

in company 2<sup>nd</sup> edition

Elementary

## Case study: Induction

headword	pronunciation	translation/notes	example sentence
<b>access</b> (n) have access to sth	/ˈæksɪs/ /hæv ˈæksɪs tu: ˌsʌmθɪŋ/	Zugang, Zugriff Zugang zu etw. haben	Only a small number of our students <b>have access to the Internet</b> .
<b>appoint</b> (v)	/əˈpɔɪnt/	ernennen, berufen	We need to <b>appoint</b> a new school secretary.
<b>break</b> (n)	/breɪk/	Unterbrechung, (hier:) Pause	OK, let's take a fifteen-minute <b>break</b> .
<b>buddy</b> (n)	/'bʌdi/	Kumpel, (hier:) Betreuer	The <b>buddy's</b> role is to help a new employee settle in.
<b>colleague</b> (n)	/'kɒli:g/	Kollege, Kollegin	Friends and <b>colleagues</b> will remember him with affection.
<b>complaint</b> (n)	/kəmˈpleɪnt/	Beschwerde, Klage	There's been a <b>complaint</b> about your work.
<b>course</b> (n)	/kɔ:s/	Kurs, Lehrgang	She's on a management <b>course</b> this week.
<b>disciplinary</b> (adj)	/dɪsɪˈplɪnəri/	disziplinarisch	We're taking <b>disciplinary</b> action against Tony because he was repeatedly rude to customers.
<b>effective</b> (adj) (opposite = <b>ineffective</b> )	/ɪˈfektɪv/	effektiv, wirksam	You need more <b>effective</b> communication within the organisation.
<b>employee</b> (n)	/ɪmˈplɔɪi:/	Angestellte/r	Only twenty per cent of our <b>employees</b> are men.
<b>equipment</b> (n)	/ɪˈkwɪpmənt/	Ausstattung, Geräte	Kris is going to lend us all his sound <b>equipment</b> .

<b>factory</b> (n)	/'fæktəri/	Fabrik, Werk	The car <b>factory</b> is going to shut down after 80 years.
<b>fare</b> (n)	/'feə/	Fahrpreis	The airline has announced an increase in <b>fares</b> .
<b>franchise</b> (n)	/'fræntʃaɪz/	Franchise(unternehmen)	The <b>franchise</b> now has four outlets in Birmingham.
<b>glamorous</b> (adj)	/'glæməərəs/	glamourös	People think that models lead a very <b>glamorous</b> lifestyle but in fact they have to work very hard.
<b>headquarters</b> (n)	/hed'kwɔ:təz/	Hauptquartier, Hauptsitz	I travel to the company's <b>headquarters</b> in Swindon twice a week.
<b>health and safety</b> (n)	/,helθ ən 'seɪfti/	Gesundheit und Sicherheit	The <b>health and safety</b> officer reported that boxes were blocking the fire exit.
<b>improve</b> (v)	/ɪm'pru:v/	verbessern	More money is needed to <b>improve</b> airline security.
<b>induction</b> (n) induction course/process/ programme	/ɪn'dʌkʃən/ /ɪn'dʌkʃən ,cɔ:s/,prəʊses/ ,prəʊgræm/	Einführung, Aufnahme Einführungskurs, -prozess, - programm	Our <b>induction programme</b> helps new students settle in quickly to university life.
<b>Intranet</b> (n)	/'ɪntrənət/	Intranet	I can access the company <b>Intranet</b> from home so I only go in to the office twice a week.
<b>introduce sb to sb</b> (phr v)	/ɪntrə'dju:s sʌmbədi tə sʌmbədi/	jdm. jdn. vorstellen	I would like to <b>introduce you to my friend Martin</b> .
<b>introduction</b> (n) an introduction to sth	/ɪntrə'dʌkʃən/ /ən ɪntrə'dʌkʃən tə sʌmθɪŋ/	Einführung, Bekanntwerden bekannt werden mit etw.	My <b>introduction to sailing</b> happened on a trip to Switzerland.
<b>knowledge</b> (n)	/'nɒlɪdʒ/	Wissen, Kenntnis(se)	She had a lot of <b>knowledge</b> and experience.

