales increased from \$745 million to nearly \$28 billion.
staff appraisal (n)	/ˌstɑːf əˈpreɪzəl/	Personalgespräch	Staff appraisals take place annually between employees and their line manager.
streamlining (n) (opposite = expansion)	/ˌstriːmlaɪnɪŋ/	Rationalisierung	The company is overstaffed – I think some streamlining is necessary.
supply chain (n)	/səˈplaɪ ˌtʃeɪn/	Zulieferkette	Our supply chains have been disrupted by the recent rail strike.
target (n) miss (your) targets	/ˈtɑːɡət/ /ˌmɪs (jə) ˈtɑːɡəts/	Ziel (seine) Ziele nicht erreichen	This is the third quarter in a row that we've missed our targets .
team spirit (n)	/ˌtiːm ˈspɪrət/	Teamgeist	A good team spirit is vital for both efficiency and productivity.
volatile (adj) volatile market (n)	/ˌvɒlətaɪl/ /ˌvɒlətaɪl ˈmɑːkət/	unbeständig unbeständiger Markt	A volatile market is one that develops and changes very quickly.
voluntary (adj) (opposite = compulsory) voluntary redundancy (n)	/ˌvɒləntəri/ /ˌvɒləntəri rɪˈdʌndənsɪ/	freiwillig <i>freiwilliges Ausscheiden aus dem Betrieb</i>	One answer to the problem of overstaffing would be voluntary redundancy .

Unit 3

headword	pronunciation	translation/notes	example sentence
blow your chances (of)	/ˈbləʊ jə 'tʃɑːnsəz (əv)/	seine Chancen verspielen	After the deal had fallen through, he knew he'd blown his chances of a salary increase.
bonus (n)	/ˈbəʊnəs/	Prämie	His salary was £50,000 a year but his bonuses were triple that.
business (n) run a business	/ˈbɪznəs/ /rʌn ə 'bɪznəs/	Geschäft ein Geschäft / eine Firma leiten	Running a business requires a lot of determination and hard work.
collapse (n) the collapse of	/kə'læps/ /ðə kə'læps əv/	Zusammenbruch der Zusammenbruch von	Nick Leeson was at the centre of the scandal surrounding the collapse of Barings Bank.
come to nothing	/kʌm tə 'nʌθɪŋ/	nichts werden	After months of discussions the proposed merger finally came to nothing .
debt (n) crippling debts (n pl)	/det/ /ˈkrɪplɪŋ 'dets/	Schulden drückende Schulden	Burdened with crippling debts , Barings was finally bought by the Dutch IMNG Bank for the sum of one pound.
heavy debts (n pl)	/ˈhevi 'dets/	hohe Schulden	Many students leave university with heavy debts .
mounting debts (n pl)	/ˈmaʊntɪŋ 'dets/	steigende Schulden	Leeson carefully hid his mounting debts in an account called Error Losses 88888.
outstanding debts (n pl)	/aʊtˌstændɪŋ 'dets/	ausstehende Schulden	All outstanding debts should be paid off immediately.
environmentally friendly (adj)	/ɪnˌvaɪərəˌmentəli 'frendli/	umweltfreundlich	Do you think investment in environmentally friendly , less exploitative products makes the world a better place?
ethical investment (n)	/ˌeθɪkəl ɪnˈvestmənt/	ethisches Investment (<i>Investition in umweltfreundliche und nicht ausbeuterische Produkte</i>)	Ethical investment is investment in products that are environmentally friendly and non-exploitative.

in company Upper intermediate

Unit 3

headword	pronunciation	translation/notes	example sentence
exploitative (adj) (opposite = non-exploitative)	/ɪk'splɔɪtətɪv/	ausbeuterisch	Exploitative businesses are those which make money by selling products such as cigarettes, alcohol and arms.
fall through (phr v) (opposite = go through)	/fɔ:l 'θru:/	scheitern	The deal fell through after the government rejected the company's bid.
get on (phr v)	/,get 'ɒn/	weiterkommen	How important is it to you to get on in your career?
go through (phr v) (opposite = fall through)	/,gəʊ 'θru:/	zustande kommen	Negotiations seemed to be successful so we're all hoping the deal will go through .
investment (n) investment fund (n)	/ɪn'vestmənt/ /ɪn'vestmənt ,fʌnd/	Investition, Anlage Investmentfonds, Anlagefonds	Vice Fund is the first investment fund not afraid to describe itself as 'politically incorrect'.
sound investment (n)	/,saʊnd ɪn'vestmənt/	sichere Anlage	The increasing value of property makes it a sound investment .
investor (n)	/ɪn'vestə/	Investor	Over the last few years many investors have lost a fortune on the stock exchange.
land (v) land a job	/lænd/ /lænd ə 'dʒɒb/	an Land ziehen einen Job bekommen	After leaving school, Leeson landed a job with Coutts bank in the City of London.
lose (v) lose your touch	/lu:z/ /lu:z jə 'tʌtʃ/	verlieren das Gespür (für einen Markt, für Geschäfte etc.) verlieren	After the markets did a U-turn, Leeson seemed to lose his touch and the speculative losses built up.
make your mark (in)	/,meɪk jə 'mɑ:k (ɪn)/	ein Zeichen setzen	Microsoft have certainly made their mark in the computer software industry.
non-starter (n)	/,nɒn'stɑ:tə/	Rohrkrepierer	Frankly as a business proposition, it's a non-starter .
pay off (phr v)	/,peɪ 'ɒf/	sich auszahlen	Many 'green' investments have paid off very well in the last ten years, often outperforming less ethically sound stocks.

