

in company 2nd edition

Elementary

Case study: Office design

headword	pronunciation	translation/notes	example sentence
architect (n)	/a:kitekt/	Architekt/in	The architect who designed the terminal building won an award.
balance (n)	/'baeləns/	Balance, Gleichgewicht, Ausgleich	A healthy diet is about getting the correct balance of a variety of foods.
barrier (n)	/'bærɪə/	Barriere, Hindernis	The river is the last barrier between the rebel army and the city.
brief (adj) (opposite = long)	/brɪ:f/	kurz (in der Zeit) (Gegenteil = lang)	The President and his wife paid a brief visit to the Indian Prime Minister.
choice (n)	/tʃɔɪs/	Wahl(möglichkeit)	Our childhood experiences can influence our choice of career.
collaborate (v)	/kə'læbəreit/	zusammenarbeiten	The genetics and biochemistry departments collaborated on this research.
comfortable (adj) (opposite = uncomfortable)	/'kʌmfətəbəl/	bequem (Gegenteil = unbequem)	The bed looked warm and comfortable .
communicate (v)	/kə'mju:nɪkeɪt/	kommunizieren, miteinander reden	How do whales communicate ?
concentrate (v)	/'kɒnsəntreɪt/	sich konzentrieren	Just concentrate on your work.
concentration (n)	/kɒnsən'treɪʃən/	Aufmerksamkeit, Konzentration	It took all his concentration to stay awake.
conditions (n pl)	/kən'dɪʃənz/	Bedingungen	The project aims to provide better living conditions

			for elderly people.
consult (v)	/kən'sʌlt/	zu Rate ziehen, befragen	Why wasn't I consulted about this?
cost (v) cost less	/kɒst/ /'kɒst les/	kosten weniger kosten	My new car costs less to run than my old one.
creative (adj)	/kri'eitɪv/	kreativ	Painting is a creative process.
design (n)	/dɪ'zaɪn/	Design, Bauart	The car has a new design .
design (v)	/dr'zain/	entwerfen, gestalten	She has a job designing websites.
designer (n)	/dr'zainə/	Designer	He wants to be a fashion designer .
efficient (adj) (opposite = inefficient)	/ə'fiʃənt/	effizient, wirtschaftlich (Gegenteil = ineffizient, unwirtschaftlich)	The most efficient way to plan your work is to put your tasks in order of importance.
employee (n)	/ɪm'plɔɪi:/	Angestellte/r	More than five hundred employees could lose their jobs if the factory closes.
environment (n)	/ɪn'veɪrənmənt/	Verhältnisse, Umfeld, Umwelt	Parents are responsible for providing the right environment for their children to learn in.
expensive (adj) (opposite = cheap)	/ɪk'spensɪv/	teuer, kostspielig (Gegenteil = billig)	It can be very expensive to train new personnel.
experience (n)	/ɪk'spiəriəns/	Erfahrung	She has years of experience in the computer industry.
factor (n)	/fæktə/	Faktor, Umstand	Several factors have contributed to the increase in the number of road accidents.
feedback (n)	/'fi:dbæk/	Feedback, Rückmeldung	Initial feedback from parents has been very positive.
flexible (adj)	/fleksibəl/	flexibel, (hier:) Gleitzeit	The job offers flexible working hours.

(opposite = inflexible)		(Gegenteil = unflexibel)	
happy (adj) (opposite = unhappy) be happy/unhappy with sth	/'haepi/ /bi: 'haepi/ʌn'hæpi wiθ ,sʌmθɪŋ/	glücklich, zufrieden (Gegenteil: unglücklich, unzufrieden) glücklich / unglücklich, zufrieden / unzufrieden mit etw. sein	Are you happy with this arrangement?
healthy (adj) (opposite = unhealthy)	/'helθi/	gesund (Gegenteil = ungesund)	My father is in his eighties but he still has a very healthy lifestyle.
heating (n)	/hɪtɪŋ/	Heizung	Turning your heating down a little will save money.
image (n) project a good image	'ɪmɪdʒ/ /prə'ɒkəkt ə gud 'ɪmɪdʒ/	Image, Ruf einen guten Ruf verbreiten	We depend on our students to project a good image of the college.
impress (v)	/ɪm'pres/	beeindrucken	Her ability to deal with problems impresses me.
improve (v)	/ɪm'pru:v/	verbessern	More money is needed to improve airline security.
instant (adj)	'ɪnstənt/	sofortig, unmittelbar	We can't promise instant solutions, but we can promise to listen.
interruption (n)	/ɪntə'rʌpʃən/	Unterbrechung	I've had so many interruptions this morning that I've hardly done any work.
isolated (adj)	/'aɪsəleɪtəd/	isoliert, allein gelassen	Many victims feel isolated and unable to talk about their experiences.
layout (n)	/'laɪəut/	Anordnung, Aufteilung	You will soon get used to the different layout of the keyboard.
learn from sb (phr v)	/lɜ:n frəm ,sʌmbədi/	von jdm. lernen	I learned to juggle from my cousin .
lighting (n)	/'laɪtɪŋ/	Licht, Beleuchtung	It's a small restaurant with soft lighting and romantic music.