<b>line manager</b> (n)	/ˈlaɪn ˌmænɪdʒə/	direkter Vorgesetzter	All staff have a one-to-one appraisal with their <b>line manager</b> twice a year.
<b>location</b> (n)	/ləʊˈkeɪʃən/	Ort	The talks are taking place at a secret <b>location</b> .
<b>manual</b> (n)	/'mænjʊəl/	Handbuch, Gebrauchsanweisung	It tells you in the <b>manual</b> how to link the computer to your printer.
<b>member</b> (n)	/'membə/	Mitglied	This meeting is only open to trade union <b>members</b> .
<b>objective</b> (n)	/ˈɒb'dʒektɪv/	Ziel(setzung)	The main <b>objective</b> of our department is to identify market opportunities.
<b>one-to-one</b> (adj)	/ˌwʌntə'wʌn/	unter vier Augen, direkt	All staff have a <b>one-to-one</b> appraisal with their line manager twice a year.
<b>organisation</b> (n)	/ˌɔːgənəɪ'zeɪʃən/	Organisation	She belongs to a number of political and charitable <b>organisations</b> .
<b>outlet</b> (n)	/'aʊtlet/	(Verkaufs-)Niederlassung	The franchise now has four <b>outlets</b> in Birmingham.
<b>pension plan</b> (n)	/'penʃən plæn/	Pensions-, Altersvorsorgeplan	Steve's been paying into a <b>pension plan</b> since he was 30.
<b>performance</b> (n)	/pə'fɔːməns/	(hier:) Leistung	A healthy diet can improve a child's <b>performance</b> in school.
<b>point</b> (n)	/pɔɪnt/	Punkt, Faktor, Aussagen	I disagree with you on a couple of <b>points</b> .
<b>potential</b> (adj)	/pə'tenʃəl/	potenziell, möglich	The disease is a <b>potential</b> killer.
<b>premises</b> (n pl)	/'premɪsəz/	Gebäude, Räumlichkeiten	The business is moving to new <b>premises</b> in May.
<b>presentation</b> (n)	/prezən'teɪʃən/	Präsentation	My laptop isn't working. Can I borrow yours for the <b>presentation</b> ?
<b>procedure</b> (n)	/prə'sɪːdjə/	Vorgehen(sweise)	The <b>procedure</b> for doing this is explained fully in the next chapter.

<b>prospect</b> (n)	/'prɒspekt/	Chance, Aussicht	Your employment <b>prospects</b> would be much better if you finished your degree.
<b>range</b> (n)	/reɪnʤ/	Reihe, Anzahl	We discussed a <b>range</b> of issues affecting professional women.
<b>representative</b> (n)	/reprɪ'zentətɪv/	(Stell-)Vertreter/in, Repräsentant/in	The new government sent a <b>representative</b> to the talks.
<b>responsible</b> (adj) be responsible for sth	/rɪs'pɒnsəbəl/ /bi: rɪs'pɒnsəbəl fə ,sʌmθɪŋ/	verantwortlich für etw. verantwortlich sein	The manager <b>is responsible for the running</b> of the theatre.
<b>rule</b> (n)	/ru:l/	Regel	You should always follow these simple <b>rules</b> when using electrical equipment.
<b>session</b> (n)	/'seʃən/	(hier:) Stunde, Runde	After the presentation there will be a question-and-answer <b>session</b> .
<b>sickness</b> (n)	/'sɪknəs/	Krankheit	If you have missed work because of <b>sickness</b> , you need to fill out one of these forms.
<b>site</b> (n) (= <b>website</b> )	/saɪt/	Seite im Internet, Site (= <b>Website</b> )	I found some information about the disease on a hospital <b>site</b> .
<b>staff</b> (n)	/stɑ:f/	Belegschaft, Personal	She joined the <b>staff</b> in 1996.
<b>starter</b> (n)	/'stɑ:tə/	(Kurs-, Studien-)Anfänger	I'm having a party on Saturday to welcome this term's <b>starters</b> .
<b>system</b> (n)	/'sɪstəm/	System	They are introducing a new <b>system</b> for delivering information to the public.
<b>take sb out</b> (phr v)	/teɪk ,sʌmbədi 'aʊt/	jdn. ausführen	Mike <b>is taking Louise out</b> to dinner on Friday.
<b>target</b> (n)	/'tɑ:gət/	Ziel(setzung)	The organisation is setting a <b>target</b> of 2,000 new members.

<b>team</b> (n)	/ti:m/	Team, Gruppe	Come and meet the rest of the marketing <b>team</b> .
<b>tour</b> (n)	/'tuə/	(touristische) Führung	Every weekend there are free guided <b>tours</b> of the castle.
<b>training</b> (n)	/'treɪnɪŋ/	Schulung, Instruktion, Einweisung	Employees are given <b>training</b> in the use of safety equipment.
<b>uniform</b> (n)	/'ju:nɪfɔ:m/	Uniform, spezielle Kleidung	He was still wearing his school <b>uniform</b> .
<b>union</b> (n) trade union (n)	/'ju:njən/ /,treɪd 'ju:njən/	Vereinigung, Union Gewerkschaft	This meeting is only open to trade union <b>members</b> .
<b>values</b> (n pl)	/'vælju:z/	Wert(vorstellung)	I get on well with Phil. We have similar <b>values</b> .
<b>vision</b> (n)	/'vɪʒən/	Vision, Vorstellung, Ausblick	The speech gives her <b>vision</b> of the country's economic future.
<b>web page</b> (n)	/'web peɪdʒ/	Webseite	With this software, designing your own <b>web pages</b> has never been easier.
<b>work</b> (v) how sth worked for sb	/wɜ:k/ /haʊ ˌsʌmθɪŋ 'wɜ:kt fə ˌsʌmbədi/	(hier:) (aus-, be-)wirken was etw. bei jdm. bewirkte	<b>How did the team bonding weekend work for you?</b>