

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
Unit 1				
brand	/brænd/	Marke	a product or group of products that has its own name and is made by one particular company	Innocent promotes its brand image through its website.
campaign	/kæm'peɪn/	Kampagne	series of things such as television advertisements or posters that try to persuade people to buy a product	The advertising campaign for the new range of products increased sales by 30%.
CEO	/,si: i: 'əʊ/	Vorstandsvorsitzende/-r	Chief Executive Officer: the most senior manager in a company who has more authority than anyone else and is responsible for the company's success	The CEO is leading the company through this period of change.
competency	/'kɒmpɪtənsɪ/	Kompetenz, Befähigung	an ability to do something, especially measured against a standard	Jean-Christophe's competencies include Excel™, Word™ and Photoshop.
competitor	/'kæm'petɪtə(r)/	Wettbewerber	a company that sells the same goods or services as another company	Our new range of products is cheaper than our main competitor's products.
consumer	/'kɒn'sju:mə(r)/	Verbraucher/-in	someone who buys and uses goods and services. The expression the consumer is often used for referring to consumers as a group	It's important to give consumers detailed information about your products and services.
database	/'deɪtə'beɪs/	Datenbank	a large amount of information stored in a computer in an organized way that allows individual pieces of information to be found quickly	Work the Net has an ever-growing database of high-profile companies and recruiters.
employ	/'ɪm'plɔɪ/	beschäftigen	to pay someone regularly to do a job for you or to work as a member of your organization	The company employs over 2,000 workers in Europe.
ethics	/'eθɪks/	ethische Standards	a set of principles that people use to decide what is right and what is wrong	The company has very strong ethics about the environment; only recycled products are used.
franchise	/'fræntʃaɪz/	Franchise	a business that operates under a formal agreement to sell a company's products or services in a particular place, in exchange for a payment or part of the profits	McDonald's® has franchises all over the world.
headquarters	/'hed'kwɔ:(r)tə(r)z/	Zentrale	the place where a company or organization has its main offices	Our headquarters are in Prague.
HR	/'eɪtʃ'ɑ:(r)/	Personal(abteilung)	Human Resources: the department within a company that is responsible for employing and training people and for looking after workers who have problems	As director of the HR department, it's my job to interview all new employees before they join the company.
ideal	/'aɪ'diəl/	ideal	of the best or most suitable type	Work the Net can help you make the first contact with your ideal employer.
market research	/'mɑ:(r)kɪt rɪ'sɜ:(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	We need to do more market research before we can launch this product.
market share	/'mɑ:(r)kɪt 'ʃeə(r)/	Marktanteil	the percentage of the total amount of sales of a particular product that a company has	You need to continually expand your product range in order to maintain your market share.
networking	/'net.wɜ:(r)kɪŋ/	netzwerken, Kontakte knüpfen	the activity of meeting and talking to people to exchange information and advice about work or interests	Networking is a good way to make new contacts for future business opportunities.
proactive	/'prəʊ'æktɪv/	initiativ, proaktiv	taking action and making changes before they need to be made, rather than waiting until problems develop	It's time to be proactive and take control of your career.
promote	/'prə'məʊt/	(etw.) bewerben	to attract people's attention to a product or event, for example, by advertising	Sporting brands often use famous people to promote their products.
publicity	/'pʌb'lɪsəti/	Publicity, Werbung	attention in magazines, newspapers, television or online	Negative publicity can put a company out of business.
quality control	/'kwɒlətɪ kən'trəʊl/	Qualitätskontrolle	the regular tests that are done in a factory to make sure that its products are good enough to sell	At key stages in production there should be quality control checks.
responsible	/'rɪ'spɒnsəb(ə)l/	zuständig, verantwortlich	someone who is responsible for someone or something is in charge of them and must make sure that what they do or what happens to them is right or satisfactory	I'm responsible for promoting and selling our ideas for online services and products.
retail	/'ri:teɪl/	Einzelhandel	relating to the sale of goods directly to the public for their own use	I work for a big retail chain with franchises all over the world.
smoothie	/'smu:ði/	{Frucht-}Shake, Smoothie	a drink made from fruit, milk or cream, and ice cream	To make a smoothie, all you need is a few ingredients and a blender.
social media	/'səʊʃ(ə)l 'mi:diə/	soziale Medien	websites such as Facebook or Twitter that allow you to communicate with friends and make new friends	Work the Net also collaborates with other social media platforms, allowing you to maximize your job seeking potential.
start-up	/'stɑ:(r)t ʌp/	Neugründung	a small business that is just being started	Back in the 1990s, there were many Internet start-ups trying to become the next Amazon or eBay™.
subsidiary	/'sʌb'sɪdiəri/	Tochterunternehmen, Zweigstelle	a company that is owned by a larger company	Innocent now operates from its headquarters in London as a subsidiary of Coca-Cola®.
Unit 2				
absenteeism	/'æbs(ə)n'ti:z(ə)m/	Fehlzeiten	the habit of not being at school or work when you should be, usually without a good reason	Excessive working time can lead to poor performance and absenteeism.
as little as possible	/'æz 'lɪt(ə)l əz 'pɒsəb(ə)l/	so wenig wie möglich	as little as you can, the minimum that is possible	Doing as little as possible is better than going to the gym.
average	/'æv(ə)rɪdʒ/	Durchschnitt	the amount, level, standard, etc that is typical of a group of people or things	A new study shows that full-time male workers in Britain work two hours per week longer than the European average.
career	/'kə'riə(r)/	Laufbahn, beruflicher Werdegang	a job or series of related jobs that you do, especially a profession that you spend a lot of your working life in	I'm thinking about changing my career, I'm just not interested in Marketing any more.
combine	/'kəm'baɪn/	verbinden, kombinieren	if you combine things, or if they combine, you use, do or put them together	People often ask me how I manage to combine a successful career with family life.
crash	/'kræʃ/	abstürzen	if a computer or computer program crashes, it suddenly stops working	My computer is great, it hardly ever crashes.
culture	/'kʌltʃə(r)/	Kultur	a society that has its own set of ideas, beliefs, and ways of behaving	Differences in background, experience and culture can all make it harder to communicate with colleagues.
decision	/'di'sɪʒ(ə)n/	Entscheidung, Beschluss	a choice that you make after thinking carefully	As chairman of the board, he has the final decision on all issues.

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downside	/ˈdaʊn saɪd/	Nachteil, Kehrseite	the disadvantage or negative aspect of something	The money's good and it's great for my career; the only downside is that I have to work long hours.
employee	/ɪmˈplɔɪi:/	Arbeitnehmer/-in	someone who is paid regularly to work for a person or an organization	Most of our full-time employees work over 48 hours a week.
excessive	/ɪkˈsɛsɪv/	übermäßig, -zogen	much more than is reasonable or necessary	Excessive working time is linked with the development of health problems like heart disease.
full-time	/fʊlˈtaɪm/	Vollzeit-	done for the number of hours that people normally work in a complete week. Part-time work or study is done during just some of these hours	My company started as an idea, developed into a hobby and then became a full-time passion.
give up	/ˈgɪv ʌp/	etw. aufgeben, mit etw. aufhören	to stop doing something that you do regularly	I want to give up smoking because I know it's bad for my health.
go through	/ˈgəʊ θruː/	etw. durchgehen	to perform a set of actions that you regularly perform	She goes through her correspondence with her secretary every morning.
laze around	/ˈleɪz əˈraʊnd/	herumhängen, auf der faulen Haut liegen	to relax and enjoy yourself, doing no work	You should stop lazing around and go out and get a job.
maintain	/meɪnˈteɪn/	(aufrecht)erhalten	to make something stay the same	Whatever happens, you should try to maintain a positive attitude.
moderate	/ˈmɒd(ə)rət/	mäßig, gemäßigt	neither very great nor very small in amount, size, strength or degree	Running is too tough for me, I prefer moderate exercise like walking.
part-time	/ˈpɑː(r)t taɪm/	Teilzeit-	done for only some of the time that an activity is usually performed	A lot of students take part-time jobs to get some extra money.
pick up	/pɪk ʌp/	abholen	to go and meet someone or something that you have arranged to take somewhere	The taxi picks me up every morning at half past nine.
productive	/prɒˈdʌktɪv/	produktiv	achieving good results	I am more productive in the morning than in the afternoon.
regional	/ˈriːdʒ(ə)nəl/	regional, örtlich	relating to or typical of a particular area of a country or the world	She is the regional Marketing Manager for Latin America now.
smartphone	/ˈsmɑː(r)t fəʊn/	Smartphone	a mobile phone that also works as a small computer, allowing you to store information, send emails and write letters and reports	I use my smartphone everywhere I go, even at the office – it's so convenient!
strenuous	/ˈstrenjuəs/	anstrengend	an activity in which it is necessary for you to use a lot of effort, energy or strength	After my accident the doctor recommended I avoid strenuous exercise like aerobics.
switch off	/swɪtʃ ˈɒf/	ab-, ausschalten	if you switch off something such as a light or a machine, or if it switches off, it stops working	Please switch off your mobile phones before the presentation begins.
take it easy	/ˌteɪk ɪt ˈiːzi/	etw. ruhig angehen lassen	to rest and not do things that will make you tired	Those who get up early in the morning usually feel stressed for the rest of the day, so my advice is to take it easy.
use up	/juːz ʌp/	verbrauchen	to use all of a supply of something	I don't want to use up all of my energy doing strenuous exercise.
work out	/wɜː(r)k ˈaʊt/	trainieren, Fitnesstraining machen	to do physical exercise as a way of keeping fit	I like to work out at the gym after a long day at the office.
Unit 3				
access	/ˈæksɛs/	auf etw. zugreifen	to get information, especially from a computer	There seems to be a problem with the company server, and I can't access my email account.
conference	/ˈkɒnf(ə)rəns/	Konferenz	a large meeting, often lasting a few days, where people who are interested in a particular subject come together to discuss ideas	Are you going to the sales conference in Amsterdam next week? All the major companies in our industry will be there.
check	/tʃek/	(über-)prüfen	to make certain of something, for example, by looking at the information again or by asking someone	Could I just check your number again, please?
contact	/ˈkɒntækt/	Kontakt aufnehmen, kontaktieren	to write to someone or talk to them on the telephone	Can I ask her to call you back? Or I can contact her directly if it's urgent.
cut off	/kʌt ˈɒf/	Verbindung unterbrechen	if someone or something cuts you off when you are talking on the telephone, they make the telephone line stop working	I hate getting cut off when I'm in the middle of a call.
delay	/diˈleɪ/	Verzug, Verspätung	a situation in which something happens later or more slowly than you expected	I'm afraid the flight has been delayed, it won't take off for another two hours.
dial	/ˈdaɪəl/	wählen	to press the buttons on a telephone in order to call someone	I'm sorry, I think I've dialled the wrong number.
directory enquiries	/ˈdaːrɛkt(ə)rɪ ɪnˈkwɛərɪz/	Auskunft	the service that you phone to find out the telephone number of a person or company	I can't find the number, we'll have to try directory enquiries.
driving licence	/ˈdraɪvɪŋ ˌlaɪs(ə)nɪs/	Fahrerlaubnis, Führerschein	an official document that you need in order to drive	Before you can get a driving licence, you need to pass a test.
engaged	/ɪnˈɡeɪdʒd/	besetzt	if a telephone line is engaged, it is already being used when you call	I can't get through to him; the line's engaged.
estimate	/ˈestɪmət/	Schätzung, Prognose	an amount that you guess or calculate using the information available	The estimate suggests we'll sell 20,000 in the first year.
extension	/ɪkˈstɛnʃ(ə)n/	Durchwahl	a telephone line that is one of several lines coming from a main line	Could you put me through to extension 103, please?
fault	/fɔːlt/	Schuld	the fact of being responsible for a bad or unpleasant situation	Great! We're lost, and it's all your fault. I told you to bring the map.
manual	/ˈmænjʊəl/	Handbuch, Anleitung	a book containing instructions for doing something, especially for operating a machine	If you want to know how to operate this machine, you will need to check the manual.