Unit 3

headword	pronunciation	translation/notes	example sentence
potential (n) potential for growth	/pə'tenʃəl/ /pə'tenʃəl fə 'grəʊθ/	Potential Wachstumspotential	Companies are selected according to their financial soundness and potential for growth .
pull sth off (phr v)	/ˌpʊl sʌmθɪŋ 'ɒf/	etwas zuwege bringen, an Land ziehen	We nearly managed to get the contract but just failed to pull it off .
recession (n)	/rɪ'seʃən/	Rezession	Sales of alcohol and cigarettes always increase in times of recession .
revenues (n pl)	/revənju:z/	Einkünfte	A lot of the companies that people invest in derive a significant portion of their revenues from products considered socially irresponsible.
savings (n pl)	/seɪvɪŋz/	Ersparnisse	My advice would be to invest your savings in property rather than in the stock exchange.
soundness (n) (opposite = instability) financial soundness	/saʊndnəs/ /fə'nænʃəl 'saʊndnəs/	Stabilität finanzielle Stabilität	Consider carefully the financial soundness of companies you are thinking of investing in.
the stock exchange (n)	/ðə 'stɒk ɪks,tʃeɪndʒ/	Börse	Many investors have lost a fortune on the stock exchange in recent years.
U-turn (n) do a U-turn	/ˌju:tʃ:n/ /du: ə ˌju:tʃ:n/	Kehrtwende eine Kehrtwende machen	In 1994 the markets did a U-turn and Leeson seemed to lose his touch.
work (v) work your way up (from)	/wɜ:k/ /ˌwɜ:k jə weɪ 'ʌp frəm/	arbeiten sich hocharbeiten (von)	He worked his way up from the very bottom to become Barings' top currency trader at the Singapore office.

Unit 4

headword	pronunciation	translation/notes	example sentence
attention (n) command attention	/ə'tenʃən/ /kə,mɑ:nd ə'tenʃən/	Aufmerksamkeit die Aufmerksamkeit auf sich ziehen	Your appearance and the way you speak are important factors in commanding an audience's attention .
draw (sb's) attention (to) attention span (n)	/,drɔ: (sʌmbədɪz) ə'tenʃən (tu:)/ /ə'tenʃən ,spæn/	(jemand)s Aufmerksamkeit (auf etwas) lenken Konzentrationsspanne	I'd particularly like to draw your attention to the chart on the screen. The attention span of the average audience member is 12.5 seconds.
audience (n) audience member (n) audience recall (n) business audience (n)	/ɔ:diəns/ /ɔ:diəns 'membə/ /ɔ:diəns 'ri:kɔ:l/ /bɪznəs ɔ:diəns/	Publikum, Zuhörerschaft Zuhörer Erinnerung der Zuhörer Geschäftspublikum	The attention span of the average audience member is 12.5 seconds. Using visuals in your talk will improve audience recall by 400%. Cambridge Associates is a training company that helps people give presentations to business audiences .
background (n) give sb some of the background (to)	/bækgraʊnd/ /,gɪv sʌmbədɪ səm əv ðə 'bækgraʊnd (tu:)/	Hintergrund jdm Hintergrundinformationen geben zu	I'd just like to give you some of the background to what I'm about to say.
body language (n)	/bɒdi ,læŋgwɪdʒ/	Körpersprache	Your talk was excellent and your body language projected strength and confidence.
bullet-pointed (adj)	/bʊlət,pɔɪntəd/	mit Aufzählungszeichen	Bullet-pointed lists can help you make your point effectively but using too many of them is boring.
deadline (n) miss a deadline	/dedlaɪn/ /mɪs ə 'dedlaɪn/	Deadline, Frist eine Frist verpassen	Miss this deadline and you'll lose the biggest client this company's ever had.
delivery (n)	/dɪ'lɪvəri/	Vortragsweise	Your ' delivery ', or the way you speak, is as important as the words themselves.

