

in company 2nd edition

Upper-intermediate

Unit 1

headword	pronunciation	translation/notes	example sentence
abruptly (adv)	/ə'brʌptli/	abrupt, unvermittelt	Our friendship ended abruptly .
actually (adv)	/'æktʃʊəli/	eigentlich, im Grunde	Actually , I don't think they'd let us.
all-time (adj)	/ɔ:l'taɪm/	allzeit	Interest rates are at an all-time high.
amicable (adj)	/'æmɪkəbəl/	einvernehmlich, gütlich	Their divorce was fairly amicable .
appreciative (adj) (opposite = unappreciative)	/ə'pri:ʃətɪv/	aner kennend, dankbar (Gegenteil = undankbar)	The applause was warm and appreciative .
asap (= as soon as possible)	/,eɪsɪ'pi:/	so bald wie möglich	I want those files on my desk asap .
assumption (n) make an assumption	/ə'sʌmpʃən/ /meɪk ən ə'sʌmpʃən/	Annahme, Vermutung eine Annahme machen, eine Vermutung anstellen	People tend to make assumptions about you based on your appearance.
back (adv) be right back	/bæk/ /bi: raɪt 'bæk/	zurück sofort zurück / wieder da sein	I need to make a quick phone call. I'll be right back .
based (adj) be based in ...	/beɪst/ /bi: 'beɪst ɪn/	ansässig mit Sitz in	Our parent company is based in Osaka.
basis (n)	/'beɪsɪs/	Grundlage, Basis	The agreement between the parties will be used as the

as the basis for sth	/æz ðə 'beɪsɪs fə ˌsʌmθɪŋ/	als Grundlage für	basis for future negotiations.
bearing (n) have no bearing on sth	/'beərɪŋ/ /hæv nəʊ 'beərɪŋ ɒn ˌsʌmθɪŋ/	Einfluss keinen Einfluss auf etw. haben	His private life has no bearing on his competence as a manager.
believe (v) believe it or not	/bə'li:v/ /bə'li:v ɪt ɔ: ,nɒt/	glauben, meinen ob du´s glaubst oder nicht	Jason and Mel are finally getting married, believe it or not!
bet (n) the safest bet	/bet/ /ðə ˌseɪfəst 'bet/	Wette, (hier:) Sache die sicherste Sache	Madrid is the safest bet for hot weather at this time of year.
box (n)	/bɒks/	(hier:) Loge	We hired a box for the Cup Final.
by the way	/baɪ ðə 'weɪ/	übrigens	By the way , Jeff called this afternoon and he wants you to call him back.
catch (v) catch you later	/kætʃ/ /'kætʃ ju: ˌleɪtə/	fangen bis später	Catch you later , Joe. I'm going back to the hotel.
chance (n) by any chance	/'tʃɑ:ns/ /baɪ eni 'tʃɑ:ns/	(hier:) Zufall zufällig	You don't happen to recall his name, by any chance?
coincidence (n)	/kəʊ'ɪnsɪdəns/	Zufall, Fügung	What a coincidence! She appeared just when we'd finished washing up.
collaborate with sb (phr v)	/kə'læbəreɪt wɪθ ˌsʌmbədi/	zusammenarbeiten	We have been collaborating closely with teachers in devising the lesson plans.
come back (phr v)	/kʌm 'bæk/	(hier:) sich erinnern	It's all coming back to me now: he was a colleague of mine about fifteen years ago.

common (n) have sth in common	/ˈkɒmən/ /hæv ˌsʌmθɪŋ ɪn ˈkɒmən/	gemein(sam), allgemein etw. gemeinsam haben	I don't think they've got much in common with their neighbours.
compliment (n) pay/receive a compliment	/ˈkɒmplɪmənt/ /peɪ/rɪ,sɪ:v ə ˈkɒmplɪmənt/	Kompliment Kompliment machen / bekommen	He kept paying me compliments on my cooking.
compliment (v)	/ˈkɒmplɪment/	jdn. beglückwünschen	Everybody complimented her on the way she handled the emergency.
constraint (n)	/kən'streɪnt/	Einschränkung	The organisation has to operate within the usual democratic constraints .
contradict (v)	/kɒntrə'dɪkt/	widersprechen	He didn't dare contradict his parents.
converse (v)	/kən'vɜ:s/	ein Gespräch führen	I don't know enough Russian to be able to converse properly.
cool (adj)	/ku:l/	kühl	The presidential candidate got a cool reception.
cordial (adj)	/ˈkɔ:diəl/	herzlich, warm	Relations between them remained cordial .
cost (v) cost the earth	/kɒst/ /kɒst ðə 'ɜ:θ/	kosten Unsummen kosten	It's going to cost the earth to get the car fixed.
descend on (phr v)	/dɪ'send ɒn/	in etw. einfallen, über etw. herfallen	Crowds of tourists descended on the tiny church.
diet (n)	/ˈdaɪət/	Ernährung(sweise)	She's been feeling better since she started on a wheat-free diet .
enthusiasm (n) show enthusiasm	/ɪn'θu:zɪəzəm/ /ʃəʊ ɪn'θu:zɪəzəm/	Begeisterung Begeisterung zeigen / an den Tag legen	None of our employees have shown much enthusiasm for the new appraisal scheme.

enthusiastically (adv)	/ɪn,θu:zɪ'æstɪkli/	begeistert, enthusiastisch	Most of the students responded enthusiastically to the offer of a free lunch.
entirely (adv)	/ɪn'taɪəli/	vollkommen, gänzlich, absolut	It's entirely possible that the two leaders will discuss a treaty today.
even (v) even things up	/i:vən/ /i:vən θɪŋz ,ʌp/	ausgleichen, glätten die Dinge ausgleichen	A second player was sent off, from the other team this time, which did even things up a bit.
exactly (adv) not exactly	/ɪg'zæktli/ /nɒt ɪg'zæktli/	genau, eigentlich, wirklich eigentlich nicht	'You're leaving, aren't you?' ' Not exactly , I'm just going on holiday.'
excuse (v) excuse me	/ɪk'skju:z/ /ɪk'skju:z mi:/	entschuldigen entschuldige, entschuldigen Sie mich	Excuse me for a moment – I have to make a phone call.
flattery (n)	/'flætəri/	Schmeichelei	She decided that a bit of flattery might bring results.
freshen (v)	/'freʃən/	auffrischen, (hier:) auffüllen	A team of waiters served sandwiches and freshened people's drinks.
frosty (adj)	/'frɒsti/	eisig	Alex's mother gave him a frosty look.
funny (adj) funny you should say that	/'fʌni/ /'fʌni ju: ʃʊd ,seɪ ðæt/	lustig, witzig, eigenartig eigenartig, dass Sie das jetzt gerade erwähnen	Funny you should say that ; I was about to suggest we visited her tomorrow.
go back (phr v) go back a long way	/gəʊ 'bæk/ /gəʊ 'bæk ə ,lɒŋ weɪ/	zurückgehen, -reichen sich lange kennen	Gina and I go back a long way . We were at school together.
happen (v)	/'hæpən/	geschehen, passieren (happen to know: zufällig wissen)	I happen to know that he's planning to retire next year.
hear (v)	/'hɪə/	hören, mitbekommen	I hear you're moving house next week.

hospitality (n) corporate hospitality hospitality tent	/,hɒsprɪ'tæləti/ /,kɔ:pərət hɒsprɪ'tæləti/ /,hɒsprɪ'tæləti tent/	Gastfreundschaft, Bewirtung Firmenbewirtung Bewirtungszelt	The launch is being organised by a company that specialises in corporate hospitality . A buffet lunch will be served in the hospitality tent before the first race.
hot button (n)	/hɒt 'bʌtən/	Streitpunkt, heiß umstrittene Angelegenheit	A hot button is often an issue that people disagree about and argue about a lot.
impression (n) make an impression	/ɪm'preʃən/ /,meɪk ən ɪm'preʃən/	Eindruck einen Eindruck machen	It's a performance that's sure to make an impression on the judges.
incidentally (adv)	/ɪnslɪ'dentli/	(hier:) am Rande erwähnt	Incidentally , what are the travel arrangements for tonight?
input (n)	/'ɪnpʊt/	(hier:) Einfluss	Teachers have considerable input into the school's decision-making process.
job (n) do a great job on the job	/dʒɒb/ /du: ə greɪt 'dʒɒb/ /ɒn ðə 'dʒɒb/	Arbeit, Aufgabe etw. ausgezeichnet machen bei der (laufenden) Arbeit	You've done a great job of decorating the room. Trainee journalists soon learn the importance of deadlines, on the job .
joke (v) you're joking!/are you joking?	/dʒəʊk/ /jɔ: 'dʒəʊkɪŋ/a: ju: 'dʒəʊkɪŋ/	Witz da lachen ja die Hühner!	'She's thirty-five, and she's going out with a nineteen-year-old.' ' You're joking! '
kid (v) you're kidding!/are you kidding?	/kɪd/ /jɔ: 'kɪdɪŋ/a: ju: 'kɪdɪŋ/	auf den Arm nehmen willst du / wollen Sie mich auf den Arm nehmen?	'Let's meet in the park.' ' Are you kidding? In this weather?'

latest (n) have you heard the latest?	/ˈleɪtəst/ /hæv juː ˌhɜːd ðə ˈleɪtəst/	das Neueste hast du schon das Neueste gehört?	Have you heard the latest? He's getting a divorce.
make (v) make it	/meɪk/ /ˈmeɪk ɪt/	machen, (hier:) schaffen es schaffen	We just made it in time for the wedding.
matter (n) as a matter of fact	/'mætə/ /æz ə ˈmætə əv ˌfækt/	Sache, Angelegenheit freilich, in der Tat	'Was he in a bad mood?' 'No, as a matter of fact , he seemed quite cheerful.'
mean (v) I know what you mean	/miːn/ /aɪ nəʊ wɒt juː ˈmiːn/	bedeuten, meinen ich verstehe, was du sagen willst	'He's so hard to talk to.' ' I know what you mean. '
mention (v)	/'menʃən/	erwähnen	I'll mention it to her when I see her tomorrow.
merger (n)	/'mɜːdʒə/	Fusion, Zusammenlegung	The merger will create the biggest television company in the country.
mileage (n)	/'maɪlɪdʒ/	Fahrleistung, Kilometer- stand, (hier:) Vorteile	He has got a lot of mileage out of his friendship with the mayor.
mind (n) keep sb in mind	/maɪnd/ /kiːp ˌsʌmbədi m ˈmaɪnd/	Gemüt, Seele, Verstand jdn. im Hinterkopf behalten	Keep me in mind if you need some help.
mind (v) don't mind me mind if I ...?	/maɪnd/ /dəʊnt ˈmaɪnd miː/ /ˈmaɪnd ɪf aɪ/	beachten, aufpassen beachten Sie mich nicht Haben Sie etw. dagegen, wenn ... / Macht es Ihnen etw. aus, wenn ...	Carry on with your conversation. Don't mind me. Mind if I sit here?
mistaken (adj)	/mɪsˈteɪkən/	falsch, irrig, verfehlt	

be mistaken	/bi: mis'teikən/	sich irren	If I'm not mistaken , Joyce will be the next director.
modest (adj) (opposite = boastful)	/'mɒdəst/	bescheiden (Gegenteil = angeberisch)	Peter is genuinely modest about his achievements.
network (v)	/'netwɜ:k/	ein Netzwerk aufbauen	Our main objective in attending the conference is to network and make new contacts.
once-in-a-lifetime (adj)	/ɪwʌnsɪmə'lɑ:ftaɪm/	einmalig	Our holiday in Kenya was a once-in-a-lifetime experience.
optimism (n)	/'ɒptɪmɪzəm/	Optimismus	Katie's optimism motivated the rest of the team.
-oriented (adj)	/'ɔ:riəntəd/	auf etw. ausgerichtet	It's a culture which is very family- oriented .
pity (n)	/'pɪti/	Erbarmen, Mitleid (hier: wie schade!)	It was a lovely wedding. Pity about the rain.
pleasure (n) it's a pleasure to meet you	/'pleʒə/ /ɪtsə 'pleʒə tə 'mi:t ju:/	Vergnügen sich freuen jdn. kennen- zulernen	It's a pleasure to meet you , Ben. Elena's told me all about you.
point (n) take sb's point	/pɔɪnt/ /teɪk ɪs'ɒmbədɪz 'pɔɪnt/	Punkt, (hier:) Argument jdm. recht geben	I take your point , but I don't think there's anything we can do at the moment.
point out (phr v)	/pɔɪnt 'aʊt/	auf etw. hinweisen	He pointed out that we had two hours of free time before dinner.
quintessentially (adv)	/'kwɪntə'senʃəli/	durch und durch, vollkommen	The hotel is quintessentially Jamaican.
reason (n) within reason	/'ri:zən/ /wɪθɪn 'ri:zən/	Vernunft, Grund in vernünftigen Grenzen, innerhalb eines vernünftigen Rahmens	Let your children have their freedom, within reason .