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memory stick	/ˈmem(ə)riˌstɪk/	(Memory-)Stick, Datenspeicher	a small disk drive that can store information for use in electronic equipment and that you carry around with you	All of the material for this presentation is on this memory stick, so don't lose it!
message	/ˈmesɪdʒ/	Nachricht, Benachrichtigung	a piece of written or spoken information that you send to someone, especially when you cannot speak to them directly	I'm sorry, Mr Phillips isn't in the office at the moment. Would you like to leave a message?
on hold	/ɒn ˈhəʊld/	in der (telef.) Warteschleife sein	waiting to speak to someone on the telephone, after your call has been answered	They always play irritating music when you're put on hold.
phone book	/ˈfəʊnˌbʊk/	Telefonbuch	a book containing lists of names of people, businesses, and organizations, in alphabetical order, with their addresses and phone numbers	If you need to find someone's number, try looking in the phone book.
reference number	/ˈref(ə)rənsˌnʌmbə(r)/	Geschäfts-, Aktenzeichen	a number that shows someone where they can find information that they need	I'm phoning about your letter of 12th June. Do you need to know my reference number?
reverse-charge call	/rɪˈvɜː(r)ʒˌtʃɑː(r)dʒˌkɔːl/	R-Gespräch	a telephone call that the person you are calling agrees to pay for. The American word is collect call	He finally called me, but it was a reverse-charge call, so I had to pay for it.
roaming	/ˈrəʊmɪŋ/	Roaming	the ability to connect to the Internet or to use your mobile phone when you are travelling, without having to make long-distance or international phone calls	I hope that roaming fees for voice calls, text and Internet access get cheaper soon.
terminal	/ˈtɜː(r)mɪn(ə)l/	(Flughafen-)Terminal	a large building at an airport where passengers arrive and leave	Which terminal does your plane leave from, North or South?
text messaging	/ˈtekstˌmesɪdʒɪŋ/	Versenden von SMS-Nachrichten	the process of sending and receiving electronic messages by computer or mobile phone	With the growth of the Internet and text messaging, fewer people are making telephone calls these days.
transfer	/ˈtrænzˌfɜː(r)/	verbinden, durchstellen	to let someone speak to another person by changing telephone lines for them	Please hold the line while I transfer you.
vital	/ˈvaɪ(ə)l/	essenziell, unerlässlich	very important, necessary or essential	Customers expect to be dealt with professionally, so effective phone communication skills are vital.
voicemail	/ˈvɔɪsmel/	Mailbox	an electronic system that records and stores spoken messages from people	I didn't get to speak to him directly, but I left a message on his voicemail.
Unit 4				
arrogant	/ˈærəɡənt/	arrogant, hochmütig	someone who is arrogant thinks they are better or more important than other people and behaves in a way that is rude and overly confident	He never listens to anyone else's ideas, he's so arrogant.
belong to	/bɪˈlɒŋ tuː/	jmdm. gehören	to belong to someone is to be owned by someone	Does this bag belong to you?
bore	/bɔː(r)/	Langweiler/-in	someone who talks too much about things that are not very interesting	He only ever talks about cars, he's such a bore.
break the ice	/ˌbreɪk ðɪˈaɪs/	das Eis brechen	to do or say something that makes people feel less shy or nervous in a social situation	The party was a bit quiet at first, but Harvey broke the ice with a very funny joke.
dull	/dʌl/	langweilig, öde	boring or not interesting	That meeting was really dull; I thought I was going to fall asleep.
get on	/ɡet ˈɒn/	sich mit jmdm. verstehen	if people get on, they like each other and are friendly to each other	You two are very similar, I'm sure you'll get on.
gossip	/ˈɡɒsɪp/	Klatsch, Tratsch	conversation about unimportant subjects, especially people's private lives	I love talking to Sandy, she always has the latest gossip.
groggy	/ˈɡrɒɡi/	kaputt, angeschlagen	feeling tired, weak or confused, especially because you are ill or have not had enough sleep	I'm feeling a bit groggy after that long flight.
leisure	/ˈleɪzə(r)/	Freizeit	activities that you do to relax or enjoy yourself	It's important to relax and make time for leisure activities.
occasionally	/əˈkeɪz(ə)nəli/	gelegentlich	sometimes, but not frequently or regularly	I see him a lot at work, and we occasionally play golf.
public relations	/ˌpʌblik rɪˈleɪʃ(ə)nz/	Public Relations	the activity of creating a good opinion among people about a person, product, company or institution	The Public Relations Manager is responsible for making sure the company has a good image with the public.
site	/saɪt/	Standort, Grundstück, Baugelände	an area of land where something is being built or could be built	We are looking at sites for a new store at the moment.
squash	/skwɒʃ/	Squash	a game in which two players use rackets to hit a small ball against a wall. You play squash on an indoor area called a court	I've lost a lot of weight since I started playing squash.
Scenario A				
application	/ˌæplɪˈkeɪʃ(ə)n/	hier: Anwendung, Applikation	a piece of computer software that is designed to do a particular job	I noticed that the online application form and CV upload facility aren't on the new website.
breakdown	/ˈbreɪkˌdaʊn/	Zusammenbruch	a situation in which something has failed or is beginning to fail	Breakdowns in communication at work are very common and are a frequent cause of workplace frustrations.
colleague	/ˈkɒliːɡ/	Kollege/Kollegin	someone who works in the same organization or department as you	It's not always easy to get on with your colleagues, but try to maintain a positive attitude in your communication with them.
CV	/ˌsiːˈviː/	Lebenslauf	Curriculum Vitae: a document giving details of your qualifications and the jobs you have had in the past that you send to someone when you are applying for a job. The American word is résumé	Having an up-to-date CV is very important when you are looking for a new job.
encourage	/ɪnˈkʌrɪdʒ/	fördern, ermutigen	to suggest that someone does something that you believe would be good	If two colleagues are not getting on, you should find out what the problem is and encourage them to sort it out.
follow up	/ˌfɒləʊ ˈʌp/	nachbereiten, weiterverfolgen	to try to find out more about something, or to do something more to deal with it	It might also help to follow up the conversation with an email summarizing any decisions.
IT	/ˌaɪˈtiː/	IT	Information Technology: the use of computers and other electronic equipment to store, process, and send information	The IT department is responsible for all of the backend programming.

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misunderstanding	/ˌmɪsʌndə(r)ˈstændɪŋ/	Missverständnis	a failure to understand someone or something correctly	There was a misunderstanding: I thought he was going to do it, but all the time he thought I was doing it, so in the end nobody did it.
morale	/məˈrɑ:l/	(Arbeits-)Moral	the amount of enthusiasm that a person or group of people feel about their situation at a particular time	You should avoid personal emails; these can lead to office gossip and decreased morale.
motivation	/ˌməʊtɪˈveɪʃ(ə)n/	Motivation	a feeling of enthusiasm or interest that makes you determined to do something	Don't let a bad mood or lack of motivation affect the rest of your team.
personal life	/ˈpɜ:(r)s(ə)nəlˌlaɪf/	Privatleben	the part of someone's life relating to things such as their personal and family relationships, rather than their job	I try to avoid talking about my personal life at work.
resolve	/rɪˈzɒlv/	lösen	to solve a problem, or to find a satisfactory way of dealing with a disagreement	In my opinion, resolving this problem is in everyone's interest.
solution	/səˈlu:ʃ(ə)n/	Lösung	a way to solve a problem or to deal with a bad situation	Okay, if everybody is happy, it sounds like we've found a solution.
Unit 5				
accessible	/əkˈsesəb(ə)l/	zugänglich	easy for anyone to obtain and use	By the early 1990s, the Internet was accessible to anyone in the world with a computer.
achieve	/əˈtʃi:v/	erreichen, leisten	to succeed in doing or having what you planned or intended, usually after a lot of effort	Well done, you've really achieved a lot this year.
addictive	/əˈdɪktɪv/	süchtig/abhängig machend	something that is addictive is so enjoyable that you want to do it or have it as often as possible	This new game is so addictive, I can't stop playing it.
app	/æp/	App	a piece of software that is designed to do a particular job, and is especially related to use on a smartphone	Angry Birds™ is perhaps the largest mobile app success so far.
browser	/ˈbraʊzə(r)/	Browser	a computer program that allows you to look at and search through information on the Internet	Mosaic was the first graphics-based browser on the Internet.
connect	/kəˈnekt/	verbinden	to join two things together	For many people, the Internet was born the day Leonard Kleinrock connected the first two machines.
develop	/dɪˈveləp/	entwickeln	to make a company, business or industry bigger or more successful	If we follow this business plan, there's every chance the company will develop into a much larger organization within five years.
distribution	/ˌdɪstrɪˈbjʊ:ʃ(ə)n/	Distribution	the process of supplying goods from one central place to shops	Distribution of our products starts from our warehouse in Hamburg.
download	/ˌdaʊnˈləʊd/	herunterladen	to move information to your computer from another computer system or the Internet	You can download apps onto your smartphone or tablet device.
establish	/ɪˈstæblɪʃ/	gründen	to start an organization or company	The company was established in 2002.
expand	/ɪkˈspænd/	ausweiten, -dehnen, expandieren	if a business, organization or activity expands, it grows by including more people, moving into new areas, selling more products, etc	If things go well, we're hoping to expand and take on more staff.
found	/faʊnd/	gründen	to start an organization, company, political party, etc	The company was founded in 1993.
invent	/ɪnˈvent/	erfinden	to design or create something, such as a machine or process that did not exist before	Sir Tim Berners-Lee invented the World Wide Web in 1989.
laboratory	/ləˈbɒrət(ə)rɪ/	Labor	a building or large room where people do scientific and medical experiments or research	All of our scientific research happens at a laboratory in California.
launch	/lɔ:ntʃ/	introduzieren, auf den Markt bringen	to start selling a new product or service to the public	The company announced that it will launch a new software package next year.
manufacture	/ˌmænjuˈfæktʃə(r)/	herstellen	to make goods in large quantities in a factory	The furniture is manufactured in China and then sent all over the world.
merchandise	/ˈmɜ:(r)tʃ(ə)ndaɪz/	Handelsware	goods that people buy and sell	There is a market for merchandise featuring Angry Birds™ characters and even long-term plans for a feature film.
platform	/ˈplætˌfɔ:(r)m/	Plattform	the type of computer system that you have and the programs that you can use with it	This app is currently only available for Android, but we are planning to make versions for other platforms soon.
produce	/prəˈdju:s/	produzieren	to make or grow something, especially in large quantities and in order to be sold	We'll need to produce a lot more units next year if we're going to meet demand.
release	/rɪˈli:s/	veröffentlichen	to make a film, video, game or CD available for people to see or buy	In October 2010, Rovio released the first version of Angry Birds™ for Android.
revenue	/ˈrevənju:/	Einnahmen, Erlös	income from business activities or taxes	The company claimed a revenue of over \$100,000 a month.
spin-off	/ˈspɪnˌɒf/	Ableger, Nebenprodukt	a new product, service, television programme, etc that is based on another one that already exists	In June 2012, Rovio revealed plans to bring Angry Birds™ and two of its spin-off games (the Angry Birds Trilogy) to the PlayStation 3.
swine flu	/ˈswaɪnˌflu:/	Schweinegrippe	a disease similar to flu that spreads quickly from one person to another and causes problems such as a sore throat and cough	Everyone is worried about another outbreak of swine flu.
tablet	/ˈtæblət/	Tablet(-PC)	a small computer which you use by touching the screen rather than using a keyboard	I can't decide whether to get a new smartphone or a tablet.
universal	/ˌju:niˈvɜ:(r)s(ə)l/	universell	involving or affecting everyone in the world	In 1983, TCP/IP software became the universal language of the Internet.
Unit 6				
annoyed	/əˈnɔɪd/	verärgert	feeling slightly angry or impatient	Most people said they were annoyed by errors in the emails they received.
apologize	/əˈpɒlədʒaɪz/	sich entschuldigen	to tell someone that you are sorry for doing something wrong or for causing a problem	We apologize for the delay, and promise that the next order will be delivered on time.
best wishes	/ˈbestˌwɪʃɪz/	Mit freundlichen Grüßen	used as a friendly way of ending a letter to someone you know who is not a very close friend	... I hope we can do business together again soon. Best wishes, Stan