■ Unit 4

headword	pronunciation	translation/notes	example sentence
face-to-face (adj) face-to-face debate/ negotiation etc	/ˈfeɪstəˈfeɪs/ /ˈfeɪstəˈfeɪs dɪˈbeɪt/nɪˌɡəʊʃɪˈeɪʃən/	persönlich Debatte / Verhandlung von Angesicht zu Angesicht	The face-to-face presidential debate took place on television on September 26, 1960.
flipchart (n)	/ˈflɪptʃɑːt/	Flipchart	A flipchart consists of large sheets of paper, attached at the top, that you write things on when talking to a group of people.
fluent (adj) (opposite = hesitant)	/ˈfluːənt/	flüssig	A fluent and confident speaker can easily command the attention of an audience.
handout (n)	/ˈhændaʊt/	Handout, ausgeteilte Unterlage	A good piece of advice is not to give your audience any handouts until you've finished speaking.
hesitant (adj) (opposite = fluent)	/ˈhezətənt/	zögerlich	Hesitant speakers fail to interest or convince their audience.
impact (n) loss of impact (n)	/ˈɪmpækt/ /ˌlɒs əv ˈɪmpækt/	Wirkung Wirkungsverlust	Too many visuals can result in a loss of impact .
(be) neck and neck	/ˌ(bɪ) ˌnek ən ˈnek/	Kopf an Kopf	Nixon and Kennedy were neck and neck in the polls, with 47% of the vote each.
non-verbal (adj) (opposite = verbal) non-verbal body language/gestures	/ˌnɒnˈvɜːbəl/ /ˌnɒnˌvɜːbəl ˈbɒdɪ ˌlæŋɡwɪdʒ/dʒɛstʃəz/	nonverbal nonverbale Körpersprache / Gestik	Remember that your use of non-verbal gestures has a big impact on your audience.
overhead (n)	/ˈəʊvəhed/	Overhead-Projektion	An overhead is a picture or a piece of writing that you show to people using an overhead projector.
personnel (n) sales personnel (n)	/ˌpɜːsəˈneɪl/ /ˌseɪlz pɜːsəˈneɪl/	Belegschaft Verkaufspersonal	Do you think sales personnel earn higher commission if they're good-looking?

Unit 4

headword	pronunciation	translation/notes	example sentence
perspective (n) put sth into perspective	/pə'spektɪv/ /pʊt sʌmθɪŋɪntə pə'spektɪv/	Perspektive etwas klar machen	To put this into some kind of perspective for you, this is the first time we've failed to achieve our sales targets in two years.
point out (phr v) I'd like to point out that ...	/pɔɪnt 'aʊt/	hinweisen auf Ich möchte darauf hinweisen, dass...	I'd like to point out that unemployment in the area has gone down in the last six months.
PowerPoint (n)	/paʊəpɔɪnt/	PowerPoint	PowerPoint is a piece of software enabling you to create your own visuals for meetings and presentations.
presence (n) natural presence (n)	/prezəns/ /nætʃərəl 'prezəns/	Auftreten, Ausstrahlung Auftreten, Ausstrahlung	Your appearance, body language and the way you speak are all part of your natural presence .
presentation (n) attend a presentation give/make a presentation	/,prezən'teɪʃən/ /ə'tend ə ,prezən'teɪʃən/ /,gɪv/,meɪk ə ,prezən'teɪʃən/	Präsentation, (Kurz)vortrag an einer Präsentation teilnehmen, einem Vortrag zuhören eine Präsentation geben / halten	Tina's boss attended her presentation in order to give her feedback on her performance. We're giving a presentation to a big Taiwanese client and it's important that it goes well.
process (v)	/prəʊses/	verarbeiten	The human brain processes images 400,000 times faster than text.
project (v) project confidence/ strength etc	/prə'dʒekt/ /prə'dʒekt 'kɒnfədəns/streɪŋθ/	ausstrahlen Vertrauen, Stärke ausstrahlen	It's important that your body language projects confidence and strength .
pull ahead (phr v) (opposite = fall back)	/pʊl ə'hed/	die Führung übernehmen	In the all-important opinion polls, Kennedy pulled ahead .
slide (n)	/slaɪd/	Dia	A slide is a small piece of film in a frame that you shine light through to show the image on a screen.

Unit 4

headword	pronunciation	translation/notes	example sentence
speaker (n)	/ˈspi:kə/	Redner	Good speakers need to have 'self-belief', that is to say confidence and assurance.
underline (v)	/ˌʌndəˈlaɪn/	betonen, unterstreichen	A word can be emphasized and a thought underlined by silence.
be up (opposite = be down)	/bi: ˈʌp/	gestiegen sein	Net profits are up 97% – yes, 97%.
verbal (adj)	/vɜ:bəl/	verbal	How much of the impression that speakers make on their audience is verbal , as opposed to visual?
verbal skills (n pl)	/vɜ:bəl ˌskɪlz/	sprachliche Fähigkeiten	Nixon's verbal skills were superior to Kennedy's but he lacked visual appeal.
visual (adj)	/vɪʒʊəl/	visuell	The Nixon-Kennedy debate was the classic case of verbal skills versus visual appeal .
visual appeal (n)	/ˌvɪʒʊəl əˈpi:l/	ansprechendes Äußeres	
visuals (n pl)	/vɪʒʊəlz/	Anschauungsmaterial	Visuals , such as videos, overheads and PowerPoint, help to command the attention of your audience.
vocal (adj)	/vəʊkəl/	stimmlich, über die Stimme	38% of the total impression speakers make on an audience is ' vocal ' (how they sound).
voice (n)	/vɔɪs/	Stimme	Research has shown that people prefer low voices to high-pitched ones.
high-pitched/low voice	/ˌhaɪpɪtʃt/ˌləʊ ˈvɔɪs/	hohe / tiefe Stimme	