recommendations (n pl)	/rekəmen'deɪʃənz/	Empfehlungen	The Bill incorporates a number of recommendations made by the committee.
recovery (n)	/rɪ'kʌvəri/	Erholung	There were still no real signs of an economic recovery .
red carpet (n)	/red 'kɑ:pət/	roter Teppich	We need to roll out the red carpet for these clients if we want to win this contract.
relationship (n) build/maintain a relationship	/rɪ'leɪʃənʃɪp/ /bɪld/mem,tem ə rɪ'leɪʃənʃɪp/	Beziehung eine Beziehung aufbauen / aufrecht erhalten	Over the years we've built a good relationship with our suppliers.
remind (v) that reminds me	/rɪ'maɪnd/ /ðæt rɪ'maɪndz mi:/	erinnern das erinnert mich an ...	That reminds me. I must take the chicken out of the freezer.
reward (v)	/rɪ'wɔ:d/	belohnen	He always believed that the company would reward him for his efforts.
right (adj) (opposite = wrong) am I right in thinking ...?	/raɪt/ /æm aɪ 'raɪt ɪn ,θɪŋkɪŋ/	richtig (Gegenteil = falsch) gehe ich recht in der Annahme, dass ...	Am I right in thinking that you used to work in Copenhagen?
scene (n) set the scene	/si:n/ /set ðə 'si:n/	Szene, (hier:) Rahmen, Kulisse die Kulisse bilden, den Rahmen stellen	These findings have set the scene for further debate on the system.
schedule (v)	/'ʃedju:l/	planen, festlegen	Let's schedule another meeting in July.
seminar (n)	/'semɪnɑ:/	Seminar, Fortbildungsveranstaltung	I recently attended a seminar on marketing.
sense (n) make sense	/sens/ /meɪk 'sens/	Sinn sinnvoll sein	It makes sense to keep such information on disk.

setting (n)	/ˈsetɪŋ/	Umgebung	We stayed in a lovely hotel in a beautiful mountain setting .
shame (n)	/ˈʃeɪm/	Scham, Schande	It was a nice idea. Shame about the way it was done.
small talk (n)	/ˈsmɔːl tɔːk/	Geplauder	We made small talk until the rest of the team arrived for the meeting.
special (adj) nothing special	/ˈspeʃəl/ /ˌnʌθɪŋ ˈspeʃəl/	speziell, besonders nichts Besonderes	'Are you doing anything for Simon's birthday?' 'Nothing special. Just cooking a meal at home.'
strained (adj)	/streɪnd/	angespannt	Relations between the two countries are strained .
suit (v)	/suːt/	jdm. stehen, zu jdm. passen	The new hairstyle really suits her.
sweeten (v)	/ˈswiːtən/	positiv einstimmen	We sent corporate gifts to try and sweeten our clients and stop them going to our competitors.
switch (v) switch from sth to sth	/swɪtʃ/ /ˈswɪtʃ frəm sʌmθɪŋ tə ˌsʌmθɪŋ/	(ver-)schieben, (aus-) tauschen von ... nach ... verschieben	They announced that the tournament would be switched from March to December .
talk (v) talking of	/tɔːk/ /ˈtɔːkɪŋ əv/	reden, sprechen jdn. gerade erwähnen	Oh yes, talking of Harry, have you seen him recently?
taste (n)	/teɪst/	Geschmack	They all admired her taste .
tasteful (adj)	/ˈteɪstfəl/	geschmackvoll	They played a tasteful selection of music.
team spirit (n)	/tiːm ˈspɪrɪt/	Mannschaftsgeist	With hard work, determination and team spirit , I know we can meet this deadline.
team-building (n)	/tiːm ˈbɪldɪŋ/	Fördern von Mannschafts- bzw	The team-building weekend was supposed to improve morale; instead it's caused more fighting!

		Gruppengeist	
terms (n pl) in real terms	/tɜ:mz/ /ɪn ˌriəl ˈtɜ:mz/	Bedingung (hier:) netto	Spending was cut by 4% in real terms .
thing (n) a good thing	/θɪŋ/ /ə gud ˈθɪŋ/	Sache, Ding, Angelegenheit das Gute	I don't want to go to the opera again tonight. You can have too much of a good thing .
throw around (phr v) throw money around	/θrəʊ əˈraʊnd/ /θrəʊ ˌmʌni əˈraʊnd/	verschwenden, aus dem Fenster werden mit Geld um sich werfen	I'm not surprised Val and Jeff are in debt. They've been throwing money around like it's going out of fashion.
time (n) is that the time? long time no see show sb a good time	/taɪm/ /ɪz ðæt ðə ˈtaɪm/ /lɒŋ ˈtaɪm nəʊ siː/ /ʃəʊ ˌsʌmbədi ə gud ˈtaɪm/	Zeit so spät schon? lange nicht mehr gesehen es jdm. schön machen	Is that the time? I'd better go or I'll miss my train. Hans! Is it really you? Long time no see . We showed our Spanish clients a really good time last weekend and today they signed the deal.
track (n) make tracks	/træk/ /meɪk ˈtræks/	Spur, Pfad, Gleis sich beeilen	It's getting late – I think we'd better make tracks .
track (v)	/træk/	(hier:) herausfiltern	We have been tracking the top 10% of our engineering graduates.
understand (v)	/ʌndəˈstænd/	verstehen, (hier:) von etw. ausgehen	We understand that a major announcement is to be made tomorrow.
ups and downs (n pl)	/ʌpsənˈdaʊnz/	Auf und Ab	The company has had its share of ups and downs , but it seems to be doing well now.
viewing (n)	/'vju:ɪŋ/	Besichtigung	We've been invited to a private viewing of Trevor's exhibition.

warm (adj)	/wɔ:m/	(hier:) herzlich	The hotel extends a warm welcome to overseas guests.
wonder (v)	/'wʌndə/	wundern, (hier:) sich fragen	I wonder whether it was wise to let her travel alone.
word (n) have a word	/wɜ:d/ /hæv ə 'wɜ:d/	Wort, (hier:) Gespräch, Unterredung jdn. sprechen	Can I have a quick word with you?

Unit 2

headword	pronunciation	translation/notes	example sentence
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all-time (adj)	/ɔ:l'taɪm/	Allzeit-, aller Zeiten	Interest rates are at an all-time high.
anticipate (v)	/æn'tɪsɪpeɪt/	(hier:) erwarten, vorwegnehmen	The building will be completed around six months earlier than anticipated .
arise (v)	/ə'reɪz/	aufkommen, entstehen	Problems arose over plans to build a new supermarket here.
balance sheet (n)	/'bæləns ʃi:t/	Bilanz	A balance sheet is a written statement showing the value of a company at a particular time.
ball (n) get the ball rolling	/bɔ:l/ /get ðə 'bɔ:l ˌrɒlɪŋ/	Ball den Anfang machen, loslegen	There are several things we should discuss. Who'd like to get the ball rolling ?
benchmark (v)	/'benʃmɑ:k/	(anhand eines Standards) bewerten	Other car manufactures are using our braking system to benchmark their products.

blame-storming (n)	/ˈbleɪmstɔːmɪŋ/	Verantwortung für Misserfolg festlegen	Blame-storming is when a group meets to decide who's responsible for poor performance.
blunt (adj)	/blʌnt/	(hier:) unverblümt, geradeheraus	It was a frank answer to a blunt question.
bottom line (n)	/ˈbɒtəm laɪn/	Quintessenz, das Entscheidende	The bottom line is that he lied to Parliament.
box (n) think outside the box	/bɒks/ /θɪŋk aʊt,saɪd ðə ˈbɒks/	Kasten, Schachtel quer denken, um die Ecke denken	Employees are encouraged to think outside the box and develop creative solutions.
break even (phr v)	/breɪk ˈiːvən/	(hier:) die Gewinnzone erreichen	Only two years after opening the restaurant they had broken even .
budget (n) run over budget	/'bʌdʒət/ /rʌn ˌəʊvə ˈbʌdʒət/	Budget, Plankosten das Budget überziehen	The film has already run over budget .
buoyant (adj)	/'bɔɪənt/	(hier:) fest, heiter	The housing market remains buoyant .
buy-in (n)	/'baɪn/	Unterstützung	Getting buy-in from people means getting their support for a proposal or project.
buzzword (n)	/'bʌzwɜːd/	Mode-, Schlagwort	The buzzword of the moment is 'accountability'.
centralise (v)	/'sentrəlaɪz/	zusammenlegen, zentralisieren	The company plans to centralise its financial services at its new location.
-centric (adj)	/'sentrɪk/	-orientiert	We run the school on child- centric principles.
circle (n) go round in circles	/'sɜːkəl/ /gəʊ raʊnd ɪn 'sɜːkəlz/	Kreis sich im Kreis bewegen	We talked for hours, but we were just going round in circles .
clone (v)	/kləʊn/	kopieren, nachmachen	A rival company has cloned our technology and is

			selling its products at a lower price.
closure (n)	/ˈkləʊzə/	Schließung	The closure of the centre would be a terrible loss to the community.
come (v) come off it!	/kʌm/ /ˈkʌm ɒf ɪt/	kommen mit etw. aufhören	Come off it , I know lots of men who do housework.
competency (n) core competencies	/ˈkɒmpətənsi/ /kɔː ˈkɒmpətənsɪz/	Kompetenz Kernkompetenz	A company's core competencies are the things it does particularly well.
compulsory (adj) (opposite = voluntary)	/kəmˈpʌlsəri/	obligatorisch (Gegenteil = freiwillig)	School uniform is no longer compulsory in many British schools.
confidential (adj)	/kənfrɪˈdenʃəl/	vertraulich	The reports are treated as strictly confidential .
consolidate (v)	/kənˈsɒlɪdeɪt/	(hier:) stärken, festigen	The company is consolidating its hold on technology.
consolidation (n)	/kənsəlɪˈdeɪʃən/	Konsolidierung, Festigung einer Position	Now is not the time for expansion but for consolidation .
consumer confidence (n)	/kənˈsjʊ:mə ˌkɒnfɪdəns/	Verbrauchervertrauen	As the economy recovers, consumer confidence grows and people spend more money.
controversial (adj)	/kɒntrəˈvɜːʃəl/	(hier:) strittig, umstritten	We tried to stay away from controversial topics at the dinner party.
demotion (n) (opposite = promotion)	/dɪˈməʊʃən/	Herabstufung (Gegenteil = Beförderung)	The accounts manager has been threatened with demotion if he makes any more mistakes like that.