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compensation	/ˌkɒmpənˈseɪʃ(ə)n/	Kompensation, Ausgleich	something that changes or removes the bad result of something	After the mistakes your company has made, I'm going to have to take my business elsewhere unless you can offer me some form of compensation, like a discount on future orders.
concerned	/kənˈsɜː(r)nd/	besorgt	worried about something	We are especially concerned about receiving the parts on time, as it is for a new customer.
confirm	/kənˈfɜː(r)m/	bestätigen	to tell someone, usually by writing or telephoning, that something will definitely happen at the time or in the way that has been arranged	Could you confirm the order by email?
correspondence	/ˌkɒrɪˈspɒndəns/	Korrespondenz	the process of writing and receiving letters	In another survey, bosses said they would not do business with companies whose correspondence had mistakes in it.
courier	/ˈkʊəriə(r)/	Kurier, Bote	someone whose job is to deliver documents or parcels	I will send you the packet by courier this afternoon.
delay	/diˈleɪ/	Verzögerung, Verspätung	a situation in which something happens later or more slowly than you expected	I'm sorry about the delay, the order should be with you very soon.
delivery	/diˈlɪv(ə)ri/	Lieferung	the process of bringing goods or letters to a place	The important thing is the delivery date – it must be there on 22 June.
depend on	/dɪˈpend ɒn/	abhängen von	if one thing depends on another, it is changed or affected by the other thing	A lot depends on this order; we might be able to get a lot more business if everything goes well.
details	/ˈdiːteɪlz/	persönliche Daten	information that you provide about yourself, for example, your name and address	If you give me your details, I'll get him to call you as soon as he gets back.
expensive	/ɪkˈspensɪv/	teuer	something that is expensive costs a lot of money	It's too expensive to fly; let's take the train.
explain	/ɪkˈspleɪn/	erklären	to tell someone something in a way that helps them understand it better	I don't understand these figures. Can you explain them to me?
fax machine	/ˈfæks məʃiːn/	Fax(gerät)	a piece of equipment that is used for sending and receiving copies of documents in electronic form	He doesn't have a fax machine, so we'll have to write him a letter.
handwriting	/ˈhændˌraɪtɪŋ/	Handschrift	the particular way that someone writes using a pen or pencil	You've got terrible handwriting, I can't read it at all.
immediately	/ɪˈmiːdiətli/	sofort, ohne Verzögerung	very quickly and without delay	Right, when John comes in I'll tell him immediately.
in stock	/ɪnˈstɒk/	auf Lager, lieferbar	used for goods that are available to buy	If your item is not in stock, we will contact you within the next 24 hours.
informal	/ɪnˈfɔː(r)m(ə)l/	informell, ungezwungen	used about language or behaviour that is suitable for using with friends but not in formal situations	I think that emails are more informal than traditional letters.
message	/ˈmesɪdʒ/	Nachricht, Benachrichtigung	a piece of written or spoken information that you send to someone, especially when you cannot speak to them directly	I'm afraid John isn't here at the moment. Can I take a message?
order	/ˈɔː(r)də(r)/	Bestellung	a request for a product to be made for you or delivered to you	It's an urgent order – we need five hydraulic pumps by 22 June.
patience	/ˈpeɪʃ(ə)ns/	Geduld	the ability to wait for a long time without becoming angry or upset	Thank you for your patience and for shopping with CiclosCiclone.
priority	/praɪˈɔːrəti/	Priorität	something important that must be done first or needs more attention than anything else	We're giving top priority to your order.
receive	/rɪˈsiːv/	empfangen	to get something that someone gives or sends to you	I haven't received the email confirming my order yet.
standard	/ˈstændə(r)d/	Standard	a level of quality or achievement, especially one that people generally consider normal or acceptable	According to a report published recently, standards in written English are falling.
take down	/teɪkˈdaʊn/	aufschreiben, notieren	to write down information or a statement	Right, I'll take down the details and get John to contact you.
urgent	/ˈɜː(r)dʒ(ə)nt/	dringend	urgent things are things that you need to deal with immediately	I have an urgent order request, it's really important.
Unit 7				
affordable	/əˈfɔː(r)dəb(ə)l/	bezahlbar, erschwinglich	cheap enough for ordinary people to afford	It can be difficult to find a decent hotel room at an affordable price.
book	/bʊk/	buchen	to buy tickets or to arrange to have or use something at a particular time in the future	I've booked you on the next flight.
check in	/tʃekˈɪn/	einchecken, sich anmelden	to arrive at a hotel where you have arranged to stay and give your personal details to the person working at the reception desk, or to arrive at an airport and show your ticket to an airport official	I'd like to check in, please. I'm staying for four nights.
check out	/tʃekˈaʊt/	auschecken	to leave a hotel after paying the bill	Well, actually I have a flight at 11 this evening so I'll check out in a few hours.
claustrophobic	/ˌklɔːstrəˈfɔːbɪk/	klaustrophobisch, beengend	a claustrophobic place makes you feel afraid or uncomfortable because it is small, crowded or difficult to get out of quickly	A capsule is more claustrophobic than a YOTEL room.
comfortable	/ˈkɒmfətəb(ə)l/	komfortabel	a comfortable room or building is pleasant to spend time in because, for example, it has nice furniture or is not too hot or too cold	Although the room was small, it was perfectly comfortable.
convenient	/kənˈviːniənt/	praktisch, günstig	easy to use or suitable for a particular purpose	Japanese 'capsule' hotels are very convenient for business travellers.
convert	/kənˈvɜː(r)t/	umbauen	to change from one system, use or method to another, or to make something do this	You can convert old buildings into hotels, but there is a limit to what you can do.
expectations	/ˌekspekˈteɪʃ(ə)n/	Erwartungen, Erwartungshaltung	a belief that something should happen in a particular way, or that someone or something should have particular qualities or behaviour	We have to meet our customers' expectations.

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
flight	/flaɪt/	Flug	a journey through air or space in a vehicle such as a plane	My connecting flight, IB621, was delayed so I've missed the flight to Caracas.
guest	/gest/	Gast	someone who is paying to stay at a hotel or eat in a restaurant	We make every effort to ensure our guests have a pleasant and comfortable stay in our hotel.
luxurious	/lʌg'zjʊəriəs/	luxuriös	very expensive and comfortable	Five-star hotels are much more luxurious than 'capsule' hotels.
mind	/maɪnd/	etw. ausmachen, stören	to feel annoyed, upset or unhappy about something	They are hoping that techie travellers won't mind booking into a small but well-designed box filled with electronic gadgets.
operation	/,ɒpə'reɪʃ(ə)n/	Betrieb, Geschäft	a company or a part of a large company	Multinational companies often expand by taking over smaller operations.
pick up	/pɪk'ʌp/	empfangen	to receive an electronic signal on a radio or similar piece of equipment	You can pick up the hotel Wi-Fi in every room.
policy	/'pɒləsi/	Richt-, Leitlinie	a set of plans or actions agreed on by a government, political party, business or other group	We don't allow pets, I'm afraid. It's the hotel policy.
prefer	/prɪ'fɜ:(r)/	vorziehen, lieber mögen	to like or want someone or something more than someone or something else	Hotel guests from the USA prefer a standard room layout.
profitable	/'prɒfɪtəb(ə)/	gewinnbringend	making a profit	A lot of our revenue comes from food and drink, but our rooms are more profitable.
reasonable	/'ri:z(ə)nəb(ə)/	vernünftig	a reasonable price is fair and not too high	The hotel's price was very reasonable and I was very impressed with the stylish interior of the rooms.
receptionist	/rɪ'sepʃ(ə)nɪst/	Empfangsmitarbeiter/-in	someone who works in reception at a hotel or office	If you have a question, just ask one of our receptionists, they will be happy to help.
recommend	/'reka'mend/	empfehlen	to advise someone that they should do something	Can you recommend a hotel I could try?
reduce	/'ri:dju:s/	verringern, reduzieren	to make something smaller or less in size, amount, importance, etc	To reduce costs, they use many of the features of budget flights such as online-only booking, self-service check-in and a pricing policy which encourages early booking.
short-hop	/'ɔ:(r)t'hɒp/	Kurzstrecken-	similar to short-haul, travelling or carrying people or goods over a short distance, especially by air	Many short-hop flights from continental Europe arrive in the UK late in the afternoon.
stretch your legs	/'stretʃjɔ:(r)'legz/	sich die Beine vertreten	to go for a walk after you have been sitting for a long time	That was such a long flight, I really need to stretch my legs.
stylish	/'stɑɪlɪʃ/	elegant, mit Stil	attractive or well arranged	The rooms are clean and stylish, like the interior of a luxury yacht.
traveller	/'træv(ə)lə(r)/	Reisende/-r	someone who is travelling or who often travels	This hotel is very popular with business travellers.
within walking distance	/wɪð'in'wɔ:kɪŋ'dɪstəns/	zu Fuß erreichbar	possible to reach by walking	The hotel is within walking distance of the terminal building.
Unit 8				
3-D	/'θri:'di:/	dreidimensional	Three-dimensional: a 3-D film, picture, etc looks as if it has length, depth and width	The problem with 3-D movies is you always have to wear those silly glasses.
accident	/'æksɪd(ə)nt/	Unfall	a crash involving a car, train, plane or other vehicle	I've been riding my motorbike for 20 years and I've never had an accident.
camper van	/'kæmpə(r)'væn/	Wohnmobil	a motor vehicle used for living in on holidays. It is smaller than a caravan	We love camping. Actually, we bought a camper van last year.
fine	/faɪn/	Bußgeld	an amount of money that you have to pay because you have broken the law	I got a €100 fine for parking in the wrong place.
hitchhike	/'hɪtʃhaɪk/	per Anhalter fahren	to travel by asking other people to take you in their car, by standing at the side of a road and holding out your thumb or a sign	When I was a student, I hitchhiked through Europe.
identity card	/aɪ'dentɪti'kɑ:(r)d/	Personalausweis	an official document or card that shows who you are	I showed the police my identity card and they waved me on.
illegal	/'ɪlɪg(ə)l/	illegal	not allowed by the law	I've never done anything illegal apart from getting a couple of parking fines.
Master's	/'mɑ:stə(r)z/	Master(abschluss)	a master's degree, a university degree that students get if they study for one or two years after their first	We met when I was doing my Master's in the States.
official	/ə'fɪʃ(ə)l/	Beamte/-r	someone with an important position in an organization	As a senior official in local government, he's a very important person in this town
speeding	/'spi:dn̩/	Geschwindigkeitsübertretung	the offence of driving faster than the speed that is allowed in an area	I got caught speeding last month and now I have to pay a fine
stock exchange	/'stɒkɪks'tʃeɪndʒ/	(Wertpapier-)Börse	a place where people buy and sell shares in companies	He used to be rich, but he lost a lot of money on the stock exchange.
Scenario B				
angry	/'æŋɡri/	wütend, verärgert	very annoyed	Customers often get angry about mistakes.
blame	/'bleɪm/	jmdn. beschuldigen, verantwortlich machen	to say or think that someone or something is responsible for an accident, problem or bad situation	When things go wrong, try not to blame anyone.
complaint	/'kəm'pleɪnt/	Beschwerde, Reklamation	a written or spoken statement in which someone says they are not satisfied with something	I'm going to make a complaint about this, we've been waiting far too long.
consequence	/'kɒnsɪkwəns/	Folge	a result or effect of something	Sooner or later something will go wrong and you will have to deal with the consequences.
deal with	/'di:l wɪð/	etw. behandeln, sich um etw. kümmern	to take action to do something, especially to solve a problem	This is a very important customer. We need to deal with their complaint as quickly as possible.
describe	/'dɪ'skraɪb/	beschreiben	to give details about what someone or something is like	The way you've described this situation, I can see why you are unhappy.
get back to	/'ɡet'bæk tə/	jmdn. zurückrufen, sich wieder melden	phone, write or speak to someone at a later time because you were busy or could not answer their question	I'll get back to you by the end of the week.