Unit 5

headword	pronunciation	translation/notes	example sentence
account (n) debit sb's account	/ə'kaʊnt/ /ˌdeɪt ˌsʌmbədaɪz ə'kaʊnt/	Konto das Konto (von jdm) belasten	I notice that you had no problem debiting our account for \$15,000.
alternative (n) have no alternative but to	/ɔ:l'tɜ:nətɪv/ /hæv ˌnəʊ ɔ:l'tɜ:nətɪv ˌbʌt tuː/	Alternative keine Alternative haben als	If we don't get delivery of the shirts within 48 hours, I shall have no alternative but to hand the matter over to our legal department.
assistance (n) be of assistance (to sb)	/ə'sɪstəns/ /ˌbiː əv ə'sɪstəns (tə ˌsʌmbədi)/	Hilfe (jdm) behilflich sein	Glad to be of assistance . Is there anything else I can help you with?
authorised (adj) (not) be authorised to do sth	/ɔ:θəraɪzd/ /ˌ(nɒt) biː 'ɔ:θəraɪzd tə ˌduː ˌsʌmθɪŋ/	befugt (nicht) befugt sein etwas zu tun	We're not authorised to give refunds, I'm afraid.
caller (n)	/kɔ:lə/	Anrufer	The article on p. 26 is about dealing with unwanted callers on the phone.
case (n) I hope this is not the case.	/keɪs/ /aɪ ˌhəʊp ðɪs ɪz ˌnɒt ðə 'keɪs/	Fall Ich hoffe, das ist nicht der Fall.	I realise you may not have made a start on the report yet but I hope this is not the case .
check with (phr v)	/tʃek ˌwɪð/	nachfragen bei	'Is there any chance of sending anyone else out here?' 'I'll check with Liz and see if she can spare Kim for a few days.'
disgrace (n) be an utter disgrace	/dɪs'ɡreɪs/ /biː ən ˌʌtə dɪs'ɡreɪs/	Schande wirklich eine Schande sein	You haven't even sent an email explaining why the order's taking so long to arrive. It's an utter disgrace .
foul up (phr v) foul things up	/ˌfaʊl ˈʌp/ /ˌfaʊl θɪŋz ˈʌp/	verderben, falsch machen grobe Fehler machen	If you carry on fouling things up , your job could be in danger.
get down to business	/ɡet ˌdaʊn tə 'bɪznəs/	zur Sache kommen	Let's stop wasting time and get down to business .

in company Upper intermediate

■ Unit 5

headword	pronunciation	translation/notes	example sentence
get hold of	/get 'həʊld əv/	erreichen	Can you get hold of the organisers and tell them we'll set the stand up tomorrow at 7am?
get in touch	/,get in 'tʌtʃ/	sich in Verbindung setzen	Mobile phones make it possible to get in touch whenever you want, wherever you want.
get on to (phr v)	/get 'ɒn tu:/	sich kümmern um	'It might help to have a Polish interpreter.' 'OK, I'll get on to that right away.'
get round to (phr v)	/get 'raʊnd tu:/	kommen zu	I've been too busy to get round to typing up the report.
get to the point	/,get tə ðə 'pɔɪnt/	zum Punkt kommen	Some people can take a long time to get to the point when they're chatting on the phone.
get together (phr v)	/,get tə'geðə/	sich treffen	It's been great talking to you. We must get together soon.
hand over (phr v)	/,hænd 'əʊvə/	übergeben	If we don't receive the delivery within 48 hours, I'll be handing the matter over to our legal department.
happen (v) happen to have/know etc	/hæpn/ /,hæpn tə 'hæv/nəʊ/	passieren zufällig haben/wissen	Do you happen to have a phone number for the promotions people?
I'll let you get on.	/,get 'ɒn/	Ich will Sie nicht länger aufhalten.	' I'll let you get on ' is a polite way of telling someone you want to end a phone conversation.
just this minute	/dʒʌst ðɪs 'mɪnət/	in diesem Moment	I'll have to go. Someone's just this minute stepped into the office.
keep (v) I mustn't keep you.	/ki:p/ /aɪ ,mʌsənt 'ki:p ju:/	aufhalten Ich will Sie nicht aufhalten.	' I mustn't keep you ' is a polite way of letting someone know you want to end a phone conversation.
logo (n) company logo (n)	/ləʊgəʊ/ /kʌmpəni 'ləʊgəʊ/	Logo Firmenlogo	We ordered 6,000 polo shirts with our company logo on.

