

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
Unit 1				
accent	/ˈæks(ə)nt/	Akzent	a way of saying words that shows what country, region or social class someone comes from	Who's that woman over there? I'm guessing from her accent that she's from Italy
annual	/ˈænjʊəl/	jährlich	happening once a year	This year, why not hold your annual conference in Cancún?
bid	/bɪd/	ein Angebot abgeben	to offer to do work or provide a service for a particular amount of money	We are bidding for a new contract in Singapore, and negotiations are going quite well
bring out	/brɪŋ ˈaʊt/	herausbringen, -geben	to produce a new product and start to sell it	Someone told me Sony® are bringing out a new product in December, some kind of multimedia entertainment system
close down	/kloʊz ˈdaʊn/	schließen	to stop doing business or operating permanently	Someone told me they're closing down the Liverpool factory because they want to centralize production
corporate hospitality	/ˌkɔː(r)p(ə)rət ˌhɒspi ˈtæləti/	unternehmensgesponserte Sport- und Kulturveranstaltungen	entertainment provided by companies for their customers, for example, at major sports events, in order to get more business	Our company invests thousands of pounds each year on corporate hospitality, including tickets to concerts and sporting events
distributor	/dɪˈstrɪbjʊtə(r)/	Händler, Vertriebsgesellschaft	a company or person that supplies goods to shops	I understand you're in talks with a local distributor to supply you with parts
downsize	/ˈdaʊn saɪz/	sich verkleinern	to make a company or organization smaller by reducing the number of workers	A lot of people in this town lost their jobs when the company decided to downsize its operations
fake	/feɪk/	Fälschung	something that is made to look like something else, especially something expensive	A: I like your watch. An Omega, isn't it? B: Er, well, to be honest, don't tell anyone, but it's a fake
fix up	/fɪks ˈʌp/	etw. festlegen/arrangieren	to arrange for something to happen	Why don't we fix up a time to chat over a coffee? Here's my card
head up	/hed ˈʌp/	leiten	to be in control of a group or an organization	I'm really looking forward to her keynote presentation tomorrow morning. She heads up Cisco's technical department, so it should be interesting
hostile takeover	/ˈhɒstail ˌteɪk ɔʊvə(r)/	feindliche Übernahme	a takeover is a situation in which one company takes control of another company by buying a majority of its shares. A hostile takeover is one that is opposed by the company that is being bought	We bought the company in a hostile takeover, but kept most of the staff as we needed their experience in the sector
lay off	/leɪ ˈɒf/	entlassen	to end someone's employment, especially temporarily, because there is not enough work for them	They say GM are laying off 5,000 workers in the UK
line	/laɪn/	Branche, Bereich	a type of work or area of interest	I'm in pharmaceuticals. What line of business are you in?
luxurious	/lʌg ˌzɪʊəriəs/	luxuriös	very expensive and comfortable	The magnificent Burj Al Arab is one of the world's tallest and most luxurious hotels
merger	/ˈmɜː(r)dʒə(r)/	Fusion	the process of combining two companies or organizations to form a bigger one	This merger's meant quite a lot of work for us, but I'm sure that the company will become much stronger as a result
no wonder	/nəʊ ˈwʌndə(r)/	kein Wunder, dass ...	used for showing that you are not surprised by a particular situation or event	He's just been fired, so it's no wonder he's unhappy
plant	/plɑːnt/	Fabrik, Werk	a factory that produces power, or processes chemicals, etc	I hear GEC are moving their production plant to Warsaw
ponytail	/ˈpɒni teɪl/	Pferdeschwanz	long hair that is tied at the back of the head and hangs down	Who's that guy over there with the ponytail? Did he used to work for AFG?
reach	/riːtʃ/	erreichen, erzielen	to achieve something after discussing it or thinking about it for a long time	After a long discussion, we reached an agreement to start supplying them with parts from the beginning of next year
reception	/riˈsepʃ(ə)n/	Empfang	a formal party to welcome someone or to celebrate something	The conference is a three-day event with a reception on the first night
spacious	/ˈspeɪʃəs/	geräumig	a spacious room, building, etc has a lot of space inside it	The hotel has spacious deluxe suites from 170 to 780 square metres
spectacular	/spek ˈtækjʊlə(r)/	spektakulär	extremely impressive	The spectacular views across the Arabian Gulf make this the ultimate business venue
team-building activity	/ˈtiːm ˌbɪldɪŋ æk tɪvəti/	Maßnahme/Aktivität zur Verbesserung der Teamarbeit	a game or roleplay that staff members do in order to work better as a team	The resort is able to offer special private events such as golf tournaments and team-building activities
transfer	/træns ˈfɜː(r)/	versetzen	to move from one job, office or department to another in the same company or organization	I understand you're being transferred to head office in Stockholm
unspoilt	/ʌn ˈspɔɪlt/	unberührt	used for a place that has not been changed in ways that make it less beautiful or enjoyable	Today Cancún is the most popular resort in Mexico; its unspoilt coastline a water sports paradise
Unit 2				
alternative	/ɔːl ˈtɜː(r)nətv/	Alternative	something that you can choose instead of something else	I'm not sure if the staff will accept instant coffee as an alternative to filter coffee
answerphone	/ˈɑːnsə(r) ˈfəʊn/	Anrufbeantworter	a machine that answers your telephone and records messages that people leave for you	I left a message on his answerphone and I'm hoping he'll get back to me soon
asap	/ˌeɪ ɛs ɛɪ ˈpiː/	aldmöglichst	as soon as possible: used especially for asking someone to do something quickly	I understand this is a very important delivery, I'll make sure it gets to you asap
attendance	/ə ˈtendəns/	Teilnahme	the fact of being present at an event or of going regularly to school, church, etc	Please make sure you contact the speakers to confirm their attendance
audience	/ˈɔːdiəns/	Publikum, Zuhörer, Zuschauer	a group of people who have come to a place to see or hear a film, performance, speech, etc	I'm really nervous, I have to give a presentation to a very large audience in an hour
certainly	/ˈsɜː(r)t(ə)nli/	selbstverständlich, sicher	used for expressing agreement or giving permission	A: Can I speak to Catherine Mellor, please? B: Certainly, one moment please
check	/tʃek/	(über-)prüfen	to examine something in order to find out whether it is how it should be	Don't forget to check who's calling before putting them through to me. I don't want to be bothered by sales calls
deadlocked	/ˈded ˌlɒkt/	festgefahren	if a situation is deadlocked, or if people are deadlocked, there is a serious disagreement and neither person or group involved in it is willing to change their opinions or position	The negotiations are going pretty well, but we seem to be deadlocked on price. Can you authorize me to offer them a 14% discount?
delay	/di ˈleɪ/	(sich) verschieben, verspäten	to make someone or something late or slow them down	My flight's been delayed and it looks like I'm going to be late for the meeting
dispatch	/dɪ ˈspætʃ/	(ver-)senden, -schicken	to send someone or something somewhere	I talked to our stock control manager about the Venezuelan consignment and he says we dispatched the goods a week ago

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estimate	/ˈestɪmət/	Kostenvoranschlag, Angebotssumme	an amount that you guess or calculate using the information available	It's about the estimate for the contract in Malaysia. My client thinks it's a little high and wants to negotiate a lower price
explain	/ɪkˈspleɪn/	erklären, erläutern	to tell someone something in a way that helps them understand it better	I explained all of this to you last week, I don't want to go over it again
go ahead	/gəʊ əˈhed/	anfangen, umsetzen	to start or continue to do something, especially after waiting for permission	The client has approved the plan, so we can go ahead and make a start on phase one
handout	/ˈhændaʊt/	Infoblatt, Handzettel	a piece of paper with information on it that is given to everyone in a group	Are you planning to give everyone in the audience a handout before you start your presentation?
hold on	/həʊld ˈɒn/	warten	to wait	Can you hold on a moment, please? I'll try and connect you
HQ	/ˈeɪtʃ ˈkjuː/	Zentrale (eines Unternehmens oder einer Organisation)	headquarters: the place where a company or organization has its main offices	All of the senior managers have been told to attend a meeting at HQ in Zurich
invoice	/ˈɪnvɔɪs/	Rechnung	a document giving details of goods or services that someone has bought and must pay for	Can I speak to someone in accounts, please? It's about an invoice we received from you last week. I don't think it's accurate
memory stick	/ˈmem(ə)rɪ stɪk/	Memorystick, Speicherstick	a small disk drive that can store information for use in electronic equipment and that you carry around with you	I've lost the memory stick with my entire presentation on it! Could you email over my PowerPoint slides as attachments as soon as possible?
misunderstand	/ˌmɪsʌndə(r)ˈstænd/	missverstehen	to not understand someone or something correctly	I'm sorry, can you speak more slowly, please? I don't want to misunderstand anything
purpose	/ˈpɜːr(p)əʊs/	Zweck, Absicht	the aim that someone wants to achieve, or that something is intended to achieve	A: Can I ask the purpose of your call? B: Yes, it's about an invoice
Q3	/kjuː ˈθriː/	drittes Quartal	third quarter: the third of four periods of three months that the year is divided into, especially used when talking about financial accounts	Overall, our performance in Q3 was about what we expected, but we'll have to do a little better in the last quarter of the year if we want to get our bonuses
speak up	/spiːk ˈʌp/	lauter sprechen	to talk louder	When you give a presentation to a lot of people, make sure you speak up so that everyone can hear you
tone	/təʊn/	Ton, Signal	a sound made by a piece of equipment such as a telephone as a signal or warning	You have reached Janice Rogers' answerphone. Please leave a message after the tone and I will get back to you
tricky	/ˈtrɪki/	heikel	difficult to do	This client has made a few complaints about our service recently, so I think tomorrow's meeting might be a little tricky
visual	/ˈvɪʒʊəl/	visuelles Hilfsmittel/Element	something such as a drawing or a photograph, especially one that helps to explain something	When you are giving a presentation, it's important to provide some visuals, so that people have something to look at that supports what you're saying
Unit 3				
acquisition	/ˌækwiːzɪ(ə)n/	Kauf, Erwerb	the process of buying something or obtaining it in some other way	As a mergers and acquisition specialist, I work as part of the project team during a takeover bid
base	/beɪs/	einen Sitz haben, ansässig sein	if you are based somewhere, you have it as your main office or place of work or the place where you live	Although the company is based in Taipei, my job takes me all over East Asia
Benelux	/ˈbenɪ,lʌks/	Benelux	Belgium, the Netherlands and Luxembourg, considered as a group	I think that the Netherlands is the biggest Benelux country, not Belgium
bestselling	/ˈbest selɪŋ/	meistgekauft	used for something which is the most popular of its type with customers	The world's bestselling model of car to date is the Toyota Corolla
build up	/bɪld ˈʌp/	aufbauen, ausweiten	to increase or to make something increase	Our prices are fine. We're trying to build up market share, Otto. Profits can wait
call off	/kɔːl ˈɒf/	etw. abbrechen, beenden	to decide that something will not happen	The question is, will you agree to call off the strike, or is this dispute going to continue?
calm down	/kɑːm ˈdaʊn/	sich beruhigen	to begin to feel more relaxed and less emotional, or to make someone do this	Calm down everybody. There's no need to get excited
carry out	/ˌkæəri ˈaʊt/	aus-, durchführen	to do a particular piece of work, research, etc	We're carrying out tests on the system now. Give us a couple of hours
count on	/ˈkaʊnt ɒn/	sich auf jmdn. verlassen	to depend on someone to do what you want or expect them to do for you	Kim, I'm counting on you to get us the Zurich contract. You won't let me down, will you?
cut down	/kʌt ˈdaʊn/	kürzen, verringern	to reduce an amount of something	We could start by cutting down the amount of time we waste in these meetings!
exporter	/ɪkˈspɔː(r)tə(r)/	Exporteur	a person, business or country that sells goods to another country	Did you know that Ireland is the world's biggest exporter of computer software?
household	/ˈhaʊs,həʊld/	Haushalt	the people who live in a house or flat when they are considered as a single unit	America has more mobile phones per household than any other country
interpreter	/ɪnˈtɜː(r)prɪtə(r)/	Dolmetscher/-in	someone whose job is to translate what a speaker is saying in one language into another language so that someone else can understand it	Robin's your interpreter. He's very familiar with business procedures here – as well as being fluent in Japanese, of course
likely	/ˈlaɪkli/	wahrscheinlich	probably going to happen, or probably true	I don't think the takeover bid will be successful. It just doesn't seem very likely to me
liquidation	/ˌlɪkwiːdeɪ(ə)n/	Liquidation, Geschäftsauflösung	a situation in which a business closes and sells everything it owns in order to pay money that it owes	Before it finally went into liquidation in 2006, Japanese architectural firm Kongo Gumi was the world's oldest family firm, having been in business for 1,400 years
move on	/muːv ˈɒn/	fortfahren, weitergehen	to stop discussing or doing something and begin discussing or doing something different	Okay, that's item two. Let's move on to item three: new projects
negotiation	/niˌɡəʊʃiːeɪ(ə)n/	Verhandlung	formal discussions in which people or groups try to reach an agreement, especially in a business or political situation	If we can't agree on anything at all, then I think we will have to end these negotiations
point out	/pɔɪnt ˈaʊt/	etw. mitteilen	to tell someone something	Well, can I just point out that it's now affecting everyone on the first floor?
put off	/pʊt ˈɒf/	hinauszögern	to change the time or date of something so that it happens later than originally planned, especially because of a problem	I'm afraid that's a decision we can't put off any longer. We need to decide what we're going to do right now
put up	/pʊt ˈʌp/	erhöhen, anheben	to increase the value or price of something	I know, but that's no reason to put up prices. We'll just lose customers
responsibility	/rɪˌspɒnsəˈbɪləti/	Verantwortung	a duty that you have to do because it is part of your job or position	We'd now like you to lead the negotiations with the Sapporo Bank. In fact, that will be your main responsibility
significantly	/sɪɡˈnɪfɪkəntli/	erheblich	by a large amount, or in a way that is easily noticeable	Chocolate isn't good for you, but it releases chemicals in the brain that make you significantly happier
skyscraper	/ˈskaɪˌskreɪpə(r)/	Wolkenkratzer	a very tall building containing offices or flats	I'm not sure but I think that the tallest skyscraper in the world is the Taipei 101
specific	/spəˈsɪfɪk/	genau, gezielt	involving or relating to only one particular thing or type of thing	Sorry, I don't quite see what you mean. Could you be a bit more specific?

