

Word	Phonetics	Translation	Definition	Example sentence
Unit 1				
accountant (noun) **	/ə'kauntənt/	Buchhalter	someone whose job is to prepare financial records for a company or person	She has two accountants working under her.
administration (noun)*	/əd,mɪnɪ'streɪʃ(ə)n/	Verwaltung	the activities involved in managing a business, organization, or institution	PZpay is totally transparent, giving you total control of your sales, cash-flow and administration fees.
be in charge of (expression)	/bi ɪn tʃɑ:(r)dʒ ɒv/	für etwas zuständig sein	if you are in charge of something, you have control over it and are responsible for it	David is in charge of our Marketing department.
CEO (noun)	/si: i: 'əʊ/	Geschäftsführer	Chief Executive Officer: the most senior manager in a company who has more authority than anyone else and is responsible for its success	Warndar Technologies was founded by Marilyn Warner, our CEO.
colleague (noun) ***	/'kɒli:g/	Kollege	someone who works in the same organization or department as you	I have eight colleagues who work with me in my team.
consultancy (noun)	/kən'sʌltənsɪ/	Unternehmensberatung	a company with expert knowledge about a particular subject that provides professional help and advice to other companies	Indian call centres only provide high-level consultancy services.
department (noun) ***	/dɪ'pɑ:(r)tmənt/	Abteilung	one of the sections in a government, organization, or business that deals with one type of work	The Public Relations officer will often work in the Marketing Department.
deputy (noun) ***	/'depjʊti/	Stellvertreter	someone whose job is the second most important in a department or organization, and who takes the responsibilities of the most important person in some situations	The CEO asked Simon to act as deputy in his absence.
fire (verb) ***	/'faɪə(r)/	feuern	to make someone leave their job, sometimes as a punishment	They fired him after only three months!
hire (verb) **	/'haɪə(r)/	einstellen	to pay someone to work for you	He was hired immediately, but only to work in an internet café.
HR department (noun)	/eɪtʃ a:(r) dɪ'pɑ:(r)tmənt/	Personalabteilung	the section in a company that is responsible for employing and training people, and for looking after workers who have problems	Please ask for all CVs to be sent straight to the HR department.
liaise with (verb)	/li'eɪz wɪð/	(sich mit jemand) in Verbindung setzen	if one person liaises with another, they talk to each other and tell each other what they are doing, so that they can work together effectively	Could you liaise with his manager, then come back to me?
look after (verb)	/lʊk 'ɑ:ftə(r)/	sich (um etwas/jemanden) kümmern	to be responsible for something	I look after the banking clients; Fran looks after the insurance clients.
organigram (noun)	/ɔ:(r)'gæɪnɪgræm/	Organigramm	a drawing or plan that gives the names and job titles of all the staff in an organization or department, showing how they are connected to each other	Draw an organigram of the company structure.
parent company (noun)	/'peərənt 'kʌmp(ə)ni/	Muttergesellschaft	a company or organization that owns or controls a smaller company or organization of the same type	Marilyn deals with strategy; she's often away at our parent company in Houston.
personnel (noun)	/,pɜ:(r)sə'nel/	Personalabteilung	the department in an organization that is responsible for looking after and keeping records of all the people working there, and for choosing new workers	Our Office Manager takes care of personnel.
predecessor (noun) **	/'pri:di:sesə(r)/	Vorgänger	the person who had a job or official position before someone else	What happened to her predecessor?
recruit (verb) **	/'rɪ'kru:t/	einstellen	to get someone to work in a company or join an organization	I work for a hairdressing franchise– my job is to recruit and manage new franchisees.
report to (verb)	/'rɪ'pɔ:(r)t tu:/	berichten	if you report to someone at work, they are in charge of you and responsible for telling you what to do	You're going to report directly to me.
resign (verb) ***	/'rɪ'zɑɪn/	kündigen	to state formally that you are leaving a job permanently	She's new –she joined six months ago when our old IT Manager resigned.
role (noun) ***	/'rəʊl/	Aufgabenbereich	the purpose or influence of someone or something in a particular situation	My role is to manage Marketing & Sales.
salesman (noun)	/'seɪlzmən/	Verkäufer	a man whose job is to sell the products or services of a particular company, especially by travelling to different places	He's a second-hand car salesman. He's worked there a year.
software engineer (noun)	/'sɒf(t),weə ,endʒɪ'nɪə(r)/	Softwareentwickler	someone who designs and repairs computer programs	He has a team of three working on the new website: two software engineers and a technical writer.
structure (noun) ***	/'strʌktʃə(r)/	Struktur	the way in which the parts of something are organized or arranged into a whole	Bertram Newman explained the company structure to the new recruits.