■ Unit 5

headword	pronunciation	translation/notes	example sentence
look into sth (phr v)	/lʊk 'ɪntə sʌmθɪŋ/	sich um etwas kümmern	'Did you order a reprint of the Polish brochures?' 'I'll look into it the minute I get off the phone.'
make yourself clear	/,meɪk jəself 'kliə/	sich klar ausdrücken	I shall be contacting our legal department unless I hear from you within 48 hours. I hope I've made myself clear .
point (n) Is there any point (in) ...?	/pɔɪnt/ /ɪz ðeə enɪ 'pɔɪnt/	Sinn, Zweck Hat es einen Sinn, ...?	Is there any point in sending the Russian brochures?
positive note (n) end sth on a positive note	/pɒzətɪv ,nəʊt/ /end sʌmθɪŋ ɒn ə 'pɒzətɪv ,nəʊt/	freundlicher Ton; etwas Positives etwas in freundlichem Ton / mit etwas Positivem beenden	It's important to try and end phone calls on a positive note .
probationary period (n)	/prə'beɪʃənəri ,pɪərɪəd/	Probezeit	A probationary period is the initial period that someone spends doing a job that shows whether they are suitable for the post.
progress (n) make progress (on)	/prəʊgres/ /meɪk 'prəʊgres ɒn/	Fortschritt Fortschritte machen (mit)	Are you making any progress on the Samsung report or not?
promotional product (n)	/prə'məʊʃənəl 'prɒdʌkt/	Werbeartikel	A promotional product is one that advertises a company or organization and often has a logo or the name of the company printed on it.
reach (v) reach sb on the phone	/ri:tʃ/ /ri:tʃ sʌmbədi ɒn ðə 'fəʊn/	erreichen jdn telefonisch erreichen	I've tried calling several times but unfortunately I've been unable to reach him on the phone .
refund (n) give (sb) a refund	/ri:fʌnd/ /gɪv sʌmbədi ə 'ri:fʌnd/	Rückerstattung (jdm) das Geld erstatten	We're unable to give refunds , I'm afraid, but we could send you a replacement.
rumour (n) There's a rumour going about ...	/ru:mə/ /ðeə ə 'ru:mə ɡəʊɪŋ ə'baʊt .../	Gerücht Es gibt ein Gerücht, dass ...	There's a rumour going about of a possible merger between the two companies.

■ Unit 5

headword	pronunciation	translation/notes	example sentence
start (n) make a start (on)	/stɑ:t/ /,meɪk ə 'stɑ:t (ɒn)/	Anfang anfangen (mit)	I've not even had time to make a start on the report yet.
state (v) state your business	/steɪt/ /,steɪt jə 'bɪznəs/	erklären, nennen sein Anliegen nennen	To avoid wasting time, try to state your business as soon as possible during the conversation.
strategy (n)	/strætədʒɪ/	Strategie	Which strategy do you normally use for ending a phone conversation when you're busy?
termination (n)	/tɜ:mə'neɪʃən/	Beendigung	Phone call termination can be difficult, especially with hardened 'chatterers'!
type up (phr v) type up a report/ paper/presentation	/,taɪp 'ʌp/ /,taɪp ʌp ə 'rɪpɔ:t/'preɪpə/ 'prezənteɪʃn/	zusammenschreiben, tippen einen Bericht / einen Vortrag / eine Präsentation schreiben	How long do you think it will take to type up that report ?