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summary	/ˈsʌməri/	Zusammenfassung	a short account of something that gives only the most important information and not all the details	So, just to give you a summary, the sales figures for last month are up again – by 2.6%, in fact, which is pretty good
valuable	/ˈvæljəb(ə)l/	wertvoll	worth a lot of money, or very useful and important	According to BrandZ, the world's largest brand equity database, the world's most valuable luxury brand is Louis Vuitton, which is still worth more than Hermès and Gucci
Unit 4				
collaboration	/kəˌlæbəˈreɪʃ(ə)n/	Zusammenarbeit	the process of working with someone to produce something	I'm concerned that there's currently too little communication and collaboration between team members
effective	/ɪˈfektɪv/	effektiv	someone or something that is effective works well and produces the result that was intended	I think we're going to have to use different software. I just don't think that the program we're using at the moment is particularly effective
encourage	/ɪnˈkʌrɪdʒ/	ermutigen, bestärken	to suggest that someone does something that you believe would be good	A good listener encourages the speaker by making polite noises and showing support
eye contact	/ˈaɪˌkɒntækt/	Blickkontakt	a situation in which two people look at each other's eyes	When someone is speaking, you can show that you are interested by establishing eye contact
inquire	/ɪnˈkwaɪə(r)/	sich erkundigen	to ask someone for information about something	Is this the project you were inquiring about?
keyword	/ˈkiːwɜː(r)d/	Schlüsselwort	a word that represents the main feature or idea of something	By repeating keywords you can reassure the speaker that you are genuinely interested in what it is they have to say
mentoring	/ˈmentərɪŋ/	betreuend, beratend	the use of a mentor to teach a less experienced person about their job or a particular subject	Perhaps we could also develop a mentoring system, where junior staff could turn to more experienced team members for advice
neutralize	/ˈnjuːtrəlaɪz/	neutralisieren	to stop something from having any effect	A good listener is able to neutralize his or her own attitudes, and not judge or criticize anything too soon.
posture	/ˈpɒstʃə(r)/	(Körper-)Haltung	the position that your body is in when you sit, stand or walk	By sitting up straight and having an alert posture, you show the speaker that you are interested in what they are saying
seek	/siːk/	suchen, anstreben	to ask for something, or to try to get something	You should always try to seek further information from clients. Keep asking them questions until you've got all of the details you need
temptation	/tempˈteɪʃ(ə)n/	Versuchung	a strong feeling of wanting to have or to do something, especially something that is bad for you	If someone is speaking to you and you think you know what they're going to say, it's very easy to interrupt them. Try to resist this temptation and let them finish before you start to speak
underperform	/ˌʌndə(r)pə(r)ˈfɔː(r)m/	hinter den Erwartungen zurückbleiben	to be less successful than people expect	Okay, well, in my opinion, our sales team is badly underperforming. I think we definitely need to introduce some kind of incentive scheme to encourage them to do a better job
wander	/ˈwɒndə(r)/	schlendern, umherlaufen/-fahren	to travel from place to place without a particular direction or purpose	When I visit a city for the first time, I prefer to wander around rather than use a map.
Scenario A				
autobiographer	/ˌɔːtəʊbaɪˈɒɡrəfə(r)/	hier: "Ich-bezogene Person"	a networker type	The autobiographer is a person who is so busy telling you all about themselves and their company, they barely have time to ask about you and yours.
cooperate	/kəʊˈɒpəreɪt/	kooperieren	to work with other people to achieve a result that is good for everyone involved	Even the shortest conversation before discussing a deal will make potential business partners six or seven times more likely to cooperate
drag out	/dræg ˈaʊt/	hinauszögern, verschleppen	to make something continue for longer than necessary	Don't drag out the conversation too long; you both want to meet other people at the event
escape artist	/ɪˈskeɪp ɑː(r)tɪst/	hier: "Entfesselungskünstler/-in"	a networker type	The escape artist is a person who introduces you to someone (probably a time waster), and then leaves you with them whilst they go and talk to someone else
flexibility	/ˌfleksəˈbɪləti/	Flexibilität	the ability to make changes or to deal with a situation that is changing	Our new app store for supply chain management software gives you almost total flexibility; you can download what you want as you go
hard seller	/ˈhɑː(r)d ˈselə(r)/	hier: "Drücker/-in"	a networker type	The hard seller is a person who talks business from the moment you meet and gives you their business card before you've even introduced yourself
input	/ɪˈnɒpt/	Beitrag	help in the form of ideas, advice or information, used in a process or in making a decision	I'd have to have my tech team take a look at it. For something so specialized I need their input before proceeding any further
introduce	/ɪˈntrəˈdjuːs/	bekanntmachen, vorstellen	to tell someone another person's name when they meet for the first time	You've never met Ms Pepperberg, have you? Why don't I introduce you?
small talk	/ˈsmɔːl tɔːk/	Smalltalk	informal conversation about things that are not important	The secret is to avoid boring small talk – the venue, the weather – and try to find something personal and positive to say to the people you meet.
strategy	/ˈstrætədʒi/	Strategie	a plan or method for achieving something, especially over a long period of time	You should have strategies for ending unproductive conversations. For example, you could prepare a couple of good excuses for why you have to move on
time waster	/ˈtaɪm weɪstə(r)/	hier: "Zeitverschwender/-in"	a networker type	The time waster is a person who seems vaguely interested in what you have to offer, but is clearly not seriously considering doing business with you
Unit 5				
alarm call	/əˈlɑː(r)m ˌkɔːl/	Weckruf	a phone call from hotel reception that wakes you up at a particular time	Do you think I could have an alarm call at half past six tomorrow morning?
apology	/əˈpɒlədʒi/	Entschuldigung, Bedauern	a statement from someone saying that they are sorry that they cannot go to a meeting	I'm afraid Mr Hill has been delayed. He sends his apologies and says that you should start without him. He will get here as soon as he can
boom	/buːm/	Aufschwung, Boom	a sudden major increase in trade, profits, etc in a particular country or region	The boom in financial services attracted advertising agencies, accounting firms and management consultancies to both London and New York
cashpoint	/ˈkæʃˌpɔɪnt/	Geldautomat	a machine that gives you money when you put a bank card into it. The American word is ATM	Would you mind lending me some money until I find a cashpoint?

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connection	/kə'nekʃ(ə)n/	Verbindung	a train, bus or plane that allows you to continue a journey after you arrive by a different train, bus or plane	When you travel on business, you should avoid connections whenever possible – take direct flights instead
crowded	/'kraʊdɪd/	überfüllt	containing a lot of people, especially too many	Thank you for meeting me. It's so crowded here I almost missed you.
departure lounge	/dɪ'pɑ:(r)tʃə(r) 'ləʊndʒ/	Abflughalle	a large room in an airport where you sit and wait before going onto a plane	Please wait in the departure lounge for your flight's gate number to be announced
destination	/'destɪ'neɪʃ(ə)n/	Ziel(ort)	the place where someone or something is going	If you are flying from the USA to Europe, it's a good idea to take an evening flight. That way you can sleep on the plane and wake up in the morning at your destination
dread	/dred/	sich vor etw. fürchten	to feel very worried about something that might happen or something that is going to happen	I dread the endless delays that happen every time I travel by air.
earplug	/'iə(r),plʌg/	Ohrenstöpsel	a small piece of plastic or rubber that you put in your ear to keep noise or water out	When you take a plane, it's a good idea to bring earplugs in case of noisy children
first name	/'fɜ:(r)st 'neɪm/	Vorname	the name that comes before your surname	My boss asked me to call him by his first name, but I'm not sure I feel comfortable doing that yet
flow	/fləʊ/	fließen	if a supply of something flows, it continues without stopping	More money flows through Wall Street and the City of London each day than all of the world's financial centres combined
freshen up	/'freʃ(ə)n 'ʌp/	sich frisch machen	to wash your hands and face and make yourself cleaner and tidier	My manager said to take you straight to the hotel, give you a chance to freshen up and he'll meet you in a couple of hours or so
get away from	/get ə 'wei frɒm/	raus-, wegkommen	to escape from a person or place	I like travelling on business. I love getting away from the office.
in-flight	/ɪn 'flaɪt/	Bord-, während des Fluges	provided for passengers flying in an aircraft	I usually watch an in-flight movie on the plane before going to sleep
jet lag	/'dʒet læg/	Jetlag	the feeling of being very tired and sometimes confused because you have travelled quickly on a plane across parts of the world where the time is different	I think that the jet lag is worse when you travel from west to east. The last time I flew to China, I felt terrible for days
neighbourhood	/'neɪbə(r) hʊd/	Viertel	a particular area of a city or town	He owns an apartment in the East Village in Manhattan, but tonight London is home: a flat in Belgravia, London's wealthiest neighbourhood
pack	/pæk/	packen	to put your possessions into a bag, case or box so that you can take or send them somewhere	I always pack very light when I travel. I don't like having to carry around a heavy suitcase
penthouse	/'pent haʊs/	Penthouse	an expensive flat at the top of a tall building in a fashionable area of a city	My dream is to buy a penthouse on New York's Fifth Avenue, but I think I'll need a lot more money before it becomes a reality
real estate	/'riəl ɪ,steɪt/	Immobilien(geschäft)	the business of buying and selling land and property	I want to work in real estate, there's so much money to be made from property
relocate	/'ri:ləʊ'keɪt/	umziehen (verlegen)	to move to a different place, or to make someone or something do this	If I had the choice of relocating to either Britain or the United States, I think I'd choose the States. I've always wanted to live in California
stuck	/stʌk/	fest(stecken)	caught or held in a position so that you cannot move	It took me a long time to get out of the airport, I got stuck in customs
trendy	/'trendi/	modisch, Schickimicki	extremely fashionable, but often silly or annoying	New York and London are both so trendy and so modern now in terms of fashion, art, photography, music
upgrade	/'ʌp'greɪd/	hochstufen, aufwerten	to give people a better seat on a plane, or a better hotel room, than the one that they have paid for	The flight was great – I was upgraded to business class
view	/'vju: /	Aussicht	the ability to see something from a particular place	When checking in to a hotel, always ask for a room with a view
Unit 6				
avoid	/ə'vɔɪd/	vermeiden, aus dem Weg gehen	to choose not to do something because it is unpleasant or not convenient	A lot of people think he's lazy, and it's certainly true that he often seems to avoid doing a lot of the tougher jobs
bear	/beə(r)/	ertragen	usually negative: If you cannot bear something, you cannot accept or do it because it makes you very unhappy	People can't bear to miss a call. Everybody thinks the next call could be something really exciting
by the way	/'baɪ ðə 'wei/	übrigens	used for saying that a remark is not relevant to the main subject of your conversation	Thanks for coming to today's meeting. By the way, did anyone see the tennis last night?
circulate	/'sɜ:(r)kjʊleɪt/	in den Umlauf geben	to send something to all the members of a group of people	The memo about the branch closures was circulated last week
delegate	/'deləgeɪt/	delegieren	to give part of your work, duties or responsibilities to someone who is junior to you	I've delegated responsibility for the building project to Rita. If you have any questions about how things are going, she's the person you should talk to from now on
disturb	/dɪ'stɑ:(r)b/	unterbrechen, stören	to interrupt someone and stop them from continuing what they were doing	If I don't want to be disturbed, I tell my secretary to hold all my calls
divert	/dɪvaɪ'vɜ:(r)t/	umleiten	to make something move or travel in a different direction: If I'm going to be out of the office, I divert my calls	If I'm going to be out of the office, I divert my calls.
draft	/dra:ft/	entwerfen	to write something such as a legal document, speech or letter that may have changes made to it before it is finished	I've drafted an initial outline of the proposal. If you're happy with the basic idea, I'll write it up in full
excuse	/'ɪk'skju:s/	Erklärung, Ausrede	a reason that you give to explain why you have done something bad, or why you have not done something that you should have done	This is the third time you've been late this week. What's your excuse this time?
force of habit	/'fɔ:(r)s əv 'hæbɪt/	Macht der Gewohnheit	without thinking, because you always do a particular thing	I don't know why I always let the phone ring three times before answering it – force of habit, I guess
get back to	/get 'bæk tə/	sich bei jmdm. melden	to phone, write or speak to someone at a later time because you were busy or could not answer their question earlier	I don't have all of the figures with me right now, but I can get back to you tomorrow with more detailed information, if that's okay
hand in	/'hænd 'ɪn/	einreichen	to give something to a person in authority	All of the managers handed in their monthly reports on time, as usual
incoming	/'ɪn kʌmɪŋ/	eingehend, ankommend	coming in or arriving	The Northwestern Mutual Life Assurance Company decided to block all incoming calls for just one hour a week and productivity rose by an amazing 23%

