

# in company Pre-intermediate

## Unit 16

Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>answer phone</b> (n)	/ˈɑːnsə ˌfəʊn/	Anrufbeantworter	Leaving the <b>answer phone</b> on for a couple of hours creates a bad impression.
<b>appreciate</b> (v) I'd appreciate it if ...	/əˈpriːʃiːeɪt/	zu schätzen wissen Ich würde es begrüßen, wenn ...	<b>I'd appreciate it if</b> you could look into the possibility of my having an upgrade to business class.
<b>authorised</b> (adj) be authorised to do sth	/ˈɔːθəˌraɪzd/	berechtigt berechtigt sein, etwas zu tun	I'm afraid I'm not <b>authorised to offer</b> you a discount on your room.
<b>business</b> (n) business class (n)	/ˈbɪznəs/	Geschäft, Business Businessklasse	I was wondering if there was any chance of an upgrade to <b>business class</b> .
<b>choice</b> (n) not have much choice	/tʃɔɪs/	Auswahl keine Wahl haben	"If you do it, I'll see it as a personal favour." "I see, I <b>don't</b> really <b>have much choice</b> , do I?"
<b>discount</b> (n) offer a discount	/ˈdɪskaʊnt/	Rabatt Rabatt geben	I'm not authorised to <b>offer</b> you a <b>discount</b> on your room.
<b>face on to</b> (phr v)	/ˈfeɪs ˌɒn ˌtuː/	liegen zu	My room <b>faces on to</b> the road and it's far too noisy.
<b>favour</b> (n) ask sb a favour	/ˈfeɪvə/	Gefallen jdn um einen Gefallen bitten	"I wonder if I could <b>ask you a favour</b> ?" "It depends what it is."
<b>get sth back</b> (phr v)	/ˌɡet sʌmθɪŋ ˈbæk/	etwas zurückbekommen	"Could I borrow your dictionary?" "Yes, as long as I <b>get it back</b> before the end of the afternoon."
<b>give sth back</b> (phr v)	/ˌɡɪv sʌmθɪŋ ˈbæk/	etwas zurückgeben	Could you lend me your pen? I'll <b>give it back</b> later.
<b>impression</b> (n) create a bad impression (n)	/ɪmˈpreʃn/	Eindruck einen schlechten Eindruck machen	Leaving the answer phone on for long periods <b>creates a bad impression</b> .
<b>inconvenient</b> (adj) (opposite = <b>convenient</b> )	/ˌɪnkənˈviːniənt/	ungünstig, unpassend günstig, passend	I realise this is <b>inconvenient</b> but I need your help.

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<b>keen</b> (adj) (not) be keen on sth	/ki:n/	begeistert (nicht) begeistert sein von	“My car’s being repaired and I wondered if you’d lend me yours.” “Well, actually, I’m <b>not very keen on the idea.</b> ”
<b>lift</b> (n) give sb a lift	/lɪft/	Mitfahrgelegenheit jemanden mitnehmen	Could you <b>give me a lift?</b> I need to be at the airport at 5.
<b>ready</b> (adj) have sth ready	/ˈredɪ/	fertig etwas fertig haben	“Could you post the letter for me?” “All right, as long as you <b>have it ready</b> by five o’clock.”
<b>renewal</b> (n) be up for renewal	/rɪˈnju:əl/	Verlängerung verlängert werden müssen	If you do it, I’ll see it as a personal favour, and remember your contract’s <b>up for renewal</b> next month.
<b>time</b> (n) take the time	/taɪm/	Arbeitszeit Überstunden freinehmen	“I can’t work from 2.00 to 4.00 – it’s not my hours.” “I know, but you can <b>take the time</b> later on.”
<b>trouble</b> (n) put sb to any trouble	/ˈtrʌbl/	Ärger, Unannehmlichkeiten jdm Unannehmlichkeiten machen	I’m sorry to <b>put you to any trouble</b> but I’d really like an upgrade to business class.
<b>upgrade</b> (n) an upgrade to	/ˈʌpɡreɪd/	Aufwertung, Verbesserung eine Aufwertung zu	I’d like <b>an upgrade</b> to business class.
<b>worry</b> (v) Not to worry.	/ˈwʌrɪ/	sich Sorgen machen Keine Sorge.	“I don’t feel happy about other people using my car.” Oh, all right. <b>Not to worry.</b> ”