Unit 6

headword	pronunciation	translation/notes	example sentence
action plan (n) draw up/work out an action plan	/ækʃən ˈplæn/ /drɔː ˌʌp/wɜːk ˌaʊt ən ˈækʃən ˈplæn/	Maßnahmenplan einen Maßnahmenplan ausarbeiten	It's important to draw up an action plan so that we all know what we're doing.
agenda (n) hidden agenda	/əˈdʒendə/ /hɪdn əˈdʒendə/	Tagesordnung Hintergedanke	A hidden agenda is a secret reason for doing something because it will bring you an advantage.
item on the agenda	/aɪtəm ɒn ðɪ əˈdʒendə/	Tagesordnungspunkt	It's time we moved on to the next item on the agenda .
set an agenda	/ˌset ən əˈdʒendə/	eine Tagesordnung festlegen	Once you've set an agenda for your meeting, try to stick to it.
stick to an agenda	/ˌstɪk tuː ən əˈdʒendə/	sich an eine Tagesordnung halten	Meetings within our department tend to stick strictly to the agenda and are highly focused.
business (n) business plan (n)	/ˈbɪznəs/ /ˈbɪznəs ˈplæn/	Geschäft Geschäftskonzept	Timeofyourlife.com is based on an interesting business plan – ordinary people buying a kind of timeshare in luxury goods.
business school (n)	/ˈbɪznəs ˌskuːl/	“Businss School“, <i>etwa</i> : Wirtschafts- hochschule	Jeff is in charge of in-company training at a prestigious business school in the United States.
capitalist (adj) capitalist values (n pl)	/ˈkæpətɪst/ /ˈkæpətɪst ˈvæljuːz/	kapitalistisch kapitalistische Werte	People in business are highly geared towards capitalist values but they need to understand that there are other ways of seeing the world.
chairperson (n)	/tʃeəpɜːsən/	Vorsitzender	Discuss the following topic: ‘Does a meeting need a chairperson ?’
check up on (phr v)	/tʃek ˈʌp ɒn/	kontrollieren	There's a rumour that the company is planning to check up on employees using PC monitoring software and CCTV.
come back to (phr v)	/kʌm ˈbæk tuː/	zurückkommen auf	We'll come back to this point later if we've got time.

Unit 6

headword	pronunciation	translation/notes	example sentence
communication (n)	/kəˌmjuːnɪˈkeɪʃən/	Kommunikation	
communication barrier (n)	/kəˌmjuːnɪˈkeɪʃən ˌbæriə/	Kommunikationsbarriere	Communication barriers are often caused by hierarchies in the workplace.
communication breakdown (n)	/kəˌmjuːnɪˈkeɪʃən ˌbreɪkdaʊn/	Zusammenbruch der Kommunikation	Misunderstandings or ' communication breakdowns ' are especially common between people from different cultures.
computer surveillance (n)	/kəmˈpjʊːtə səˈveɪləns/	Computerüberwachung	Computer surveillance could help to identify employees who access games and websites during company time.
conference room (n)	/kɒnfrəns ˌruːm/	Konferenzraum	The meeting will take place in Conference Room 7 on the top floor.
conflict (n)	/kɒnflɪkt/	Konflikt	
area of conflict (n)	/ˌeəriə əv ˈkɒnflɪkt/	Konfliktfeld	Try to anticipate and avoid areas of conflict during your meetings.
consensus (n)	/kənˈsensəs/	Konsens, Übereinstimmung	
reach a consensus	/ˌriːtʃ ə kənˈsensəs/	zu einem Konsens kommen	If a group of people reach a consensus about something, they all agree on it.
cutting-edge (adj)	/ˌkʌtɪŋˈedʒ/	führend	
(opposite = old-fashioned)			Cutting-edge technology or procedures are the most modern and advanced available.
deliberate (over) (v)	/dɪˈlɪbəreɪt (əʊvə)/	bedenken, nachdenken über	If you deliberate over something, you think very carefully about it before making a decision.
device (n)	/dɪˈvaɪs/	Gerät	
hand-held device	/ˌhændheld dɪˈvaɪs/	tragbares Gerät, Handheld	John Clarkson and his colleagues plan to develop a hand-held device that will produce results on DNA samples within minutes.
diplomacy (n)	/dɪˈpləʊməsi/	Diplomatie	Diplomacy involves listening to what other people are saying whether you agree with them or not.
dominate (v)	/ˈdɒmɪneɪt/	dominieren	
dominate a discussion	/ˌdɒmɪneɪt ə dɪˈskʌʃən/	eine Diskussion dominieren	A good chairperson should not allow the same people to dominate the discussion all the time.

Unit 6

headword	pronunciation	translation/notes	example sentence
electronic tagging device (n)	/ɪˌlektɹɒnɪk 'tæɡɪŋ dɪˌvaɪs/	Gerät zur elektronischen Überwachung	Some people are worried that electronic tagging devices or even implants could be used to monitor employee activity.
e-mail (n)	/ɪːmeɪl/	E-Mail	New software programmes make it possible for your boss to track e-mails on your company computer.
track e-mails	/ˌtræk 'iːmeɪlz/	E-Mails verfolgen	
employee (n)	/ɪmˈplɔɪi/	Angestellter, Mitarbeiter	Most employee monitoring in the workplace is perfectly legal and happens more often than you realize.
employee monitoring (n)	/ɪmˈplɔɪi 'mɒnɪtɪŋ/	Überwachung der Mitarbeiter	
executive (n)	/ɪgˈzekjətɪv/	obere Führungskraft, leitender Angestellter, Mitglied der Geschäftsführung	Gay Haskins is head of executive training at London Business School.
executive training (n)	/ɪgˈzekjətɪv 'treɪnɪŋ/	Führungskräfteschulung	
fill sb in (on) (phr v)	/ˌfɪl sʌmbədɪ 'ɪn (ɒn)/	jdn informieren über	Luis is going to start by filling us in on some of the background.
focus on (phr v)	/ˌfəʊkəs ,ɒn/	sich konzentrieren auf	It's important for us all to focus on the key issues.
follow-up task (n)	/ˌfɒləʊʌp 'tɑːsk/	Aufgabe in Bezug auf das weitere Vorgehen	I'm going to assign a follow-up task to everyone present.
assign follow-up tasks	/əˈsaɪn ˌfɒləʊʌp 'tɑːskz/	Aufgaben in Bezug auf das weitere Vorgehen zuteilen	
prioritise follow-up tasks	/praɪˌɒrɪtaɪz ˌfɒləʊʌp 'tɑːskz/	Aufgaben der Wichtigkeit nach ordnen	
genetic (adj)		genetisch	Genetic profiles could be used to screen potential employees for health problems, but are they ethical?
genetic profile (n)	/dʒəˌnetɪk 'prəʊfaɪl/	Genprofil	
genetic screening (n)	/dʒəˌnetɪk 'skriːnɪŋ/	Genuntersuchung	
genetic test/testing (n)	/dʒəˌnetɪk 'test/testɪŋ/	Gentest	
			Are you for or against the idea of genetic screening for prospective employees?
			A technology is being developed that will allow employers to carry out genetic tests on job candidates.