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
instead	/ɪnˈsted/	anstelle, stattdessen	used for saying that one person, thing or action replaces another	If we can't get the conference centre we used last year, we could always try the new one near the station instead
interrupt	/ɪntəˈrʌpt/	unterbrechen, stören	to say or do something to stop someone when they are speaking or concentrating on something	55% of all calls received by executives are less important than the work they interrupt
just a minute	/dʒʌst əˈmɪnɪt/	einen Augenblick, bitte	used for asking someone to wait or be patient	A: I'd like to speak to Karl, please. B: Just a minute. Anybody seen Karl? He's not here
postpone	/pəʊsˈpeɪn/	verschieben	to decide that something will not be done at the time when it was planned for, but at a later time	I'm really sorry, I'm so busy at the moment, I'm going to have to postpone our meeting until next week
put through	/pʊtˈθruː/	durchstellen, verbinden	if you put a person or call through, you connect someone to the person they want to speak to on the telephone	Hello, I'm calling about an invoice. Can you put me through to someone in the accounts department, please?
right away	/raɪt əˈweɪ/	sofort, unmittelbar	immediately	I know it's important, so I'll get him to call you back right away
running late	/ˈrʌnɪŋˈleɪt/	verspätet, spät dran	doing things or arriving in places later than planned	Sorry, I can't stop to chat. I'm on my way to a meeting and I'm running late
sort out	/sɔː(r)t aʊt/	etw. regeln	to do what is necessary to deal with a problem, disagreement or difficult situation successfully	If we don't sort this out soon, the problem is just going to get worse and worse
speaking	/spiːkɪŋ/	am Apparat	used when talking to someone on the telephone, especially to confirm that you are the person the caller wants to speak to	A: Can I speak to Jo Peters, please? B: Speaking. How can I help?
text	/tekst/	SMS schicken	to send a written message to someone using a mobile phone	I texted him the address this morning, so I'm sure he'll get here okay.
trouble	/ˈtrʌb(ə)/	Umstände machen	to cause someone a slight problem or difficulty by asking them to do something for you:	Sorry to trouble you, but would you mind sending these faxes for me?
unplug	/ʌnˈplʌɡ/	Stecker ziehen	to separate a piece of equipment from a power supply by taking its plug out of an electric socket	If I'm very busy and I really need to concentrate, I make sure to unplug the phone
urgent	/ˈɜː(r)dʒ(ə)nt/	dringend	urgent things are things that you need to deal with immediately	I must speak to Mr Asbari at once. It's extremely urgent
Unit 7				
agenda	/əˈdʒendə/	Tagesordnung	a list of things that people will discuss at a meeting	The golden rule for meetings is this: Always stick to your agenda
at stake	/ətˈsteɪk/	auf dem Spiel/zur Debatte stehen	likely to be lost or damaged if something fails	With so much money at stake, the choice of a new actor to play James Bond always makes front-page news
break into	/breɪkˈɪntoʊ/	in etw. einsteigen	to start to have success in your career or an area of activity	If we can just break into the US market, we'll start to get a lot more attention
break off	/breɪkˈɒf/	abbrechen	to stop doing something	Okay, we've run out of time now, so we'll have to break off here.
challenger	/ˈtʃælɪndʒə(r)/	Herausforderer	the opponent or competitor who is most likely to defeat the leader	We might be the market leader at the moment, but there is always a challenger waiting to take over
crippling	/ˈkrɪplɪŋ/	erdrückend	causing severe damage or problems	The company suffered crippling losses and had to close down two production plants as a result
decision-making	/dɪˈsɪʒ(ə)nˌmeɪkɪŋ/	Entscheidungsfindung	the process of deciding what to do about something, especially in an organization	We need to get better at decision-making if we're going to be more successful next year
dominate	/ˈdɒmɪneɪt/	dominieren, beherrschen	to control something or someone because you have more power or influence	Even a very small market can be profitable if you totally dominate it
flood	/flʌd/	überschwemmen, -fluten	if people or things flood somewhere, they go there or arrive there in large numbers	Suddenly the market was flooded with cheap products from overseas, and we couldn't compete
freeze	/friːz/	einfrieren	to say officially that the rate or level of something must stay the same and not increase	Good news for all our customers: we are freezing our prices for the next three years!
hike	/haɪk/	etw. erhöhen, anheben	to suddenly increase the amount or level of something	They hiked the price of their biggest selling product, and lost a lot of customers as a result
market research	/ˈmɑː(r)kɪt rɪˌsɜː(r)tʃ/	Marktforschung	the process of collecting information about what products people like to buy or what people like or dislike about a particular product	I think we can learn more about the potential customer base for this product by doing detailed market research
modest	/ˈmɒdɪst/	bescheiden, mäßig	fairly small, especially when compared with other things of the same type	The company made a modest profit, but it wasn't enough to satisfy investors
niche market	/ˌniːʃˈmɑː(r)kɪt/	Nischenmarkt	the part of an industry that sells a particular type of product or service to the small number of customers who want it	I know it's a niche market, but as long as we don't have any competitors we can do very well out of it
objective	/əbˈdʒektɪv/	Ziel	something that you plan to achieve, especially in business or work	Creating a good business strategy is all about defining your objectives and being very clear about what you want to achieve
on the other hand	/ɒn ðɪˈʌðə(r)ˌhænd/	auf der anderen Seite, andererseits	used for giving two different opinions about something	Market research can be very useful. On the other hand, it takes time and money
out of the question	/aʊt əv ðəˌkwɛstʃ(ə)n/	ausgeschlossen, nicht infrage kommen	used for saying that something is definitely not a possibility	There's no way I can agree to that. I'm afraid it's completely out of the question
plunging	/ˈplʌndʒɪŋ/	dramatisch sinken, einbrechen	falling quickly from a high position	Plunging profits meant that the company struggled to maintain its position as the market leader
profit margin	/ˈprɒfɪtˌmɑː(r)dʒɪn/	Gewinnmarge	the difference between how much money you get when you sell something and how much it costs you to buy or make it	The special effects may cost much more these days, but the James Bond films still enjoy 30% profit margins.
profitable	/ˈprɒfɪtəb(ə)l/	profitabel, gewinnbringend	making a profit	The most important thing is to make this profitable. There's no point doing it if we're not going to make money
reduce	/rɪˈdjuːs/	verringern, reduzieren	to make something smaller or less in size, amount, importance, etc	The advantage of doing market research is we reduce risk. There will be less chance of us making a mistake.
saturation	/ˌsætʃəˈreɪʃ(ə)n/	Sättigung	a situation in which something is so full of a particular type of thing that nothing more can be added	Market saturation occurs when the demand for a product is satisfied, but you continue to flood that market
slash	/slæʃ/	(erheblich) kürzen, zusammenstreichen	to reduce something by a large amount	It became impossible to continue with the project after the budget was slashed
soaring	/sɔː(r)ɪŋ/	rapide steigend	quickly increasing to a high level	The soaring prices of houses in this area has made it difficult to attract first-time buyers

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
stable	/ˈsteɪb(ə)l/	stabil, konstant	not changing frequently and not likely to suddenly become worse	Prices have remained stable over the last few years, which has been good news for both customers and retailers
turnover	/ˈtɜː(r)n.tʊəvə(r)/	Umsatz	the value of the goods and services that a company sells in a particular period of time	The James Bond movies are the longest-running film series in history – and the second-highest grossing after Harry Potter. Current turnover stands at over \$5 billion
wage	/weɪdʒ/	Einkommen, Lohn	an amount of money that you earn for working, usually according to how many hours or days you work each week or month	Look, we're in a high-tech industry. If we cut wages, our people will simply go and work for the competition
Unit 8				
authority	/ɔːˈθɔːrəti/	Autorität, Kompetenz	the power to make decisions or tell people what to do	You're not my boss. You don't have the authority to tell me what to do
handle	/ˈhænd(ə)l/	(ein Problem) regeln, etw. bewältigen	to take action in order to deal with a difficult situation	I was very pleased with the way you handled the Korean deal
inclusive	/ɪnˈkluːsɪv/	ganzheitlich, alle Beteiligten einbeziehend	deliberately aiming to involve all types of people	We try to take an inclusive approach, especially when it comes to the decisions that will affect the whole company. It's important that everyone is given the opportunity to express their opinion
influential	/ˌɪnfluˈenʃ(ə)l/	einflussreich	able to influence the way other people think or behave	I don't believe it's really possible to be influential if you are not in a position of power
motivate	/ˈməʊtɪˌveɪt/	motivieren	to make someone feel determined to do something or enthusiastic about doing it	Our boss really knows how to motivate us; sales figures have increased for the last three months
peer	/pɪə(r)/	Gleichrangige/-r	someone who belongs to the same social or professional group as another person	When you join a new company, it's very important that you try to get on well with your peers.
praise	/preɪz/	loben	to express strong approval or admiration for someone or something, especially in public	Don't be slow to praise good work. Your staff will appreciate it.
put yourself in their shoes	/ˌpʊt jə(r)ˌself ɪn ˈðeə(r)ˌʃuːz/	etw. aus jmds. Sicht sehen	to imagine yourself in the situation that someone else is in	The main thing when attempting to influence your boss is to put yourself in their shoes – if you were them, what would most interest you about the proposal you're about to make?
relationship	/rɪˈleɪʃ(ə)nʃɪp/	Beziehung, Verhältnis	the way in which two or more people or things are connected with or involve each other	Before trying to persuade your peers, make sure you've built a good working relationship with them first
reliable	/rɪˈlaɪəb(ə)l/	zuverlässig	used about someone whose information can be trusted to be accurate	Those in authority will tend to respond well to the views of other authorities – so provide one or two convincing pieces of data from reliable expert sources
stand in	/stænd ˈɪn/	jmdn. vertreten	to do someone else's job temporarily while they are not available to do it	I know I already owe you one for standing in for me last time
stand out	/stænd ˈaʊt/	sich hervorheben, hervorstechen	to be much more impressive or important than other people or things	If you want to stand out from the competition, try doing something that no-one else is doing yet – appeal to uniqueness.
subordinate	/səˈbɔː(r)dɪnət/	Untergebene/-r	someone who has less power or authority than someone else	In my experience, it's much easier to get what you want from your subordinates than your superiors
top-down	/ˈtɒpˌdaʊn/	hierarchisch, top-down	controlled by the people with the highest status in an organization	My company has a very top-down approach to decision-making. All of the important decisions are made by Senior Management and then handed down to us
Scenario B				
accommodating	/əˈkɒməˌdeɪtɪŋ/	entgegenkommend, hilfsbereit	helpful and easy to work with	I asked her for help, but I didn't find her very accommodating, to be honest. She just said no and walked away
aggressive	/əˈɡresɪv/	aggressiv	behaving in an angry or rude way that shows you want to fight, attack or argue with someone usually used when someone looks after children, but can also be used when someone, even an adult, needs more looking after than expected	When you are dealing with a situation where two people cannot agree, it's important not to become aggressive. Stay calm and try to be as friendly as possible
babysit	/ˈbeɪbɪˌsɪt/	(wie ein Kleinkind) betreuen		My new assistant can't do anything on his own. I have to babysit him the whole time
due	/djuː/	fällig sein, dran sein	if something is due to happen, it is expected to happen or should happen	I'm due to speak at the Infotech conference in Paris next week, but I just received some bad news from home, and I'm not going to be able to make it
favour	/ˈfeɪvə(r)/	Gefallen	something that you do for someone in order to help them	I'm really sorry to bother you while you're in the middle of negotiations, but I have a big favour to ask you and, unfortunately, I need an answer pretty quickly
hurried	/ˈhʌrɪd/	in Eile, unter Druck	done quickly, because you do not have enough time	Feeling hurried also means you probably won't be paying full attention and will be more likely to make decisions you'll regret
lead	/liːd/	Hier: potenzieller Kunde / guter Kontakt	when used in a business or sales context a lead is a contact or some information about a contact that could become a new client or customer	Tell Heather I've got another lead for her in Milan, so she may need to go out there again before the end of the week
MBWA	/ˌem biːˈdab(ə)ljuː. eɪ/	Management durch Pflege direkter Kontakte	management by wandering around: when managers solve problems and build relationships by walking around the workplace	Forty years after Hewlett Packard first encouraged executives to get out of their offices, the management culture at companies like GE, Disney®, 3M®, PepsiCo, LucasFilm and Walmart is largely based on MBWA
offload	/ˌɒfˈlɔːd/	abladen	to get rid of something that you do not want by giving or selling it to someone else	I'll see if I can offload some paperwork onto Tony. It's about time he did some work
shoot down	/ʃuːtˈdaʊn/	etw. ablehnen, abschießen	to refuse even to consider something such as an idea or a plan	This really isn't a good time. I've lost the ABI deal, and I've just been shot down by Anton
straightaway	/ˌstreɪtəˈweɪ/	unmittelbar, gleich	immediately	Please don't say no straightaway. Listen to what I've got to say first
vague	/veɪɡ/	vage, schwammig	not clearly or fully explained	It helps to give a reason for saying no, but keep it brief and vague. If you go into lengthy explanations, you're inviting the other person to start negotiating with you