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<b>company</b> (n) company car (n)	<i>/'kʌmp(ə)ni/</i> <i>/'kʌmpni 'kɑː/</i>	Firma Firmenwagen	The new job means a big increase in salary and a brand new <b>company car</b> .
company policy (n)	<i>/'kʌmpni 'pɒləsi/</i>	firmeninterne Regelung	What do you think of the <b>company policy</b> on coffee breaks?
company strategy (n)	<i>/'kʌmpni 'strætədʒi/</i>	Firmenstrategie	Gossip is often the only way of finding out about <b>company strategy</b> .
<b>consultant</b> (n)	<i>/'kən'sʌltənt/</i>	Berater	Somebody overheard one of the bosses talking to a management <b>consultant</b> about restructuring.
<b>damaging</b> (adj) be damaging to	<i>/'dæmɪdʒɪŋ/</i>	schädigend schädigend sein für	Gossip can <b>be very damaging to</b> relations among work colleagues.
<b>efficiency</b> (n) drive for efficiency	<i>/'ɛfɪjnsi/</i>	Effizienz Streben nach Leistungssteigerung	As part of the <b>drive for efficiency</b> many companies have removed the opportunity to socialise at work.
<b>environment</b> (n) professional environment (n)	<i>/'ɪn'vaɪrənmənt/</i> <i>/'prə'feʃnəl</i> <i>ɪn'vaɪrənmənt/</i>	Umfeld professionelles Umfeld	The city council of Cascavel has banned gossip in the workplace, saying employees have the right to work in a <b>professional environment</b> .
work environment (n)	<i>/'wɜ:k ɪn'vaɪrənmənt/</i>	Arbeitsumfeld	A friendly <b>work environment</b> makes employees happy.
<b>gossip</b> (n) spread gossip	<i>/'gɒsɪp/</i>	Klatsch Klatsch verbreiten	Public employees who <b>spread gossip</b> about their colleagues will face the sack.
<b>gossip</b> (v)	<i>/'gɒsɪp/</i>	plaudern, klatschen	Municipal employees in the city of Cascavel have been banned from <b>gossiping</b> during working hours.
<b>head</b> (n) head of	<i>/hed/</i>	Leiter Leiter von	"I'm the new <b>head of</b> the eastern sales team." "Congratulations!"
<b>human resources</b> (n)	<i>/'hju:mən rɪ'zɔ:sɪz/</i>	Personalwesen, -entwicklung	Many opportunities to socialise have disappeared and this is all part of the revolution in <b>human resources</b> .