■ Unit 6

headword	pronunciation	translation/notes	example sentence
get started	/get 'stɑ:təd/	anfangen	OK, let's get started , shall we?
go with (phr v) (opposite = reject)	/gəʊ ,wɪð/	zustimmen	I liked your suggestion best, Jenny – I think I'm going to go with it.
goal (n) establish/define goals	/gəʊl/ /ɪ'stæblɪʃ/dɪ,fam 'gəʊlz/	Ziel Ziele setzen/definieren	An effective chairperson should start by establishing the main goals of the meeting.
group-think (n)	/gru:pθɪŋk/	Groupthink, <i>Tendenz, dass innerhalb einer Gruppe Konsens angestrebt wird, was die Qualität der Meinungsbildung beeinträchtigt</i>	' Group-think ' is a term which describes the need for a group of people to agree at all costs.
implant (n)	/ɪm'plɑ:nt/	Implantat	Electronic tagging devices or even implants could be used to monitor employee activity.
in-company training (n)	/ɪnkʌmpəni 'treɪnɪŋ/	innerbetriebliche Weiterbildung	She's in charge of in-company training at one of the UK's leading business schools.
incorporate (v) (opposite = exclude)	/ɪn'kɔ:pəreɪt/	aufnehmen, einbauen	Try to incorporate other people's ideas into your own thinking.
issue (n) key issue (n)	/ɪʃu:/ /ki: 'ɪʃu:/'	Thema Schlüsselthema	Genetic screening is fast becoming a key issue in the recruitment of employees.
job (n) job prospects (n)	/dʒɒb/ /dʒɒb ,prɒspekts/	Arbeitsplatz, Stelle Berufsaussichten	Should genetic tests decide job prospects ?
leading authority (n)	/li:ɪdɪŋ ɔ:'θɒrətɪ/	führende Autorität	Michael Begeman is a leading authority on one of the world's most universal rituals – the meeting.
management (n) management skills (n)	/mænɪdʒmənt/ /mænɪdʒmənt ,skɪlz/	Management, Unternehmensführung Führungsfähigkeiten	Executives go to business school in order to improve their management skills .

Unit 6

headword	pronunciation	translation/notes	example sentence
meeting (n) democratic meeting (n)	/mi:tɪŋ/ /demə'krætɪk 'mi:tɪŋ/	Besprechung „demokratische Besprechung“; <i>Sitzung, in der jeder die Möglichkeit erhält, den Vorsitz zu übernehmen</i>	'Democratic meetings' are ones in which all employees, from junior management upwards, get a chance to act as chairperson.
lead a meeting	/li:d ə 'mi:tɪŋ/	eine Besprechung leiten	The person who leads a meeting is called a chairperson.
mobile meeting (n)	/məʊbaɪl 'mi:tɪŋ/	<i>Besprechung, die nicht auf einen bestimmten Ort festgelegt ist</i>	'Mobile meetings' can be held anywhere – in the elevator or even in a local café!
non-stop meeting (n)	/nɒnstɒp 'mi:tɪŋ/	Nonstop-Meeting	A ' non-stop meeting ' is one in which people spend their whole day working around an enormous central table.
recreational meeting (n)	/rekrɪ'eɪʃənəl 'mi:tɪŋ/	<i>Besprechung an einem Ort, der normalerweise der Erholung dient</i>	A ' recreational meeting ' is one in which staff can meet in a 'park area' in the middle of the building.
virtual meeting (n)	/vɜ:tʃʊəl 'mi:tɪŋ/	virtuelle Besprechung	In a ' virtual meeting ' people sit at work stations and communicate with each other using the latest software.
miniaturise (v)	/mɪnətʃəraɪz/	stark verkleinern, eine Miniaturausgabe herstellen	Clarkson and his colleagues plan to miniaturise a device that will produce DNA results within 30 minutes.
monitor (v)	/mɒnətə/	überwachen	Businesses have a lot of good reasons for monitoring workers, including preventing workplace crime and protecting company secrets.
overrun (n)	/əʊvə'raʊn/	Überziehen der Zeit	I'd like to speed things up bit in our meetings so that we can avoid overruns .
pager (n)	/peɪdʒə/	Pager	A pager is a small portable piece of equipment that makes a noise when someone is trying to contact you.
point of view (n)	/pɔɪnt əv 'vju:/	Ansicht, Meinung	It might be useful at this stage to summarise the points of view we've heard so far.