subsidiary (noun) **	/'sʌb'sɪdɪəri/	Tochtergesellschaft	a company that is owned by a larger company	Warndar is a subsidiary of the Irysis group.
supervisor (noun) *	/'su:pə(r),vaɪzə(r)/	Vorgesetzter	someone who is in charge of an activity, a place, or a group of people such as workers or students	After all the problems, I went and asked my supervisor what I'd done wrong.
take care of (verb)	/teɪk keə ɒv/	aufpassen	to do what is necessary to deal with a person or situation	You'll make yourself ill if you don't take care of your life-work balance.
technical support (noun)	/'teknɪk(ə)l sə'pɔ:(r)t/	technische Unterstützung	a service provided by a computer company to help customers who are having problems using their products	Our technical support team deal with all website issues.
temporary (adjective) ***	/'temp(ə)rəri/	kurzfristig	existing, done, or used for only a limited period of time	I'm working there on a temporary contract; it's just for three months.
Unit 2				
annoying (adjective) **	/ə'nɔɪɪŋ/	nervig	making you feel slightly angry or impatient	There is a very long delay, which is incredibly annoying.
brainless (adjective)	/'breɪnləs/	gehirnlos	extremely stupid	All I want is to speak to a human being, not a stupid, condescending, brainless piece of ... silicon!
condescending (adjective)	/,kɒndɪ'sendɪŋ/	herablassend	showing that you think you are more important or more intelligent than other people	He was so condescending in the interview; I felt really uncomfortable.
connect (verb) ***	/kə'nekt/	verbinden	to join two things together	I need to connect a piece of electrical equipment to the ground so that it is safe.

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crash (verb) **	/kræʃ/	abstürzen	if a computer or computer program crashes, it suddenly stops working	The screen keeps going black; the computer keeps crashing.
diagnose (verb) *	/'daɪəgnəʊz/	diagnostizieren	to find out why something such as a piece of equipment or software is not working	I'm going to call IT support to see if they can diagnose the problem.
disconnect (verb)	/,dɪskə'nekt/	herausziehen	to stop a machine or piece of equipment from being connected to a supply of electricity, water, or gas	Do not disconnect the power cable, so that the PC remains earthed.
escalate (verb)	/'eskəleɪt/	weiterreichen	to transfer a problem or request to someone more senior or more highly trained	If there isn't a solution today, I'm going to escalate this problem to his supervisor.
fasten (verb) *	/'fɑ:s(ə)n/	befestigen	to fix one thing to another using something such as string or nails so that it is held firmly in position	Fasten the clips at each end and it should work.
grateful (adjective) ***	/'ɡreɪtʃ(ə)l/	dankbar	feeling that you want to thank someone because they have given you something or have done something for you	I would be very grateful if you could give me the address of an authorized repair centre in the Greater Manchester area.
helpful (adjective) **	/'helɪpʃ(ə)l/	hilfreich	a helpful person helps you by doing something or by giving you useful advice or information	I thought you were a helpline, but you're not being very helpful.
hang up (verb)	/hæŋ ʌp/	auflegen	to stop using a telephone at the end of a conversation	It's a terrible line. Could you hang up, and try again?
hold on (verb)	/həʊld ɒn/	warten	to wait in order to speak to someone on the telephone	Could you hold on a moment, please?
module (noun) ***	/'mɒdju:l/	Modul	a part of a machine such as a computer	Next, release the retaining clips at each end of the old memory module.
out of order (adjective)	/aʊt ɒv 'ɔ:(r)də(r)/	außer Betrieb	a machine or piece of equipment that is out of order is not working correctly	I'm afraid my fax is out of order.
put through (verb)	/pʊt θru:/	verbinden	if you put a person or call through, you connect someone to the person they want to speak to on the telephone	I'm going to put you through to my supervisor.
refund (verb)	/'rɪfʌnd/	erstatten	to give someone their money again, especially because they have paid too much for something or have decided they do not want it	If the customer is unhappy, refund them their money.
refund (noun)	/'rɪ:fʌnd/	Erstattung	money that was yours that you get again, especially because you have paid too much for something or have decided you do not want it	It's not working. I'm going to ask for a refund; I want my money back!
remove (verb) ***	/'rɪ'mu:v/	entfernen	to take something or someone away from a place	Unscrew and remove the side-panel.
sort out (verb)	/'sɔ:(r)t aʊt/	regeln	to do what is necessary to deal with a problem, disagreement, or difficult situation successfully	When I get back there are a few things I need to sort out.
speak up (verb)	/spi:k ʌp/	lauter sprechen	to talk louder	I'm sorry, it's not a very good line. Could you speak up a little?