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<b>individual</b> (adj) individual performance/ attitude	/ˌɪndɪˈvɪdʒʊəl/	individuell Leistung / Einstellung des Einzelnen	The employees' future depends on their <b>individual performance</b> and <b>attitude</b> .
<b>insight</b> (n) insight into	/ˈɪnsaɪt/	Einsicht Einsicht in	Some of my biggest <b>insights into</b> problems at work have occurred while chatting by the coffee machine.
<b>involve</b> (v)	/ɪnˈvɒlv/	betreffen	How many people does the restructuring <b>involve</b> ?
<b>let people go</b>	/ˌlet pi:pl 'gəʊ/	Leute entlassen	One of the management consultants said we were overstaffed and that we'd have to <b>let some people go</b> .
<b>the management</b> (n)	/ðə 'mænɪdʒmənt/	Management, Unternehmensleitung	Where I work, <b>the management</b> refuses to talk to most of the staff.
<b>office</b> (n) office gossip (n)  office politics (n)	/ˈɒfɪs/ /ˌɒfɪs 'gɒsɪp/  /ˌɒfɪs 'pɒlətɪks/	Büro Büroklatsch  interne Firmenpolitik, interne Spielregeln	In your opinion, is <b>office gossip</b> a good or bad thing?  Gossip is the only way to learn about <b>office politics</b> .
<b>overstaffed</b> (adj)	/ˌəʊvə'stɑ:ft/	überbesetzt	The management consultant said that the firm was <b>overstaffed</b> in some areas and that we would have to let people go.
<b>place of work</b> (n)	/ˌpleɪs əv 'wɜ:k/	Arbeitsplatz	In my <b>place of work</b> , gossip is the only way of finding out anything about company strategy.
<b>production figures</b> (n pl)	/ˌprɒˌdʌkʃn 'fɪgəz/	Produktionszahlen	Have you finished last month's <b>production figures</b> yet?
<b>rumours</b> (n pl) spread rumours	/ˈru:məz/	Gerüchte Gerüchte verbreiten	Employees have been banned from <b>spreading rumours</b> about their colleagues.
<b>sack</b> (n) face the sack	/sæk/	Entlassung mit der Entlassung rechnen müssen	Employees spreading rumours about their colleagues will <b>face the sack</b> .

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<b>salary</b> (n) be on a salary of £20,000/\$80,000	/'sæləri/	Gehalt ein Gehalt von £20.000 / \$80.000 bekommen	As head of the eastern sales team, he's <b>on a salary of £60,000</b> .
<b>workplace</b> (n)	/'wɜ:kpleɪs/	Arbeitsplatz	Gossip can be damaging to relations in the <b>workplace</b> .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>access</b> (v) access the network	/ˈækses/	Zugang haben zu Zugang zum Internet haben	In future the consumer will be able to <b>access the network</b> from anywhere - from home, the car or even from a pair of glasses.
<b>advertising</b> (n)	/ˈædvɜːtaɪzɪŋ/	Werbung	As far as the teenage Internet market is concerned, you can make money from <b>advertising</b> but not much from direct sales.
<b>audience</b> (n)	/ˈɔːdiəns/	Publikum	In order to sell successfully to teenagers on the Internet, you need to clearly define your <b>audience</b> .
<b>catalogue shopping</b> (n)	/ˈkætəlɒɡ ʃɒpɪŋ/	Einkaufen per Katalog	<b>Catalogue shopping</b> works on the principle that consumers want convenience more than the best price.
<b>comparison shop</b> (v)	/kəmˈpærɪsn ʃɒp/	Angebote vergleichen	The Internet enables consumers to <b>comparison shop</b> without too much effort.
<b>consumer</b> (n)	/kənˈsjuːmə/	Verbraucher	<b>Consumers</b> want things to be simple, easy and fast and the Internet can provide all of this.
teenage consumers (n pl)	/ˌtiːneɪdʒ kənˈsjuːməz/	Verbraucher im Teenager-Alter	In your opinion, is it ethical to target <b>teenage consumers</b> as a market?
<b>direct sales</b> (n)	/ˌdaɪrekt ˈseɪlz/	Direktverkäufe	Providing teenagers with their own swipe card would enable websites to make more money from <b>direct sales</b> .
<b>e-commerce</b> (n)	/iːˈkɒməːs/	Internethandel	<b>E-commerce</b> is the activity of buying and selling goods on the Internet.
<b>economic boom</b> (n)	/iːkəˌnɒmɪk; ˌekəˌnɒmɪk ˈbuːm/	wirtschaftlicher Aufschwung	Do you think there will be an <b>economic boom</b> in the next 5 years?
<b>Internet marketing</b> (n)	/ˈɪntənət ˌmɑːkɪtɪŋ/	Internetmarketing	What are the problems associated with teenagers and <b>Internet marketing</b> ?
<b>market</b> (n) market studies (n pl)	/ˈmɑːkɪt/	Markt Marktstudien	<b>Market studies</b> have shown that retired people spend a lot of time surfing the Internet.