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
absolutely	/ˈæbsəlu:tli/	absolut, uneingeschränkt	completely: used for emphasis:	Nice? Are you joking? It was absolutely delicious. Without doubt, one of the best meals I've ever had in my life
aptitude	/ˈæptɪ,tʃu:d/	Eignung, Befähigung	natural ability that makes it easy for you to do something well	These questions are designed to test your aptitude, so we can see if you will be right for the job
big money	/ˈbɪg_mʌni/	viel Geld	a lot of money	See, there's this guy George goes for a job, right? And it's a really cool job. Big money. Right here in New York
boiling	/ˈbɔɪlɪŋ/	kochend heiß	extremely hot	Can you put the air conditioning on, please? It's boiling in here
cancel	/ˈkæns(ə)/	absagen, streichen	to say that something that has been arranged will not now happen	Rain stopped play again. In fact, the weather was so bad they had to cancel the cricket match completely
changeable	/ˈtʃeɪndʒəb(ə)/	wechselhaft	tending to change suddenly and often	One of the first things you'll notice when you visit the UK is how changeable the weather is. It can be sunny one minute, and raining the next
cosmopolitan	/ˌkɒzməˈpɒlɪt(ə)n/	kosmopolitisch, weltoffen	used about a place where people from many different countries and cultures live	I think what I really love about New York is how cosmopolitan it is. There are people from all over the world
cross-cultural	/ˌkrɒsˈkʌlt(ə)rəl/	interkulturell	involving or combining different cultures	As a cross-cultural consultant, one of the things he talks about is the role of small talk in international business
designer	/dɪˈzaɪnə(r)/	Designer/-in	designer clothes are made by a famous designer and are usually expensive and fashionable	He's very fashionable. I've only ever seen him wearing the very latest designer clothes
disgusting	/dɪsˈgʌstɪŋ/	ekelhaft, widerlich	extremely unpleasant	Whatever you do, don't go to that restaurant next to the cinema. I went there last night and it was one of the most disgusting meals I've ever had in my life
economical	/ˌi:kəˈnɒmɪk(ə)/	günstig	used about something that is not expensive to make, buy or use	This is a very economical car. It hardly ever needs to be refilled
enormous	/ɪˈnɔ:(r)məs/	riesig	very large in size or quantity	You should see his house, it's enormous. There must be at least ten bedrooms
enterprising	/ˈentə(r),praɪzɪŋ/	unternehmerisch	willing to try or think of new ideas or methods	This must be the third or fourth successful company she's started. She's a very enterprising person
entertaining	/ˌentə(r)ˈteɪnɪŋ/	unterhaltsam	enjoyable or fun to do	It's not the best film in the world, and I don't think it will win any awards, but it is very entertaining. I really enjoyed it
fairly	/ˈfeə(r)li/	ziemlich	to some degree, but not completely or extremely	It's not a bad book by any means, but it isn't exactly great either. I'd say it was fairly good. You might like it, but I'm not promising anything
fascinating	/ˈfæsɪneɪtɪŋ/	faszinierend, fesselnd	making you very interested or attracted	Well I thought that presentation was fascinating. There was so much useful information, and it really made me want to learn more
freezing	/ˈfri:zɪŋ/	eiskalt	very cold	Helsinki was great, but I think I'll visit in summer next time. It was absolutely freezing when I went
get down to business	/getˌdaʊnˌtəˈbɪznəs/	zur Sache kommen	to start doing something that you need to do	Okay, that's enough small talk. Let's get down to business, shall we?
gorgeous	/ˈɡɔ:(r)dʒəs/	wunderschön, großartig	very beautiful	I love your dress, it's gorgeous. Where did you get it?
nightlife	/ˈnaɪtˌlaɪf/	Nachtleben	evening entertainment in places such as nightclubs and bars	It's a very pretty town, but it's a shame about the nightlife. There's absolutely nothing to do after nine o'clock in the evening
private life	/ˈpraɪvətˌlaɪf/	Privatleben	the part of someone's life relating to things such as their family relationships, rather than their job	I'm the last person to talk about other people's private lives. If someone is having problems at home, that's none of my business.
score	/sko:(r)/	(Punkte) erzielen, treffen	to get a point in a game or sport	And then Juventus scored the winner. It was an incredible goal!
socialize	/ˈsəʊʃəlaɪz/	Kontakte knüpfen, unter Leuten sein	to spend time with other people socially, for example, at a party	I love meeting new people, but I find it difficult to socialize in English
stressful	/ˈstresf(ə)/	stressig	involving or causing a lot of pressure or worry	I guess the most stressful job I've ever had was when I was PA to the CEO of a large company. He made me work really hard
tiny	/ˈtaɪni/	winzig	extremely small	I liked Singapore a lot, but I was living in a tiny apartment. There just wasn't enough space in there to feel comfortable
try	/traɪ/	kosten, probieren	if you try a food or drink, you taste it in order to find out whether you like it	Have you tried green tea before, Mr Pearson? We usually drink some before a meeting begins.
Unit 10				
attachment	/əˈtætʃmənt/	Anhang	a computer file that you send with an email	Can you send the article to me as an attachment, rather than in the body of the email?
browse	/braʊz/	surfen, im Internet suchen	to look for information on a computer, especially on the Internet	I was browsing the Web for hours yesterday, but I couldn't find the information I needed
BTW	/bi:ˈti:ˈdʌb(ə)ljʊ:/	übrigens	by the way: used in emails and text messages for adding additional information	Good to see you other day. BTW have you seen Glenda recently? I heard she got a new job
burn	/bɜ:(r)n/	(CD) brennen	in computing if you burn a CD-ROM, you put information onto it	If he can't open the attachment, we'll just have to burn it onto a disc and send it to him by post
cc	/ˌsi:ˈsi:/	in Kopie verschickt an (in E-Mails)	carbon copy: used on a business letter or email for saying that a copy is being sent to the person mentioned	Being cc-ed on every little thing drives me nuts. I'd say 60% of the messages I get have nothing to do with me
concise	/kənˈsaɪs/	prägnant, kurz und klar	expressed using only a few words, but in a way that is easy to understand	When you're writing a business email, it's important to be concise. Don't use too many words, and try to keep sentences short
crash	/kræʃ/	abstürzen	if a computer or computer program crashes, it suddenly stops working	I can't believe it! My computer has crashed again. I'm really going to complain to IT this time
cut and paste	/ˌkʌt ənˈpeɪst/	kopieren und einfügen	to move a piece of writing from one place in a computer file to another place	There's no need to write it out all over again. Just cut and paste the text from the document into the email

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
data	/ˈdeɪtə/	Daten	information in a form that a computer can use	Just enter the data and this program is able to generate graphs and diagrams automatically
efficient	/ɪˈfɪʃ(ə)nt/	effizient, ertragreich, zügig	something that is efficient works well and produces good results by using the available time, money, supplies, etc in the most effective way	The most efficient way to plan is to put your tasks in order of priority.
emoticon	/ɪˈməʊtɪkən/	Emoticon	a symbol that you type in an email or text message to show how you feel. For example, the emoticon :) means happy or friendly	What really annoys me about some people's emails are those little smiley things, emoticons. Just childish
filter	/ˈfɪltə(r)/	Filter(programm)	a computer program that prevents some types of information from appearing on your computer when you search the Internet	I have a filter, obviously, but I still seem to get all these unwanted messages and offers from companies I've never heard of
flame	/fleɪm/	beleidigende E-Mail	in computing a flame is an angry email, or an email that insults someone	It's when people aren't careful with how they express themselves in emails that you get flames, with people reacting to careless writing. I've certainly sent off plenty of angry emails!
icon	/ˈaɪkən/	Symbol, Icon	a small picture on a computer screen that you choose by pressing a button with the mouse in order to open a particular program	Just click on the icon in the top right corner, and you should get back to the homepage
impersonal	/ɪmˈpɜː(r)s(ə)nəl/	unpersönlich	not showing any friendly feelings or interest in someone	I think that emails can sound quite impersonal at the best of times and it's easy to sound more direct than you meant. I mean you'd never be that direct on the phone
in touch	/ɪn ˈtʌtʃ/	sich melden, Kontakt aufnehmen	to see, speak to or write to someone	I'll be in touch next week about the Milan conference
install	/ɪnˈstɔːl/	installieren	to put a new program or piece of software into a computer so that you can use it	You'll need to install the latest piece of software if you want to run this program
instant	/ˈɪnstənt/	unmittelbar, direkt, sofort	immediate	What I like about text messaging is that it's an instant way to get in touch with someone, and you don't usually have to wait long before you get a reply
people person	/ˈpiːp(ə)l, ˌpɜː(r)s(ə)n/	geselliger Mensch	someone who enjoys being with other people and easily becomes friends with them	I'm not a people person! So email's great for me. You don't have to deal with people face to face
projector	/prəˈdʒektə(r)/	Projektor	a piece of equipment used for showing films or slides on a screen	We're going to use PowerPoint, so we're going to need a projector and a screen, if you can organize that
proofread	/ˈpruːf,riːd/	Korrektur lesen	to read something written or printed and mark any mistakes so that they can be corrected	Always proofread your emails before sending them, so there aren't any mistakes
spam	/spæm/	Spam(mail)	emails that are sent to large numbers of people on the Internet, especially when these are not wanted	The first thing I have to do everyday is delete all of the spam I received the night before, it's really annoying
surf	/sɜː(r)f/	surfen	to look at various places one after another on the Internet or on television	I like to relax by surfing the Internet and reading about the latest celebrity gossip
trash	/træʃ/	Papierkorb	in computing the trash is the area on a computer that holds deleted files	Don't forget to empty the trash folder at least once a week, you don't want to use up too much memory on files you don't need anymore
upgrade	/ˈʌpˈɡreɪd/	aufrüsten	to make a computer or other machine more powerful or effective	To be honest, this machine is getting really old. My advice is to upgrade to a better model
virus	/ˈvaɪrəs/	Virus	in computing a virus is a program that enters your computer and damages or destroys information that you have stored	Be very careful not to open any unusual attachments, it could be a virus
Unit 11				
address	/əˈdres/	thematisieren, ansprechen	to try to deal with a problem or question, for example, by thinking carefully about it, or by doing things to improve a situation	I really think we should address this issue now. It isn't going to go away, and there's no use pretending that it will
appearance	/əˈpiərəns/	Äußeres, Erscheinungsbild	the way that someone or something looks	To be a good presenter, you need a smart appearance. If you don't look professional, they won't take you seriously
attitude	/ˈætɪ,tjuːd/	Haltung, Einstellung	someone's opinions or feelings about something, especially as shown by their behaviour	It's important to have an enthusiastic attitude when giving a presentation to potential clients
crack a joke	/ˌkræk ə ˈdʒɔːk/	einen Witz machen	to tell a joke	It's okay to crack one or two jokes during a presentation – but not too many, or the audience will think you are not serious enough
decline	/dɪˈklaɪn/	Rück-/Niedergang	a reduction in the amount or quality of something	There has been a steady decline in white-collar jobs in the West, which was caused by an outsourcing boom
digress	/daɪˈɡres/	abschweifen, vom Thema abkommen	if you digress from a subject, you start to talk or write about something else	To digress for a moment, although we are best known for our plastics, we have also produced goods in a variety of other materials
field	/fiːld/	(Fragen) beantworten, Stellung nehmen	to deal with something such as a question or a telephone call, especially a difficult one	If there's anything you would like to ask, please wait until the end of the presentation. I'll be fielding questions then
fluctuation	/ˌflʌktʃuːeɪʃ(ə)n/	Schwankung, Fluktuation	frequent changes in the amount, value or level of something	Wild fluctuations in the price of paper have destabilized the publishing industry
move on	/muːv ˈɒn/	fortfahren, weitermachen	to stop discussing or doing something and begin discussing or doing something different	So the results for last year were better than expected. To move on to my next point, next year's figures also look promising
naïve	/naɪˈiːv/	naiv, simple	a naïve person lacks experience of life and tends to trust other people and believe things too easily	My naïve and romantic belief is that if you make meaning, you'll probably make money
peak	/piːk/	Spitze, Höhepunkt	the time when something is at its highest or greatest level	Oil prices have reached a new peak, as global demand continues to increase
phenomenon	/fəˈnɒmɪnən/	Phänomen	someone or something that is very impressive or surprising	When the dotcom phenomenon happened, it was amazing. So many small businesses started up, I couldn't believe it!
public speaking	/ˌpʌblɪk ˈspiːkɪŋ/	öffentliche Rede, Vortrag	the activity of speaking formally to large groups of people	I can't stand public speaking. It makes me feel so nervous to have to get up in front of a room full of strangers and talk