direction (n)	/daɪ'rekʃən/	Richtung	Many Labour supporters are unhappy with the direction the party has taken.
disappointing (adj) (opposite = encouraging)	/dɪsə'pɔɪntɪŋ/	enttäuschend (Gegenteil = ermutigend)	Last year's sales figures were very disappointing .
disastrous (adj)	/dɪ'zɑ:stɹəs/	katastrophal	The consequences of spending cuts would be disastrous for local schools.
discrepancy (n)	/dɪ'skrepənsɪ/	Differenz, Abweichung, Unstimmigkeit	There has been a discrepancy between estimated and actual spending.
discrimination (n) positive discrimination	/dɪskrɪmɪ'neɪʃən/ /pɒzətɪv dɪskrɪmɪ'neɪʃən/	Diskriminierung, Benachteiligung positive Diskriminierung, bewusste Bevorzugung	A new policy of positive discrimination has led to 75% of management positions in the company being held by women.
disincentive (n) (opposite = incentive)	/dɪsɪn'sentɪv/	Entmutigung, Demotivation (Gegenteil = Ansporn)	Reducing employees' hours has turned out to be a disincentive .
dissatisfied (adj) (opposite = satisfied)	/dɪ'sætɪsfɑɪd/	unzufrieden (Gegenteil = zufrieden)	He had been feeling very dissatisfied with his life in recent months.
distribution (n) distribution channel	/dɪstrɪ'bju:ʃən/ /dɪstrɪ'bju:ʃən ˌtʃænəl/	Distribution, Vertrieb Vertriebskanal	Karl is in charge of plans for the marketing and distribution of the new software. We can now offer our customers a completely new distribution channel : our online ordering service.
drastic (adj)	/'dræstɪk/	einschneidend, drastisch	The company will be taking drastic measures to reduce its debt.

drift (v)	/drɪft/	treiben	The conversation drifted from one dull subject to another.
drill down (phr v)	/drɪl 'daʊn/	auf die Detailsbene begeben	Let's look at the big picture and then see if we can drill down to the details.
effort (n) concentrate your efforts	/'efət/ /kɒnsəntreɪt jə 'efəts/	Bemühung, Mühe Bemühungen auf etw. konzentrieren	You should concentrate your efforts on passing these exams.
empowerment (n)	/em'paʊəmənt/	Übertragung von Verantwortung	The charity's ultimate objective is the empowerment of the local community.
exception (n)	/ɪk'sepʃən/	Ausnahme	New technology stocks have done badly in recent months, but Autonomy has been an exception .
expectations (n pl) meet sb's expectations	/ekspek'teɪʃənz/ /mɪt ʃʌmbədɪz ekspek'teɪʃənz/	Erwartung(en) jds. Erwartungen erfüllen	Did the holiday meet your expectations ? How could we improve our service?
explore (v) explore options	/ɪk'splɔː/ /ɪk'splɔː ɔpʃənz/	erkunden, sondieren Optionen / Alternativen erkunden	It is worth exploring other options to find a solution to this problem.
extent (n) to an extent ...	/ɪk'stɛnt/ /tu ən ɪk'stɛnt/	Ausmaß, Grad in gewissem Maße	To an extent , I was relieved.
fact (n) the fact is ... as a matter of fact the fact remains that	/fækt/ /ðə 'fækt ɪz/ /æz ə ˌmætər əv 'fækt/ /ðə 'fækt rə'meɪnz ðæt/	Tatsache, Fakt Tatsache ist ... im Grunde, eigentlich Tatsache ist weiterhin / es bleibt dabei, dass	The fact is , he lost because he didn't try very hard. I haven't been here long. As a matter of fact , I just got off the plane yesterday. Everyone talks about sexual equality, but the fact remains that women are paid less than men.

fall short of sth (phr v) (opposite = exceed sth)	/fɔ:l 'ʃɔ:t əv ˌsʌmθɪŋ/	unterhalb von etw. bleiben, etw. nicht erreichen (Gegenteil = etw. übertreffen)	The party is likely to fall short of a parliamentary majority .
figure out (phr v) figure out how to do sth	/'fɪgəʊ aʊt/ /'fɪgəʊ aʊt haʊ tə du: ˌsʌmθɪŋ/	herausarbeiten, -finden herausfinden, wie etw. zu tun ist	We'll have to figure out how the GPS on the hire car works..
fill sb in on sth (phr v)	/'fɪl sʌmbədi ɪn ɒn ˌsʌmθɪŋ/	jdn. über etw. informieren / auf den aktuellen Stand bringen	My secretary will fill you in on the details .
finalise (v)	/'faɪnəlaɪz/	abschließen	We still need to finalise our plans.
get ahead (phr v) get ahead of yourself	/get ə'hed/ /get ə'hed əv jə'self /	vorankommen, weiter- kommen vorschnell Schlüsse ziehen	We're getting ahead of ourselves here. We still don't know whether the merger is just a rumour.
go along with sth (phr v)	/gəʊ ə'lɒŋ wɪθ ˌsʌmθɪŋ/	mit etw. übereinstimmen	I think I would tend to go along with what Tim was saying.
go under (phr v)	/gəʊ 'ʌndə/	untergehen	Is the British film industry going under ?
the grass roots (n pl)	/ðə grɑ:s 'ru:ts/	Basis, "beim Fußvolk"	Change begins at the grass roots in an organisation.
ground (n) cover a lot of ground	/graʊnd/ /'kʌvər ə lɒt əv 'graʊnd/	Boden viel abdecken	We'll be covering a lot of new ground in today's lecture.
hopeless (adj)	/'həʊpləs/	hoffnungslos, chancenlos	The lawyers said it was a hopeless case.

hostile (adj) (opposite = friendly)	/ˈhɒstəl/ 	feindlich, -selig, ablehnend (Gegenteil = freundlich, gewogen)	George is trying to save the family company from a hostile takeover bid.
if (n) a big if	/ɪf/ /ə ˈbɪɡ ɪf/	Wenn ein großes Wenn (eine große Frage)	If we move – and that's a big if – I'll have to find a new job.
if (conj) if and when	/ɪf/ /ɪf ən ˈwen/	wenn, falls wenn und falls	I'm planning to take early retirement, if and when the company is taken over.
implement (v)	/ɪmˈplɪmənt/	umsetzen, durchführen	The agreement was signed but its recommendations were never implemented .
inflated (adj) (opposite = deflated)	/ɪnˈfleɪtəd/	aufgeblähte, hoch- getrieben (Gegenteil = angemessen)	The directors of the bank received vastly inflated salaries.
input (n)	/ɪnˈpʊt/	Beiträge	Input from visiting scientists will increase the value of our work.
issue (n) a different issue not be an issue	/ˈɪʃuː/ /ə ˌdɪfrənt ˈɪʃuː/ /nɒt biː ən ˈɪʃuː/	Thema, Problem ein anderes Thema kein Thema sein	The ethical justification of cloning is a different issue . The reliability of the statistics is not an issue .
job-share scheme (n)	/ˈdʒɒʃeə skiːm/	Arbeitsplatzteilungsplan	Charlotte is in a job-share scheme with two other doctors' receptionists.
justify (v)	/ˈdʒʌstɪfaɪ/	rechtfertigen, erklären	It was becoming increasingly difficult to justify such expenditure.
lay-off (n)	/ˈleɪɒf/	Entlassung	The factory managers have announced that there will be further layoffs before the end of the month.

layout (n)	/ˈleɪaʊt/	(hier:) Bauweise	The layout of your house and garden can deter crime.
level (n) take sth to the next level	/ˈlevəl/ /teɪk ˌsʌmθɪŋ tə ðə nekst ˈlevəl/	Niveau, Stufe das nächsthöhere Niveau erreichen	Intensive training over the winter has helped Murray take his game to the next level.
long game (n) the long game	/lɒŋ ˈgeɪm/ /ðə lɒŋ ˈgeɪm/	Fernblick (fig.) Langfristsperspektive	The long game is another way of describing your long-term objectives.
loss (n) run at a loss	/lɒs/ /rʌŋ æt ə ˈlɒs/	Verlust Verluste machen	The company has been running at a loss for the last 18 months.
low (n) (opposite = high)	/ləʊ/	niedrig (Gegenteil = hoch)	Share prices hit an all-time low .
market-driven (adj)	/ˈmɑːkɪtˌdrɪvən/	marktgerecht	Market-driven products are controlled by what and how much people want to buy.
maximise (v) (opposite = minimise)	/ˈmæksɪmaɪz/	maximieren (Gegenteil = minimieren)	We aim to maximise profits over the next year.
mind (n) to my mind	/maɪnd/ /tə maɪ ˈmaɪnd/	Verstand, Kopf, Vorstellung, Meinung meiner Meinung nach / aus meiner Sicht	To my mind , their behaviour is unreasonable.
mindset (n)	/ˈmaɪndset/	Denkweise, Kultur	The company will have to change its whole mindset if it is to survive.
opinion (n) a matter of opinion	/əˈpɪnjən/ /ə ˌmætər əv əˈpɪnjən/	Meinung, Auffassung Ansichtssache	Whether or not he should have been released is a matter of opinion.