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<b>network</b> (n) access the network	/ˈnetwɜ:k/	Netzwerk, Internet Zugang zum Internet haben	Consumers will be able to <b>access the network</b> from almost anywhere.
<b>online</b> (adj)	/ˈɒnlaɪn/	Online-	Artificial intelligence will provide a virtual shop assistant for every <b>online</b> shopper.
<b>online</b> (adv)	/ˌɒnˈlaɪn/	online	Have you ever bought anything <b>online</b> ?
<b>option</b> (n) a range of options	/ˈɒpʃn/	Option, Möglichkeit eine Auswahl von Möglichkeiten	The advantage of shopping online is that the network can assemble <b>a range of options</b> from a variety of stores.
<b>site</b> (n)	/saɪt/	Seite	Persuading teenagers to buy directly from your <b>site</b> could be a problem.
<b>spending power</b> (n)	/ˈspendɪŋ ˌpaʊə/	Kaufkraft	One of the problems in marketing to teenagers is that their <b>spending power</b> is often limited because they don't have jobs.
<b>swipe card</b> (n)	/ˈswaɪp ˌkɑ:d/	Magnetstreifenkarte	The <b>swipe card</b> would enable teenagers to buy suitable products online.
<b>target</b> (v)	/ˈtɑ:ɡɪt/	als Zielgruppe haben	A lot of teenage sites are trying to <b>target</b> an audience that's too wide.
<b>turnover</b> (n)	/ˈtɜ:nəʊvə/	Umsatz	A high <b>turnover</b> is important but making good profits is another.
<b>virtual</b> (adj)	/ˈvɜ:tʃʊəl/	virtuell	A <b>virtual</b> shop assistant will be at the service of every online shopper.
<b>virtually shop</b> (v)	/ˌvɜ:tʃʊəlɪ ˈʃɒp/	im Internet einkaufen	Do you enjoy being able to <b>virtually shop</b> without leaving home?
<b>voice recognition</b> (n)	/ˈvɔɪs rekəɡnɪʃn/	Stimmerkennung	<b>Voice recognition</b> may make the keyboard obsolete.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>business</b> (n) business idea (n)	/'bɪznəs/	Geschäft Geschäftsidee	If I had more time to think, I'd come up with a really great <b>business idea</b> .
<b>city centre</b> (n) city centre offices/rents (n pl)	/'sɪti 'sentə/	Stadtzentrum Büros / Mieten im Stadtzentrum	If our employees worked from home, we wouldn't need to pay expensive <b>city centre rents</b> .
<b>close down</b> (phr v)	/'kləʊz 'daʊn/	schließen	We'd be able to <b>close down</b> office buildings if more of our employees worked from home.
<b>come up with</b> (phr v)	/'kʌm 'ʌp wɪð/	kommen auf	I usually <b>come up with</b> my best business ideas when I'm relaxing at home.
<b>commuting</b> (n)	/'kə'mju:tɪŋ/	Pendeln	One of the things I hate most about going out to work is the daily <b>commuting</b> .
<b>cut</b> (n) a cut in pay/salary etc (opposite = <b>increase</b> )	/'kʌt/	Kürzung eine Gehaltskürzung Erhöhung	I'd accept a <b>cut in pay</b> if I could return to work in the UK.
<b>demonstrate</b> (v)	/'demən,streɪt/	demonstrieren	The company could certainly <b>demonstrate</b> the effectiveness of its telecommunications equipment by allowing its employees to work from home!
<b>financially</b> (adv)	/'faɪ'nænʃəlɪ/	finanziell	Working from home, you miss out <b>financially</b> on perks like subsidised meals.
<b>flexibility</b> (n) (opposite = <b>inflexibility</b> )	/'fleksə'bɪlətɪ/	Flexibilität mangelnde Flexibilität	The thing I like most about working from home is the <b>flexibility</b> .
<b>get things/more done</b>	/'get θɪŋz/mɔ: 'dʌn/	etwas / mehr erledigen	Home workers <b>get more done</b> in a shorter time because there are fewer interruptions.
<b>get down to</b> (phr v) get down to work	/'get 'daʊn tu:/	kommen zu zum Arbeiten kommen	You have to be very self-disciplined when you work from home. It can be difficult to <b>get down to work</b> .
<b>home worker</b> (n)	/'həʊm ,wɜ:kə/	jemand, der zu Hause arbeitet	<b>Home workers</b> have more freedom and flexibility than people who work in an office.