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
quote	/kwoʊt/	belegen	to give something as an example to support what you are saying	If he asks about costs, make sure you don't quote precise figures. Just give him a rough estimate
rebound	/ri'baʊnd/	stark an Wert gewinnen	to return to a better level or position	Stocks have rebounded after the substantial losses in early trading
recover	/ri'kʌvə(r)/	sich erholen	if a country, economy, etc recovers after a difficult period, it begins to get stronger and return to its earlier state	Asian stocks have recovered after a sudden fall last month
refer to	/ri'fɜ:(r) tə/	sich beziehen auf	to mention someone or something when you are speaking or writing	Please see page four of the handout for a more detailed breakdown of the figures I'm referring to
rhetorical question	/ri'tɔrɪk(ə)l ,kwɛstʃ(ə)n/	rhetorische Frage	a question that you ask without expecting or wanting an answer	Asking rhetorical questions that you don't really need to be answered during a presentation can be a good way of keeping your audience interested in what you're saying
sense of humour	/ ,sens əv 'hju:mə(r)/	(Sinn für) Humor	the ability to know when something is funny, and to laugh at funny situations	When you're dealing with difficult clients, it helps to have a good sense of humour. Sometimes a good joke can help to ease the tension
slump	/slʌmp/	plötzliche Abnahme, Absturz	a sudden large reduction in amount	The newspapers are reporting a housing slump, as interest rates climb to 7%
stabilize	/ ,steɪbəlaɪz/	stabilisieren	to reach a state where there are no longer any major changes or problems	The Spanish market has stabilized after a two-month slide
stress	/stres/	hervorheben, betonen	to emphasize something such as an idea, fact or detail	One point that I would really like to stress is that we won't let you down in a crisis
sum up	/sʌm 'ʌp/	zusammenfassen	to give a summary of something	To sum up, if you choose our company, you will be choosing a reliable and cost-efficient services provider. Thank you for your time
turn to	/tɜ:(r)n 'tə/	sich etw. zuwenden	to start thinking about or discussing something	If everyone is agreed, we'll leave it at that. To turn now to a different matter, I think we should discuss the tax situation
Unit 12				
anxious	/ ,æŋkʃəs/	ängstlich, besorgt	worried because you think something bad might happen	A genuine smile reflects confidence, but a forced one only makes you look more anxious
charisma	/kə'rizmə/	Charisma	a strong personal quality that makes other people like you and be attracted to you	Thanks to her natural charisma, people really enjoy listening to her speak, and her talks at trade shows are always well attended
clarity	/ ,klærəti/	Klarheit	the ability to be easily understood	If the purpose of your presentation is to sell something, then clarity is especially important. Keep it simple and logical, and don't confuse them with too much detail.
confidence	/ ,kɒnfɪd(ə)ns/	Selbstbewusstsein	the belief that you are able to do things well	When you are giving a presentation, it's important to have confidence in what you're saying
credibility	/ ,kredə'bɪləti/	Glaubwürdigkeit	qualities that someone has that make people believe or trust them	You can significantly boost your professional credibility just by making sure you give your audience at least one really valuable piece of information they didn't know.
cutting-edge	/ ,kʌtɪŋ 'edʒ/	Spitzen-, supermodern	extremely modern and advanced	This revolutionary new product is going to be huge! The technology behind it is absolutely cutting-edge
fire up	/ ,faɪə(r) 'ʌp/	begeistern	to make someone feel very enthusiastic	To really fire up an audience, let your hands do some of the talking
gesture	/ 'dʒɛstʃə(r)/	Geste	a movement that communicates a feeling or instruction	The same areas of the brain light up when we move our hands as when we speak, so gestures help us speak more fluently
jargon	/ 'dʒɑ:(r)gən/	(Fach-)Jargon	special words and phrases that are only understood by people who do the same kind of work	Keep it short and simple, and avoid unnecessary jargon. You want your presentation to be understood by everybody in the audience
pause	/pɔ:z/	eine Pause machen	to stop moving or stop what you are doing for a short time before starting again	If you pause before your most important points, it gives your audience time to appreciate the significance of what you're about to say
screenshot	/ ,skri:n ,ʃɒt/	Screenshot	a photograph or printed page showing what appears on a computer screen	Here's a screenshot of the app. As you can see, the user interface couldn't be simpler
word for word	/ ,wɜ:(r)d fə(r) 'wɜ:(r)d/	Wort für Wort	if you repeat something word for word, you repeat it exactly as someone else said it or wrote it	That was the most boring presentation I've ever seen. All he did was read out the slides word for word
Scenario C				
bonus	/ 'bɒnəs/	Bonus	extra money that you are paid in addition to your usual salary	If we don't improve our performance in the next quarter, we may not be getting any bonuses this Christmas
concerned	/kən'sɜ:(r)nd/	besorgt	worried about something	I'm rather concerned that your unit has not been performing well recently
contribution	/ ,kɒntrɪ'bju:ʃ(ə)n/	Beitrag	something that you do that helps to achieve something or to make it successful	What 'knowledge workers' like these need is a sense of belonging to something bigger than themselves to which they can make a positive contribution
dismissal	/dɪs'mɪs(ə)l/	Entlassung, Kündigung	an act of making someone leave their job	The stick approach imposes schedules, deadlines and perhaps the threat of dismissal if targets are not met on time
incentive	/ ,ɪn'sentɪv/	Anreiz	something that makes you want to do something or to work harder, because you know that you will benefit by doing this	Do you think we should offer incentives such as bonuses or free health care?
initiative	/ ,ɪnɪ'etɪv/	(Eigen-)Initiative, Handlungsfähigkeit	the ability to decide in an independent way what to do and when to do it	Whilst people in dull routine jobs may improve their performance for more pay, people in jobs that demand creativity and initiative actually find such incentives stressful and end up performing worse!
morale	/mə'reɪl/	Stimmung, Moral	the amount of enthusiasm that a person or group of people feel about their situation at a particular time	I've heard rumours that your team are having morale problems again – some of your reps not doing their fair share of the work, while others are overloaded, and people are generally unhappy.

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
P4P	/pi: fə:(r) pi:/	leistungsorientierte Bezahlung	paying for performance: encouraging workers to improve their performance for more pay	In fact, Ariely claims that if a working relationship is strong, paying for performance (P4P) can actually destroy it, not strengthen it.
pat on the back	/,pæt on ðə 'bæk/	Schulterklopfen	praise for having done something good	You might think a thousand dollar bonus would be more motivating than a small thank-you present and a pat on the back from the boss, but you'd be wrong
quota	/'kwɔ:tə/	Quote	an amount of something that someone has to do	I understand that in the present financial climate we're all struggling to grow our client base, but your unit has failed to meet its sales quotas for the second quarter running
telemarketing	/'teli,mɑ:(r)ktɪŋ/	Telemarketing	the activity or job of using the telephone to sell goods or services	The telemarketing team provides leads that the sales reps can then follow up and hopefully turn into new business
Unit 13				
allocate	/'æləkeɪt/	zur Verfügung stellen, zuordnen	to officially give something to someone, or to decide that something can be used for a specific purpose	Sixty minutes has been allocated to the meeting, and as soon as the hour is up, there's a call from reception to say the salesman's taxi has arrived
brainstorm	/'breɪn, stɔ:(r)m/	ein Brainstorming machen	to develop new ideas, through a discussion in which several people make lots of suggestions and the best ones are chosen	Okay, let's brainstorm this until we have come up with a new concept that we can show to the boss
concession	/'kɒn 'seɪʃ(ə)n/	Zugeständnis, Einschränkung	something you give or allow to someone in order to reach an agreement	Although their initial demands seem unrealistic, they slowly begin to make concessions. Finally, it seems that a deal might be possible
conflict	/'kɒnflɪkt/	Konflikt	angry disagreement between people or groups	When you are in a meeting, you shouldn't interrupt too much – it just creates conflict
criticize	/'krɪtɪsaɪz/	kritisieren	to say what you think is wrong or bad about something	Sometimes the meetings between departments can get quite tense, with everybody criticizing each other and saying how they think things should be done better
discuss	/'dɪ skʌs/	besprechen	to talk about something with someone	Do you have time for a meeting next week? There are some important issues that we need to discuss
draw up	/'drɔ: 'ʌp/	entwerfen, festlegen	to prepare and write something such as a document or plan	So the next step is for us to draw up an action plan as soon as possible, and then we can begin with phase one
embarrassing	/'ɪm 'bærəsɪŋ/	peinlich, unangenehm	making you feel nervous, ashamed or stupid	You should always try to avoid embarrassing silences in meetings
express	/'ɪk 'spreɪs/	ausdrücken	to tell someone about a feeling, opinion or aim by speaking or writing about it	I don't feel very comfortable in large meetings. I find it very difficult to express my opinions clearly
frankly	/'fræŋkli/	ehrlich/offen (gesagt)	used for emphasizing that what you are about to say is your honest opinion, even though the person you are talking to might not like it	I know you've worked very hard on this, but frankly, I don't think it's good enough
grant	/'grɑ: nt/	zugestehen	to allow someone to have or do what they want	A British salesman and his team have at last been granted a meeting with a potential client
haggling	/'hæɡ(ə)lɪŋ/	Feilschen	arguing in order to agree on the price of something	Terms were negotiated in a lively haggling session, with both sides arguing over the price until finally a deal was made
hold up	/'həʊld 'ʌp/	aufhalten, verzögern	to cause a delay for someone or something, or to make them late	The arrival of yet another visitor held up the conversation by a further 40 minutes
in theory	/'ɪn 'θiəri/	theoretisch	used for saying that something is believed to be true, although it may not be true	In theory, we should be able to make a profit this year, but I have to say that there are many things that could stop that from happening
incidentally	/'ɪnɪ 'dent(ə)li/	im Übrigen, übrigens	used for adding related but less important information to what has just been said, or for suddenly introducing a new subject	So that's our key selling point. Incidentally, some of our older product ranges have been doing quite well recently
objection	/'ɒb 'dʒekʃ(ə)n/	Einwand	a statement that shows that you disagree with a plan, or a reason for your disagreement	When the salesman finally gets going, objections seem to be raised to nearly everything in his proposal, and he has to spend a lot of time answering difficult questions
overrun	/'əʊvə 'rʌn/	überziehen, -schreiten	to take more time, space or money than was intended	I try to stop meetings from overrunning, and sometimes we even hold meetings without chairs. That speeds things up a lot.
point of view	/'pɔɪnt əv 'vju:/	Standpunkt, persönliche Sicht	your personal judgment or opinion about something	These new monthly meetings will be the ideal opportunity for us to exchange points of view. Everyone will be given the opportunity to say what they think.
press for	/'pres fə(r)/	auf etw. drängen	to try in a determined way to get something from someone	If the meeting starts to overrun, try and press them for a decision. We don't want to walk out of there empty handed
protocol	/'prɒtəkɒl/	Protokoll	protocol / 'prɒtəkɒl/ (noun [countable/uncountable]) a set of rules for the correct way to behave on formal occasions	Following protocol, the Chinese had entered the room in strict order of seniority.
push around	/'pʊʃ ə 'raʊnd/	jmdn. herumkommandieren	to keep telling someone what to do in an unfair and unpleasant way	Don't let him push you around. Make sure you stick to our final offer, and don't go any lower
reconsider	/'ri:kən 'sɪdə(r)/	überdenken, neu in Betracht ziehen	to think again about a decision in order to decide whether you should change it	I really think you should reconsider your decision. I think you're making a big mistake
rubbish	/'rʌbɪʃ/	Unsinn	things that someone says or writes that are not reasonable or sensible	When you're in the meeting, if John starts talking rubbish again, please make sure that you stop him. We don't want these clients to get the wrong impression of us.
sidetracked	/'saɪd 'trækt/	abgelenkt	to delay the progress of something by causing people to waste time on something else that is unimportant	The problem with these meetings is that nobody sticks to the point. People get sidetracked all the time. It takes ages to get down to business
stick to	/'stɪk tə/	bei etw. bleiben, etw. einhalten	to continue to do or use one particular thing and not change it or stop it for any period of time	When the meeting finally gets under way, there are almost constant interruptions and it is difficult to stick to any kind of agenda
Unit 14				
complicated	/'kɒmplɪ keɪtɪd/	kompliziert	difficult to do, deal with or understand, especially because of involving a lot of different processes or aspects	When writing emails, try to avoid using long complicated words when short ones will do