oppose (v) (opposite = support)	/ə'peuz/ 	widersetzen, entgegen- setzen, ablehnen (Gegenteil = unterstützen)	There was a major campaign to oppose the building of a nuclear reactor.
option (n) be an option for sb one option would be to ... have no option but to ...	/'ɒpʃən/ /bi: ən 'ɒpʃən fə ,sʌmbədi/ /wʌn 'ɒpʃən wəd bi: tʊ/ /hæv nu 'ɒpʃən bʌt tʊ/	Alternative, Möglichkeit, Option eine (Wahl-)Möglichkeit sein eine Möglichkeit wäre ... keine Alternative haben	Selling the farm is still an option for us . One option would be to close the Swedish branch. We have no option but to make half the sales team redundant.
outlay (n) capital outlay	/'aʊtlei/ /ˌkæpɪtəl 'aʊtlei/	Aufwand, Kosten Kapital-, Mittelaufwand	We anticipate an initial capital outlay of over £300,000.
outnumber (v)	/aʊt'nʌmbə/	jdm. gegenüber in der Mehrzahl sein	Despite being outnumbered , they managed to fight back bravely.
outsource (v)	/'aʊtsɔ:s/	(hier:) Aufträge extern vergeben	We outsource over 60% of our production work to specialist machinists.
overspend (n)	/'əʊvəspend/	Budgetüberschreitung	The overspend for the marketing department alone runs into thousands of pounds.
overstaffed (adj) (opposite = understaffed)	/'əʊvə'stɑ:ft/	überbelegt, -besetzt (Gegenteil = unterbelegt, -besetzt)	Reduced orders mean that most of our distribution warehouses are overstaffed .
oversupplied (adj) (opposite = undersupplied)	/'əʊvəsə'plaid/	mit einem Überangebot versehen (mit einem Unterangebot versehen)	The sportswear market is massively oversupplied .
paradigm shift (n)	/'pærədəɪm 'ʃɪft /	Paradigmenwechsel	A paradigm shift is a basic change in ideas or

			methods.
phase sth out (phr v) (opposite = phase sth in)	/ˈfeɪz ˌsʌmθɪŋ aʊt/	auslaufen lassen, stufenweise zurückziehen (Gegenteil = allmählich einführen)	Over the following three years, the use of the drug will be phased out .
pick up (phr v)	/pɪk ˈʌp/	(hier:) sich (ver-)bessern	They won't let him out of hospital until his health has picked up quite a lot.
picture (n) look at the big picture	/'pɪktʃə/ /ˌlʊk æt ðə bɪɡ 'pɪktʃə/	Bild auf das große Ganze sehen	Let's look at the big picture and then see if we can drill down to the details.
point (n) get straight to the point the point is ... be beside the point point of view	/pɔɪnt/ /get ˌstreɪt tə ðə 'pɔɪnt/ /ðə 'pɔɪnt ɪz/ /biː bɪˌsaɪd ðə 'pɔɪnt/ /'pɔɪnt əv ˌvjuː/	Punkt, Argument ohne Umschweife zum Thema kommen es geht darum, dass ... nicht zum Thema gehören Perspektive, Sicht	I'll get straight to the point: last month's sales figures were the lowest in seven years. The point is we're spending too much on marketing and not enough on R & D. Stephen had certainly lied to her, but that was beside the point . From the point of view of safety , the proposed measures are a significant improvement.
position (n) be in a position to do sth the position is this position on sth	/pə'zɪʃən/ /biː ɪn ə pə'zɪʃən tə duː ˌsʌmθɪŋ/ /ðə pə'zɪʃən ɪz ðɪs/ /pə'zɪʃən ɒn ˌsʌmθɪŋ/	Lage, Position, Stellung in der Lage sein etw. zu tun die Lage ist folgendermaßen Sicht eines Thema / Meinung zu einem	I'm not in a position to say who my sources are. The position is this: all new residents are assessed by a social worker. No one was sure of his position on any issue.

		Thema	
pour (v) pour money into sth	/pɔː/ /pɔː 'mʌni ɪntə ˌsʌmθɪŋ/	gießen, schütten viel Geld in etwas investieren	They've already poured a lot of time and money into this project.
proactive (adj)	/prəʊ'æktɪv/	proaktiv, vorausschauend handelnd	We need someone proactive , in other words someone who'll take action before a problem develops.
profit (n) profit margin negative profit	/'prɒfɪt/ /'prɒfɪt ˌmɑːdʒɪn/ /ˌnegətɪv 'prɒfɪt/	Gewinn Gewinnmarge negativer Gewinn	Increased production costs mean a decrease in profit margins . 'Negative profit' is just a polite way of saying 'loss'.
projection (n)	/prə'dʒekʃən/	Prognose, Vorhersage	It is his job to make projections about publishing trends.
promotion (n) (opposite = demotion)	/prə'məʊʃən/	Beförderung (Gegenteil = Herabstufung)	We try to fill our executive positions by promotion from within.
propose (v)	/prə'pəʊz/	vorschlagen	France has proposed creating a rapid-reaction force to deal with the crisis.
pull out of (phr v)	/pʊl 'aʊt əv/	sich zurückziehen	The firm is pulling out of the personal computer business.
push-back (n)	/'pʊʃbæk/	Widerstand	I'm expecting a certain amount of push-back but I need staff support to get this proposal accepted.
question (n) a question of ... be out of the question	/'kwɛstʃən/ /ə 'kwɛstʃən əv/ /biː ˌaʊt əv ðə 'kwɛstʃən/	Frage eine Frage (von) ... außer Frage sein, nicht in Betracht kommen	There would definitely be some job losses; it was just a question of how many. Taking a holiday in July is out of the question .

R & D (n) (= research and development)	/ɑːrən'diː/	F&E (Forschung und Entwicklung)	We're spending too much on marketing and not enough on R & D .
ramp up (phr v)	/ræmp ʌp/	aufstocken, hochfahren	We've had to ramp up production to meet demand.
reality check (n)	/riːæləti tʃek/	Realitätsprüfung	Time for a reality check here; can we actually finish this on time?
reckon (v) what do you reckon?	/ˈrekən/ /wɒt də juː ˈrekən/	meinen, vermuten, schätzen was meinst du?	I think it'll work. What do you reckon?
redundancy (n) voluntary redundancy	/rəˈdʌndənsi/ /ˌvɒləntri rəˈdʌndənsi/	Kündigung freiwillige Kündigung	Staff were offered a choice between moving or taking voluntary redundancy .
relations (n pl) customer relations	/rɪˈleɪʃənz/ /ˌkʌstəmə rɪˈleɪʃənz/	Beziehung(en) Kundenbindung	Offering after-sales service is key to good customer relations .
restructure (v)	/riːˈstrʌktʃə/	umbauen, restrukturieren	The first step in their plans to restructure the company was to move the headquarters to Luton.
rethink (v)	/riːˈθɪŋk/	überdenken	Competitive pressures are forcing managers to rethink their strategies.
review (n) salary review	/rɪˈvjuː/ /ˈsæləri rɪˈvjuː/	Besprechung, Bewertung Gehaltsbesprechung	The performance of your students in the exams will be directly linked to your salary review .
say (v) go without saying	/seɪ/ /ˌgəʊ wiθaʊt ˈseɪɪŋ/	sagen, sprechen, reden selbstverständlich sein / sich von selbst verstehen	It goes without saying that I'm sorry.
schedule (v)	/'ʃedjuːl/	planen, ansetzen, veranschlagen	They have scheduled the factory for completion in 2004.
scope out (phr v)	/skəʊp ˈaʊt/	abstecken, erkunden,	

scope out the competition	/skəʊp 'aʊt ðə kɒmpə'tiʃən/	bewerten Wettbewerbsposition ermitteln	We need to scope out the competition before we open a new business.
screw-up (n)	/'skru:ʌp/	(Bock-)Mist, Murks, Fehler	There's been a big screw-up with the mailing list – no one's received the invitations.
shake-up (n)	/'ʃeɪkʌp/	Reorganisation, Umbesetzung	We're expecting a major shake-up in every department after the takeover.
sidetracked (adj) get sidetracked	/'saɪdtrækt/ /get 'saɪdtrækt/	abgelenkt abgelenkt werden	It's easy to get sidetracked by the design details.
slide (v) slide into debt	/slaɪd/ /'slaɪd ɪntə det/	rutschen sich verschulden, in Schulden hineinrutschen	The company slid further into debt last year.
stand (v)	/stænd/	stehen, (hier:) eine Position einnehmen	Where does the Prime Minister stand on this issue?
stimulate (v)	/'stɪmjəleɪt/	anregen, stimulieren	The government should do more to stimulate investment in the north.
strategy (n)	/'strætədʒi/	Strategie	The countries hope to devise a common strategy to provide aid.
struggle (v)	/'ʃtrʌgəl/	kämpfen	She was struggling to cope with the demands of her work.
subsidiary (n)	/sʌb'sɪdʒəri/	Tochter(gesellschaft)	The company started out as a subsidiary of General Motors.
supply chain (n)	/sə'plaɪ tʃeɪn/	Beschaffungskette	The supply chain is the series of processes involved in supplying a product to someone.
synergise (v)	/'sɪnədʒaɪz/	Synergien erzeugen	To synergise is to combine strengths and benefit from working together as a team.

thought (n) not give sth much thought	/θɔ:t/ /nɒt ɡɪv ˌsʌmθɪŋ mʌtʃ 'θɔ:t/	Gedanke etw. nicht beachten / nicht über etw. nach- denken	He obviously hadn't given his application letter much thought.
track (n) be on the right track	/træk/ /bi: ɒn ðə raɪt 'træk/	Kurs, Weg, Gleis, auf dem richtigen Weg sein	The figures show we are on the right track.
trend (n)	/trend/	Trend, Entwicklung(slinie)	It is his job to make projections about publishing trends.
turn sth around (phr v)	/tɜ:n ˌsʌmθɪŋ ə'raʊnd/	etw. umdrehen, in die entgegengesetzte Richtung bringen	The £400 million loan will help turn the Russian economy around.
underachievement (n) (opposite = achievement)	/ʌndə'reɪtʃi:vmənt/	schwache Leistung (Gegenteil = starke Leistung)	How are we going to tackle boys' underachievement in schools?
upgrade (v) (opposite = downgrade)	/ʌp'ɡreɪd/	ausbauen, erweitern (Gegenteil = abbauen, verringern)	£1.5 million is being spent on upgrading security procedures.
upskill (v)	/ʌp'skɪl/	fort-, ausbilden	Provision has been made in the training budget for upskilling all staff in the use of the new software.
vague (adj)	/veɪɡ/	ungenau, vage	Witnesses gave only a vague description of the driver.
volatile (adj) (opposite = stable)	/'vɒlətaɪl/	unbeständig, volatil (Gegenteil = beständig, stetig)	It would be very risky to sell shares with the stock market as volatile as it is at present.
wander away from sth (phr v)	/'wɒndər əweɪ frəm ˌsʌmθɪŋ/	von etw. abschweifen	We seem to have wandered away from the subject of recruitment.

way (n) not mind either way	/weɪ/ /nɒt ˌmaɪnd aɪðə 'weɪ/	Weg, Weise egal sein, mit etw. leben können	Either we move house or I find a new job: I don't mind either way.
with (prep) be with sb	/wɪθ/ /bi: 'wɪθ ˌsʌmbədi/	mit jdm. folgen (können)	' Are you with me? ' 'No, could you explain that bit again?'
word (n) in other words	/wɜ:d/ /ɪn ʌðə 'wɜ:dz/	Wort anders gesagt, mit anderen Worten	These were people who fought for money – mercenaries, in other words.