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
interruption	/ˌɪntəˈrʌpʃən/	Unterbrechung	something that someone says or does that stops someone else when they are speaking or concentrating on	Hear what the person has to say, let them speak without interruption.
look into	/lʊk ˈɪntə/	etw. prüfen, ansehen	to try to discover the facts about something such as a problem or a crime	I'll look into this problem and get back to you as soon as possible.
reassure	/ˌriːəˈʃʊə(r)/	jmdn. (rück)versichern, beruhigen	to make someone feel less worried about something	I want to reassure you that we will deal with this problem very soon.
sympathetic	/ˌsɪmpəˈθetɪk/	miführend, verständnisvoll	kind to someone who has a problem and willing to understand how they feel	Try to put yourself in the other person's shoes and be sympathetic.
treat	/tri:t/	mit jmdm. umgehen, jmdn. behandeln	to behave towards someone in a particular way	Employees often complain about being unfairly treated.
understanding	/ˌʌndə(r)ˈstændɪŋ/	Verständnis	sympathy that comes from knowing how other people feel and why they do things	When dealing with a difficult situation, try to show understanding and be fair and reasonable.
Unit 9				
acquire	/əˈkwaɪə(r)/	erwerben, kaufen	to get something, for example, by buying it or being given it	I acquired the business after a successful takeover bid.
affiliated	/əˈfɪliətɪd/	(konzern-)verbunden, assoziiert	officially connected with a larger organization or group	Welch set up a company called Blackcircles.com, which allows customers to order tyres on the Internet and get them
capacity	/kəˈpæsəti/	Befähigung	the ability to do something	One thing that entrepreneurs have in common is a capacity for hard work.
concentrate	/ˈkɒns(ə)nˌtreɪt/	konzentrieren	to give most of your attention to one aim or activity	After a while he decided to concentrate on beds because they take up less space and are easy to store.
double	/ˈdʌb(ə)l/	verdoppeln	to become twice as big, twice as much or twice as many	The company has grown very quickly and in 2008 opened the 200th store – it doubled its size in just five years.
end user	/end ˈjuːzə(r)/	Endnutzer	someone who buys and uses a product, especially a computer or a piece of software	Zara prides itself on communication with its end users and has invested in an IT system which can track purchases
eventually	/ɪˈventʃuəli/	schließlich, am Ende	at the end of a process or period of time in which many things happen	He joined the company when he was 16 and eventually he became a manager.
expansion	/ɪkˈspænz(ə)n/	Expansion	the process of making a business, organization or activity grow by including more people, moving into new areas, selling more products, etc	The obvious next step would be to continue with international expansion; regions such as the Middle East, Asia and South and North America are all potential growth markets for Inditex.
fall	/fɔːl/	Rückgang	an occasion when the amount, level or value of something falls	The boss isn't happy, there has been a fall of 5% in sales this year.
flagship	/ˈflæɡʃɪp/	Flaggschiff, Aushängeschild	the biggest, most important or best thing in a group	Inditex owns several retailers, including its flagship store, Zara.
flexible	/ˈfleksəb(ə)l/	flexibel	able to make changes or deal with a situation that is changing	I have two young children, so really I'm looking for a job with flexible working hours.
grow	/grəʊ/	wachsen	if a business or the economy grows, more money is used in it and it becomes more successful	Our market share has grown by 5% over the past year.
in common	/ɪn ˈkɒmən/	gemeinsam (habend)	in the same way as someone or something else	One thing they have in common is a capacity for hard work.
increase	/ɪnˈkriːs/	Steigerung, Zunahme	a rise in the number, amount or degree of something	There has been an increase in the number of people who buy this kind of product.
innovate	/ɪˈnəʊveɪt/	Innovationen entwickeln	to invent or begin using new ideas, methods, equipment, etc	We'll only stay at the top if we continue to innovate and create more new products.
negotiation	/nɪˈɡəʊʃiːeɪʃ(ə)n/	Verhandlung	formal discussions in which people or groups try to reach an agreement, especially in a business or political	After a year of negotiations and discussions, the two companies agreed to merge and became one larger
profitable	/ˈprɒfɪtəb(ə)l/	gewinnbringend	making a profit	A good business is a profitable business.
quantity	/ˈkwɒntəti/	Menge	the amount of something	If you increase the quantity you order, we may be able to offer a discount.
reject	/rɪˈdʒekt/	verwerfen, zurückweisen	to refuse to take something, for example, because it is damaged or is not what you wanted	That was a really tough meeting, the client rejected all of our ideas.
set up	/set ˈʌp/	aufbauen, gründen	to start something, such as a business, organization or institution	Each knew that his real mission in life was to be an entrepreneur – to set up a business, take risks and make a lot of
shelf life	/ˈʃelf laɪf/	Haltbarkeit(sdauer)	the amount of time that a food, medicine or similar product can be kept in a shop before it is too old to sell	In order to keep up with the latest fashions, Zara clothing has a very short shelf life.
stable	/ˈsteɪb(ə)l/	stabil	not changing frequently and not likely to suddenly become worse	House prices are likely to remain stable for the next few years.
successful	/səkˈsesf(ə)l/	erfolgreich	used about a business or project that makes a lot of money	The company clearly thinks that it is successful because its customer reviews are so positive.
track record	/ˈtrækˌrekɔː(r)d/	Erfolgsbilanz	your reputation, based on the things that you have done	The company's impressive track record led to a series of industry awards.
turnover	/ˈtɜː(r)nˌəʊvə(r)/	Umsatz	the value of the goods and services that a company sells in a particular period of time	Things have been going really well; turnover has doubled in five years.
Unit 10				
related	/rɪleɪtɪd/	-bedingt, -bezogen	used with some nouns to make adjectives describing what something is connected with, e.g. performance-related, stress-related, work-related	Policies such as 'performance-related pay' increase stress.
avoid	/əˈvɔɪd/	vermeiden	to try to prevent something from happening	I try to avoid travelling to work at the busiest time of the day.
communication	/kəˈmjuːnɪˈkeɪʃ(ə)n/	Kommunikation	the process of giving information or of making emotions or ideas known to someone	It's a problem of communication – we never know what's happening in the company.
constant	/ˈkɒnstənt/	konstant	continuous or regular over a long period of time	I have a constant pain in my chest, it's always there.
creative	/kriˈeɪtɪv/	kreativ	involving a lot of imagination and new ideas	Our design team are the most creative department in the company.
depression	/dɪˈpreʃ(ə)n/	Depression	a medical condition in which a person is so unhappy that they cannot live a normal life	The negative impact of stress is linked to heart disease, depression and many other medical and social problems.
dissatisfaction	/dɪsˌsætɪsˈfækʃ(ə)n/	Unzufriedenheit	the annoyed feeling that you get when something is not as good as you expected it to be	A lot of people suffer from job dissatisfaction and aren't happy with the way their careers are going.
helpful	/ˈhelpf(ə)l/	hilfreich, hilfsbereit	a helpful person helps you by doing something or by giving you useful advice or information	My husband isn't very helpful; he never does anything around the house.
illness	/ɪˈlɪnəs/	Krankheit	the state of feeling ill or of having a disease	Stress-related illness is the cause of half of lost working days.
lawyer	/ˈlɔːjə(r)/	Rechtsanwalt/-anwältin	someone whose profession is to provide people with legal advice and services	A lawyer has to defend their clients in court.
make sense	/meɪk ˈsens/	sinnvoll sein	to be practical and sensible	Taking the decision to reduce stress among employees makes sense.

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
management	/ˈmændʒmənt/	Führung, Management	the control and operation of a business or organization	The experts say that bad management is the main cause of stress.
motivate	/ˈmɒtɪveɪt/	motivieren	to make someone feel determined to do something or enthusiastic about doing it	Our old boss really knew how to motivate us, so we always got good results.
nervous breakdown	/ˌnɜː(r)ʒəs ˈbreɪk daʊn/	Nervenzusammenbruch	a mental condition in which you are so upset or unhappy that you cannot look after yourself	After my nervous breakdown, it was a long time before I was ready to go back to work.
on edge	/ɒn ˈedʒ/	angespannt, nervös	nervous and unable to relax because you are worried	I really need to take it easy, I'm always on edge these days.
performance	/pɜː(r)ˈfɔː(r)məns/	Leistung	the standard to which someone does something, such as a job or an examination	Your performance this year has been excellent, that's why we want to give you a pay rise
rash	/ræʃ/	(Haut-)Ausschlag	an area of small red spots on your skin, caused by an illness or an allergic reaction to something that you have touched, eaten, etc.	Well, I get a bit on edge at times and then I get this horrible rash on my neck.
recognize	/ˈrekəɡnaɪz/	(an-)erkennen	to accept that something is true or important	You should recognize your mistakes and correct them.
recuperate	/rɪˈkʊːpəreɪt/	sich erholen	to get better after being ill or injured	Workers need to rest and recuperate after particularly busy periods of work.
relationship	/rɪˈleɪʃ(ə)nʃɪp/	Beziehung, Verhältnis	the way in which two or more people or things are connected with or involve each other	One of the benefits of reducing stress is better relationships with clients and colleagues
self-employed	/ˌself ɪmˈplɔɪd/	selbstständig	working for yourself instead of for an employer and paid directly by the people who you provide a product or service to	I don't work for anyone. I'm self-employed.
stressful	/ˈstresf(ə)l/	stressig, aufreibend	involving or causing a lot of pressure or worry	An air traffic controller has a very stressful job.
suffer	/ˈsʌfə(r)/	unter etw. leiden	to have a particular illness or physical problem	In my job as a doctor, I often suffer from stress.
symptom	/ˈsɪmptəm/	Symptom	a sign that someone has an illness	Headaches and a bad night's sleep are two of the symptoms I notice when I'm feeling stressed
training	/ˈtreɪnɪŋ/	Schulung	the process of training people or of being trained for a profession or activity	Nobody knows how to use the new machine – we need urgent training
unnecessary	/ˌʌnˈnesəs(ə)rɪ/	unnötig	not needed	Employees shouldn't work under unnecessary pressure
workaholic	/ˌwɜːkəˈhɒlɪk/	Arbeitstier, -süchtige/-r	someone who spends most of their time working and has little interest in other things	He's so rich he doesn't have to work, but he still does. He's a workaholic
Unit 11				
approach	/əˈprəʊtʃ/	jmdn. ansprechen	to speak to someone about something for the first time, especially in order to ask for help or make an offer	We've been approached by a client who's looking for someone with just your professional profile
auction	/ˈɔːkɪʃ(ə)n/	Auktion	a public occasion when things are sold to the people who offer the most money for them	I got it at an auction for much less than it costs in the shops
career move	/kəˈrɪə(r)ˌmuːv/	Karriereschritt	a good, smart, clever or advantageous career move is an action or change of job that helps you to be successful in your career	Taking a job in Madrid would be a good career move for James
celebrate	/ˈseləbreɪt/	feiern	to do something enjoyable in order to show that an occasion or event is special	The company has recently celebrated its 30th anniversary
classmate	/ˈklɑːsmet/	Klassenkamerad/-in	someone in your class at school	She recruited several classmates from her old college to help manage her new business
component	/kəmˈpɒnənt/	Komponente, Bestandteil	one of the different parts that a machine or piece of equipment consists of	This car engine has over 30 components
destiny	/ˈdestəni/	Schicksal	the things that you will do, or the type of person that you will become, in the future	When I was younger, I always wanted to be on the other side of the camera but I think it all worked out in the end; being a director is my destiny
engineer	/ˌendʒɪˈnɪə(r)/	Ingenieur/-in	someone who designs or builds things such as roads, railways, bridges or machines	The engineer who designed the new plane is well-known in the industry
expand	/ɪkˈspænd/	ausweiten, -dehnen, expandieren	if a business, organization or activity expands, it grows by including more people, moving into new areas, selling more products, etc.	The company quickly expanded and set up new divisions.
go back	/ɡəʊˈbæk/	zurückgehen, -kommen	to return to a person, place, subject or activity	He then went back to the United States to do an MBA at Stanford
graduate	/ˈɡrædʒueɪt/	einen (Hochschul-)Abschluss machen	to complete your studies at a university or college, usually by getting a degree	He went to college in the United States, and graduated in 2008.
head	/hed/	Leiter/-in	the leader or most important person in a group	Peter Davis has worked for Blueprint International since 2006, where he has been head of their International Division for one year
hold	/həʊld/	(beibe-)halten	to stay in the same position	Dan Colman has held the top position since the company was founded
in the meantime	/ɪn ðə ˈmiːnˌtaɪm/	zwischenzeitlich, währenddessen	during the time between two events or between the present time and a future event	I'll phone you back in a couple of days. In the meantime, think about what I've said
invest	/ɪnˈvest/	investieren	to use your money with the aim of making a profit from it, for example, by buying property or buying shares in a company	He liked my ideas, so he invested a lot of money in the company
opportunity	/ˌɒpə(r)ˈtjuːnəti/	Gelegenheit	a chance to do something or a situation in which it is easy for you to do something	I'd like to talk to you about an extremely interesting career opportunity
pitch	/pɪtʃ/	Verkaufsgespräch führen	to try to sell something by saying how good it is	He pitched his ideas for an internet company to the founder of a private equity fund
potential	/pəˈtenʃ(ə)l/	Potenzial	the possibility to develop or achieve something in the future	The founder of a private equity fund thought the ideas showed potential and agreed to invest
present	/ˈprez(ə)nt/	gegenwärtig	existing or happening now	How long have you had your present job?
prospects	/ˈprɒspekts/	Aussichten, Perspektive	chances of success, especially in a job or career	What are the real prospects in your present post? You've got as far as you can in Blueprint
regret	/rɪˈɡret/	bedauern	to feel sorry or sad that something has happened	I'm really glad I decided to become a producer instead of an actor, I don't regret that decision at all.
salary	/ˈsæləri/	Gehalt	a fixed amount of money that you earn each month or year from your job	The best thing about this new job is that the salary is much higher than my current one

