

in company Pre-intermediate

Unit 6

Stichwort	Aussprache	Übersetzung	Beispielsatz
book (v)	/bʊk/	buchen	We book most of our flight tickets on the Internet.
business do business with	/'bɪznəs/	Geschäft Geschäfte machen mit	Many bosses said they would not do business with companies whose correspondence had mistakes in it.
certificate (n)	/sə'tɪfɪkət/	Bescheinigung	Could you fax me a copy of the certificate for customs?
communicate (v)	/kə'mju:nɪ,keɪt/	kommunizieren	A lot of people see e-mail as an informal way of communicating .
confidential (adj)	/'kɒnfɪ'denʃl/	vertraulich	E-mail isn't as confidential a method of communicating as many people think.
convenient (adj) (opposite = inconvenient)	/'kɒnvi:nɪənt/	praktisch unpraktisch	Internal mail is a convenient way of sending things to people who work in the same organization as you.
correspondence (n) business correspondence (n)	/'kɒrɪ'spɒndens/	Korrespondenz Geschäftskorrespondenz	Grammar and spelling mistakes in business correspondence can lose your firm valuable business.
courier (n) by courier	/'kʊrɪə/	Bote per Bote	Sending things by courier is fast but expensive.
customs (n)	/'kʌstəmz/	Zoll	Customs require a copy of the certificate before the goods can be sent.
delivery (n) delivery date (n)	/'dɪlɪv(ə)rɪ/	Lieferung Lieferdatum	There's been a mistake in the delivery date – we need the order to arrive by June 22 nd .
details (n pl) take down (the) details	/'di:teɪlz/ /ˌteɪk daʊn (ðə) 'di:teɪlz/	Einzelheiten die Einzelheiten notieren	I'll send you details of the order by e-mail. Just a minute, I'll get a pen and take down the details .
down (adj, adv)	/daʊn/	außer Betrieb	We can't send any e-mails this morning – the intranet's down .

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e-mail (n) by e-mail e-mail address/system etc look at your e-mail	/i:meɪl/ /baɪ 'i:meɪl/ /i:meɪl ,sɪstəm/ /lʊk ət jɔ: 'i:meɪl/	E-Mail per E-Mail E-Mail-System seine E-Mails ansehen	Do you agree that e-mail is an informal way of communicating? Please send confirmation by e-mail . “Our e-mail system isn’t working.” “I’ll fax the details to you instead.” I’ve been so busy I haven’t had time to look at my e-mail .
error (n)	/'erə/	Fehler	Errors in business correspondence can make your firm look unprofessional.
fax (v)	/fæks/	per Fax schicken	Some people prefer to fax documents that need a signature.
figures (n pl)	/'fɪgəz/	Zahlen	If you don’t understand the figures , I can explain them to you.
flight (n)	/flaɪt/	Flug	The flight from Heathrow Airport was delayed by three hours.
go through (phr v)	/'gəʊ 'θru:/	durchgehen	Could you go through the report and correct any errors?
handwriting (n)	/'hænd,rʌɪtɪŋ/	Handschrift	She’d made several corrections to the document but I couldn’t read her handwriting .
image (n)	/'ɪmɪdʒ/	Image, Ansehen	Mistakes in business letters are bad for a company’s image .
ink cartridge (n)	/'ɪŋk ,kɑ:trɪdʒ/	Druckerpatrone	If the printer doesn’t seem to be working, try changing the ink cartridge .
internal mail (n)	/'ɪn,tɜ:nl 'meɪl/	Hauspost	People use internal mail to send things from one part of a company or organization to another.
intranet (n)	/'ɪntrə,net/	Intranet	An intranet is a computer network connecting people who work for the same organization.
IT (information technology) (n) IT technician/support etc	/'aɪ'ti:/ (/ɪnfə'meɪʃn tek'nɒlədʒɪ/)	IT (Informationstechnik) IT-Techniker / IT-Support	Our e-mail system’s not working – we’d better call the IT technician .
look up (phr v)	/'lʊk 'ʌp/	nachschlagen	“What’s SAG’s telephone number?” “I’ll look it up for you.”