Unit 3

headword	pronunciation	translation/notes	example sentence
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absolve (v) absolve sb of/from sth	/æb'zɒlv/ /æb'zɒlv sʌmbədi ɒv/frɒm ˌsʌmθɪŋ/	freisprechen, entbinden jd. von etw. frei- sprechen	The report absolves the pilot from any blame for the crash.
accountability (n)	/əˌkaʊntə'bɪləti/	Verantwortlichkeit	Accountability is an acceptance of your responsibilities.
adhere to sth (phr v)	/əd'hɪə tə ˌsʌmθɪŋ/	sich an etw. halten, bei etw. bleiben	We must strictly adhere to the terms of the contract.
administer (v)	/əd'mɪnɪstə/	verwalten	The foundation was formed specifically to administer the project.
audit (n)	/'ɔ:ɪt/	Revision, Überprüfung	The council is going to carry out an audit of transport services for the elderly.

bearable (adj)	/ˈbeərəbəl/	erträglich	The cost of running the farm is only bearable because of government subsidies.
biodiversity (n)	/ˌbaɪəʊdarɪˈvɜːsəti/	biologische Vielfalt	Biodiversity is the variety of different types of plant and animal life in a particular region.
bottom line (n)	/ˈbɒtəm laɪn/	(hier:) Resultat, das Entscheidende, grundsätzliche Ausrichtung	He keeps a careful eye on the bottom line .
triple bottom line	/ˌtrɪpəl ˈbɒtəm laɪn/	Dreifachausrichtung	The triple bottom line is the simultaneous pursuit of economic prosperity, environmental quality and social equity.
breach (n)	/bri:tʃ/	Bruch	If you don't deliver on time, you could be sued for breach of contract . Agreeing to the merger would be a breach of our employees' trust .
breach of contract	/bri:tʃ əv ˈkɒntrækt/	Vertragsbruch	
breach of trust	/bri:tʃ əv ˈtrʌst/	Vertrauensbruch	
bribery (n)	/ˈbraɪbəri/	Bestechung	He is appearing in court on charges of bribery and tax evasion.
brownfield site (n)	/ˈbraʊnfi:ld saɪt/	aus gewerblichen Brachflächen hervorgegangenes Bauland	We've located a brownfield site in a perfect location for our new headquarters.
buzzword (n)	/ˈbʌzwɜːd/	Schlag-, Modewort	The buzzword of the moment is ' accountability '.
carbon (n)	/ˈkɑːbən/	CO2 (auch: Emission)	My new car has better fuel economy and lower carbon emissions than my old one. We're travelling by train instead of flying to reduce our carbon footprint .
carbon emissions	/ˈkɑːbən ɪˌmɪʃənz/	CO2-Ausstoß	
carbon footprint	/ˈkɑːbən ˌfʊtprɪnt/	CO2-Bilanz (Emissionsbilanz)	

carbon neutrality	/ˈkɑːbən njuːtræləti/	CO2-Neutralität (Emissionsneutralität)	The company hopes to achieve carbon neutrality by sponsoring a tree planting scheme.
card (n) play your cards right	/kɑːd/ /pleɪ jə ˈkɑːdz raɪt/	Karte etw. richtig anstellen	If you play your cards right , the company might pay your travel expenses.
catastrophic (adj)	/ˈkætəˌstrɒfɪk/	katastrophal	The company's losses last quarter were catastrophic .
clean tech (n)	/ˈkliːn tek/	Zukunftstechnologie, energieeffiziente und umweltfreundliche Technologie	Clean tech describes appliances which are more energy-efficient and environmentally-friendly.
climate (n) economic climate	/ˈklaɪmət/ /iːkəˌnɒmɪk ˈklaɪmət/	Klima Wirtschaftsklima	We are unable to increase wages in the current economic climate .
closure (n)	/ˈkləʊzə/	Schließung	The children's hospital is threatened with closure .
code of conduct (n)	/ˈkəʊd əv ˌkɒndʌkt /	Verhaltenskodex	Managers are expected to comply with the company's code of conduct .
collaboration (n) in collaboration with sb	/kəˈlæbərəɪʃən/ /ɪn kəˈlæbərəɪʃən wɪθ ˌsʌmbədi/	Zusammenarbeit in Zusammenarbeit mit	The tale was written in collaboration with Wilkie Collins .
commission (v)	/kəˈmɪʃən/	in Auftrag geben	We have commissioned a full survey of the property.
commitment (n) honour a commitment to sb	/kəˈmɪtmənt/ /ˌɒnər ə kəˈmɪtmənt tə ˌsʌmbədi/	(hier:) Verpflichtung eine Verpflichtung einhalten	The Government will continue to honour its commitment to pensioners .

compensation (n)	/ˌkɒmpən'seɪʃən/	Entschädigung	She was awarded £2,000 compensation for her injuries.
compliance (n) (in) compliance with sth	/kəm'plaɪəns/ /ɪn kəm'plaɪəns wɪθ ˌsʌmθɪŋ/	Übereinstimmung, Komformität in Übereinstimmung mit	All building work must be carried out in compliance with safety regulations.
comply with sth (phr v)	/kəm'plaɪ wɪθ ˌsʌmθɪŋ/	etw. befolgen	You are legally obliged to comply fully with any investigations .
compromise (n)	/'kɒmprəmaɪz/	Kompromiss	Both sides have agreed to meet, in the hope of reaching a compromise .
compromise (v)	/'kɒmprəmaɪz/	etw. beeinträchtigen, (hier:) etw. billigend in Kauf nehmen	We cannot compromise the safety of our workers.
condone (v)	/kən'dəʊn/	etw. (stillschweigend) billigen	The school does not condone bullying of any kind.
-conscious (adj)	/'kɒnʃəs/	-bewusst	Health- conscious mothers are buying more organic baby food.
consideration (n) financial consideration	/kənsɪdə'reɪʃən/ /faɪ,nænsjəl kənsɪdə'reɪʃən/	(hier:) Gesichtspunkt, Faktor, Überlegung	For most people, the most important financial consideration in choosing a mortgage is the cost of repayments.
consultation (n)	/kɒnsəl'teɪʃən/	(hier:) Rücksprache	We can go ahead only after consultation with the management.
contemplate (v)	/'kɒntəmpleɪt/	über etw. nachdenken, in Betracht ziehen	He refuses even to contemplate moving house again.
contributor (n)	/kən'trɪbjətə/	Mitwirkender	The tennis star has been a major contributor to the campaign.

corporate citizenship (n)	/ˌkɔ:pəret 'sɪtɪzənʃɪp/	gesellschaftliches Engagement von Unternehmen	An important area of corporate citizenship is investment in troubled areas of the world to provide jobs and security.
corporate social responsibility (CSR) (n)	/ˌkɔ:pəret səʊʃəl rɪspɒnsə'bɪləti/ /si:es'a:/	gesellschaftliche Verantwortung von Unternehmen	CSR belongs in every company but the reality is that you have to make money first to give it away.
corrupt (v)	/kə'rʌpt/	korrumpieren	In his view, the people have been corrupted by their desire for wealth.
corruption (n)	/kə'rʌpʃən/	Korruption	The bank was closed down amid allegations of corruption and fraud.
cost-effective (adj)	/kɒstɪ'fektɪv/	kostengünstig, wirtschaftlich	This is the most cost-effective distribution method.
court (n) take sb to court	/kɔ:t/ /teɪk ˌsʌmbədi tə 'kɔ:t/	Hof, (hier:) Gericht jdn. verklagen	Lynn took her employers to court for compensation.
coverage (n) press coverage	/'kʌvərɪdʒ/ /pres 'kʌvərɪdʒ/	Behandlung, Berichterstattung Berichterstattung in der Presse	The murder has received extensive press coverage .
crisis management (n)	/'kraɪsɪs ˌmænɪdʒmənt/	Krisenmanagement	We need to come up with a crisis management plan before Friday.
cynical (adj) take a cynical view of sth	/'sɪnɪkəl/ /teɪk ə 'sɪnɪkəl vju: əv ˌsʌmθɪŋ/	zynisch eine zynische Betrachtung vornehmen	I know that some of you take a cynical view of the proposals .
devil's advocate (n) play devil's advocate	/ˌdeɪvlz 'ædvəkət/	Advocatus Diaboli den Advocatus Diaboli	Someone who plays devil's advocate pretends to

	/pleɪ ˌdevɪlz ˈædvəkət/	spielen	disagree with someone in order to start an argument or interesting discussion.
dilemma (n)	/darˈlemə/	Dilemma	We now face an embarrassing dilemma : Should we stay or go?
disclose (v)	/dɪsˈkləʊz/	etw. bekanntgeben, enthüllen	They were reluctant to disclose that profits had fallen.
discrimination (n) positive discrimination	/dɪskrɪmɪˈneɪʃən/ /ˌpɒzətɪv dɪskrɪmɪˈneɪʃən/	Benachteiligung, Diskriminierung positive Diskriminierung (bewusste Bevorzugung)	Positive discrimination is the practice of giving special benefits to people from a group that was treated in an unfair way in the past.
disruption (n)	/dɪsˈrʌpʃən/	(hier:) Behinderung, Beeinträchtigung	The train strikes caused major disruption to thousands of commuters.
disturbing (adj)	/dɪsˈtɜːbɪŋ/	irritierend, verstörend	I found the book deeply disturbing .
diversity (n)	/darˈvɜːsəti/	Vielfalt	We value the rich ethnic and cultural diversity of the group.
divisive (adj)	/dɪˈvaɪsɪv/	kontrovers, entzweierend	Whether or not to sue our distributor has become a divisive issue among the directors.
dole out (phr v)	/dəʊl ˈaʊt/	sparsam aus-, verteilen	The government has agreed to dole out an additional £5 million to schools.
donor (n)	/ˈdəʊnə/	Spender/in	The museum was saved by an anonymous donor .
downturn (n) (opposite = upturn)	/ˈdaʊntɜːn/	Rückgang, Abwärts- trend (Gegenteil = Anstieg)	There has been a sharp downturn in demand in recent months.

		Aufwärtstrend)	
drained (adj)	/dreɪnd/	ausgetrocknet, erschöpft	Most of the charitable funds are drained .
eco-speak (n)	/'i:kəʊspi:k/	Ökosprache	'Carbon neutrality' and 'biodiversity' are examples of eco-speak .
embrace (v)	/ɪm'breɪs/	gutheißen	Most countries have enthusiastically embraced the concept of high-speed railways.
enable (v)	/ɪn'eɪbəl/	in die Lage versetzen	Enemy communications were destroyed, enabling a surprise attack.
enlightened (adj) (opposite = unenlightened)	/ɪn'laɪtənd/	aufgeklärt, liberal (Gegenteil = restriktiv, konservativ)	Their parents took an enlightened approach to child-rearing.
entitle sb to do sth (phr v)	/ɪn'taɪtəl sʌmbədi tə du: ˌsʌmθɪŋ/	das Recht haben etw. zu tun	The people who are entitled to vote should be aware of that fact.
ethical (adj) (opposite = unethical)	/'eθɪkəl/	(hier:) moralisch (Gegenteil = unmoralisch)	Importing goods from factories which employ children contravenes our ethical trade policies.
evacuation (n)	/ɪvækju'eɪʃən/	Räumung, Evakuierung	The complete evacuation of the building took less than five minutes.
exemplary (adj)	/ɪg'zempləri/	beispielhaft	Denmark has an exemplary human rights record.
eyebrow (n) raise eyebrows	/'aɪbraʊ/ /reɪz 'aɪbraʊz/	Augenbraue die Augenbrauen hochziehen	His blunt criticism of the company raised a few eyebrows at the shareholders' meeting.
fair trade (n)	/feə 'treɪd/	fairer Handel	It is company policy to only purchase fair trade coffee and tea.
favourable (adj)	/'feɪvərəbəl/	wohlwollend, günstig	Part-time workers should not receive less favourable