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<b>investment</b> (n) investment in	/ɪn'vestmənt/	Ausgabe, Investition Investition in	If more employees worked from home, we could reduce our <b>investment in</b> new offices.
<b>leisure time</b> (n) (opposite = <b>work time</b> )	/ˈleʒə ˌtaɪm/	Freizeit Arbeitszeit	One of the dangers of working at home is that there's no dividing line between work time and <b>leisure time</b> .
<b>miss out on</b> (phr v)	/mɪs 'aʊt ɒn/	verpassen	Home workers <b>miss out on</b> things like office gossip and financial perks.
<b>office buildings</b> (n pl)	/'ɒfɪs ˌbɪldɪŋz/	Bürogebäude	City centre <b>office buildings</b> are expensive to rent.
<b>office hours</b> (n pl)	/'ɒfɪs ˌaʊəz/	normale Arbeitszeit	Some people prefer the discipline of working within <b>office hours</b> while other people prefer the flexibility of working from home.
<b>pay rise</b> (n)	/'peɪ ˌraɪz/	Lohnerhöhung	The unions are currently negotiating for a <b>pay rise</b> .
<b>perk</b> (n)	/pɜ:k/	Vergünstigung	<b>Perks</b> are things such as subsidised meals, not included in your salary.
<b>productivity</b> (n) level of productivity	/'prɒdʌk'tɪvətɪ/	Produktivität Produktivitätsniveau	For a lot of workers, their <b>level of productivity</b> improves when they work from home.
<b>promotion</b> (n) (opposite = <b>demotion</b> )	/'prɒ'məʊʃn/	Beförderung Zurückstufung	If I accept the <b>promotion</b> it will mean a lot more travelling and time away from home.
<b>proposal</b> (n)	/'prɒ'pəʊzəl/	Angebot	What do you think of the company's <b>proposal</b> for home working?
<b>quality of life</b> (n)	/'kwɒlətɪ əv 'laɪf/	Lebensqualität	Do you think working from home would mean an improvement in your <b>quality of life</b> ?
<b>rent</b> (n)	/rent/	Miete	City centre <b>rents</b> are very expensive.
<b>save on</b> (phr v)	/'seɪv ɒn/	sparen an	Companies could <b>save on</b> city centre rents by persuading their employees to work from home.

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<b>self-disciplined</b> (adj)	/ˌselfˈdɪsəˌplɪnd/	selbstdiszipliniert	You have to be <b>self-disciplined</b> to work from home – it can be difficult to get down to work.
<b>subsidised</b> (adj)	/ˈsʌbsɪˌdaɪzd/	subventioniert	Working in an office, you get perks such as <b>subsidised</b> refreshments or travel.
<b>talks</b> (n pl) have talks with	/tɔːks/	Gespräche Gespräche führen mit	The company is <b>having talks with</b> the unions about persuading employees to work from home.
<b>technical problem</b> (n)	/ˈteknɪkl ˌprɒbləm/	technisches Problem	<b>Technical problems</b> can be difficult to solve if you're working from home.
<b>telecommunications</b> (n) telecommunications company/equipment etc	/ˌtelɪkəˌmjuːnɪˈkeɪʃnz/	Telekommunikation Telekommunikationsgesellschaft/ -ausrüstung	Employees can work productively from home thanks to the effectiveness of our <b>telecommunications equipment</b> .
<b>teleworking</b> (n)	/ˈtelɪˌwɜːkɪŋ/	Telearbeit	“Teleworking” is a phrase that means working from home using a computer and other equipment.
<b>travel</b> (n) home to office travel	/ˈtrævl/	Fahrt Fahrten von zu Hause zur Arbeit	Working from home preserves the environment by reducing <b>home to office travel</b> .
<b>union</b> (n)	/ˈjuːnjən/	Gewerkschaft	A <b>union</b> is an organisation that represents workers and tries to improve pay and conditions.
<b>wind down</b> (phr v)	/ˌwaɪnd ˈdaʊn/	sich entspannen	In the evening I like to <b>wind down</b> by listening to music.
<b>work</b> (v) work from/at home	/wɜːk/	arbeiten von zu Hause aus / zu Hause arbeiten	What are the advantages and disadvantages of <b>working from home</b> ?