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
contract	/ˈkɒntrækt/	Vertrag	a written legal agreement between two people or businesses that says what each must do for the other or give to the other	I work in the legal department, so that means a lot of drafting and drawing up of contracts
diagram	/ˈdaɪəgræm/	grafische Darstellung	a drawing that explains something	I work for a design firm, so I often find myself faxing copies of plans and diagrams
enclose	/ɪnˈkləʊz/	als Anlage beifügen	to send something such as a document with a letter. If you send a document with an email message, you attach it	Thank you for your interest in our range of products. Please find enclosed a copy of our latest catalogue
expression	/ɪkˈspresj(ə)n/	Ausdruck	a word or phrase	Most writing experts suggest you don't use a lot of old-fashioned formal expressions, such as 'Your faithful servant'.
form	/fɔː(r)m/	Formular, Formblatt	an official document that has spaces where you can put in information	One thing I can't stand is filling in forms – they never give you enough space to write your answers!
hesitate	/ˈhezɪteɪt/	zögern	to pause before doing something, or to do something very slowly, usually because you are nervous, embarrassed or worried	I hope the information has been useful, if you have any further questions, please don't hesitate to ask
in accordance with	/ɪn əˈkɔː(r)d(ə)ns wɪð/	in Übereinstimmung mit, gemäß	in a way that follows a rule, system or someone's wishes	We are investigating the complaints in accordance with our normal procedures
in addition to	/ɪn əˈdɪʃ(ə)n tə/	zusätzlich, ergänzend	used for saying that something extra exists or is happening together with the thing that you are talking about	There are one or two points in addition to those we discussed which we now need to address
in agreement	/ɪn əˈɡri:mənt/	übereinstimmend, derselben Meinung	to have the same opinion, or to have made the same decision	We are basically in agreement with the main points of your proposal, but there are a few details we would like to discuss before we can proceed
in case	/ɪnˈkeɪs/	für den Fall, im Falle	in order to be prepared for something that may happen	The goods have been insured in case of damage in transit
in favour of	/ɪn ˈfeɪvə(r) əv/	für etw., zugunsten	supporting a person or an idea, proposal, etc that you believe is right	No one at the meeting was in favour of the idea, so we decided to try something else instead
in terms of	/ɪn ˈtɜː(r)mz əv/	hinsichtlich, bezüglich	to mention a piece of information as a possibility	Certainly, in terms of experience, she's the best candidate we've seen so far
in view of	/ɪn ˈvjuː əv/	angesichts, in Betracht	because of	In view of the economic situation, we decided not to proceed with the plan to build a new factory
inconvenience	/ɪnˌkɒnˈviːniəns/	Unannehmlichkeit	an annoying problem or situation, especially one that forces you to make an extra effort to do something	My apologies once again for the inconvenience this has caused you.
journal	/ˈdʒɜː(r)n(ə)l/	Fachzeitschrift	a magazine containing articles relating to a particular subject or profession	I try to read as many trade journals as possible – just to keep up with what's going on in the industry
look forward to	/lʊk ˈfɔː(r)wə(r)d tə/	in Erwartung, etw. entgegensehen	to feel happy and excited about something that is going to happen	Please let me know which date would be the most convenient for you as soon as possible. I look forward to hearing from you. Kind regards, ...
memo	/ˈmeməʊ/	Kurzmitteilung, Vermerk	a short note that you send to someone who you work with	I used to circulate memos to other people in the department, but these days I just email them on the intranet or stick a note on their desk
on account of	/ɒn əˈkaʊnt əv/	wegen	because of someone or something	Plan A has been rejected on account of the considerable costs involved
pressure	/ˈpreʃə(r)/	Druck	attempts to persuade, threaten or force someone to do something	He's under a lot of pressure at work, and there are quite a few important deadlines coming up
questionnaire	/ˌkwɛstʃəˈneə(r)/	Fragebogen	a set of questions that a lot of people are asked as a way of getting information about what people think or do generally	In my job, I have to design market research questionnaires. The idea is to get as much information about consumers' habits as possible
receipt	/rɪˈsiːt/	Beleg, Kassenzettel	a document that you get from someone showing that you have given them money or goods	I have to keep a record of all my expenses, so I always ask for receipts – I have a pile by the end of the month.
recommend	/ˌrekəˈmend/	raten, empfehlen	to advise someone that they should do something	Most writing experts recommend using lots of subheadings and bullet points to make your message clearer
spell check	/ˈspeɪl tʃek/	Rechtschreibprüfung	the part of a computer program that checks the way that you spell words and corrects your mistakes	Oh, and 'communication' has got a double 'm', Rud! Try using the spell check next time
with effect from	/wɪð ɪˈfekt frəm/	mit Wirkung vom	used for saying when something will start	There will be a 3% price increase with effect from 1st January
Unit 15				
assign	/əˈsaɪn/	beauftragen, zuweisen	to give someone a job to do	I've been assigned the task of telling all of the sales teams about the new targets. I have to get it done by the end of the week
boost	/buːst/	ausweiten	to help something to increase, improve or become more successful	A staff incentive scheme helped us to boost productivity
committed	/kəˈmɪtɪd/	engagiert	loyal to a belief, organization or group, and willing to work hard for it	With Miyumi, the job always comes first. She's totally committed
conglomerate	/kɒnˈglɒməreɪt/	Mischkonzern	a large business organization formed when several different businesses join together	The Sony® Corporation is one of the world's biggest multinational conglomerates and an almost permanent member of the Fortune Global 100
consistent	/kənˈsɪstənt/	beständig	not changing in behaviour, attitudes or qualities	Elena meets all of her targets month after month. She's incredibly consistent
define	/dɪˈfaɪn/	genau bestimmen, definieren	to describe clearly and exactly what something is	First of all, we need to define exactly what the problem is. Then we can work out how to solve it
discontinue	/ˌdɪskənˈtrɪnjuː/	etw. beenden, stoppen	to stop doing something that you were doing regularly	Unless sales improve in the next quarter, I'll think we'll have to discontinue production of this range of products
explore	/ɪkˈsplɔː(r)/	sondieren, untersuchen	to examine or discuss a subject, idea, etc thoroughly	Now we've come up with some basic ideas, let's explore the possibilities of each of them, and see which ones look the most promising
go out of	/ˌgəʊˈaʊt əv/	aufgeben, einstellen	if a feeling or quality goes out of someone or something, they do not have it any longer	Although this particular model went out of production last year, we are currently working on a new version to replace it.
halt	/hɔːlt/	anhalten	if you halt something, or if it halts, it does not continue or develop any further	We had to halt production completely until we'd found the fault
incompetent	/ɪnˌkɒmpɪt(ə)nt/	unfähig, inkompetent	lacking the ability or skills to do something	With Olaf, it's just one mistake after another. He's completely incompetent

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
indecisive	/ˌɪndɪˈseɪsɪv/	unentschlossen	unable to make decisions	Sam can never make up his mind about anything. He's extremely indecisive
inspiring	/ɪnˈspaɪərɪŋ/	anregend, begeisternd	making you feel enthusiastic or excited about something	Callum really knows how to motivate his staff. He's incredibly inspiring
launch	/ˈlɔːntʃ/	etw. herausbringen, einführen	to start selling a new product or service to the public	We always launch new products in January at the annual trade fair
loyal	/ˈlɔɪəl/	loyal	willing to support, work for or be a friend to someone, even in difficult times	You've been with this company your entire working life, and in that time you have proved to be a loyal and hard-working employee
on balance	/ɒn ˈbæləns/	alles in allem, in der Gesamtbetrachtung	after considering all the relevant facts	On balance, I think we should go with Plan B. Plan A clearly isn't working, and we need to make a change as quickly as possible
recruit	/rɪˈkruːt/	jmdn. anwerben/einstellen	to get someone to work in a company or join an organization	If we're going to expand the company, we'll need to recruit more staff
reject	/rɪˈdʒekt/	zurückweisen, verwerfen	to not agree to an offer, proposal or request	I think we'll have to reject this idea for now. It doesn't seem to be working
reversal	/rɪˈvɜː(r)s(ə)l/	Wende, Umkehrung	a change in something, so that it becomes the opposite of what it was	Try problem reversal. Instead of asking how you can sell more of your products, perhaps you could create a totally new market where exclusivity was more important than sales volume
review	/rɪˈvjuː/	(über-)prüfen, bewerten	to study or examine a situation, policy or idea again in order to decide whether it is suitable or satisfactory	Okay, let's review the ideas we've come up with so far and decide which of them look the most promising
scale down	/skeɪl ˈdaʊn/	reduzieren, herunterfahren	to make something smaller in size, amount, etc than it used to be	Production has been scaled down following a second successive year of falling profits
select	/sɪˈlekt/	auswählen	to choose someone or something from a group	Now it's time to make a decision. We need to select the best solution from the ideas we've talked about so far
step up	/step ˈʌp/	ausweiten, hochfahren	to increase something	The new range has been selling so well that we'll need to step up production to keep up with demand
unique	/juːˈniːk/	einzigartig	very special, unusual or good	This product is unique. There is nothing else like it on the market at the moment
well-qualified	/wel ˈkwɒlfɑɪd/	gut qualifiziert	able to do something, because you have the knowledge, skill or experience that is needed	He's certainly well-qualified, and he's got lots of experience in this sector, so I think we should give him the job
withdraw	/wɪðˈdrɔː/	zurückziehen, -nehmen	to no longer take part in something, or to stop someone or something from taking part	There were some complaints about the product, so we had to withdraw it to make the necessary modifications
Unit 16				
constructive	/kənˈstrʌktɪv/	konstruktiv	intended to be useful or helpful	Although there were a few problems with the initial draft, the feedback I got was generally constructive, so I know what to do to fix it
cooperative	/kəʊˈɒp(ə)rətɪv/	hilfsbereit, kollegial	cooperative people are willing to do what you ask them	Whenever I ask Johann for help, he either ignores me or refuses. He's not very cooperative at all
ego	/ˈiːɡəʊ/	Ego	the opinion that you have of yourself and your own importance	Teams that lack collaborative skills are likely to disintegrate into a battle of egos and conflicting priorities
engaged	/ɪnˈɡeɪdʒd/	beteiligt	involved in doing something	It sounds like KNP are not as engaged in this project as we are. Maybe we need to keep them in the picture more
flexible	/ˈfleksəb(ə)l/	flexibel	able to make changes or deal with a situation that is changing	The development team is very good at adapting to changing needs and circumstances. They're very flexible
green light	/ˌɡriːn ˈlaɪt/	grünes Licht	official approval for something to be done	I like this idea of just asking for the green-light at each stage, so that KNP just has to say yes or no
PPR	/piː piː ɑː(r)/	Positives-Chancen-Einwände (Management Methode)	positives possibilities reservations: a management technique	To avoid the typical arguments and points-scoring of many project meetings, executive coach Carol Kinsey Goman suggests using what she calls the PPR technique. First discuss the 'positives' of an idea, and then its 'possibilities'. Finally, share any 'reservations' you may have
priority	/praɪˈɒrəti/	Priorität	the importance that you give to something that must be done	Perhaps another thing we could do is give the decisions we want them to approve a priority rating, so they pay attention to the really important ones
supportive	/səˈpɔː(r)tɪv/	unterstützend	helpful and sympathetic	Look, I really think you should be more supportive. You can start by treating other people in the team with a bit more respect, and we would also like you to help out occasionally
synergy	/ˈsɪnə(r)dʒi/	Synergie	the extra energy or effectiveness that people or businesses create when they combine their efforts	Certainly, when 'the sum of the parts is greater than the whole', synergy is created which can produce terrific results
team-player	/ˈtiːm ˌpleɪə(r)/	Teampayer	someone who works well with other people as part of a group	The ideal team-player works well with others, takes an active role and really cares about the success of the project
Scenario D				
accuse	/əˈkjuːz/	beschuldigen	to say that someone has done something wrong or committed a crime	I'm sorry I accused you of trying to take all the credit for the client website initiative
back up	/bæk ˈʌp/	unterstützen	to give support to someone by telling other people that you agree with them	You made me look like a complete IDIOT in that meeting with Gabrielle. You were supposed to back me up!
blame	/bleɪm/	jmdm. die Schuld geben, tadeln	to say or think that someone or something is responsible for an accident, problem or bad situation	A lot of time and energy can be wasted arguing about who did what, who should have done what, who didn't do what they said they'd do and who's to blame
credit	/ˈkredɪt/	Lob, Verdienst	praise for something you have done or achieved	You're trying to take all the credit because you want to impress Gabrielle after our disastrous performance last quarter!