(opposite = unfavourable)		(Gegenteil = ablehnend, ungünstig)	treatment than full-timers.
fiddle (n) play the fiddle while Rome burns	/ˈfɪdəl/ /pleɪ ðə 'fɪdəl waɪl ˌrəʊm bɜːnz/	Geige Geige spielen, während Rom brennt	They accused the manager of playing the fiddle while Rome burns because he was choosing office furniture when the workers walked out on strike.
figure (v) that figures	/ˈfɪɡəz/ /ðæt 'fɪɡəz/	(hier:) passen, der Erwartung entsprechen; Das hätte ich mir denken können ..	'Dana has just announced her resignation.' 'That figures. She wasn't happy about relocating.'
focus (v) be focused on sth	/ˈfəʊkəst/ /bi: 'fəʊkəst ɒn ,sʌmθɪŋ/	sich konzentrieren auf etw. konzentriert sein, im Mittelpunkt stehen	Efforts are now focused on cleaning up the beaches.
follow through (phr v)	/ˈfɒləʊ θruː/	etw. bis zum Ende verfolgen, etw. "durchziehen"	Jack hasn't followed through on one project this year.
forefront (n) at the forefront of sth	/ˈfɔːfrʌnt/ /æt ðə 'fɔːfrʌnt əv ,sʌmθɪŋ/	vorderste Front, Spitze an der Spitze von etw. stehen	We are at the forefront of efforts to tackle inequality.
foremost (adj)	/ˈfɔːməʊst/	führend, an vorderster Stelle	He is one of Mexico's foremost authorities on Aztec culture.
frugality (n)	/ˈfruː'gæləti/	Genügsamkeit, Darben	A few months of frugality have made quite a difference to our financial situation.
generate (v)	/ˈdʒenəreɪt/	erzeugen	75% of France's electricity is generated by nuclear reactors.
gesture (n)	/ˈdʒestʃə/	Geste, Handzeig	

a noble gesture	/ə ˌnəʊbəl ˈdʒestʃə/	eine noble Geste	Refusing to take any money for the job was a noble gesture but can we afford it?
given (n)	/'gɪvən/	Selbstverständlichkeit, Naturgesetz	It is a given that most animals will protect their young.
go-ahead (n) give sb the go-ahead	/'gəʊəhed/ /gɪv ˌsʌmbədi ðə 'gəʊəhed/	Erlaubnis, grünes Licht, Zustimmung jdm. grünes Licht geben	Rosenthal had been given the go-ahead by his doctor to resume training.
golden (adj) golden opportunity golden parachute golden rule	/'gəʊldən/ /'gəʊldən ɒpə'tju:nəti/ /'gəʊldən ˌpærəʃu:t/ /'gəʊldən ru:l/	golden einzigartige Chance großzügige Abfindung ("goldener Fallschirm") goldene / eherne Regel	We missed a golden opportunity to win the Boots account from our competitors. If the two companies merge, I'll be made redundant but will receive a golden parachute of £80,000. One golden rule in teaching is never to lose your temper.
governance (n)	/'gʌvənəns/	(hier:) Regieren, Führen	The process of governing a country or organisation is known as governance .
green tech (n)	/'grɪ:n tek/	grüne Technologie	Green tech is a term used to describe technical innovations with the objective of reducing impact on the environment.
guidelines (n pl)	/'gaɪdlamz/	Richtlinie(n)	Refugees' applications are handled in accordance with United Nations guidelines .
guilty (adj) prove sb guilty	/'gɪlti/ /pru:v ˌsʌmbədi 'gɪlti/	schuldig jdn. einer Tat überführen	Robbins was proved guilty of manslaughter.

hasty (adj) (opposite = cautious)	/ˈheɪsti/	übereilt (Gegenteil = vorsichtig, behutsam)	She shouldn't be so hasty . She could have waited for the test results before talking to the press.
health hazard (n)	/ˈhelθ ˌhæzəd/	Gefährdung der Gesundheit	Pollution is a major health hazard .
historically (adv)	/hɪˈstɔːrɪkli/	geschichtlich (betrachtet)	Historically , relations between the two countries have never been good.
honourable (adj) (opposite = dishonourable)	/ˈhɒnərəbəl/	ehrenwert, -haft (Gegenteil = unehren- wert, -haft)	The only honourable thing to do was to say nothing.
house (n) keep your house in order	/haʊs/ /ki:p jə ˈhaʊs ɪn ˌɔːdə/	Haus das eigene Haus in Ordnung halten, vor der eigenen Tür kehren	Unless we can keep our own house in order we are in no position to criticise other countries.
hypocritical (adj)	/hɪpəˈkrɪtɪkəl/	heuchlerisch	I thought it was hypocritical of the doctor to recommend that you do more exercise when he himself is overweight.
impact (n)	/ˈɪmpækt/	(Aus-)Wirkung, Effekt	To what extent does the company's pension fund take account of the social impact of its investments?
implement (v)	/ˈɪmpləment/	umsetzen	Attempts to implement change have met with strong opposition.
implication (n)	/ɪmplɪˈkeɪʃən/	Folge, Auswirkung	The economic implications for the steel industry will be far-reaching.
indecisive (adj) (opposite = decisive)	/ɪndɪˈsɪsɪv/	unentschlossen, wankelmütig (Gegenteil = entschlossen)	Critics say he has been weak and indecisive .
inescapable (adj)	/ɪnɪˈskeɪpəbəl/	unausweichlich	The inescapable fact is that the situation is unlikely to change.

inexorable (adj)	/ɪn'eksərəbəl/	unaufhaltsam, unerbittlich	The inexorable growth of health care spending in the States is believed to be due to the greater use of advanced technology.
initiate (v)	/ɪ'nɪʃɪət/	anstößen, initiieren	The company initiated a management training programme for small businesses.
initiative (n)	/ɪ'nɪʃətɪv/	Anstoß, Initiative	The two presidents discussed a number of initiatives designed to address the problem of child poverty.
insecure (adj) (opposite = secure)	/ɪnsɪ'kjʊə/	unsicher (Gegenteil = sicher)	With the downturn in the market their jobs have become very insecure .
intensify (v)	/ɪn'tensɪfaɪ/	intensivieren, erhöhen, verstärken	Economic conditions intensified the pressure on industry to raise prices.
interest (n) the public interest	/ɪntə'rest/ /ðə 'pʌblɪk 'ɪntə'rest/	Interesse das öffentliche Interesse	The company is taking firm action in this crisis and is being seen to be putting the public interest first.
know-how (n)	/'nəʊhaʊ/	Expertise, Know-how	If you can provide the funding for the project, we will supply the know-how .
layoff (n)	/'leɪɒf/	Entlassung, Kündigung	Factory managers have warned that there may be more layoffs before the end of the year.
leak (v)	/li:k/	lecken, (hier:) etw. durchsickern lassen, weitergeben	A secret memorandum had been leaked to the press.
legislation (n)	/ledʒɪ'sleɪʃən/	Gesetzgebung	Under current legislation , factories must keep noise to a minimum.
line (n) in line with sth	/laɪn/ /ɪn 'laɪn wɪθ 'sɑ:mθɪŋ/	Linie in Übereinstimmung mit etw. sein, im Einklang mit etw. stehen	The costs were very much in line with what we expected.

mercenary (adj)	/ˈmɜːsənri/	geldgierig, "geldgeil"	Isn't it rather mercenary to expect to be paid for driving them to the airport?
migrate (v)	/ˈmaɪˈɡreɪt/	auswandern, migrieren	Many women have migrated from the Philippines to Ireland to find work.
minimise (v) (opposite = maximise)	/ˈmɪnɪmaɪz/	minimieren (Gegenteil = maximieren)	We must minimise the damage to innocent civilians.
modest (adj)	/ˈmɒdəst/	bescheiden	There has been a modest increase in sales. Peter is genuinely modest about his achievements.
narrow (v) (opposite = widen) margins are narrowing	/ˈnærəʊ/ /ˌmɑːdʒɪnz aː ˈnærəʊwɪŋ/	enger werden / machen, verengen, verkleinern (Gegenteil = weiter machen, ausweiten) die (Gewinn-)Margen werden kleiner	Our margins are narrowing because our overheads have increased.
net (adj) (opposite = gross)	/net/	netto (Gegenteil = brutto)	Net earnings per share amounted to £0.78.
non-governmental organisation (NGO) (n)	/nɒŋɡʌvənməntəl ɔːɡənəɪˈzeɪʃən/ /endʒiːʊ/	Nicht-Regierungs- organisationen, NGO	NGOs are organisations that are not owned by the government, but may work with government departments.
offset (v)	/ɒfˈset/	ausgleichen, aufwiegen	Falling sales in Thailand were offset by strong performances in other markets.
oppose (v) (opposite = support)	/əˈpəʊz/	ablehnen, Widerstand ausüben	There was a major campaign to oppose the building of a nuclear reactor.

		(Gegenteil = unterstützen)	
option (n)	/ˈɒpʃən/	Option, Wahlmöglichkeit	If one partner dies, the others have the option to buy back their shares.
outsource (v)	/ˈaʊtsɔːs/	Aufträge extern vergeben	We outsource most of our graphics work to freelance designers.
outweigh (v)	/aʊtˈweɪ/	überwiegen, wettmachen	The possible benefits outweigh the risks involved.
overhaul (n)	/ˈəʊvəhɔːl/	(General-)Überholung	That engine needs a complete overhaul .
overreact (v)	/ˌəʊvəˈriːækt/	überreagieren, überzogen reagieren	It's important not to overreact to a perceived threat.
overlook (v)	/əʊvəˈlʊk/	übersehen	Accidents happen when safety checks are overlooked .
oversight (n)	/ˈəʊvəsait/	Versehen	Employees were paid late due to an oversight in the accounting department.
overwhelming (adj)	/ˌəʊvəˈwelmiŋ/	überwältigend	An overwhelming majority voted against his proposal.
package (n)	/ˈpækɪdʒ/	Paket	The package was designed to stabilise the economy in South Korea.
periodically (adv)	/ˌpɪərɪˈɒdɪkli/	in regelmäßigen Abständen	She suffers periodically from back pain.
phase in/out (phr v)	/feɪz ˈɪn/ˈaʊt/	allmählich / langsam einführen	The new regulations can be phased in over a number of months. Over the following three years, the use of the drug will be

			phased out.
philanthropy (n)	/fr'lænθrəpi/	(hier:) Wohltätigkeit, Großzügigkeit	The hospital will be able to build a new children's ward, thanks to the couple's philanthropy .
pin down (phr v)	/pɪn 'daʊn/	genau bestimmen, "festnageln"	Officials are trying to pin down the cause of widespread power cuts.
planning permission (n)	/'plænnɪŋ pə'mɪʃən/	Baugenehmigung	Will we need planning permission to build a new garage?
pollution (n)	/pə'lju:ʃən/	Verschmutzung	The new agency is responsible for controlling air pollution .
portfolio (n)	/pɔ:t'fəʊliəʊ/	Portfolio, Geschäftsbereich	Our portfolio includes several high-risk investments.
postpone (v)	/pəʊst'pəʊn/	verschieben	Bad weather forced us to postpone Friday's game.
precautionary (adj)	/prɪ'kɔ:ʃənri/	als Vorsichtsmaßnahme	He was taken to hospital for a precautionary examination.
preliminary (adj)	/prɪ'limɪnri/	vorläufig	The preliminary analysis found no suspicious substances present in the bloodstream.
preposterous (adj)	/prɪ'pɒstərəs/	absurd, widersinnig	The whole idea is preposterous . We won't have nearly enough time.
prescribed (adj)	/prɪ'skraɪbd/	vorgeschrieben, (hier:) zulässig	The level of toxic chemicals was within the prescribed limits.
pressure group (n)	/'preʃə gru:p/	Interessengruppe, -verband, Lobby	Police were present at a demonstration by an anti-smoking pressure group against tobacco advertising.
proactive (adj)	/prəʊ'æktɪv/	vorausschauend handelnd, proaktiv	We need to be more proactive ; we can't just wait and see what happens.
proceedings (n pl)	/prəʊ'si:dɪŋz/	Verfahren, Ablauf	Martin kicked off the proceedings with a stunning