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overcharge (v) (opposite = undercharge)	/,əʊvətʃɑ:dʒ/	zu viel berechnen zu wenig berechnen	Surprisingly, many bosses thought spelling and grammar mistakes were worse than overcharging .
print out (phr v)	/,prɪnt 'aʊt/	ausdrucken	Could you print out three copies of the proposal, please?
production department (n)	/prə'dʌkʃn dɪ,pa:tmənt/	Produktionsabteilung	I'll speak to the production department and see if they can meet the delivery date.
proposal (n)	/prə'pəʊzl/	Vorschlag, Angebot	He's presenting the new proposal to the Board of Directors tomorrow.
reliable (adj) (opposite = unreliable)	/rɪ'laɪəbl/	zuverlässig unzuverlässig	Our courier service is usually very reliable .
take down (phr v)	/,teɪk 'daʊn/	notieren	I'll take down the details of your order and ask John to contact you.

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Stichwort	Aussprache	Übersetzung	Beispielsatz
afford (v)	/ə'fɔ:d/	sich leisten	Independent operators can't afford to employ as many staff as the big hotel chains.
air conditioning (n)	/'eə kən,dɪfɪnɪŋ/	Klimaanlage	You should call room service and ask them to fix the air conditioning .
brand name (n)	/'brænd ,neɪm/	Marke	US clients are more used to "brand name" hotels such as Holiday Inn.
check in (phr v) (opposite = check out)	/,tʃek 'ɪn/	sich anmelden sich abmelden	After we'd checked in at reception we were offered refreshments by the hotel's staff.
client (n) client preference (n)	/'klaɪənt/	Kunde Kundenwünsche	Some hotel chains have databases for recording client preferences .
dry-clean (v)	/'draɪ'kli:n/	chemisch reinigen	The hotel can arrange for you to have suits, ties, skirts etc, dry-cleaned .
early morning call (n)	/'ɜ:li ,mɔ:niŋ 'kɔ:l/	Weckanruf	Call Room Service to arrange an early morning call .
economical (adj) (opposite = uneconomical)	/'i:kə'nɒmɪkl; ,'ekə'nɒmɪkl/	sparsam unwirtschaftlich	The Chevrolet Corvette is more economical in its petrol consumption.
exercise facilities (n pl)	/'eksə'saɪz fə,sɪlətɪz/	Sporteinrichtungen	Most multinational hotel chains provide exercise facilities such as a swimming pool and a gym.
fitness rooms (n pl)	/'fɪtnəs ,ru:mz/	Fitnessräume	Fitness rooms are rooms equipped with facilities for doing exercise.
globalise (v)	/'glɔ:bə,ləɪz/	globalisieren	The hotel industry is becoming more and more globalised .
high-speed (adj)	/'haɪ,spi:d/	Hochgeschwindigkeits-	Many of our business customers want a room with high-speed Internet connections.
hotel chain (n)	/'həʊ'tel ,tʃeɪn/	Hotelkette	Hotel chains are more common in the US than in Europe.