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
effort	/ˈefə(r)t/	Mühe(n), Anstrengung	physical or mental energy needed to do something	Do you know how much effort I put into this? On top of all the other work I have to do. It's taken me hours and hours
go through	/gəʊ ˈθruː/	etw. durchgehen	to examine or search something very carefully	Meet me in my office at 3.30 and we'll go through the budget report I asked you to complete
hand grenade	/ˈhænd grɪ neɪd/	Handgranate	a small bomb that explodes after it has been thrown by hand	Delivering a difficult message, they say, is like 'throwing a hand grenade'. Whatever you do, it's going to cause damage
internal	/ɪnˈtɜː(r)n(ə)l/	intern, innere	existing or happening inside your body	Inside our heads we have an internal voice which expresses our feelings
pass on	/pɑːs ˈɒn/	weitergeben, -schicken	to give someone something that someone else has given you	I passed on that idea we were discussing the other day to Gabrielle – about setting up a dedicated FIS website for each of our major clients. She LOVED it!
ruin	/ˈruːɪn/	ruinieren	to destroy or severely damage something	You completely ruined everything! If you'd supported me the way we agreed, I think we could have got it. But you just sat there!
self-image	/ˌself ˈɪmɪdʒ/	Selbstbild	your opinions about yourself	To accept that the other person could be right may affect our self-image in ways they cannot imagine.
spare	/speə(r)/	jmdm. etw./jmdn. überlassen	if you can spare something, you can give or lend it to someone because you don't need it	I'll call Nigel and see if he can spare Kelly as soon as possible
Unit 17				
allergic	/əˈlɜː(r)dʒɪk/	allergisch	affected by an allergy, i.e. a medical condition in which you become sick or your skin becomes covered with red marks as a reaction to something you eat, breathe or touch	I can't eat seafood at all; I'm allergic to it. Every time I eat shellfish, I get very sick
bill	/bɪl/	Rechnung	a piece of paper that shows how much money you owe after eating in a restaurant. The usual American word is check	A 10% service charge has been added to your bill
chocolatey	/ˈtʃɒkləti/	schokoladig	chocolatey food has a lot of chocolate in it, or tastes like chocolate	If you want something a little sweeter, try a caffè mocha. It's a lovely chocolatey kind of coffee
contain	/kənˈteɪn/	beinhalten	a container, envelope, food, etc that contains something has something inside it	Excuse me, do you know if the strawberry cheesecake contains nuts?
crusty	/ˈkrʌsti/	kross, krustig	crusty bread is covered with a hard crust	You must try one of Sebastian's home-made baguettes. They're crusty on the outside and light and fluffy on the inside
diet	/ˈdaɪət/	Diät	a limited amount of food that someone eats because they are trying to become thinner	I'd love to have dessert, but I'd better not. I'm on a diet
dried	/draɪd/	getrocknet	dried substances such as food, milk or flowers have had the water removed from them	I love raisins and sultanas but Esme can't stand them. She never lets me use dried fruit when I'm cooking
exotic	/ɪgˈzɒtɪk/	exotisch	used for describing things that are interesting or exciting because they are in or from distant foreign countries	When I was a child in England, things like olives and hummus seemed very exotic. Nowadays, everybody eats them
fast food	/ˈfɑːst ˈfuːd/	Fast Food	food that is made and served very quickly, especially food such as a burger that you can take away with you	I know it isn't healthy, but sometimes I can't resist eating fast food. It's so tasty!
host	/həʊst/	Gastgeber/-in	someone who invites people to a meal or party or to stay in their home	In China the guest is treated with great kindness and respect by the host, and guests are encouraged to do what they like
house wine	/ˈhaʊs ˈwaɪn/	Hausmarke, -wein	the least expensive wine in a restaurant, which appears on the wine list without its usual name, also house red and house white	Let's just get the house wine, shall we? Do you prefer red or white?
insist	/ɪnˈsɪst/	auf etw. bestehen	to say very firmly that something must happen or must be done	You must let me pay for this meal, I insist. You're my guest
mild	/maɪld/	mild	mild food does not have a strong taste	If you find the curry too hot, add some yoghurt to make it a little more mild
plain	/pleɪn/	einfach	plain food is simple and does not have a lot of things added to it	He doesn't like anything hot or spicy. He prefers plain food
poisonous	/ˈpɔɪz(ə)nəs/	giftig	containing poison, i.e. a substance that can kill you or make you ill if you eat, drink or breathe it	Fugu can be a little dangerous. In fact, if it isn't prepared the right way, it's poisonous
rare	/reə(r)/	blutig	rare meat has been cooked for only a short time and is red inside	I like my steak rare, in fact the less it's been cooked, the better
raw	/rɔː/	roh	raw food has not been cooked, or has not been thoroughly cooked	I didn't think I would enjoy eating raw fish, but I tried sushi, and I loved it
refreshing	/rɪˈfreʃɪŋ/	erfrischend	making you feel more lively when you have been feeling tired and hot	You can't beat a lovely glass of refreshing lemonade to cool you down on a hot summer's day
seasonal	/ˈsiːz(ə)nəl/	Saison-, jahreszeitlich	available only during a particular time of year	I think it's better to have seasonal vegetables. That way, you can be sure that they are fresh
serve	/sɜː(r)v/	servieren, auftragen	to provide food and drink for someone to eat at a meal	In France, cheese is normally served before the dessert
sparkling	/ˈspɑː(r)k(ə)lɪŋ/	mit Kohlensäure	sparkling drinks are full of bubbles	I'll bring some water in a moment. Would you prefer still or sparkling?
special	/ˈspeʃ(ə)l/	Tagesgericht	something produced for a particular time or day, for example, a type of food in a restaurant or a programme on television	We have a set menu, a full menu and you can see the specials on the board over there
specialize	/ˈspeʃəlaɪz/	spezialisieren	to concentrate your attention and effort on a particular activity, product, etc	This restaurant specializes in fish. The Dover sole is particularly good
split	/splɪt/	(auf-)teilen	to share something by dividing it into separate parts	Okay, it comes to £66, so if we split the bill between the three of us, it will be £22 each
superb	/sʊˈpɜː(r)b/	hervorragend, erstklassig	of the highest quality	There's a really nice place around the corner with a superb menu
tender	/ˈtendə(r)/	zart	tender food is soft and easy to cut and eat	This beef is so tender, it almost melts in your mouth.
treat	/tri:t/	Einladung (it's my treat: das geht auf meine Rechnung)	an occasion when you pay for something for someone else	Now, this meal is my treat, so order whatever you want. Don't worry about the cost.
Unit 18				

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
appraisal	/əˈpreɪz(ə)l/	Feedbackgespräch	an interview between a manager and an employee, which allows the manager to judge how well the employee is doing their job	As far as I'm concerned, appraisal interviews have to be face to face. I want to be able to look my boss in the eye when I explain my progress and achievements.
breakdown	/'breɪkˌdaʊn/	Aufschlüsselung	information that has been separated into different groups	I'm sending a first draft of the report as an attachment together with a detailed breakdown of costs for the whole project
carbon footprint	/ˌkɑː(r)bən ˈfɒtprɪnt/	CO ₂ -Bilanz	the amount of carbon dioxide a person, organization, building, etc produces, used as a measure of their effect on the environment	If we provided a bus service from the centre of town to the office, we could reduce the company's carbon footprint, as fewer people would be travelling to work by car
come in	/kʌm ˈɪn/	sich einschalten/beteiligen	to join a conversation or discussion by saying something	Er, could I just come in here? It's just that I want to say this is not only a cultural and supply problem
computer literacy	/kəmˌpjʊːtə(r) ˈlɪt(ə)rəsi/	Computerkenntnisse	the ability to use a computer	He insisted we make computer literacy a requirement for employment
cover	/'kʌvə(r)/	etw. behandeln	to include and deal with a particular situation, subject, period of history, etc	I think we've covered everything for now. Let's schedule another meeting for next week
in danger	/ɪn ˈdeɪndʒə(r)/	Gefahr laufen	in a situation in which harm, death, damage or destruction is possible, can also be used in less serious circumstances	If we don't get this finished soon, we're in danger of missing our deadline
in the loop	/.ɪn ðə ˈluːp/	auf dem Laufenden	if you are in the loop you belong to a group that has information and makes decisions about something	Why wasn't I told about this? I'm managing this project and I really need to be kept in the loop from now on, okay?
itemize	/'aɪtəmaɪz/	detaillieren, aufschlüsseln	to make a detailed list of a number of things	Estimates would give us more room to negotiate on fees, but I think the client will appreciate that we've fully itemized all the costs
leave	/liːv/	jmdm. etw. überlassen	to not do something, especially because you prefer to do it later or so that someone else can do it	I think what's needed here is a fresh look at this entire project on a logistical level. Ernst, Jarek, can I leave that with you?
minimum	/'mɪnɪmə/	Minimum	as small in amount or degree as necessary or possible	We don't have much time, so can we keep interruptions to a minimum.
negligible	/'neglɪdʒəb(ə)l/	unwesentlich, nebensächlich	very unimportant or small	Actually, the current cost of training is negligible, Gerry. That's why I say we should be spending more
on mute	/ɒn ˈmjuːt/	auf stumm	when a machine is on mute the sound is turned off	Sorry Niles, I can't hear you. I think your mic is on mute
on schedule	/ɒn ˈʃedjuːl/	im Plan	at the time that activities or events were planned	Look, I'm under a lot of pressure from head office to get this proposal in on schedule. Don't let me down, Sam.
perk	/pɜː(r)k/	(Sonder-)Zulage	an extra payment or benefit that you get in your job	It seems travelling for business is one of the top five perks of working for the company. The majority of employees stated that they actually enjoy spending time away from home
recap	/'riːkæp/	rekapitulieren, kurz wiederholen	to describe what has already been done or decided, without repeating the details	So just to recap on what we've said. There are some problems we did not foresee between our two main work teams.
reprimand	/'reprɪˌmɑːnd/	ermahnen (auch: abmahnen), Verweis erteilen	to tell someone officially and in a serious way that something they have done is wrong	It was my fault that the deal fell through, and I was severely reprimanded as a result
rumour	/'ruːmə(r)/	Gerücht	unofficial information that may or may not be true	Have you heard the rumour about Alice? Everyone's saying that she's going to be promoted to Regional Sales Manager
skip	/skɪp/	überspringen	to not do something, but to do the next thing instead	I suggest we skip item one on our agenda until we have more information. Let's move straight on to item two
speed up	/spiːd ˈʌp/	beschleunigen	to make something move or happen faster	There's not much time, and there are still a lot of things we need to discuss. We'll have to speed up, I'm afraid
telecommuting	/'telɪkəˌmjuːtɪŋ/	Telearbeit	when someone works from home on a computer and sends work to their office via the internet	Telecommuting will prevent 250 million tons of emissions from reduced driving
teleconferencing	/'telɪˌkɒnf(ə)rənsɪŋ/	Telekonferenz abhalten	holding meetings among people in different places using an electronic communications system	Teleconferencing could prevent 200 million tons of emissions (if it replaces 10% of face-to-face meetings)
tight	/'taɪt/	knapp, eng	if money is tight, you have only just enough	I can't offer you any more, I'm afraid. We're working to a very tight budget
ultimatum	/'ʌltɪˈmeɪtəm/	Ultimatum	a statement that orders someone to do something and threatens to punish or attack them if they do not	In the end, management gave him an ultimatum: either follow the dress code or leave the company
work-life balance	/'wɜː(r)k laɪf ˈbæləns/	ausgewogene Lebensgestaltung	the relationship between the amount of time and effort that someone gives to work and the amount that they give to other aspects of life, such as their family	I always seem to be working, and I hardly ever get to spend time with my family. I really need to sort out my work-life balance
Unit 19				
close	/klaʊz/	(erfolgreich) abschließen	to successfully complete the arrangements for a business deal	When you do finally get to the agreement stage, close on a high note and remember to celebrate!
aggressive	/əˈɡresɪv/	aggressiv	behaving in an angry or rude way that shows you want to fight, attack or argue with someone	In negotiations, don't interrupt and don't become aggressive. It won't help you to get what you want
bluechip	/'bluːtʃɪp/	Bluechip	used for a company or investment that makes a lot of money and is safe to invest in	Soccer teams like Bayern Munich, Arsenal, Real Madrid and AC Milan turn profits many bluechip companies would envy
bluff	/'blɪf/	bluffen	to deliberately give a false idea to someone about what you intend to do, or about the facts of a situation, especially in order to gain an advantage	But if you really haven't got a better alternative, you'd better be good at bluffing or you're going to lose big time!
breakthrough	/'breɪkθruː/	Durchbruch	a discovery or achievement that comes after a lot of hard work	It's been a long time coming, and a lot of hard work, but I think we've finally made a breakthrough with our research