stuck (adjective)	/'stʌk/	steckengeblieben	unable to move, or fixed in a particular position, place or way of thinking	There's something stuck inside the box.
switch off (verb)	/'swɪtʃ ɒf/	ausstellen	if you switch off something such as a light or a machine, or if it switches off, it stops working	If it isn't working, switch off the PC.
switch on (verb)	/'swɪtʃ ɒn/	anstellen	if you switch on something such as a light or a machine, or if it switches on, you make it start working	When I switch it on, nothing happens.
symptom (noun) **	/'sɪmptəm/	Symptom	a sign of a larger problem	If we're going to solve the problem, we need to diagnose the symptoms.
take down (verb)	/'teɪk daʊn/	notieren	to write down information or a statement	I'll just take down your name and address
unscrew (verb)	/'ʌn'skru:/	herausschrauben	to remove the screws from something	Unscrew and remove the side-panel.
upgrade (verb) *	/'ʌp'ɡreɪd/	aufrüsten/upgraden	to make a computer or other machine more powerful or effective	Alternatively, the simplest solution is to upgrade to the professional version of the software.
upset (adjective) **	/'ʌp'set/	aufgebracht	very sad, worried, or angry about something	Mr Bullard, the mayor, is very upset about the negative stories in the newspaper.
write off (verb)	/'raɪt ɒf/	Totalschaden	to damage a vehicle so badly that it is not worth repairing	It was a really bad crash. He's completely written off the car.
write-off (noun)	/'raɪt ɒf/	Totalschaden	a vehicle or machine that is so badly damaged that it cannot be repaired	He wrote-off his car last weekend; it's a total wreck!
Unit 3				
attention-grabbing (adjective)	/ə'tenʃ(ə)n ɡræbɪŋ/	Aufmerksamkeit erregend	an attention-grabbing remark or activity is one that is intended to make people notice it	Wow! Look at that attention-grabbing sign!
chart (noun) **	/'tʃɑ:(r)t/	Diagramm	a list, drawing, or graph showing information in a way that is easy to understand	The chart on the next slide shows our profits for last year.
child-resistant (adjective)	/'tʃaɪld rɪ'zɪst(ə)nt/	kindergesichert	something that is child-resistant is designed so that children cannot use it, open it, or hurt themselves on it	All prescription drugs are sold in child-resistant packaging.
device (noun) ***	/'di:vɪs/	Gerät	a machine or piece of equipment that does a particular thing	You can use this device for cleaning your house more easily.
dimension (noun) **	/'daɪ'menʃ(ə)n/	Ausmaß	length, height, or width	Its dimensions are 267cm in width and 43cm in height.
energy-saving (adjective)	/'enə(r)dʒɪ 'seɪvɪŋ/	energiesparend	relating to products, systems, etc. that use as little electricity, gas, etc. as possible	Energy-saving light bulbs can save you a lot of money!
eye-catching (adjective)	/'aɪ kætʃɪŋ/	auffällig	attractive or unusual and therefore noticed	You can design eye-catching presentations with the right software.
fire-retardant (adjective)	/'faɪə(r) rɪ,tɑ:(r)d(ə)nt/	feuerhemmend	fire-retardant cloth has chemicals in it that make it difficult to burn	They used a fire-retardant cloth to put out the fire.
labour-saving (adjective)	/'leɪbə(r) 'seɪvɪŋ/	arbeitsleichternd	labour-saving equipment such as washing machines and vacuum cleaners do jobs in a quick and effective way so that you do not have to spend a lot of time doing them yourself	With all the labour-saving devices in his kitchen, he was able to make a delicious meal in under two hours!
launch (verb) ***	/'lɔ:ntʃ/	lancieren	to start selling a new product or service to the public	The new product launches in 2015.
length (noun) ***	/'leŋθ/	Länge	a measurement of how long something is in size	The FedEx Tube is 96.5 cm in length.

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fool-proof (adjective)	/fu:l pru:f/	idiotensicher	a fool-proof method, plan, or system is so well designed that it cannot go wrong or is certain to succeed	The instructions were supposed to be fool-proof but he still couldn't understand them.
future-proof (adjective)	/'fju:tʃə pru:f/	zukunftsfähig	something that is future-proof will not stop being used because it has been replaced by something newer and more effective	They say no machine is completely future-proof, even the computer.
height (noun) ***	/haɪt/	Höhe	the degree to which something is high or someone is tall	The FedEx Tube is 15.2 cm in height.
mockup (noun)	/'mɒkʌp/	Modell	a model of something that is the same size as the real thing, used especially for research	I've brought with me a mockup of our latest GPS device.