			performance of his new hit single.
prominent (adj)	/ˈprɒmɪnənt/	prominent, öffentlich bekannt	The order was given by a prominent member of the government.
promote (v)	/prəˈməʊt/	(be-)fördern	The Government is committed to promoting the development and use of public transport.
prosperity (n)	/prɒsˈperəti/	Wohlstand	The fifties and sixties were a time of prosperity for both families.
provision (n)	/prəˈvɪʒən/	Vorkehrung, Bereitstellung	There is no provision for expanding classroom space.
pull out (phr v)	/pʊl ˈaʊt/	sich zurückziehen	The firm is pulling out of the personal computer business.
purpose (n) for a common purpose	/ˈpɜːpəs/ /fər ə ˌkɒmən ˈpɜːpəs/	Zweck für einen gemeinsamen Zweck, für ein gemeinsames Ziel	Social capital is a measure of the ability of people to work together for a common purpose in groups and organisations.
pursue (v)	/pəˈsjuː/	verfolgen, anstreben	He wants to pursue a career in medicine.
pursuit (n)	/pəˈsjuːt/	Streben	Many novels take the pursuit of happiness as their theme.
quality circle (n)	/ˈkwɒləti ˌsɜːkəl/	Qualitätszirkel	The company has set up a quality circle to improve its marketing strategy.
ramification (n)	/ˌræmɪfɪˈkeɪʃən/	Auswirkung, Konsequenz	The decision to close the Stockholm office might have serious financial ramifications .
rampant (adj)	/ˈræmpənt/	weit verbreitet	Abuse of power among senior officials is said to be rampant .
random (adj)	/ˈrændəm/	willkürlich	The Olympic authorities carry out random drug testing of athletes.

rationalise (v)	/ˈræʃənəlaɪz/	rationalisieren, effizient machen	We need to rationalise work processes and cut costs.
recovery (n)	/rɪˈkʌvəri/	Erholung	There were still no real signs of an economic recovery .
recyclable (adj)	/riːˈsaɪkləbəl/	wiederverwertbar	Are these juice cartons recyclable ?
regeneration (n)	/riːdʒənəˈreɪʃən/	Sanierung, Erneuerung	Money from parking fines will be put towards the regeneration of the town centre.
regulation (n)	/regjuːˈleɪʃən/	Bestimmung, Vorgabe	Smoke detectors must be installed to comply with fire regulations .
relevance (n)	/ˈreləvəns/	(hier:) Bedeutung, Wichtigkeit	The course covers four areas of relevance to modern life.
renewable (adj)	/rɪˈnjuːəbəl/	erneuerbar	The wood in our furniture all comes from renewable sources.
rescue plan (n)	/ˈreskjʊː plæn/	Rettungsplan	International banks have put together a rescue plan for the company.
retain (v)	/rɪˈteɪn/	erhalten	We're trying to recruit and retain skilled staff.
revenue (n)	/ˈrevənjuː/	Einnahme	The magazine had been losing advertising revenue for months.
sceptical (adj)	/ˈskeptɪkəl/	skeptisch, kritisch	I'm very sceptical about the results of the survey.
severance pay (n)	/ˈsevərəns peɪ/	Abfindung	Junior managers will receive 20% of their annual salary as severance pay .
shop floor (n)	/ʃɒp ˈflɔː/	Basis	We need to address the threat of industrial action from the shop floor .

smokestack industry (n)	/ˈsməʊkstæk ˌɪndəstri/	Schwerindustrie	A smokestack industry is involved in making things in factories using big machines and processes that produce a lot of pollution.
social (adj) social capital social entrepreneurship social equity	/ˈsəʊʃəl/ /ˌsəʊʃəl ˈkæpɪtəl/ /ˌsəʊʃəl ˈɒnrəprənɜːʃɪp/ /ˌsəʊʃəl ˈekwəti/	sozial Sozialkapital soziales Unternehmertum soziale Gleichheit	Social capital is a measure of the ability of people to work together for a common purpose in groups and organisations. Social entrepreneurship describes the use of entrepreneurial skills and approaches to address social problems. The triple bottom line is the simultaneous pursuit of economic prosperity, environmental quality and social equity .
source (v)	/sɔːs/	(hier:) beziehen	All our timber is sourced from sustainable forests.
stakeholder (n)	/ˈsteɪkhəʊldə/	Interessenvertreter	As well as the children, the school's stakeholders include staff, parents and the local community.
steer (v)	/ˈstiə/	steuern, lenken	He steered the country through a transitional period to the elections.
support (v) (opposite = oppose)	/səˈpɔːt/	Unterstützung	The proposed reduction in taxes is supported by 73% of the people.
sustain (v)	/səˈsteɪn/	aufrechterhalten, erhalten	Analysts believe present economic growth can be sustained without inflation.
sustainability (n)	/səˈsteɪnəbɪləti/	Nachhaltigkeit	Sustainability in the use of natural resources has been a priority in the EU for over a decade.

tackle (v)	/ˈtækəl/	anpacken, lösen	Successive governments have failed to tackle the question of homelessness.
tension (n) ethnic tension	/ˈtenʃən/ /ˌeθnɪk ˈtenʃən/	Spannung Spannungen zwischen ethnischen Gruppen	Ethnic tension within the city has been building up for several years.
thrive (v)	/θraɪv/	gedeihen, blühen	Children thrive when given plenty of love and attention.
trafficking (n)	/ˈtræfɪkɪŋ/	(illegaler) Handel	The two countries are working together to combat the trafficking of weapons across their borders.
transparency (n)	/ˈtrænsˈpærənsi/	Transparenz	Parents are demanding greater transparency in the selection process.
troubled (adj)	/ˈtrʌbəld/	unruhig	An important area of corporate citizenship is investment in troubled areas of the world to provide jobs and security.
uncaring (adj) (opposite = caring)	/ʌnˈkeərɪŋ/	gleichgültig (Gegenteil = fürsorglich)	He had an unhappy childhood as the only child of uncaring parents.
underscore (v)	/ˌʌndəˈskɔː/	unterstreichen	The study underscores the importance of early diagnosis.
unethical (adj) (opposite = ethical)	/ʌnˈeθɪkəl/	unethisch, (hier:) unmoralisch (Gegenteil = moralisch)	The company has been accused of unethical business practices because it employs children in its factories.
unstable (adj) (opposite = stable)	/ʌnˈsteɪbəl/	instabil (Gegenteil = stabil)	In an increasingly unstable economy, there is widespread job uncertainty.
upturn (n) (opposite = downturn)	/ˈʌptɜːn/	Aufwärtstrend, Anstieg (Gegenteil = Abwärtstrend, Rückgang)	Last month saw an unexpected upturn in property prices.
viable (adj)	/ˈvaɪəbəl/	existenzfähig, rentabel	Hospitals plan to stop services that are not financially viable .

volunteer (v)	/vɒlən'tiə/	als ehrenamtliche/r Mitarbeiter/in tätig sein	Claire volunteers at the homeless shelter once a week.
wake-up call (n)	/'weɪkʌp kɔ:l/	Weckruf, Alarmzeichen	The low test scores should serve as a loud wake-up call to teachers.
widespread (adj)	/'waɪdspred/	weit verbreitet	The project has received widespread public support.
withdraw (v)	/'wɪθ'drɔ:/	(hier:) einstellen	The bus service in many rural areas has been withdrawn .
worthy (adj) (opposite = unworthy) worthy cause	/'wɜ:ði/ /'wɜ:ði kɔ:z/	(moralisch) gut, wohl- tätig, würdig (Gegenteil = schlecht, unwürdig) ein guter (wohltätiger) Zweck	The money will go to a worthy cause .

Unit 4

headword	pronunciation	translation/notes	example sentence
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accompaniment (n)	/ə'kʌmpənɪmənt/	Begleitung, (hier:) Beigabe	Serve the sauce as an accompaniment to roast meat.
anticipation (n)	/æntɪsɪ'peɪʃən/	(hier:) Vorfreude, Erwartung	There was a buzz of anticipation in the lecture hall.
assured (adj) rest assured, ...	/ə'ʃʊəd/ /rest ə'ʃʊəd/	gewiss, versichert Seien Sie versichert ...	You can rest assured that the salesman won't bother you again.
attention (n)	/ə'tenʃən/	Aufmerksamkeit	

attention span	/ə'tenʃən spæn/ /drɔː ɪsambədɪz ə'tenʃən tə ɪsəmθɪŋ/	Aufmerksamkeitsspanne	Very young children have a limited attention span .
draw sb's attention to sth		jds. Aufmerksamkeit auf etw. lenken	I have been asked to draw your attention to the following matters .
hold sb's attention	/həʊld ɪsambədɪz ə'tenʃən/	jdn. fesseln	It's hard to hold their attention for more than 15 minutes.
authoritative (adj)	/ɔ:'θɒrətə,tɪv/	maßgeblich, standardsetzend	The department has just published an authoritative report on drug use among teenagers.
awareness (n)	/ə'weənəs/	Bewusstsein	Increased environmental awareness has led to a greater demand for recycled paper.
background (n)	/'bækgraʊnd/	Hintergrund	We need to know the background to the case.
boom (v)	/bu:m/	florieren, boomen	The housing market is booming .
bother (v)	/'bɒðə/	sich die Mühe machen	We needn't have bothered to come into the office; there's nobody else here.
bounce back (phr v)	/baʊns 'bæk/	(fig.) rasch wieder auf die Beine kommen	BT's shares fell dramatically, but bounced back before the end of the day.
brush up (phr v)	/'brʌʃ 'ʌp/	aufpolieren	I took a class to brush up my German before the trip.
catchphrase (n)	/'kætʃfreɪz/	Schlagwort	Barack Obama's catchphrase during the election campaign was 'Yes, we can'.
chair (v)	/'tʃeə/	den Vorsitz haben / führen	She subsequently chaired the executive board of the UN Children's Fund.
champion (n)	/'tʃæmpɪən/	(hier:) Streiter/in, Verfechter/in	For the last twenty years he has been a champion of the rights of developing nations.
charismatic (adj)	/'kærɪz'mætɪk/	charismatisch	What the party needs is a more charismatic leader.