In Company 3.0 Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example Sentence
counter-proposal	/ˈkaʊntə(r) prəˌpəʊz(ə)/	Gegenvorschlag	a plan or suggestion that opposes an original plan or suggestion	Don't be tempted to make your counter-proposals and enter the bargaining phase until after a good, long break
deadlock	/ˈdedˌlɒk/	Sackgasse, toter Punkt	a situation in which neither person or group involved in a disagreement is willing to change their opinions or position	After many weeks of disagreements, the negotiations reached a deadlock and had to be put on hold
deferred payment	/diˈfɜː(r)d ˌpeɪmənt/	Zahlungsaufschub, verlängertes Zahlungsziel	an amount of money that is to be paid or received at a later time	Supposing we were to offer you deferred payment? You wouldn't have to pay anything until next March. How does that sound?
dissuade	/diˈsweɪd/	jmdn. von etw. abbringen	to persuade someone not to do something	I wish there was some way I could dissuade you from going ahead with this. I think you're making a mistake
download	/ˈdaʊnləʊd/	Download	a downloaded computer file	I've heard all sorts of stories about children spending a fortune on calls and buying expensive music downloads.
exasperated	/ɪgˈzɔːspəˌreɪtɪd/	entnervt, außer sich	extremely annoyed and impatient because things are not happening in the way that you want or people are not doing what you want them to do	In the evening, you need to return some phone calls, but the line is tied up by your 13-year-old daughter. Exasperated, you ask her to get off the phone
fall back on	/fɔːl ˈbæk ɒn/	auf etw. zurückgreifen, -kommen	to use or do something else after other things have failed	Know what your fall-back position, or FBP, is – what you'll be prepared to fall back on if you don't reach an agreement
hidden	/ˈhɪd(ə)n/	versteckt	if something is hidden, most people do not know about it or understand it	I can promise you that there are no hidden extras. The only thing you need to pay is the ticket price
merchandising	/ˈmɜː(r)tʃ(ə)n daɪzɪŋ/	Merchandising	things such as toys and clothes that are related to a popular film, television programme, sports team, etc	The team's megastore at Old Trafford is constantly packed, and merchandising outlets as far away as Singapore, Hong Kong and Sydney attract thousands of fans
one-off	/ˌwʌn ˈɒf/	einmalig	happening, done or made only once	Inexperienced negotiators tend to go straight in there and start bargaining. That may be okay for a small, one-off deal, but it's no way to build a long-term business relationship
opening	/ˈəʊp(ə)nɪŋ/	(er-)öffnend	the first of several similar things	Your opening position or OP, is your initial offer – on price or whatever
persuade	/pəˈ(r) sweɪd/	überreden	to make someone agree to do something by giving them reasons why they should	I don't know why I bought it. I think I was too easily persuaded by the salesman
policy	/ˈpɒləsi/	Grundsatz, Leitlinie	a set of plans or actions agreed on by a government, political party, business or other group	It's company policy not to give refunds on returned products
rapprochement	/ˈræːpɔː(r)/	(Vertrauens-)Verhältnis, -basis	a relationship in which people like, understand and respect each other	Creating a rapport with potential clients can take months, but it's worth taking the time to build a solid business relationship
taken ill	/ˈteɪkən ˈɪl/	erkrankt	to become unhealthy because of a medical condition or an injury	My grandmother has been taken very ill and I'd really like to fly out and visit her for the weekend
target	/ˈtɑː(r)ɡɪt/	Ziel	something that you try to achieve	Your TP, your target position, is what you're realistically aiming for
terms	/tɜː(r)mz/	Bedingung(en), Konditionen	used for saying which aspects of something you are considering or including	These are not the terms that we discussed in our last meeting. I don't understand why you've changed your position on this
time out	/ˈtaɪm ˈaʊt/	Unterbrechung	a period of time when you stop what you usually do and you rest or do something else instead	Okay, we're all tired and hungry, so I think we should call time out
trial basis	/ˈtraɪəl ˌbeɪsɪs/	(zur) Probe	the process of testing a product, plan or person over a period of time	Would you like to have the product on a trial basis? If you don't like it, you can return it to us at no expense to yourself
walk away	/wɔːk ə ˈweɪ/	weggehen	to leave a place, situation or person	And your WAP, or walk-away position, is the point at which you walk away from the negotiating table
weigh up	/weɪ ˈʌp/	abwägen	to consider the good and bad aspects of something in order to reach a decision about it	Think about what we've said, and weigh up the options that we've presented to you. When you're ready to discuss it further, please let us know
win-win	/ˌwɪn ˈwɪn/	positiv für beide Seiten	a win-win situation is one in which everyone benefits	Win-win negotiation is a great idea, but most people have a simple 'I win – you lose' mentality
Unit 20				
disrupt	/dɪsˈrʌpt/	erheblich stören, zum Erliegen bringen	to interrupt something and prevent it from continuing by creating a problem	My boss keeps asking me to work late, and it's really disrupting my social life
doormat	/ˈdɔː(r) mæɪt/	hier: Fußabtreter, Waschlappen (jmd., der sich alles gefallen lässt)	someone who allows other people to treat them badly and does not complain	It's no wonder he called you a doormat: you'll do anything he wants.
dump	/dʌmp/	abladen, loswerden	to get rid of someone or something that you no longer want or need	Stop dumping work on me at the last minute! Why don't you ever give me any notice when you want me to do overtime?
elaborate	/ɪˈlæbəreɪt/	etw. ausführen	to give more details or information about something	My boss shot down my idea and moved straight on to the next item on the agenda without giving me a chance to elaborate
emotional blackmail	/ɪˌməʊʃ(ə)nəl ˈblæk meɪl/	emotionale Erpressung	a method of trying to persuade someone to do something by making them feel guilty	I know it's just emotional blackmail, but every time she gets upset I feel like I have to do whatever it is she wants
empathy	/ˈempəθi/	Empathie	the ability to understand how someone feels because you can imagine what it is like to be them	I think the staff would respond better to you if you showed a little more empathy. Try and see things from their point of view
let down	/let ˈdaʊn/	im Stich lassen	to make someone disappointed by not doing something that they are expecting you to do	I'm under pressure to meet a deadline, and the rest of the team are letting me down by not doing their share of the work

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Word	Phonetics	Translation	Definition	Example Sentence
prima donna	/ˌpri:məˈdɒnə/	Primadonna	someone who thinks that they are very important or special, and who is very difficult to please	He's a talented artist, but I'm not surprised he's got a reputation for being a prima donna. I found him very difficult to deal with
pull rank	/pʊlˈræŋk/	den Vorgesetzten herauskehren	when you pull rank on someone you use the fact that you are more important or powerful than them in order to force them to do what you want	I didn't want to work late, but Geoff pulled rank on me, so I had to do it
push in	/pʊʃˈɪn/	sich vordrängeln	to stand in front of people who have been waiting longer than you, in a way that is unfair	In the staff canteen, a group of people pushed in front of me in the queue – again!
sarcasm	/ˈsɑ:(r)kæz(ə)m/	Sarkasmus	the activity of saying or writing the opposite of what you mean, or of speaking in a way intended to make someone else feel stupid or show them that you are angry	I don't like it when people use sarcasm. They think they're being funny, but really it's just cruel.
short notice	/ʃɔ:(r)tˈnəʊtɪs/	kurzfristig	without being given much warning before something happens	I realize it's rather short notice, but could you stay on for a couple of hours to help me out with some of the slides?
Scenario E				
cash flow	/ˈkæʃfləʊ/	Cashflow, Liquidität	the rate at which a business takes in money through sales and pays it out for the things it needs to continue operating	Winning this order would really help our cash flow this quarter
compromise	/ˈkɒmprəmaɪz/	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	We usually end up settling for a compromise – say, a 6% discount, halfway between zero and twelve
deliver	/dɪˈlɪvə(r)/	etw. umsetzen, realisieren	to do something that you have promised to do	The board has insisted we have a new system in operation by the time of the next board meeting, and I intend to find a supplier who can deliver
disappointed	/ˌdɪsəˈpɔɪntɪd/	enttäuscht	unhappy because something that you hoped for or expected did not happen or because someone or something was not as good as you expected	Every one of your competitors so far has said they can deliver in three weeks. Frankly, I'm disappointed you can't match them
get to the point	/ˌget tə ðəˈpɔɪnt/	auf den Punkt/zur Sache kommen	to stop talking about unimportant details and say what is most important	I'll get straight to the point, Heather. I've already had three of your competitors in my office this morning
judgement	/ˈdʒʌdʒmənt/	Beurteilung	an opinion that you have after thinking carefully about something	Be prepared to be flexible on price – I'll leave that to your judgement. Just make sure you give our technical department enough time to do the job
lead-time	/ˈli:dˌtaɪm/	Vorbereitungszeit	the time between planning something and starting to do it	For something of this scale, I'd say we'd need a lead-time of at least 6–8 weeks
lie behind	/laɪ biˈhaɪnd/	zugrunde liegen	to be the real reason for a decision or action	To avoid this outcome, good negotiators instead try to find out what interests lie behind their counterpart's position
preliminary	/prɪˈlɪmɪn(ə)rɪ/	vorbereitend, Vor-, Erst-	coming before the main or most important part of something	I'd like you to put together a preliminary proposal and then fix an appointment with Louis to negotiate the details sometime next week
prototype	/ˈprəʊtətaɪp/	Prototyp	the first form of something new, made before it is produced in large quantities	I think that we can get a working prototype with the basic infrastructure in place working in three weeks
satisfy	/ˈsætɪsfai/	zufriedenstellen	to please someone by giving them something that they want or need	A solution, unlike a compromise, is an agreement that satisfies both parties
up and running	/ʌp ən ˈrʌnɪŋ/	funktionsfähig, am Laufen	starting to work correctly	KKM is in the market for a new management information system, and we need it up and running in three weeks' time.