overlay (noun)	/,əʊvə(r)'leɪ/	Überlagerung	a set of extra features that are added to a picture, for example by using a computer	Thanks to the radar overlay, you see exactly what the fish are seeing.
printout (noun)	/'prɪnt_aʊt/	Ausdruck	paper printed with information from a computer file	The box can be used to ship small parts or computer printouts.
shockproof (adjective)	/'ʃɒk_pru:f/	stoßfest	designed not to break easily	The shockproof casing significantly reduces the risk of damage.
sketch (noun) *	/sketʃ/	Skizze	a drawing made quickly that does not have many details	He sent a sketch of how it might look.
tamper-resistant (adjective)	/'tæmpə(r) rɪ'zɪst(ə)nt/	fälschungssicher	if a container has a tamper-resistant lid or top, it is obvious if someone has opened the container in the shop	Most medicine bottles have a tamper-resistant cap.
unprofitable (adjective)	/ʌn'prɒfɪtəb(ə)l/	ertragsarm	an unprofitable business does not make enough money	If the idea is unprofitable, it won't get the funding.
waterproof (adjective) *	/'wɔ:tə(r),pru:f/	wasserdicht	waterproof clothes keep you dry because they do not let rain pass through them	It rained all afternoon; she was pleased she had remembered her waterproof jacket.
water-resistant (adjective)	/'wɔ:tə(r) rɪ'zɪst(ə)nt/	wasserabweisend	not easily damaged or removed by water	This will need to be water-resistant if they are going to use it on a boat.
width (noun) **	/wɪðθ/	Breite	the distance from one side of something to the other	The FedEx Tube is 15.2cm in width.
Unit 4				
accommodation (noun) **	/ə,kɒmə'deɪʃ(ə)n/	Unterkunft	a place for someone to stay, live, or work in. The usual American word is accommodations	Food and accommodation are provided, but participants pay their own travel costs.
apply for (verb)	/ə'plai /fə(r)/	sich bewerben	to make an official request for a job or a place in a college or university, or for permission to do or have something	Who can apply for a gap-year placement, and when?
appoint (verb) ***	/ə'pɔɪnt/	ernennen	to choose someone to do a particular job or have a particular position	Two years later he was appointed Logistics Manager.
bonus (noun) **	/'bɒnəs/	Bonus	extra money that you are paid in addition to your usual salary	Due to a successful year, everyone received a Christmas bonus.
commitment (noun) ***	/kə'mɪtmənt/	Einsatz	a promise to do something	The project will require a high level of commitment from our staff.
dismiss (verb) **	/dɪs'mɪs/	entlassen	to force someone to leave their job	We've already invested too much time and money to just dismiss him.
facility (noun)	/fə'sɪləti/	Einrichtung	something such as a room or piece of equipment that is provided at a place for people to use	The gym had amazing facilities: a spa, a dance studio and even a boxing ring!
headhunter (noun)	/'hed,hʌntə(r)/	Headhunter	a person or company who searches for good staff and tries to persuade them to leave their jobs and go to work for another company	She's obviously had other offers, perhaps from a headhunter, and she's thinking about resigning.
high-flier (noun)	/haɪ 'flaɪə(r)/	Senkrechtstarter	someone who has achieved a lot and is determined to continue being successful	You've flagged her as a high-flier.
initiative (noun) ***	/ɪ'nɪʃɪətɪv/	Initiative	the opportunity to take action before other people do	She's an excellent team-player, and she really enjoys taking initiative.
luncheon voucher (noun)	/'lʌntʃ(ə)n 'vaʊtʃə(r)/	Essensbon	a piece of paper given by an employer that can be used for buying lunch in some restaurants and shops	The company offers luncheon vouchers as part of their benefits package.
medical insurance (noun)	/'medɪk(ə)l ɪn'ʃʊərəns/	Krankenversicherung	a type of insurance that pays for your medical treatment when you are ill	My medical insurance expires next week; I must remember to renew it.
multitasking (noun)	/,mʌltɪ'ta:skɪŋ/	Multitasking	the activity of doing more than one thing at the same time, such as talking on the phone while you are working on a computer	I'm good at multitasking, and coping with pressure is no problem.
pension (noun) ***	/'penʃ(ə)n/	Rente	money that someone regularly receives after they have stopped working because of their age, paid either by their company or by the government	My company has an excellent pension plan.
raise (noun)	/reɪz/	Gehaltserhöhung	a rise in the amount that you are paid for work	We gave him a big raise six months ago when he was promoted.
redundant (adjective) ** (to make someone redundant)	/'rɪ'dʌndənt/	entlassen werden	if someone is redundant, they have been told they must leave their job because they are no longer needed	One fifth of IMM's staff have been made redundant.
