

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

Elementary

Case study: Office design

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

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

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

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

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

<b>workspace</b> (n)	/'wɜ:ksp'eɪs/	Arbeitsfläche	We can't fit anyone else into this office - we don't have enough <b>workspace</b> as it is.
<b>workstation</b> (n)	/wɜ:k'steɪʃən/	Arbeitsbereich	I borrowed a calculator from my colleague in the next-door <b>workstation</b> .