mix (n)	/miks/	Mischung	The exhibition was an interesting mix of abstract and surrealist art.
mix (v)	/miks/	sich (unter andere) mischen, sich austauschen	The party gave me a chance to mix with the other students.
noise (n)	/nɔɪz/	Lärm, Krach	The neighbours said that we were making too much noise .
observe (v)	/ɒb'zɜ:v/	beobachten	All evening Jane observed his behaviour closely.
open-plan (adj)	/,əpən'plæn/	Großraum-	I would prefer it if the office was open-plan - it would make it easier to consult colleagues.
peace (n) peace and quiet	/pi:s/ /pi:s ən 'kwaɪət/	Frieden, Ruhe Ruhe und Frieden	If you need some peace and quiet to work, there are several small closed offices you can use.
performance (n)	/pə'fɔ:məns/	(hier:) Leistung	A healthy diet can improve a child's performance in school.
prefer (v)	/prɪ'fɜ:/	vorziehen, bevorzugen	I prefer working alone.
programme (v)	/'prəʊgræm/	programmieren	The software is programmed to back itself up every half hour.
project (v) project a good image	/prɒ'dʒekt/ /prɒ'dʒekt ə gud ,imɪdʒ/	(hier:) erzeugen, verbreiten einen guten Ruf verbreiten	We depend on our students to project a good image of the college.
proposal (n)	/prə'pəʊzəl/	Vorschlag	Proposals for a new health service are under discussion.
provide (v)	/prə'veɪd/	mit etw. versorgen, zur Verfügung stellen	Our office can provide information on the local area.
quiet (adj) (opposite = noisy)	/'kwaɪət/	ruhig (Gegenteil = laut)	Be quiet , please. I'm trying to read.

redesign (v)	/ri:dɪ'zain/	neu gestalten, umgestalten	The check-in area has been completely redesigned .
reflect (v)	/rɪ'flekt/	(hier:) wiedergeben	He said that the statement did not reflect his own views.
research (n)	/rɪ'sɜ:tʃ/	(Nach-)Forschung	He did some research into the causes of lung cancer.
share (v)	/ʃeə/	(sich etw.) teilen	Do you mind sharing a table?
skills (n pl)	/skilz/	Fertigkeiten	I don't think she has the necessary computer skills for this job.
smart (adj)	/smɑ:t/	(hier:) schick	The company has moved into a smart new building.
social (adj) social contact	/'səʊʃəl/ /səʊʃəl 'kɒntækt/	sozial, gesellschaftlich Sozialkontakt	Teleworkers sometimes miss the social contact of office life.
socially (adv) mix socially	/'səʊʃəli/ /miks 'səʊʃəli/	sozial, gesellschaftlich, auf gesellschaftlicher Ebene gesellschaftlich miteinander verkehren	We've worked together for ten years but we don't mix socially .
space (n) office space	/speɪs/ /'ɒfɪs speɪs/	Fläche, Raum Bürofläche	An open-plan design would make more efficient use of the available office space .
have your own space	/hæv jə əvn 'speɪs/	seinen eigenen Raum haben	I booked separate rooms so that we can have our own space .
team (n)	/ti:m/	Team, Gruppe	Our team of legal experts will draw up the contract.
wall (n)	/wɔ:l/	Wand	The walls of the factory were covered in graffiti.
window (n)	/'windəʊ/	Fenster	Do you mind if I open a window ?

workspace (n)	/'wɜːkspeɪs/	Arbeitsfläche	We can't fit anyone else into this office - we don't have enough workspace as it is.
workstation (n)	/wɜːk'steɪʃən/	Arbeitsbereich	I borrowed a calculator from my colleague in the next-door workstation .