to have a good relationship with (expression)	/tu: hæv eɪ gud rɪ'leɪʃ(ə)nʃɪp wɪð/	eine gute Beziehung haben	to behave in a friendly way with someone	I don't have a good relationship with my boss; I always feel awkward around her.
résumé (noun)	/'rɪ'zju:meɪ/	Lebenslauf	a document giving details of your qualifications and the jobs you have had in the past that you send to someone when you are applying for a job	Aisha's résumé was impressive.
retire (verb) **	/'rɪ'taɪə(r)/	in den Ruhestand treten	to stop working, especially when you reach the age when you are officially too old to work	He retired from business and now lives in the south of France.
sabbatical (noun)	/'sə'bætɪk(ə)l/	Auszeit	a period away from work when people such as college or university teachers can study, rest, or travel	In his early fifties he took a sabbatical to write a book.
shortlist (verb)	/'ʃɔ:(r)t,lɪst/	in die engere Auswahl kommen	to add someone to a list of the people or things that you think could be suitable for a job, prize, team, etc., chosen from a larger number of people or things	Aisha was shortlisted.
stock option (noun)	/'stɒk 'ɒpʃ(ə)n/	Aktienwerbsoption	an arrangement by which a worker can buy shares in the company they work for at a good price and will make money if they keep them for an agreed number of years	Stock options can be very profitable for employees.

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underperform (verb)	/ˌʌndə(r)pə(r)'fɔː(r)m/	schlechte Arbeit leisten	to be less successful than people expect	He's consistently underperformed.
unemployed (adjective) ***	/ˌʌnɪm'plɔɪd/	arbeitslos	without a job	While he was unemployed Josef studied for a master's degree.
vacancy (noun) *	/'veɪkənsi/	offene Stelle	a job that is available for someone to do	I know there's a vacancy over there for someone with her profile.
wannabe (noun)	/'wɒnəbi/	Möchtegern	someone who wants to be famous or successful	Now then, we come to our old friend Shane Garney, Mr Wannabe himself.
Unit 5				
amount (noun) ***	/ə'maʊnt/	Betrag	a quantity of something	Firstly, external growth with a reasonable amount of debt will make us less vulnerable.
annual (adjective) ***	/'ænjʊəl/	jährlich	calculated or considered over a period of one year	Shareholders are finding annual results disappointing.
availability (noun) **	/ə'veɪlə'bɪləti/	Erreichbarkeit	the state of being able to be obtained or used	The hotel has availability for our conference in June.
bank statement (noun)	/'bæŋk steɪtmənt/	Kontoauszug	a document that shows all the money that went into or out of your bank account during a particular period of time	When I checked my bank statement, I noticed that you have debited my product card twice!
bring down (verb)	/'brɪŋ daʊn/	reduzieren/sinken	to reduce the rate, level, or amount of something	We'll place an order if you bring down the price.
browse (verb) *	/'braʊz/	durchstöbern	to look at a website on the Internet	The customer browses the site and identifies the product which interests him.
compromise (noun) **	/'kɒmprəmaɪz/	Kompromiss	a way of solving a problem or ending an argument in which both people or groups accept that they cannot have everything they want	I'm sure we'll find a compromise if we continue talking.
credit (verb) *	/'kredɪt/	gutschreiben	to add an amount of money to an account	Your account has been credited with the money owed.
debit (verb)	/'deɪtɪt/	belasten	if a bank debits your account, it takes money out of it for a particular purpose	The customer's credit card account is debited when the payment is processed.
deposit (noun) **	/'dɪ'pɒzɪt/	Anzahlung	a first payment that you make when you agree to buy something expensive such as a car or house. The rest of the money that you pay later is called the balance	We can only deliver by 1 July if we receive a 30% deposit within ten days.
discount (noun) **	/'dɪs,kaʊnt/	Discount	a reduction in the price of something	We might consider a larger discount if you improve your delivery times.
express carrier (noun)	/'ɪk'spres 'kæəriə(r)/	Express-Kurier	a company that delivers letters and packets quickly	The product is shipped to the customer's address by mail or express carrier.
fee (noun) ***	/'fiː/	Gebühr	money that you pay to a professional person or institution for their work	The monthly fee for PZpay Pro is just \$12.
firm up (verb)	/'fɜː(r)m ʌp/	bestätigen	to become more definite, or to make something more definite	I'm not sure right now, let me call you next week and we can firm up those plans.
fixed cost (noun)	/'fɪkst kɒst/	Festkosten	a cost such as rent that a company has to pay that does not depend on how much it produces	We expect fixed costs to stabilize.
go over (verb)	/'gəʊ əʊvə(r)/	durchgehen	to check something carefully	Shall we go over the marketing strategy next?