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Internet (n) Internet connection (n)	/ˈɪntə.net/	Internet Internetverbindung	International business travellers expect to have a room with equipment for Internet connections .
jetlag (n)	/ˈdʒet.læg/	Jetlag	Flying from one time zone to another often results in jetlag .
location (n) a convenient location	/ləʊ.keɪ.fən/	Ort, Lage eine günstige Lage	Our hotel is in a convenient location 10 minutes from the city centre.
long-haul flight (n)	/ˌlɒŋ.hɔ:l ˈflaɪt/	Langstreckenflug	Businessmen getting off long-haul flights often suffer from jetlag.
multinational (adj)	/ˌmʌltɪˈnæʃn(ə)l/	multinational	Multinational hotel chains are more common in the US than in Europe.
option (n)	/ˈɒpʃn/	Möglichkeit, Option	We looked at several options for the site of the new hotel.
powerful (adj)	/ˈpaʊəfl/	leistungsstark	The Maserati is more powerful than the Chevrolet Corvette.
prosper (v)	/ˈprɒspə/	florieren	The agricultural industry prosper s because of the good climate.
records (n pl) keep records	/ˈrekɔ:dz/	Aufzeichnungen, Unterlagen Buch führen	We keep worldwide records of client preferences.
reservation (n)	/ˌrezəˈveɪʃn/	Reservierung	Good afternoon. I have a reservation in the name of Wallace.
revenue (n)	/ˈrevə.nju:/	Einnahmen	Between a third and half of hotels' revenue comes from food and drink.
room service (n)	/ˈru:m ˌsɜ:vɪs/	Zimmerservice	Please call room service if you have any problems or requests.
surroundings (n pl)	/səˈraʊndɪŋz/	Umgebung	The hotel is located in beautiful surroundings overlooking the bay.
time zone (n)	/ˈtaɪm ˌzəʊn/	Zeitzone	Britain and the United States are in different time zones .
widescreen television (n)	/ˌwaɪdskri:n ˈtelɪvɪʒn/	Breitwandfernseher	More and more people now are buying widescreen televisions .

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Unit 8

Stichwort	Aussprache	Übersetzung	Beispielsatz
basis on a temporary/permanent basis	/ˈbeɪsɪs/	Basis befristet / dauerhaft	She's been working on a temporary basis for a firm of solicitors.
do (v) do an exam/a qualification	/duː/	<i>hier:</i> ablegen eine Prüfung ablegen / einen Abschluss machen	"Where did you do your Masters ?" "At Harvard Business School."
job (n) get a job	/dʒɒb/	Stelle eine Stelle bekommen	Congratulations! You've got the job .
success (n) make a success of	/sək'ses/	Erfolg etwas erfolgreich machen	They worked hard to make a success of the business.

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Unit 9

Stichwort	Aussprache	Übersetzung	Beispielsatz
chain (n)	/tʃeɪn/	Kette	Fashion group, Inditex, owns six different clothing chains .
decline (n) decline in	/dɪˈklaɪn/	Rückgang Rückgang von	The decline in interest rates has made borrowing easier.
demand (n) demand grows	/dɪˈmɑːnd/	Nachfrage	As demand has grown for the worms, we've tried feeding them using other food sources.
double (v)	/ˈdʌbl/	verdoppeln	Next year we hope to double production from ten to twenty tons of worms.
ecological (adj)	/iːkəˈlɒdʒɪkəl/	ökologisch	The worms recycle the waste, meaning that the business is also ecological .
economic growth (n)	/iːkəˈnɒmɪk ˈgrəʊθ; ˌekəˈnɒmɪk ˈgrəʊθ/	wirtschaftliches Wachstum	Economic growth is slow in times of war.
fall (v) (opposite = rise)	/fɔːl/	fallen steigen	The value of stocks and shares has fallen dramatically in recent times.
flexibility (n) (opposite = inflexibility)	/ˌfleksəˈbɪlətɪ/	Flexibilität Unflexibilität	Our ability to adapt to new situations – our flexibility — has been a key factor in our success.
go down (phr v) (opposite = go up)	/ˌgəʊ ˈdaʊn/	fallen steigen	Unemployment figures went down last month.
go up (phr v) (opposite = go down)	/ˌgəʊ ˈʌp/	steigen fallen	The average price of a house in London has gone up by almost 25%.
group (n)	/gruːp/	Konzern	Inditex is one of the world's largest fashion groups .
grow (v)	/grəʊ/	wachsen	It's been a tremendous success story – the group has grown enormously.
headquarters (n pl)	/ˌhedˈkwɔːtəz/	Zentrale, Firmensitz	Inditex's activities are controlled from La Coruña, where the group recently moved into new headquarters .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
house prices (n pl)	/ˈhaʊs ˌpraɪsəz/	Immobilienpreise	House prices in Britain are higher than in many other countries in Europe.
increase (v) (opposite = decrease)	/ɪnˈkriːs/	zunehmen abnehmen	Inflation has steadily been increasing over the past twelve months.
innovation (n)	/ˌɪnəʊˈveɪʃn/	Innovation	Innovation – the ability to use new and original ideas – is vital in today’s business world.
interest rates (n pl)	/ˈɪntrəst ˌreɪts/	Zinsen	The decline in interest rates has made borrowing money easier.
level (n) reach a level	/ˈlevl/	Niveau ein Niveau erreichen	This year net revenues reached a level of 3,249 million.
management management method (n)	/ˈmænɪdʒmənt/	Management, Führung Führungsmethoden, Führungsstil	Inditex’s unique management methods are based on flexibility and innovation.
operate (v)	/ˈɒpəreɪt/	operieren, tätig sein	The group now operates in 39 countries.
production (n)	/prəˈdʌkʃn/	Produktion	We’re hoping to double production next year to 20 tons.
rate of inflation (n)	/ˌreɪt əv ɪnˈfleɪʃn/	Inflationsrate	What’s the rate of inflation in your country?
risk (n) take a risk	/rɪsk/	Risiko ein Risiko eingehen	The investment was too big and I didn’t want to take a risk .
stable (adj) remain stable (opposite = unstable)	/ˈsteɪbl/	stabil stabil bleiben instabil	Economists predict that interest rates will remain stable over the next twelve months.
staff (n) number of staff	/stɑːf/	Personal Zahl der Angestellten	The higher the number of staff , the higher your wage bills.
start-up costs (n pl)	/ˈstɑːtʌp ˌkɒsts/	Startkosten	“Why did you decide to set up a worm farm?” “The start-up costs were relatively low.”