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
secure	/si'kjʊə(r)/	sich etw. sichern	to get or achieve something important	Starting as a junior researcher, he secured a job as one of the show's associate producers just three years later
stimulating	/ˈstɪmjʊˌleɪtɪŋ/	anregend	making you feel interested	This new job will provide a more stimulating work situation, not to mention a considerable rise in salary
trainee	/ˈtreɪˈniː/	Trainee	someone who is training for a particular profession or job	I joined the company as a trainee when I left university
would appreciate	/wʊd əˈpriːʃiːt/	jmdm. verbunden/dankbar sein	used for politely asking someone to do something, especially when you are slightly annoyed	I would appreciate it if you didn't mention this call to anyone in your company, okay?
Unit 12				
attention	/əˈtenʃ(ə)n/	Aufmerksamkeit	the interest or thought that you give to something you are listening to or watching	The talk he gave was very interesting; he had my full attention.
ban	/bæn/	verbieten, untersagen	to say officially that people must not do, sell or use something	I really think that mobile phones should be banned on public transport; it's so annoying having to listen to other people's conversations
charge up	/tʃɑː(r)dʒˈʌp/	aufladen	to put electricity into a piece of electrical equipment such as a battery	Typical – flat batteries and nowhere to charge up
check out	/tʃekˈaʊt/	etw. (über-)prüfen	to examine someone or something in order to be certain that everything is correct, true or satisfactory	Would you mind if I had a quick look at your newspaper? There's just something I want to check out
coverage	/ˈkʌv(ə)rɪdʒ/	Empfang(sbereich)	the area within range of a broadcast or mobile network	Is it my mobile phone or is there some problem with coverage here?
delegate	/ˈdeləɡət/	Vertreter/-in	someone who is chosen to represent a group of other people at a meeting:	I'm the only delegate from my company at this conference, so it's very important I make a good impression.
don't mention it	/ˈdɒntˌmenʃ(ə)nɪt/	keine Ursache	used as a polite answer to someone who has just thanked you for something	A: Here's your paper then. Thanks very much. B: Don't mention it.
genetically modified	/dʒəˌnetɪkliˈmɒdɪfaɪd/	genetisch verändert	a genetically modified plant or animal has had its genetic structure changed in order to make it more suitable for a particular purpose	I'm not sure I like the idea of eating genetically modified food. It doesn't sound very natural to me
lottery	/ˈlɒtəri/	Lotterie(spiel)	a game designed to raise money by selling tickets that people buy hoping that their numbers are chosen by chance in the draw. They then win a money prize	Did you hear about the dog that won the lottery? I think they're going to give him the prize in dog food
old hand	/əʊldˈhænd/	alter Hase	someone who has been doing something for a long time and is very good at it	This is my fourth time at this conference, so I'm an old hand.
programme	/ˈprɒɡræm/	Programm	a plan of activities for an event or a series of events	I don't know why they included so many speakers on this year's programme. I prefer conferences that give the speakers time to go into more detail.
register	/ˈredʒɪstə(r)/	sich anmelden	to put your name and other information on an official list in order to be allowed to vote, study, stay in a hotel, etc	I haven't been to this conference before; could you tell me where to register?
speaker	/ˈspiːkə(r)/	Redner/-in	someone who gives a speech or who talks about a subject to a group	Excuse me, do you know anything about that last speaker? I thought her presentation was very interesting.
Scenario C				
anonymous	/əˈnɒnɪməs/	anonym	used about something that is done, written, etc by someone whose name is not known	That's why you don't have to add your name. It's anonymous.
compared with	/kəmˈpeə(r)dˌwɪð/	verglichen mit	used for talking about the ways in which two things are different or about the ways in which something has changed	If we use questions that have a score from one to five, we'll be able to get accurate data that can be compared with future years.
convince	/kənˈvɪns/	überzeugen	to make someone believe that something is true	If we can convince people that the survey really is anonymous, they will feel happier about filling it in.
feedback	/ˈfiːdbæk/	Feedback, Rückmeldung	comments about how well or how badly someone is doing something, which are intended to help them do it better: it was a trial.	Serena wanted to get some feedback from our department before giving it to the whole company.
fill in	/ˈfɪlˈɪn/	ausfüllen	to add information such as your name or address in the empty spaces on an official document	If everyone fills in the form honestly, we'll get a good understanding of staff satisfaction levels.
honest	/ˈɒnɪst/	ehrlich	a person who is honest does not tell lies or cheat people and obeys the law	The problem is they didn't think they could really be honest answering questions about senior management.
leadership	/ˈliːdə(r)ʃɪp/	Führung(sposition)	the position of being the leader or being in charge of an organization, country, etc:	He's a good worker, but I'm not sure if he's ready for leadership just yet.
measure	/ˈmeʒə(r)/	messen	to find the exact size, amount, speed, etc of something using a special tool or special equipment	I think we should find a way to measure just how satisfied the staff are.
open-ended	/ˌɔːpənˈendɪd/	offen	an open-ended question is one that asks people for a comment or an opinion rather than a 'Yes' or 'No' answer	Sometimes they are also asked to answer open-ended questions that allow them to express opinions.
publish	/ˈpʌblɪʃ/	veröffentlichen	to make information available for everyone to read	I think we should publish the results in our e-newsletter so that the staff can see that we're happy to reveal the
sample	/ˈsɑːmp(ə)l/	Stichprobe	a group of people who are used for getting information about a larger group or about the whole population	They just used our department as a sample before they give the survey to everyone else in the company.
satisfaction	/ˌsætɪsˈfækʃ(ə)n/	Zufriedenheit	the feeling of pleasure that you get when you achieve or obtain something that you want	A survey is a good way to measure the satisfaction amongst staff.
trial	/ˈtraɪəl/	Probelauf	the process of testing a product, plan or person over a period of time	It's important to do a trial with the sample group before sending the survey to the whole company.
waste	/weɪst/	Verschwendung	the failure to use something valuable in an effective way, so that it does not produce the benefits that it could, e.g. a waste of time	They thought the survey was a waste of time; they didn't see the benefit in it at all.
Unit 13				
adjust	/əˈdʒʌst/	anpassen	to change something slightly in order to make it better, more accurate or more effective	Their job is to adjust the price of tickets in order to get the maximum possible profit for each seat on the flight

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
aisle	/aɪl/	(Mittel-)Gang, -reihe	a passage between rows of seats, for example, in a church, theatre or plane, or between the shelves of a supermarket	If you use a travel agent, make sure they have a record of your seating preferences – aisle or window.
attendant	/ə'tendənt/	Aufseher/-in, Wächter/-in	someone whose job is to help customers or people who visit a public place	Ask the check-in attendant politely if there is a better seat available
baggage reclaim	/ˌbæɡɪdʒ ˈrɪkleɪm/	Gepäckausgabe	the place in an airport where people get their luggage after a flight	Go through passport control and pick up your luggage in baggage reclaim.
boarding pass	/ˈbɔː(r)dɪŋ ˌpɑːs/	Bordkarte	a card that each passenger has to show before they are allowed to get on a plane or a ship	You'll need to show your ticket and boarding pass so that you can get on the plane.
body language	/ˈbɒdi ˌlæŋɡwɪdʒ/	Körpersprache	the movements or positions of your body that show other people what you are thinking or feeling	Check out the aisle and window passengers. Observe their body language and trust your instincts
climb	/klaɪm/	klettern	to use your hands and feet to move up, over, down or across something	If you climb over seatmates repeatedly to get to the bathroom, they'll get annoyed
cramped	/kræmpt/	beengt, eingeengt, eng	small and crowded	A cramped space becomes even more claustrophobic when you bring out your laptop
customs	/ˈkʌstəmz/	Zoll	the place at a port, airport or border where officials check that the goods that people are bringing into a country are legal, and whether they should pay customs duties	You might need to open up your bags when you go through customs.
dominate	/ˈdɒmɪneɪt/	beherrschen, dominieren	to control something or someone, often in a negative way, because you have more power or influence	Dominate the two armrests. This will force your seatmates to give you more space.
e-ticket	/ˈiːtɪkt/	elektronische Fahrkarte	a ticket in electronic form for something such as a flight or train journey that you buy on the Internet. You do not receive a paper ticket	When you receive your ticket and boarding pass or e-ticket, check the seat assignment.
economy class	/iˈkɒnəmi ˌklɑːs/	Touristenklasse, zweite Klasse	the cheapest seats on a plane	I'm in economy class, as usual. I wish I could fly in business class, but it's too expensive.
excess baggage	/ɪkˌses ˌbæɡɪdʒ/	Übergepäck	bags that weigh more than the official limit that each person is allowed to take on a plane. You have to pay money to take them with you	I'm afraid it's over 15 kilos. You'll have to pay for excess baggage
fortune	/ˈfɔː(r)tʃʊn/	(ein) Vermögen (zahlen)	a very large amount of money	If your luggage is just over the allowed weight, they will charge you a fortune for excess baggage
frequent flyer	/ˌfriːkwənt ˈflaɪə(r)/	Vielflieger	someone who often travels by plane, especially with the same airline	I go to the States once a month on business, so I suppose you could say I'm a frequent flyer.
instinct	/ˈɪnstɪŋkt/	Instinkt, Bauchgefühl	a natural ability to know what to do in a particular situation	If you trust your instincts, you'll choose better seatmates.
last-minute	/ˌlɑːst ˈmɪnɪt/ (auf die letzte Minute, im letzten Augenblick	happening or done at the latest possible time	This is a last-minute trip, I didn't even know I would be coming until yesterday
look up	/lʊk ˈʌp/	nachschauen	to try to find a particular piece of information by looking in a book or on a list or by using a computer	I'm sorry I don't know my reference number, but can't you look it up? You've got my name.
metal detector	/ˈmet(ə)l dɪˌtektə(r)/	Metalldetektor	a piece of equipment used especially at airports for checking whether someone is carrying something such as a weapon	Go through the metal detector and wait for your flight to be announced
overbook	/ˌoʊvə(r)ˈbʊk/	überbuchen	to sell more tickets than you have available	The flight was overbooked, so they offered me a refund or a later flight
polite	/pəˈlaɪt/	freundlich	someone who is polite behaves towards other people in a pleasant way that follows all the usual rules of	If you're polite to the check-in attendant, you'll sometimes be able to change seat
queue up	/kjuː ˈʌp/	Schlange stehen	to wait for something in a queue. The usual American word is line up	There's no need for you to queue up, you can come straight to the front
refresh	/rɪˈfreʃ/	erfrischen, erholen	to make you feel that you have more energy again, especially when you are tired or hot	Get up once during the flight. This time away will allow your companions to move around as well and will refresh the
refund	/ˈriːfʌnd/	Rückzahlung, -erstattung	money that was yours that you get again, especially because you have paid too much for something or have decided you do not want it	I'm afraid you can't claim a refund just because the flight is delayed.
shoulder to shoulder	/ˈʃəʊldə(r) tə ˌʃəʊldə(r)/	nebeneinander, Seite an Seite	to be next to something or someone	How is it possible that two passengers sitting shoulder to shoulder in the same plane can pay such different prices for their tickets?
supply and demand	/sə ˈplaɪ ən dɪˌmɑːnd/	Angebot und Nachfrage	the relationship between how much of a particular product is available and how much of it people want, and especially the way that this affects the level of prices	Ticket prices vary according to supply and demand
uncomfortable	/ʌn ˈkʌmfətə(ə)l/	unbequem	if you are uncomfortable, you have an unpleasant or slightly painful feeling in part of your body, also used about something that makes you feel uncomfortable	If you check in late, you'll pay for it with an uncomfortable seat.
Unit 14				
analyze	/ˈænəlaɪz/	analysieren, genau prüfen	to study or examine something in detail in order to understand or explain it	In my role, I analyze sales figures and produce the relevant reports and charts
citizenship	/ˈsɪtɪz(ə)nʃɪp/	Nationalität, Staatszugehörigkeit	the legal right to be a citizen of a particular country	Send your resumé with a cover letter indicating citizenship and salary requirements
electronics	/ˌelek ˈtrɒnɪks/	Elektrotechnik, Elektro-	the science and technology that uses or produces electronic equipment	The electronics industry is an important sector of the local economy
enthusiastic	/ɪn ˌθjuːzɪ ˈæstɪk/	begeistert	very interested in something or excited by it	I'm really enthusiastic about this job, I can't wait to get started
industrial action	/ɪn ˌdʌstriəl ˈækʃ(ə)n/	Arbeitskampf	a protest in which workers show that they disagree with a policy of their employer, for example, by striking (= refusing to work)	I don't think it's right to sack someone for taking industrial action
interpersonal	/ˌɪntə(r) ˌpɜː(r)s(ə)nəl/	zwischenmenschlich	involving relationships between people	I have a proven record of working with individuals at all levels through highly developed interpersonal and communication skills
job application	/ˌdʒɒb ˌæplɪ ˈkeɪʃ(ə)n/	Bewerbung	a written request for a job	You always have to include a CV in your job application
job security	/ˌdʒɒb sɪ ˈkjʊərəti/	Arbeitsplatzgarantie	the knowledge that your job is permanent as long as you want it to be	For young people, job security is not usually as important as a good salary
labour	/ˈleɪbə(r)/	Arbeitnehmerschaft	the workers in a particular country, industry or company considered as a group	To improve margins, the company is making the new model in Hungary, where labour is more readily available
lay off	/leɪ ˈɒf/	(vorübergehend) entlassen, freistellen	to end someone's employment, especially temporarily, because there is not enough work for them	The company was going through a bad time and had to lay off a lot of its staff
organizational	/ˌɔː(r)ɡənəɪ ˈzeɪʃ(ə)n(ə)l/	Organisations-	referring to the action or process of planning and arranging something	I am responsible for my department's logistical planning, which has developed my organizational skills