grant (verb) ***	/'grɑːnt/	bewilligen	to allow someone to have or do what they want	He was granted a leave of absence from work for personal reasons.
mail (noun) **	/'meɪl/	Post	the system for sending and delivering letters, parcels etc. to houses, offices etc. The usual British word is post.	The mail arrived late today.
point out (verb)	/'pɔɪnt aʊt/	(auf etwas) hinweisen	to tell someone something	He was careful to point out the maximum number of holidays to be taken each month.
proposal (noun) ***	/'prə'pəʊz(ə)l/	Vorschlag	a plan or suggestion, especially a formal one that a group has to consider	Please find below a proposal for our Pzpay merchant account.
quote (noun) *	/'kwəʊt/	Angebot	the price that someone says they will charge you for doing a particular piece of work	Can you give us a quote for the renovation plans?
quote (verb) ***	/'kwəʊt/	Angebot machen	to tell someone what price you would charge them to do a particular piece of work	How much did they quote for the office refurbishment?
refund (noun)	/'riːfʌnd/	Erstattung	money that was yours that you get again, especially because you have paid too much for something or have decided you do not want it	The train was cancelled and we didn't even get a refund on our tickets!
reject (verb) ***	/'rɪ'dʒekt/	verwerfen	to not agree to an offer, proposal, or request	He rejected the proposal immediately as it was not cost-effective.
seek (verb) ***	/'siːk/	anstreben	to ask for something, or to try to get something	The negotiator is seeking a compromise.
subject to (expression)	/'sʌbdʒekt tuː/	abhängig (von etwas) sein	depending on whether something happens	Availability is subject to negotiation.
transaction (noun) **	/'trænzækʃ(ə)n/	Vorgang	the action or process of buying or selling something	Now that's agreed, I'll put the transaction through the system.
Unit 6				
absence (noun) ***	/'æbs(ə)ns/	Abwesenheit	a period of time when someone is not where they should be or where they usually are	I have received two apologies for absence.
agenda (noun) **	/'ædʒendə/	Tagesordnung	a list of things that people will discuss at a meeting	The next point on the agenda is company policy on gifts.
approve (verb) ***	/'ə'pruːv/	abzeichnen	to give official agreement or permissions to do something	Only expenses which have been approved by a manager will be reimbursed.
compensate (verb) **	/'kɒmpənsert/	entschädigen	to pay someone money because they have suffered an injury or loss	Management will negotiate a settlement which will satisfy all parties and compensate the victims properly.
confusing (adjective) *	/'kɒn'fjuːzɪŋ/	verwirrend	if something is confusing, it is not easy to understand because it is complicated or not well organized or explained	I found the small print in this contract very confusing.
damage limitation (noun)	/'dæmɪdʒ ,lɪmɪ'teɪʃ(ə)n/	Schadensbegrenzung	the process of trying to limit the negative effects of something	Unless we focus on damage limitation, we are going to lose a lot of money.
decency (noun)	/'diːs(ə)nsɪ/	Anstand	behaviour that is good, moral, or reasonable	Companies have a moral duty to uphold the standards of common decency.
deceptive (adjective)	/'di'septɪv/	betrügerisch	something that is deceptive seems very different from the way it really is	Advertisements are frequently deceptive and often confusing.

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dishonest (adjective) *	/dɪs'ɒnɪst/	unehrlich	willing to do things that are not honest, for example tell lies or steal things	Advertisers are neither more dishonest nor any less altruistic than the rest of us.
extravagant (adjective)	/ɪk'strævəɡənt/	extravagant	extreme, unusual, or unreasonable	Advertisements sometimes make extravagant promises.
give out (verb)	/ɡɪv aʊt/	verteilen	to give something to several people	I'll just give out this handout.
law (noun) ***	/lɔː/	Gesetz	a system of rules within a country, region, or community dealing with people's behaviour and activities	The company should obey the law or face a lawsuit or fine.
minutes plural (noun) ***	/'mɪnɪts/	Protokoll	an official written record of what is discussed or decided at a formal meeting	Let's start by approving the minutes of the last meeting.
misleading (adjective) *	/'mɪs'liːdɪŋ/	irreführend	intended or likely to make someone believe something that is correct or not true	The report was one-sided and very misleading.
moral duty (noun)	/'mɔrəl 'djuːti/	moralische Pflicht	something that you should do because it is right	Companies have a moral duty to look after their employees.
reliable (adjective) **	/'riːləɪəb(ə)l/	verlässlich	used about someone whose information can be trusted to be accurate	That courier service isn't very reliable; they are always late.