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Stichwort	Aussprache	Übersetzung	Beispielsatz
<b>board</b> (n) on the board	/bɔ:d/	Vorstand im Vorstand	The Managing Director or CEO is the person <b>on the board</b> who is responsible for the day to day running of the company.
<b>business</b> (n) get down to business	/'biznəs/	Geschäft zur Sache kommen	“How did it go with Mr Tanaka?” “Everything went OK until we <b>got down to business.</b> ”
<b>competing</b> (adj) competing companies/ products	/kəm'pi:tɪŋ/	konkurrierend Konkurrenzfirmen/-produkte	The Japanese don't like it if you criticise <b>competing products.</b>
<b>cooked</b> (adj) cooked with/in	/kʊkt/	gekocht gekocht mit/in	Paella is a seafood dish <b>cooked with</b> rice.
<b>credibility</b> (n)	/'kredə'bɪləti/	Glaubwürdigkeit	If you are not completely honest about your product, your <b>credibility</b> will be damaged.
<b>hard sell</b> (n)	/'hɑ:d 'sel/	aggressive Verkaufstaktik	The “ <b>hard sell</b> ”, using aggressive sales techniques, is often considered offensive in Japan.
<b>influence</b> (n) lose influence	/'ɪnflu:əns/	Einfluss Einfluss verlieren	You will <b>lose influence</b> if you are not completely honest about your product.
<b>job title</b> (n)	/'dʒɒb ,taɪtl/	Stellenbezeichnung	“What's your <b>job title</b> , Neil?” “I'm Product Development Director.”
<b>long-term</b> (adj) (opposite = <b>short-term</b> )	/'lɒŋ,tɜ:m/	langfristig kurzfristig	The CEO is in charge of <b>long-term</b> strategy and planning.
<b>low-key</b> (adj)	/'ləʊ'ki:/	zurückhaltend	In Japan, a <b>low-key</b> approach is preferable to the “hard sell”.
<b>managing director</b> (n) (BrE) (AmE = <b>CEO</b> )	/'mænɪdʒɪŋ dar'rektə/	Geschäftsführer	The <b>managing director</b> is responsible for the day to day running of the company.
<b>made with/from</b>	/'meɪd wɪð/frəm/	zubereitet aus	“Unagi” is a dish <b>made with</b> eels and rice.

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<b>product</b> (n)	/ˈprɒdʌkt/	Produkt	Be honest about your <b>products</b> – otherwise you’ll lose your credibility.
<b>report to</b> (phr v)	/rɪˈpɔ:t ,tu:/	unterstellt sein	As Product Development Director, Neil <b>reports</b> directly <b>to</b> Jeff Segram, the Managing Director.
<b>responsible</b> (adj) be responsible for	/rɪˈspɒnsəbl/	verantwortlich verantwortlich sein für	Sisi Albright, Director of Marketing, <b>is responsible for</b> marketing policy and the worldwide sales force.
<b>sales pitch</b> (n)	/ˈseɪlz ,pɪtʃ/	Verkaufstechnik	It is better to use a low-key <b>sales pitch</b> in Japan rather than the “hard sell”.
<b>served with</b>	/ˈsɜ:vɪd wɪð/	serviert mit	The steak is <b>served with</b> vegetables and potatoes.
<b>type</b> (n) a type of	/taɪp/	Art eine Art von	“Tagliatelle” is <b>a type of</b> pasta.