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
previous	/ˈpriːviəs/	vorherig	a previous event, period or thing happened or existed before the one that you are talking about	My previous position was part-time, but now I'm looking for a full-time job.
punctuality	/ˌpʌŋktɪˈjuːəli/	Pünktlichkeit	the quality or habit of arriving at the time agreed on	She was sacked because of repeated problems with punctuality – she hardly ever came to work on time
qualification	/ˌkwɒlɪfɪˈkeɪʃ(ə)n/	Qualifikation, Eignung	something such as a degree or a diploma that you get when you successfully finish a course of study	There may be people with better qualifications and experience, but no one is more enthusiastic or hard-working than
recession	/rɪˈseɪʃ(ə)n/	Rezession	a period when trade and industry are not successful and there is a lot of unemployment	As there was a recession, and the number of orders decreased, they closed one of the factories
right	/raɪt/	Recht	something that you are morally or legally allowed to do or have	A hundred years ago workers' rights didn't exist because there were no unions
sack	/sæk/	entlassen	to tell someone that they can no longer work at their job. The American word is fire	He took her into his office and told her she was sacked. She was ordered to leave the factory immediately
secret	/ˈsiːkrət/	Geheimnis	a piece of information that is known by only a small number of people, and is deliberately not told to other people	He was accused of revealing company secrets to a competitor
skilled	/skɪld/	qualifiziert, erfahren, Fach-	having the ability and experience to do something well	Education is important because industry needs a supply of skilled workers
specific	/spəˈsɪfɪk/	detailliert	exact and detailed	I'm sorry, I need more information. Can you be more specific, please?
staffing	/ˈstɑːfɪŋ/	Personal, Belegschaft betreffend	the decisions and activities connected with providing staff for an organization	In the summer there is more work so we have to take on more people to meet our staffing needs
temporary	/ˈtemp(ə)rəri/	zeitweise, zeitlich befristet	done for only a limited period of time	During the holiday season, shops hire temporary staff because it's a busy time of year
terminate	/ˈtɜː(r)meɪnt/	(be-)enden	if something terminates, or if you terminate it, it ends or you stop it	I decided to terminate her employment and in the presence of Ms Jones, my deputy, Ms Williams was told that she was being dismissed
unemployment benefit	/ˌʌnɪmˈplɔɪməntˌbeɪnɪt/	Arbeitslosengeld	money provided by the government to someone who does not have a job. The American word is unemployment compensation	In many countries, there are no unemployment benefits for people who have no work
verbal	/ˈvɜː(r)b(ə)l/	verbal, gesprochen (verbal warning: mündliche Ermahnung)	using spoken communication rather than writing	The first thing you have to do is give the employee a verbal warning
warning	/ˈwɔː(r)nɪŋ/	(Er-, Ab-)Mahnung	an action or statement telling someone that they will be punished or that something bad will happen if they do something	We gave the employee a written warning for arriving late to work two days running
Unit 15				
anticipate	/ænˈtɪsɪpeɪt/	voraussehen, -bedenken	to think that something will probably happen	The organizers hadn't anticipated the huge interest in the event
biological clock	/ˌbaɪəˌlɔdʒɪk(ə)lˈklɒk/	biologische Uhr	a system in the body that controls when certain regular activities happen, for example, sleeping	Humans have a biological clock which doesn't necessarily correspond to the standard eight-hour working day
bottom line	/ˌbɒtəmˈlaɪn/	Minimal-	the most basic fact or issue in a situation	The bottom line is that you must get your work done
carry on	/ˌkæriˈɒn/	fortführen, weitermachen	to continue doing something	Most people carried on as normal, they didn't change their routine at all
deadline	/ˈdedˌlaɪn/	Termin, Frist	a specific time or date by which you have to do something	The system was supposed to be online last October. You didn't meet the deadline and it's now February
delegate	/ˈdeləgeɪt/	delegieren	to give part of your work, duties or responsibilities to someone who is junior to you	To manage your time effectively think about any tasks that you can delegate to someone else
delicate balance	/ˌdelɪkətˈbæləns/	empfindliches Gleichgewicht	something that is easy to damage or destroy by any small changes	There is a delicate balance between not doing enough work and doing too much
drop off	/drɒpˈɒf/	sich verringern, abfallen	to become weaker or smaller in amount	I am usually very alert in the morning, but my concentration tends to drop off after lunch
efficiency	/ɪˈfɪʃ(ə)nsi/	Effizienz, Leistungsfähigkeit	the ability to work well and produce good results by using the available time, money, supplies, etc in the most effective way	We are more productive in the morning and then our efficiency tends to drop off after lunch
expectation	/ˌekspekˈteɪʃ(ə)n/	Erwartung	a belief that something should happen in a particular way, or that someone or something should have particular qualities or behaviour	Above all, it is about having a positive attitude towards your work, combined with reasonable expectations about how much you can do
hang on	/hæŋˈɒn/	abwarten, sich gedulden	to wait or be patient	If you've finished your work, don't hang on until it's time to clock off, just go home
intend	/ɪnˈtend/	vorhaben, planen	to have a plan in your mind to do something	They intend to reduce the working week to 35 hours in some countries
lead to	/ˈliːd tə/	zu etw. führen	to begin a process that causes something to happen	Thank goodness we are going to bring the clocks back tomorrow. Make no mistake, a clockless office leads to chaos
prediction	/prɪˈdɪkʃ(ə)n/	Voraussage, Prognose	a statement about what you think will happen in the future, or the process of making such a statement	What are our sales predictions for next month?
prioritize	/praɪˈɔrɪtaɪz/	priorisieren	to decide in what order you should do things, based on how important or urgent they are	You can be more efficient by prioritizing tasks, so that you complete the most urgent ones first
problem-solving	/ˈprɒbləmˌsɒlvɪŋ/	Problemlösung	the process of finding solutions to problems	It is more difficult to manage your time if you are faced with tasks that involve creativity or problem-solving
productivity	/ˌprɒdʌkˈtɪvəti/	Produktivität	the rate at which goods are produced, especially in relation to the time, money and workers needed to produce them	They wanted to investigate how pressure of time can lead to stress and to see how an environment without clocks would affect productivity
quantify	/ˈkwɒntɪfaɪ/	quantifizieren, mengenmäßig messen	to measure or describe something as a quantity	Most companies use time to control their workers' activities because it is easy to quantify
sloppy	/ˈslopi/	schlampig	done in a very careless way	Try not to be sloppy and cut corners; you'll be more productive if you do your work carefully and with attention to detail
specialist	/ˈspeʃəlɪst/	Spezialist/-in	someone whose training, education or experience makes them an expert in a particular subject	Time management specialists will not be impressed by the results of the experiment
stressful	/ˈstresf(ə)l/	stressig, aufreibend	involving or causing a lot of pressure or worry	He has a very stressful job; I really think he needs to take a break
task	/tɑːsk/	Aufgabe, Auftrag	something that you have to do, often something that is difficult or unpleasant	An organized worker is able to choose the right moment to do vital tasks