settlement (noun) **	/'set(ə)lmənt/	Einigung	a formal agreement that ends a disagreement	They managed to agree on a settlement after hours of negotiations.
standard (noun) ***	/'stændə(r)d/	Standard	a level of quality or achievement, especially one that people generally consider normal or acceptable	The standard of service in this restaurant has really improved.
stick to (verb)	/stɪk tuː/	bei etwas bleiben	to talk or write about one particular thing only	We have lots to discuss, so let's stick to the agenda.
transparency (noun)	/'træns'pærənsɪ/	Transparenz	an honest way of doing things that allows other people to know exactly what you are doing	It is essential to acknowledge the problem; nothing less than total transparency will do.
trustworthy (adjective)	/'trʌs(t),wɜː(r)ði/	vertrauenswürdig	able to be trusted as being honest, safe or reliable	Business people and companies are not always as reliable or as trustworthy as
unanimous (adjective)	/'juː'nænɪməs/	einstimmig	a unanimous decision, vote, agreement etc. is one that everyone agrees with and	We seemed to have reached a unanimous decision.
uphold (verb) *	/ʌp'həʊld/	hochhalten	to show that you support something such as an idea by what you say or do	The company should uphold standards of common decency.
Unit 7				
bankrupt (adjective) *	/'bæŋkrʌpt/	insolvent	a person or business that is bankrupt has officially admitted that they have no money and cannot pay what they owe	The company declared itself bankrupt last year.
be in the black (expression)	/biː ɪn ðiː blæk/	in den schwarzen Zahlen sein	to have money in your bank account, or with more money than you owe	Air New Zealand are in the black.
bid (verb) **	/bɪd/	biēten	to offer a particular amount of money for something, for example at an auction (=an event where things are sold to the person who offers the most money)	They decided to bid \$500 for the painting.
bid (noun) **	/bɪd/	Angebot	an offer to buy shares in a company and take control of it	Oxter Holdings today confirmed that they have increased their bid for Fraxis Corp. to \$98 per share.
billing (noun)	/'bɪlɪŋ/	Abrechnung	the process of sending bills for payment	Last year our billings rose by 90%.
corporate raid (noun)	/'kɔː(r)p(ə)rət reɪd/	feindliche Übernahme	an attempt to take control of a company by buying a large number of its shares	A wave of corporate raids resulted in a sudden surge in redundancies.
cover (verb) ***	/'kʌvə(r)/	decken	to have enough money to pay for something	Oldies records cover costs themselves.
double (verb) **	/'dʌb(ə)l/	verdoppeln	to become twice as big, twice as much, or twice as many	Our turnover almost doubled last year.
filter through (verb)	/'fɪltə(r) θruː/	sich verbreiten	if information filters through, it reaches people slowly, in an unofficial way	South American shareholders were optimistic as news filtered through of a
float (verb) **	/fləʊt/	(eine Anleihe) auflegen	to start to sell a company's shares on the stock market	Fraxis Corp. was floated in 1993 at just \$15 per share.
flotation (noun)	/fləʊ'teɪʃ(ə)n/	Börsengang	the sale of shares in a company for the first time	The company is planning a \$50 million stock market flotation.
fluctuate (verb)	/'flʌktʃueɪt/	schwanken	to change frequently	Production costs fluctuate over the year.
FTSE 100 (abbreviation)	/futsɪː wʌn 'hʌndrəd/	FTSE 100	the Financial Times Stock Exchange Index: an average of the prices of shares from the 100 most important companies on the London stock exchange	The FTSE 100 fell again as a result of increasing economic uncertainty.
go under (verb)	/ɡəʊ ʌndə(r)/	untergehen	if something such as a business goes under, it fails completely and stops	Titanic Enterprises went under at the end of last year.
hostile takeover (noun)	/'hɒstəɪl 'teɪk,əʊvə(r)/	feindliche Übernahme	a situation in which one company takes control of another company by buying the majority of its shares, in a way which is opposed by the company that is being	Share prices often go up sharply because of rumours of a hostile take over.
level off (verb)	/lev(ə)l ɒf/	einpendeln	to stop becoming more or less, and remain the same	Our overheads should level off now we've made these changes.
peak (verb)	/'piːk/	einen Höchststand erreichen	to reach the highest amount or level, before becoming lower	Our debt peaks at the end of summer.
reach a high (verb)	/'riːtʃ ə haɪ/	einen Höchststand erreichen	if something reaches a high, it rises to its highest level or amount	Liabilities reach a high when business is slow in August.
shoot up (verb)	/'ʃuːt ʌp/	in die Höhe schnellen	to increase quickly by a large amount	Due to lower labour costs, profits will shoot up dramatically.