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Stichwort	Aussprache	Übersetzung	Beispielsatz
taxes (n pl)	/ˈtæksɪz/	Steuern	Taxes in Canada are much higher but the standard of their public services is much better.
unemployment (n)	/ˌʌnɪmˈplɔɪmənt/	Arbeitslosigkeit	Unemployment went down last month to 2.7% of the population.
work (n) amount of work	/wɜ:k/	Arbeit Arbeitsmenge	Several members of staff have been made redundant yet the amount of work has doubled!

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Unit 10

Stichwort	Aussprache	Übersetzung	Beispielsatz
according to	/ə'kɔ:diŋ ,tu:/'	nach, zufolge	According to the article, half of lost working days are caused by stress-related illness.
business (n) make good business sense	/ˈbɪznəs/'	Geschäft wirtschaftlich sinnvoll sein	Trying to reduce stress makes good business sense – it's better for profits and better for staff morale.
chief executive (n)	/ˌtʃi:f ɪg'zɛkjətɪv/'	Geschäftsführer	The chief executive is the person responsible for running a company.
communication (n) good/poor communication	/kə,mju:nɪ'keɪʃn/'	Kommunikation gute/schlechte Kommunikation	Poor communication is one of the main causes of stress at work.
internal communication (n)	/ɪn,tɜ:nl kə,mju:nɪ'keɪʃn/'	interne Kommunikation	Employees complained that the level of internal communication at the firm was poor.
in conclusion	/ɪn kən'klu:ʒn/'	zusammenfassend, alles in allem	In conclusion , reducing stress at work brings many benefits, including better health and increased performance.
day-to-day (adj) day-to-day problems/decisions/tasks	/ˌdeɪtə'deɪ/'	täglich Tagesprobleme, -entscheidungen, -aufgaben	Middle managers are required to solve day-to-day problems at work.
deadline (n) meet deadlines	/ˈdedlaɪn/'	Termin, Deadline Termine einhalten	Meeting difficult deadlines puts a lot of pressure on employees.
decision (n) take a decision	/dɪ'sɪʒn/'	Entscheidung eine Entscheidung treffen	Chief executives are responsible for taking strategic decisions .
linked to	/ˌlɪŋkt ,tu:/'	verbunden mit	The negative impact of stress is linked to many different illnesses and medical conditions.
long hours (n pl) work long hours	/ˌlɒŋ 'aʊəz/'	lange lange arbeiten	Lawyers tend to work very long hours .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
management (n) bad management (n) management technique (n)	/'mænidʒmənt/ /,bæd 'mænidʒmənt/ /'mænidʒmənt tek,nɪ:k/	Management schlechtes Management Führungsmethoden	Bad management and overwork are two of the major causes of stress. A lot of modern management techniques put pressure on workers and make them feel stressed.
middle manager (n)	/,mɪdl 'mænidʒə/	mittlerer Manager	A middle manager is responsible for a department within an organization.
morale (n) staff morale (n)	/mə'ra:l/	Moral Arbeitsmoral	When the new boss arrived staff morale was very low and nobody was motivated.
motivate (v) (opposite = demotivate)	/'məʊtɪveɪt/	motivieren demotivieren	A good manager knows how to motivate his workers.