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
technique	/tek'ni:k/	Methode, Technik	a method of doing something using a special skill that you have developed	There are thousands of books and online courses that suggest techniques for using our time more efficiently.
time frame	/taɪm freɪm/	Zeitrahmen	the period of time during which something happens or must happen	Our time frame for getting this project completed is six months
time is money	/taɪm ɪz 'mʌni/	Zeit ist Geld	used for saying that time should not be wasted because you lose money as a result	They say that time is money and most companies use time to control their workers' activities because it is easy to
vegetarian	/ˌvedʒə'teəriən/	Vegetarier/-in	someone who chooses not to eat meat or fish	I'll phone to check they have a vegetarian menu
Unit 16				
answerphone	/ˈɑːnsə(r)ˌfəʊn/	Anrufbeantworter	a machine that answers your telephone and records messages that people leave for you	If you have to go out, please don't forget to put the answerphone on
authorize	/ˈɔːθəraɪz/	ermächtigen, autorisieren	to give official permission for something to happen	I'm afraid I'm not authorized to offer a discount on your room
business class	/ˈbɪznəs ˌklɑːs/	Businessklasse	part of a plane that is more comfortable and has better service than the part where most people sit. Business class travel is more expensive than economy class travel but less expensive than first class travel	I think I can get you a seat in business class where you'll have more space and comfort
create an impression	/kriˌeɪt ən ɪm'preʃ(ə)n/	Eindruck hinterlassen	make someone think about you in a particular way	I don't think we should leave the answerphone on during the day. It creates such a bad impression
favour	/ˈfeɪvə(r)/	Gefallen	something that you do for someone in order to help them	Can I ask you a favour? Is it alright if I borrow your car
flat	/flæt/	leer, nicht mehr geladen	a flat battery does not have enough power left in it	Can I borrow your mobile phone? The batteries are flat in mine
free	/friː/	frei, zur Verfügung	available for someone to use	The meeting room will be free at four, so you can use it then
I was wondering	/aɪ wəz ˈwʌndə(r)ɪŋ/	wäre es möglich ...	a polite way of asking someone for something such as information or their opinion, or asking them to do something	I was wondering if there's any chance of an upgrade to business class
keen	/kiːn/	Lust haben auf, scharf sein auf, gerne mögen	wanting to do something or wanting other people to do something	I'm keen to attend the sales conference next month. I think it will be a good career move
lend	/lend/	ausleihen, borgen	to give someone something for a short time, expecting that they will give it back to you later. If you lend someone something, they borrow it from you	Oh, it's raining again! Could you lend me your umbrella
off sick	/ɒf ˈsɪk/	krankheitsbedingt fehlen	if you are off sick or take time off sick, you do not go to work because you are ill	We need someone to answer the phone from 2.00 till 4.00 while Julia is off sick
renewal	/riˈnjuːəl/	Verlängerung	an arrangement for something to continue for a longer period of time	This is not a good time for you to start coming in to work late; your contract is up for renewal next month
repair	/riˈpeə(r)/	reparieren	to fix something that is broken or damaged	I need to use your laptop, if that's okay. Mine is being repaired at the moment
trouble	/ˈtrʌb(ə)/	Mühe, Umstand	additional or special effort that causes you problems or difficulties	Thanks so much for helping me, I'm sorry to put you to any trouble
Scenario D				
audit	/ˈɔːdɪt/	Prüfung, Kontrolle, Audit	a careful examination of something, especially one done to find the amount, size or effectiveness of something	We're going to have a health and safety audit next week. The investigators will want to check all of our equipment for safety
dangerous	/ˈdeɪndʒərəs/	gefährlich	likely to harm or kill someone, or to damage or destroy something	We cannot have tired workers operating those machines. It's too dangerous
dust	/dʌst/	Staub	very small pieces of dirt that cover surfaces inside buildings like a powder	The factory workers have to wear full masks because all the dust can cause health problems
health and safety	/helθ ən ˈseɪfti/	Arbeitsschutz	the part of the government and legal system that deals with people's health and safety at work	Health and safety is very important for the woodwork industry, some of the machines can be dangerous
implementation	/ˌɪmplɪmən'teɪʃ(ə)n/	Umsetzung, Anwendung	the process of implementing something	When it comes to leading change, you should involve those that are affected in the implementation of the change
mask	/mɑːsk/	Maske	something that you wear to cover part or all of your face in order to protect it from something harmful such as poisonous gas, bacteria or smoke	Everyone who works in the factory must wear a full mask at all times
overtime	/ˈəʊvə(r)taɪm/	Mehrarbeit, Überstunden	extra hours that someone works at their job	The factory workers need overtime to make extra money. It's very important to them
postpone	/pəʊs'pəʊn/	zurückstellen	to decide that something will not be done at the time when it was planned for, but at a later time	I've postponed my holiday, so I'll be here next week to help you deal with any problems
pros and cons	/ˌprəʊz ən ˈkɒnz/	Für und Wider, Vor- und Nachteile	the advantages and disadvantages of something	Be honest about both the pros and cons but in the end confirm that this is a change for the better
protection	/prə'tekʃ(ə)n/	Schutz(maßnahme)	something that keeps a person or thing safe from harm, injury, damage or loss	Eye protection must be worn
ridiculous	/ri'dɪkjələs/	lächerlich	silly or unreasonable and deserving to be laughed at	You can't expect the workers to wear masks all the time, it's ridiculous
risk	/rɪsk/	Risiko, Gefahr	the possibility that something unpleasant or dangerous might happen	Be careful with this machine, there's a real risk of electric shocks
strict	/strikt/	streng	strict rules or conditions must be obeyed completely	Furniture manufacturers like us have to be very strict when it comes to health and safety
think through	/θɪŋk ˈθruː/	gründlich durchdenken	to consider the facts about something in an organized and thorough way	I don't think you've thought this through. How will we get the work done if there's a rush
Unit 17				
approve	/ə'pruːv/	billigen, zustimmen	to have a positive feeling towards someone or something that you consider to be good or suitable	The manager doesn't approve of people taking long tea breaks
balance	/ˈbæləns/	Balance, Gleichgewicht, Ausgewogenheit	a situation in which different aspects or features are treated equally or exist in the correct relationship to each other	It's a question of balance. All gossip and chatting doesn't make for an efficient company, but neither does no gossip or chat
catch you later	/ˌkætʃ jə ˈleɪtə(r)/	wir sehen uns später	used for saying goodbye to someone when you expect to see them soon, or later the same day	A: Back to work, then. B: Right. Catch you later
communal	/ˌkɒmjʊn(ə)/	gemeinsam, Gemein-	owned or used by everyone in a group, especially a group of people who live in the same building	Providing communal space such as coffee areas or lunch rooms allows employees to share information and build relationships that benefit both the company and the employees
congratulate	/kən'grætʃ(ə)leɪt/	gratulieren, beglückwünschen	to tell someone that you are pleased about their success, good luck or happiness on a special occasion	You can be the first to congratulate me; I've just got a new job
drive	/draɪv/	Anstrengung, Dynamik	a big effort to achieve something, especially by a company or government	We are having a drive for efficiency
effort	/ˈefə(r)t/	Bemühung	an attempt to do something that is difficult or that involves hard work	Let's make an effort not to waste time

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
false economy	/ˌfɔːls iː kənəmi/	Sparen am falschen Platz	something that you do because you think it will save you money, but in fact it costs you more	And perhaps in the long term, with these drives for efficiency,
freedom of speech	/ˌfriːdəm av ˈspiːtʃ/	Recht auf freie Meinungsäußerung	the legal or natural right to say what you believe is true, without being prevented or punished	Freedom of speech is a basic human right. But harmless remarks can easily become hurtful remarks
interaction	/ˌɪntər ˈækʃ(ə)n/	Interaktion, Zusammenkunft	the activity of being with and talking to other people, and the way that people react to each other	Many companies nowadays have abandoned some useful institutions which allowed for social interaction, such as the
let go	/let ˈgəʊ/	entlassen	to officially tell someone that they can no longer work at a job	The consultant told him they would have to let some people go, because there are more people than the department
management consultant	/ˌmænɪdʒmənt kən ˈsɒltənt/	Berater des Managements	someone whose job is to advise managers on how to control and operate their companies more effectively	According to the management consultant, the company has too many employees
miss	/mɪs/	vermissen	to notice that you do not have something any more	We're missing a laptop computer and you were the only other person with a key to the store
offence	/ə ˈfens/	Straftat, Vergehen	a crime or illegal activity for which there is a punishment	I don't think that gossip should be a sackable offence
overhear	/ˌəʊvə(r) ˈhiə(r)/	mithören, zufällig hören	to hear what people are saying during a conversation that you are not involved in	It's not official but somebody overheard Gary talking to one of the management consultants.
overstaffed	/ˌəʊvə(r) ˈstɑːft/	überbesetzt, -belegt	a business that is overstaffed has more workers than it needs	I'm really worried about my job. The management consultants said that we were overstaffed in some areas
prohibit	/prəʊ ˈhɪbɪt/	untersagen, verbieten	to officially stop something from being done, especially by making it illegal	The company has prohibited all gossip or discussion of non-work related matters
restructuring	/ˌriː ˈstrʌktʃə(r)ɪŋ/	umstrukturieren	the process of organizing something such as a company in a different way so that it will operate better	Have you heard about the 'restructuring'? They want to reorganize marketing and sales
rumour	/ˈruːmə(r)/	Gerücht	unofficial information that may or may not be true	It's not a good idea to spread rumours in the office
share	/ʃeə(r)/	mitteilen	to tell someone something	We should encourage employees to share their ideas
socialize	/ˈsəʊʃəlaɪz/	mit Leuten zusammentreffen	to spend time with other people socially, for example, at a party	These days there's less opportunity to gossip and socialize with colleagues
stay behind	/ˌsteɪ bi ˈhaɪnd/	zurückbleiben	to remain somewhere after everyone else has left	The other day he asked her if she would stay behind to work on a report
there's no smoke without fire	/ðeə(r)z ˌnəʊ ˈsməʊk wɪð aʊt ˈfaɪə(r)/	kein Rauch ohne Feuer	used for saying that if something bad is being said about someone, or if something seems bad, then there is probably a good reason for it	I know there's no smoke without fire, but we can't actually prove that it was all his fault
workforce	/ˈwɜː(r)k ˌfɔː(r)s/	Belegschaft, Personal	the total number of people who work in a particular company, industry or area	Any employer who bans office gossip will lose money by making the workforce less productive
Unit 18				
architecture	/ˈɑː(r)kɪ ˌtektʃə(r)/	Aufbau, Struktur	in computing, architecture refers to the design and structure of a computer system or program and the way that it works in relation to other systems and programs	The Internet will still have its original architecture and won't be replaced by a totally new system
augmented reality	/ɔːɡ ˌmentɪd ri ˈælətɪ/	(um virtuelle Elemente) erweiterte Realität	the technology of putting images or information produced by a computer on top of a real view, image, video, etc so that the user can see both at the same time	In the future it will be difficult to distinguish between augmented reality, virtual worlds and real life
button	/ˈbʌt(ə)n/	Button, PC-Symbol	in computing a button is a symbol on a screen that you can use to start programs	When the payment was authorized – it took about a minute – a new screen appeared with a button which said
commentator	/ˈkɒmənt ˌteɪtə(r)/	Kommentator/-in	someone whose job is to write about a particular subject or discuss it on television or radio	Our guests today – Paul Bradley and Johan Webb – are both well-known commentators and bloggers on business and online technology.
commit	/kə ˈmɪt/	(Straftat) begehen	to do something illegal or morally wrong	Unfortunately those who want to commit crimes and cause problems will still be able to do so
competitive	/kəm ˈpetətɪv/	Konkurrenz-, Wettbewerb-	a competitive activity is one in which companies or teams are competing against each other, competitive prices are cheaper than many others	In my opinion, competitive pricing is one of the main advantages of e-commerce
copyrighted content	/ˌkɒpi ˌraɪtɪd ˈkɒntent/	urheberrechtlich geschützter Inhalt	music, video or text which is illegal to reproduce because it belongs to someone	There will be strict controls on copyrighted content thanks to new laws and the efforts of the technology industry and media companies
disappear	/ˌdɪsə ˈpiə(r)/	verschwinden	to no longer happen or exist	The separation between work hours and personal time will disappear
doorstep	/ˈdɔː(r) ˌstep/	Türschwelle	a small step outside the main door to a house or other building	Online shops are open 24 hours a day and can deliver to your doorstep
drawback	/ˈdrɔː ˌbæk/	Nachteil, Kehrseite	a feature of something that makes it less useful than it could be	Having to wait at home for the goods to arrive is one of the drawbacks of e-commerce
groceries	/ˈɡrɒsərɪz/	(eingekaufte) Lebensmittel	food and other goods for the home that you buy regularly	I never buy groceries online, I prefer to get mine fresh from the shop
household name	/ˌhaʊshəʊld ˈneɪm/	allseits bekannter Markenname	a celebrity or brand that is very well known	For most people, Amazon, eBay™ and PayPal will, of course, be household names
identity theft	/aɪ ˈdentɪti ˌθeft/	Identitätsklau	stealing information about someone that makes it possible to use their bank account or credit card	Many people are scared of identity theft and what happens to the information they give online
influence	/ˈɪnfluəns/	Einfluss(nahme)	to affect the way that someone thinks or behaves, or to affect the way that something happens	Last year's sales figures is just one of the factors that could influence the decision on salaries.
limitation	/ˌlɪmɪ ˈteɪʃ(ə)n/	Beschränkung, Nachteil	a disadvantage or weak point that makes someone or something less effective	The only limitations of e-commerce are transport and delivery costs
portable	/ˈpɔː(r) ˌtəb(ə)l/	tragbar	something that is portable is easy to carry or move, so that you can use it in different places	The mobile phone (or smartphone) will be the primary Internet connection, providing information in a portable, well-connected form at a low price
premises	/ˈpremɪsɪz/	Betriebsgelände	the buildings and land that a business or organization uses	Another advantage that e-commerce retailers have is that they don't need physical premises
privacy	/ˈprɪvəsi/	Privatbereich, -sphäre	the freedom to do things without other people watching you or knowing what you are doing	The concept of privacy will change and as their lives become more transparent, people will become more responsible for their own actions
reliable	/rɪ ˈlaɪəb(ə)l/	zuverlässig	something that is reliable works without fail and won't let you down	I think that the Internet will be more reliable in the future and there will be fewer problems with security
run up	/rʌn ˈʌp/	Schulden anhäufen, sich verschulden	if you run up a bill or a debt, you owe someone a lot of money	His children have run up a bill of over \$300 by surfing on the Internet all day long
security risk	/sɪ ˈkjʊərətɪ ˌrɪsk/	Sicherheitsrisiko	in e-commerce, a security risk is when there is a chance that either the company will not receive its money, or the customer's credit card details will be stolen	Finally, I entered my credit card number, because they solemnly promised that there was no security risk