sink (verb) **	/'sɪŋk/	fallen	to go down in value or amount	As the company's stock sank to rock-bottom, chairman Leonard Caprio described it as 'only the tip of the iceberg'.
slide (verb) **	/'slaɪd/	rutschen	to become smaller in amount	In 2001 our stock slid to a record low.
slump (verb)	/'slʌmp/	einbrechen	to be suddenly reduced to a much lower level	Our shares slumped during the crash.
stabilize (verb)	/'steɪbəlaɪz/	stabilisieren	to reach a state where there are no longer any major changes or problems	After months of fluctuation, the company's profits have stabilized.
stock market (noun) *	/'stɒk mɑː(r)kt/	Aktienmarkt	a place where people buy and sell shares in companies	He invested everything in the stock market.
strategic alliance (noun)	/'strɑː'tɪːdʒɪk ə'laɪəns/	strategische Allianz	an arrangement between two companies to work together, carefully planned in order to achieve a particular goal	As a result of its strategic alliances, the company enjoyed moderate growth.

Unit 8

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check up (on) (verb)	/tʃek ʌp (ɒn)/	überprüfen	to find out information about someone, especially secretly	Check up on your new customer's creditworthiness before you sign a contract
compensation (noun) **	/,kɒmpən'seɪʃ(ə)n/	Entschädigung	money that someone receives because something bad has happened to them	He was awarded \$1000 compensation after the accident.
comply with (verb)	/kəm'plaɪ wɪð/	erfüllen	to obey a rule or law, or to do what someone asks you to do	Complying with the American Food and Drug Administration is essential if they want to sell the product in the States.
cover (noun) ***	/'kʌvə(r)/	Deckung	an agreement by an insurance company to pay money in a particular situation or for a particular event, person, or thing. The American word is coverage	Insurance provides cover in case of an accident.
default (on) (noun)	/'dɪ,fɔ:lt (ɒn)/	(eine Verpflichtung) nicht einhalten	a situation in which a person or company fails to pay money that they owe	Credit insurance reduces the risk of default on export payments.
file a claim (expression)	/'faɪl ə kleɪm/	einen Anspruch geltend machen	to make an official request for money that you believe you have a right to	After the fire, the company filed a claim for compensation.
forwarder (noun)	/'fɔ:(r)wə(r)də/	Spediteur	a company that arranges for goods to be transported, especially to another country	This will be a regular order, so it means a lot of business for the forwarder.
frequent-flyer scheme (noun)	/'fri:kwənt 'flaɪə(r) ski:m/	Vielfliegerprogramm	a scheme offered by an airline, which gives discounts as a reward to people who often travel on their flights	You can save a lot of money if you join a frequent-flyer scheme.
get behind with (verb)	/get bɪ'haɪnd wɪð/	in Verzug geraten	if you get behind with work or payments, you have not done as much work or made as many payments as you should have	She doesn't want Kawasaki to get behind with their payments.
goods plural ***	/gʊdz/	Waren	objects produced for sale	Due to a delayed shipment, the goods did not arrive on time.
issue (verb) ***	/'ɪʃu: /	ausstellen	to announce something, or to give something to people officially	After the exporter and foreign customer finally reach a deal, the exporter will ship the goods and issue an invoice.
load (verb) **	/ləʊd/	beladen	to put a load onto or into something such as a vehicle or container	It took several hours to load the container.
loyalty (noun) **	/'lɔɪəlti/	Treue	continued use of the products or services of a particular business	Frequent-flyer schemes, free gifts and credit are all ways of developing customer loyalty.
miss (verb) ***	/mɪs/	entgehen	to fail to do something	I listened carefully but I missed the point he was trying to make.
portfolio (noun) *	/'pɔ:(r)t'fəʊliəʊ/	Portfolio	used about other sets of things that belong to someone	They are looking to expand their portfolio of customers.
port of entry (noun)	/'pɔ:(r)t əv 'entri/	Einfuhrhafen	the place where someone or something officially enters a country	Can you locate the port of entry for this shipment?
settle (verb) ***	/'set(ə)l/	begleichen	to pay all the money that you owe to a particular person or company	We regret to inform you that we are suspending all shipments until this outstanding balance has been settled.
submit (verb) ***	/səb'mɪt/	einreichen	to formally give something to someone so that they can make a decision about it	A Slovakian company has submitted an application for credit.
query (verb)	/'kwɪəri/	in Frage stellen	to ask a question about something because you have doubts about it	Mr Takahashi queries the invoice. He asks for more time to pay.
vet (verb)	/vet/	überprüfen	to check someone's character or reputation to find out if they are suitable for a particular job	Riaz Hussain's responsibilities include vetting corporate and individual applications for credit.