Unit 6

headword	pronunciation	translation/notes	example sentence
point-scoring (n)	/pɔɪnt,skɔːrɪŋ/	<i>Pluspunkte sammeln, um seine Kollegen zu übertrumpfen</i>	' Point-scoring ' is the process of attempting to gain an advantage over your colleagues.
preparation (n) inadequate preparation	/,prepə'reɪʃən/ /ɪn,ædəkwət ,prepə'reɪʃən/	Vorbereitung unzureichende Vorbereitung	Inadequate preparation for a meeting can result in a lot of wasted time.
privacy (n) invasion of privacy	/ˈprɪvəsi/ /ɪn,veɪʒən əv 'prɪvəsi/	Privatsphäre Eingriff in die Privatsphäre	In your view, do some of the methods used to monitor employees constitute an invasion of privacy ?
rank (n) pull rank	/ræŋk/ /ˌpʊl 'ræŋk/	Position seine Position ausspielen	When people pull rank they use their status to get what they want.
reality (n) come close to reality	/ri:'æləti/	Wirklichkeit wahrscheinlich werden	Use of DNA tests at interview is a scary scenario that is coming closer to reality .
recruiter (n)	/rɪ'krʉ:tə/	Personalvermittler	Recruiters could be faced with difficult decisions in the event of poor DNA results.
run sb through sth (phr v)	/ˌrʌn sʌmbədɪ 'θruː/	jdm etwas noch einmal erklären	I'm not sure I've understood. Run me through that again.
scenario (n) scary scenario	/sə'nɑːrɪəʊ/ /ˌskeəri sə'nɑːrɪəʊ/	Szenario erschreckendes Szenario	Developments in the field of genetic testing mean that job recruiters could soon be facing a rather scary scenario .
seating arrangements (n pl)	/siːtɪŋ ə'reɪndʒmənts/	Sitzordnung	Seating arrangements have a powerful influence on what happens during meetings.
security equipment (n)	/sɪkjʉərəti rɪ'kwɪpmənt/	Sicherheitsausstattung	A meeting was held to discuss the introduction of surveillance and electronic security equipment to check up on employees.

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headword	pronunciation	translation/notes	example sentence
sidetracked (adj) (opposite = focused) get sidetracked	/ˈsaɪdtrækt/ /ˌget ˈsaɪdtrækt/	abgelenkt sich ablenken lassen	We seem to be getting sidetracked – let's try and focus on the key issues.
speed up (phr v) (opposite = slow down) speed things up	/ˌspiːd ˈʌp/ /ˌspiːd θɪŋz ˈʌp/	beschleunigen sich beeilen	Perhaps we could speed things up a bit – we are rather short of time.
teamwork (n)	/tiːmwɜːk/	Teamarbeit	Teamwork involves working with a group of people to achieve something.
time wasting (n)	/taɪm ˌweɪstɪŋ/	Zeitverschwendung	Sending private e-mails and accessing websites are two of the biggest causes of time wasting in the UK.
track (v) track e-mails/ phone calls etc	/træk/ /ˌtræk ˈiːmeɪlz/ˈfəʊn kɔːlz/	aufspüren, verfolgen E-Mails/Anrufe verfolgen	Employers can track everything from deleted e-mails to the exact computer keys a worker strikes.
troublemaker (n)	/ˈtrʌbəlmeɪkə/	Unruhestifter	Troublemakers , in other words people who persistently cause problems in meetings, should be disciplined.
turn down (phr v) (opposite = accept)	/ˌtɜːn ˈdaʊn/	ablehnen	How would you feel if you were turned down for a job because you failed a DNA test?
video camera (n) wireless video camera (n)	/ˌvɪdɪəʊ ˌkæmərə/ /ˌwaɪərləs ˈvɪdɪəʊ ˌkæmərə/	Videokamera kabellose Videokamera	Wireless video cameras allow companies to track the movements of individual employees.
workplace (n) in the workplace	/ˈwɜːkpleɪs/ /ɪn ðə ˈwɜːkpleɪs/	Arbeitsplatz am Arbeitsplatz	Employee monitoring in the workplace is much more common than most people realise.