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
tolerant	/ˈtɒlərənt/	tolerant	willing to accept someone else's beliefs, way of life, etc without criticizing them, even if you disagree with them	People will be more tolerant than they are today, because the Internet and other information and communication technologies will help them to learn about other people
transaction	/ˈtrænzækʃ(ə)n/	(Geschäfts-)Vorgang	the action or process of buying or selling something	Because payment is by credit card, very small or very large transactions tend not to be conducted online
try on	/traɪ ˈɒn/	anprobieren	to put on a piece of clothing in order to see how it looks and whether it fits	When she asked to try on a sweater they told her they didn't have one in her size
virtual office	/ˌvɜː(r)tʃəʊl ˈɒfɪs/	virtuelles Büro	not a physical place of work, but one where all the work is done with computers and where people work together online	In the future, people will perform both their professional and personal duties from wherever they happen to be – home, the gym, the mall or from work, which will often be a virtual office
voice-recognition	/ˌvoɪs ˌreɪkəɡnɪʃ(ə)n/	Stimmerkennung	the ability of a computer to know the voice of a person speaking into it, so that only voices that the computer knows can use the system	As all phones, tablets and computers will have built-in voice-recognition, it will be completely normal to hear people talking in public to their computing devices
Unit 19				
audience	/ˈɔːdiəns/	die Zuhörer(-schaft), die Zuschauer	all the people who watch a television programme, listen to a radio broadcast or are reached by advertising	The idea is to show potential advertisers that they have an audience.
bookkeeping	/ˈbʊk kiːpiŋ/	Buchhaltung	the job of recording an organization's financial accounts	I began by providing things like bookkeeping and checking accounts, but now I offer a range of services for clients all over the UK
clock in	/klɒk ˈɪn/	zu Arbeitsbeginn stempeln	in a factory, to pass a special card through a piece of equipment to record that you have arrived at work	Today, people don't have to clock in at the office every weekday. Now the jobs go where the talents are
collaboration	/kə ˌlæbə ˈreɪʃ(ə)n/	Zusammenarbeit	the process of working with someone to produce something	An increase in productivity is one of the perceived benefits of remote collaboration
commute	/kə ˈmjuːt/	(zur Arbeit) pendeln	to travel regularly to and from work	Some people say that if people stopped commuting, it would be much better for the environment. There wouldn't be so many cars on the road and there would be less pollution from carbon emissions
conciierge	/ˈkɒnsi eə(r)ɪ/	Rezeptionist/-in	someone whose job is to help people staying in a hotel by dealing with problems and giving them information	I'm a concierge at the Westin Hotel in Santa Clara, California. Now I'm teleworking guests still go up to the concierge desk, but instead of me in person, they see me on a giant TV screen
crack the whip	/ˈkræk ðə ˈwɪp/	(zur Arbeit) antreiben	to try to make people work harder or faster	I love working from home, there's no boss cracking the whip!
flexibility	/ˌfleksə ˈbɪləti/	Flexibilität	the ability to make changes or to deal with a situation that is changing	With teleworking, the flexibility is great. You can work at five in the morning or on a Sunday afternoon
get down to	/get ˈdaʊn tə/	ernsthaft mit etw. beginnen	to start doing something seriously or with a lot of effort	I must admit, I sometimes find it hard to get down to work in the mornings
hybrid	/ˈhaɪbrɪd/	hybrid, gemischt	a mixture of different things or styles	We'll see a much more hybrid existence where some of the time people are in the office, maybe at a shared desk, and some of the time at home
intranet	/ˈɪntrə ˌnet/	Intranet, betriebsinternes Netz	a network (=system connecting computers) within an organization that only members of that organization can use	Our company's intranet list all the people that work for the company
massive	/ˈmæsɪv/	umfangreich, massiv	very large in amount or degree	We're not suddenly going to see massive numbers of people working from home instead of going into the office
microphone	/ˈmaɪkrə ˌfəʊn/	Mikrofon	a piece of equipment for making someone's voice louder when they are speaking, performing or recording something	We've set up my workplace in one of the bedrooms. I sit down in front of a camera, pin on a microphone and I'm ready for business
obsolete	/ˌɒbsə ˈliːt/	obsolet, außer Gebrauch, veraltet	no longer used because of being replaced by something newer and more effective	When you work remotely, you don't have to work with those obsolete office computers that never work properly
perk	/pɜː(r)k/	Sondervergütung, -leistung, Vorteil	an extra payment or benefit that you get in your job	The survey also found 89% of respondents consider the opportunity to work remotely as one of three main perks, the other two being salary and reputation
persuade	/pə(r) ˈsweɪd/	überzeugen	to make someone agree to do something by giving them reasons why they should	You sign up to a scheme where they say they will pay you to reply to emails or visit pages on the Internet. Then you are supposed to persuade your friends and family to do it
prepare	/prɪ ˈpeə(r)/	vorbereiten	to make yourself or someone else ready and able to deal with a future event	Without the journeys to the office you don't get a chance to relax and prepare your mind before you start work
pyramid selling	/ˈpɪrə ˌmɪd ˌselɪŋ/	Strukturvertrieb (Schneeballsystem)	a system of selling things in which someone buys a large supply of goods and sells them in smaller amounts to other people, who then sell them to others in even smaller amounts	It's like pyramid selling, the more people you get to do it, the more money you make
remotely	/rɪ ˈməʊtli/	entfernt, aus der Ferne	from a distance	Now that I work remotely, I hardly ever need to go to the office
respondent	/rɪ ˈspondənt/	Befragter, Auskunftsperson	someone who answers questions, especially on a questionnaire (=a set of written questions) or for an	According to the survey, 83% of the respondents said they work remotely at least part of the day
scanner	/ˈskænə(r)/	Scanner	a piece of equipment that is used for copying a picture or document into a computer	The basic tools of my job are a computer with an Internet connection, a scanner and a mobile phone
self-disciplined	/self ˈdɪsəplɪnd/	diszipliniert	if you are self-disciplined you have the ability to control your behaviour so that you do what you should do	You have to be very self-disciplined when you work from home, it can be very easy to start late and finish early
sufficient	/sə ˈfɪʃ(ə)nt/	ausreichend	as much as is needed	We offer services to businesses which don't have sufficient work to justify employing someone full-time
traffic jam	/ˈtræfɪk ˌdʒæm/	Verkehrsstau	a line of vehicles waiting behind something that is blocking the road	Working from home means you don't have to sit in traffic jams or walk to work in the rain
wind down	/waɪnd ˈdaʊn/	ruhiger werden, zurückschalten	to relax after a period of excitement or worry	Without the journeys from the office you don't get a chance to wind down before you get home
Unit 20				
accustomed	/ə ˈkʌstəmd/	vertraut, gewöhnt an etw.	to be/get accustomed to something is to think/start to think that something is normal or natural because you have experienced it regularly over a period of time	The Japanese are not accustomed to aggressive American techniques that use a persuasive 'winning' argument
confidential	/ˌkɒnfi ˈdenʃ(ə)l/	vertraulich	confidential documents or information must be kept secret	I'm afraid I can't show you the documentation, it's confidential
décor	/ˈdeɪkɔː(r)/	Einrichtung, Ausstattung	the style of decoration and furniture in a building	This looks like a really nice place. I really like the décor
hard sell	/ˌhɑː(r)d ˈsel/	aggressiver Verkauf	a method of selling in which someone tries very hard to persuade customers to buy something	A hard sell is often seen as offensive in Japan. Japanese business people may think that you are trying to convince them because your product is no good
I'm afraid	/aɪm ə ˈfreɪd/	es tut mir leid, leider	used for politely telling someone something that might make them sad, disappointed or angry	Well, I'm afraid they don't serve steak here

In Company 3.0 Pre-Intermediate Wordlist

Word	Phonetics	Translation	Definition	Example sentence
low-key	/ˌləʊ ˈkiː/	zurückhaltend	without much activity or reaction	In Japan, it is better to use a low-key sales pitch and give them objective information
offensive	/ə ˈfensɪv/	beleidigend, anstößig	unpleasant or insulting and likely to make people upset or embarrassed	I think he's rude and unpleasant. In fact, I think his behaviour is offensive
order	/ˈɔː(r)də(r)/	bestellen	to ask for food or drink in a restaurant or hotel	Er, could you order for both of us, Satomi?
respect	/rɪ ˈspekt/	respektieren	to feel admiration for someone because of their personal qualities, their achievements or their status, and show this by treating them in a polite and kind way	Don't criticize competing products. In fact, the Japanese will respect you if you mention the assets of the competition
serve	/sɜː(r)v/	bedienen	to provide food and drink for someone to eat at a meal	Unagi is eel – grilled and served on a bed of rice. It's delicious
sure	/ʃʊː(r)/	sicher, gewiss	certain to happen or to result from something	I thought the sale was a sure thing, but she seemed to lose interest
Scenario E				
acceptable	/ək ˈseptəb(ə)l/	akzeptabel	good enough for a particular purpose or situation	When I've got a deadline coming up, it would be great if you didn't play music at all. Is that acceptable?
atmosphere	/ˈætməː, fɪə(r)/	Atmosphäre, Klima, Stimmung	the mood or feeling that exists in a place and affects the people who are there	In a recent survey, 77% of businesses in the UK said that playing music increased staff morale and also improved the working atmosphere
background music	/ˌbæk, graʊnd ˈmjuːzɪk/	Hintergrundmusik	quiet music that plays in a public place	Recent research from Taiwan shows that some background music can increase worker satisfaction and productivity
bother	/ˈbɒðə(r)/	stören	to annoy someone by interrupting them when they are busy or want to be left alone	Sorry, I didn't realize my music bothered you so much. I'll turn it down
compromise	/ˈkɒmprəmaɪz/	Kompromiss eingehen	a way of solving a problem or ending an argument in which both people or groups accept that they cannot have everything they want	Would you agree to a compromise? We could try having music playing for part of the day
debate	/dɪ ˈbeɪt/	Diskussion, Debatte	a discussion in which people or groups state different opinions about a subject	Another debate centres around the type of music workers should listen in order to increase their productivity. Some people think that music lyrics can have a negative effect on concentration
distracting	/dɪ ˈstræktɪŋ/	ablenkend	preventing you from concentrating on something	I think that music with singing is more distracting than instrumental music
drive [someone] crazy	/draɪv ˈkreɪzi/	(jmdn.) verrückt machen	to make someone very upset or angry	She insists on having loud music on and it's driving me crazy
fuss	/fʌs/	sich anstellen wegen, viel Aufhebens machen	a lot of unnecessary worry or excitement about something	Look, I don't want to make a fuss, but I really need to get these accounts finished and I can't concentrate.
lyric	/ˈlɪrɪk/	Liedtext	the words of a song	I prefer music without words, most lyrics are pretty silly in my opinion
playlist	/ˈpleɪ,lɪst/	Liste von Musiktiteln	a collection of different pieces of music	These days nearly everyone has a smartphone or an mp3 player and employees can choose their own private playlists.