overwork (n)	/,əʊvə'wɜ:k/	Überarbeitung	Work-related stress is often caused by overwork and bad management.
performance-related pay (n)	/pə,fɔ:mənsrɪ,leɪtɪd 'peɪ/	leistungsbezogenes Gehalt	Performance-related pay increases when you get good results and decreases when you do not.
pressure (n)	/'preʃə/	Druck	A lot of workers can't cope with the pressure that their bosses put on them.
promote (v) (opposite = demote)	/prə'məʊt/	befördern zurückstufen	He had worked for the firm for 5 years but had never been promoted .
with regard to	/wɪð rɪ'gɑ:d ,tu:/	bezüglich	With regard to training, the situation is not very satisfactory.
repetitive (adj) (opposite = varied)	/rɪ'petətɪv/	sich wiederholend, monoton abwechslungsreich	A lot of factory workers do boring repetitive tasks, which can also be stressful.
the root cause of	/ðə ,ru:t 'kɔ:z əv/	der eigentliche Grund von	The survey showed that the root causes of stress at work were bad management and overwork.
staff (n) staff morale (n) staff turnover (n)	/stɑ:f/ /stɑ:f mə'ra:l/ /stɑ:f 'tɜ:nəʊvə/	Personal Arbeitsmoral Fluktuation, Personalwechsel	After the redundancies staff morale was very low. Improving working conditions is a way of reducing staff turnover .

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Stichwort	Aussprache	Übersetzung	Beispielsatz
strategic (adj) strategic decision (n)	/strə'ti:dʒɪk/	strategisch strategische Entscheidung	Chief executives are responsible for taking strategic decisions .
stress (n) level of stress (n) suffer from stress	/stres/ /ˌlevl əv 'stres/ /sʌfə frəm 'stres/	Stress Stressniveau unter Stress leiden	A little bit of stress can bring out the best in people but too much stress is a negative thing. To reduce the level of stress the company should try to reduce working hours. "Do you suffer from stress ?" "Not at work, I find being at home more stressful."
stress-related (adj)	/'stresrɪˌleɪtɪd/	stressbedingt	Doctors told her that her headaches were stress-related .
stressed (adj) get stressed	/strest/	gestresst gestresst sein	Do you know any techniques for avoiding getting stressed ?
stressful (adj)	/'stresfl/	stressig, anstrengend	A lot of teachers find their jobs very stressful .
sum of money (n)	/sʌm əv 'mʌni/	Geldsumme	Company directors have to deal with large sums of money in their day-to-day work.
task (n)	/tɑ:sk/	Aufgabe	Doing repetitive tasks all day is very stressful.
technology (n) new technology (n)	/tek'nɒlədʒɪ/ /tek'nɒlədʒɪ/	Technik neue Technik	Learning to use new technology can be stressful.
training (n)	/'treɪnɪŋ/	Ausbildung, Schulung	Firms should provide their employees with adequate training .
turnover (n) staff turnover (n)	/'tɜ:nəʊvə/ /'tɜ:nəʊvə/	Umsatz, <i>hier</i> : Fluktuation Fluktuation, Personalwechsel	One of the benefits to firms of reducing stress is lower staff turnover .
work (n) be off work (with stress/depression etc)	/wɜ:k/ /wɜ:k/	Arbeit (wegen Stress/Depression) krank- geschrieben sein	One of the people interviewed was off work with stress .