coincidence (n)	/kəʊ'ɪnsɪdəns/	Zufall	It is no coincidence that coastal communities have often been deeply religious.
communicative (adj) (opposite = uncommunicative)	/kə'mju:nɪkətɪv/	kommunikativ (Gegenteil = unkommunikativ)	We are looking for someone with excellent organisational and communicative skills.
considerable (adj)	/kən'sɪdərəbəl/	beträchtlich	They have spent a considerable amount of money on the new sports centre.
context (n)	/'kɒntekst/	Kontext, Zusammenhang	In the context of Russian history, recent events are not so surprising.
contrary (n) quite the contrary	/'kɒntrəri/ /kwaɪt ðə 'kɒntrəri/	Gegenteil ganz im Gegenteil	The risk of infection hasn't diminished – quite the contrary , it has increased.
convincingly (adv) (opposite = unconvincingly)	/kən'vɪnsɪŋli/	überzeugend (Gegenteil = nicht überzeugend)	He spoke very convincingly about his reasons for emigrating.
crucial (adj)	/'kru:ʃəl/	ausschlaggebend, zwingend erforderlich	It is crucial that all students develop these basic skills.
cumulatively (adv)	/'kju:mjʊlətɪvli/	(hier:) in der Summe	None of his injuries are serious but cumulatively they are giving him a lot of pain.
debut (n)	/'deɪbjʊ:/	Debut, erster Auftritt	Cooper made his debut at Covent Garden in 1989.
deepen (v)	/'di:pən/	vertiefen, (hier:) tiefer stellen	The man suddenly deepened his voice.
defenceless (adj)	/'drɪfensləs/	wehrlos	It was an evil crime against a defenceless old man.
delivery (n)	/'drɪlvəri/	(hier:) Vortrag, Präsentation	You need to work on your delivery . I could hardly hear you.

demo (n) (= demonstration)	/ˈdeməʊ/	Demo(nstration)	After seeing the demo , we were convinced it was the right product for us.
dim (v)	/dɪm/	(hier:) verdunkeln	The theatre lights dimmed and the show began.
disappointing (adj) (opposite = promising)	/dɪsəˈpɔɪntɪŋ/	enttäuschend (Gegenteil = vielversprechend)	This year's sales figures were very disappointing .
disastrous (adj)	/dɪˈzɑːstrəs/	katastrophal	The consequences of spending cuts would be disastrous for local schools.
distract (v)	/dɪˈstrækt/	ablenken	She was distracted by the sound of running water.
ditch (v)	/dɪtʃ/	fallen lassen, "abservieren", sich einer Sache entledigen	The series was ditched after the star of the show quit.
double (v)	/ˈdʌbəl/	verdoppeln	The number of people without work has doubled in the last five years.
dramatic (adj) for dramatic effect	/drəˈmætɪk/ /fə drəˈmætɪk ɪˌfekt/	dramatisch aus dramaturgischen Gründen	The lights went out at the end of his presentation for dramatic effect .
dramatically (adv)	/drəˈmætɪkli/	dramatisch	BT's shares fell dramatically , but bounced back before the end of the day.
dry up (phr v)	/draɪ ˈʌp/	versiegen	What will happen to the project when the money dries up ?
effectively (adv)	/ɪˈfektɪvli/	wirkungsvoll, effektiv	I learned several skills at the seminar which have helped me communicate more effectively .
emphasis (n)	/ˈemfəˌsɪs/	Nachdruck	'I will not!' she said with emphasis .
encouraging (adj) (opposite = discouraging)	/ɪnˈkʌrəʒɪŋ/	ermutigend (Gegenteil = entmuti-	The news from the doctors is very encouraging .

		gend)	
enthusiasm (n)	/ɪn'θu:ziæzəm/	Begeisterung	His enthusiasm for music has stayed strong throughout his 23 years in radio.
expertise (n)	/ɛkspə'ti:z/	Sachkenntnis, Expertise	The company is keen to develop its own expertise in the area of computer programming.
fade (v)	/feɪd/	nachlassen, allmählich verschwinden	Marie's smile slowly faded .
fake (v) fake it	/feɪk/ /'feɪk it/	(vor-)täuschen etw. vortäuschen, so tun als ob	I'm not asking you to fake it , just exaggerate how ill you're feeling.
feedback (n)	/'fi:dbæk/	Resonanz, Rückkopplung, Feedback	Marks and comments on assignments provide feedback to students.
fierce (adj)	/'fiəs/	heftig, erbittert	We face fierce competition from overseas competitors.
flip chart (n)	/'flɪp tʃɑ:t/	Flipchart	Gather some initial ideas from your audience and write them on the flip chart .
fluent (adj) (opposite = hesitant)	/'flu:ənt/	(hier:) sprachgewandt (Gegenteil = stockend, zögerlich)	As a lecturer, she is fluent , witty, but also scholarly.
-fold (suffix)	/fəʊld/	-mal	Attendance has increased sixfold since we moved the class to the evening.
force (v)	/fɔ:s/	sich abringen, abzwängen	Although she was very angry, she managed to force a smile.
frankly (adv) quite frankly, ...	/'fræŋkli/ /'kwɑ:t 'fræŋkli/	aufrichtig, offen, ehrlich offen / ehrlich gesagt ...	The chocolate mousse was, quite frankly , inedible.
frighten (v) frighten the life out of sb	/'fraɪtən/	Furcht einflößen, erschrecken	The older girls frightened the life out of us with tales of

	/ˈfraɪtən ðə laɪf aʊt əv ˌsʌmbədi/	jdn. in Angst und Schrecken versetzen	what would happen to us.
halve (v)	/hɑ:v/	halbieren	The number of people contracting the disease has halved .
handle (v)	/ˈhændəl/	bewältigen, managen	We felt that the dispute was badly handled .
handout (n)	/ˈhændaʊt/	Informationsmaterial, Info-/Arbeitsblatt	There are some useful websites on the handout .
heighten (v) (opposite = lower)	/ˈhaɪtən/	erhöhen (Gegenteil = senken)	An educational effort to heighten awareness about global warming is currently underway.
hesitant (adj) (opposite = fluent)	/ˈhezɪtənt/	zögerlich, stockend (Gegenteil = flüssig)	Will's apology sounded rather hesitant .
high (n) (opposite = low) reach an all-time high	/haɪ/ /ri:tʃ ən ˌɔ:ltaɪm ˈhaɪ/	hoch (Gegenteil = niedrig) ein Allzeithoch erreichen	Match attendance reached an all-time high last Saturday.
ice (n) break the ice	/aɪs/ /breɪk ðə ˈaɪs/	Eis das Eis brechen	He told a few jokes to break the ice .
illegible (adj) (opposite = legible)	/ɪˈleʃɪbəl/	unleserlich, unentzifferbar (Gegenteil = leserlich)	Clare's handwriting is completely illegible !
implication (n)	/ɪmˈplɪˈkeɪʃən/	Auswirkung(en)	The economic implications for the steel industry will be far-reaching.
inflict sth on sb/sth (phr v)	/ɪnˈflɪkt sʌmθɪŋ ɒn ˌsʌmbədi/ˌsʌmθɪŋ/	jdm. etw. auferlegen, jdm. etw. zufügen	Speed limits are in place because of the damage being inflicted on Venice's ancient buildings .
inspiring (adj) (opposite = uninspiring)	/ɪnˈspaɪərɪŋ/	anregend, inspirierend, erbaulich (Gegenteil = wenig)	The film is based on an inspiring story of love and determination.

		inspirierend, geisttötend)	
insult (v)	/ɪn'sʌlt/	beleidigen	You'll insult the chef if you don't at least taste the meal.
intonation (n)	/ɪntə'neɪʃən/	Intonation, Tonfall	Use the intonation of your voice to hold the audience's attention.
keyword (n)	/'ki:wɜ:d/	Schlüsselwort	The office was extremely tidy; efficiency was the keyword.
legend (n)	/'ledʒənd/	Legende	Guests included the Hollywood legend , Elizabeth Taylor.
link-up (n)	/'lɪŋkʌp/	Verbindung	The concert was broadcast via a satellite link-up .
literal (adj) (opposite = metaphorical)	/'lɪtərəl/	buchstäblich (Gegenteil = bildlich, im übertragenen Sinn)	He is clearly not using the word 'dead' in its literal sense.
literally (adv) (opposite = metaphorically)	/'lɪtərəli/	buchstäblich (Gegenteil = bildlich, im übertragenen Sinn)	Now there are literally thousands of companies using our software.
live (adv) go live	/laɪv/ /gəʊ 'laɪv/	live live gehen / geschaltet werden	The interactive digital TV shopping service is due to go live in September.
lost (adj) all is not lost	/'lɒst/ /ɪ,ɔ:l ɪz nɒt 'lɒst /	verloren noch ist nicht alles verloren	All is not lost , we may still get to the airport in time.
massive (adj) (opposite = tiny)	/'mæsɪv/	(hier:) gewaltig, kolossal (Gegenteil = winzig klein)	The new arts centre cost a massive amount of money.
measurably (adv) (opposite = immeasurably)	/'meɪʒərəbli/	messbar (Gegenteil = nicht messbar)	The river has measurably altered course.

memorable (adj) (opposite = forgettable)	/ˈmemərəbəl/	(hier:) unvergesslich, denkwürdig (Gegenteil = getrost vergeßbar)	The romantic evening cruise will be a memorable experience.
metaphorical (adj) (opposite = literal)	/ˈmetəˈfɒrɪkəl/	bildlich, im übertragenen Sinn (Gegenteil = buchstäblich)	Everyone breathed a metaphorical sigh of relief.
miserable (adj)	/ˈmɪzərəbəl/	jämmerlich, erbärmlich	All I had left was a miserable 50 pence.
modernise (v)	/ˈmɒdənaɪz/	modernisieren	They will continue to modernise the army.
modest (adj)	/ˈmɒdəst/	bescheiden	His income was modest compared with that of other chief executives.
monotonous (adj)	/məˈnɒtənəs/	eintönig, monoton	He's a good history teacher but he has a very monotonous voice.
motivation (n)	/məʊtɪˈveɪʃən/	Motivation	These methods can help to increase students' motivation and interest.
myth (n)	/mɪθ/	Mythos, Mär	He has helped to dispel the myth that men do not care about their appearance.
net (adj) (opposite = gross)	/net/	netto (Gegenteil = brutto)	Net earnings per share amounted to £0.78.
numbing (adj) numbing effect	/ˈnʌmɪŋ/ /ˈnʌmɪŋ ɪˈfekt/	betäubend betäubende Wirkung	I couldn't think clearly because of the numbing effect of the cold.
orator (n)	/ˈɒrətə/	Redner/in	With this speech Charles de Gaulle joined the ranks of famous modern orators .
overhead (n)	/ˈəʊvəhed/	(hier:) (Overhead-)Folie	You can see from this overhead that sales figures peaked in October.

override (v)	/əʊvə'raɪd/	Vorrang vor etw. haben, etw. anderes außer Kraft setzen	Passenger safety overrides all of our other concerns.
paradoxically (adv)	/pærə'dɒksɪkli/	paradoxerweise, seltsamerweise	Paradoxically , it is their differences that bring them closer to each other.
peak (v)	/pi:k/	einen Höhepunkt erreichen, gipfeln	Interest rates peaked at 19%.
perspective (n) put sth into (some kind of) perspective	/pə'spektɪv/ /pʊt ɪsʌmθɪŋ ɪntə sʌm kaɪnd əv pə'spektɪv/	Perspektive, Sichtweise (hier:) etw. in den Kontext stellen, etw. ins rechte Licht rücken	Before leaping to conclusions, we need to put this incident into some kind of perspective .
persuasion (n)	/pə'sweɪʒən/	Überredung, Überzeugen, (hier:) gutes Zureden	We achieve much more by persuasion than by brute force.
persuasive (n)	/pə'sweɪsɪv/	überzeugend	He can be very persuasive , so we ended up agreeing to help them move house.
phenomenal (adj)	/fə'nɒmənəl/	gewaltig, phänomenal	The soundtrack played a part in the phenomenal success of the film.
pitch (v)	/pɪtʃ/	(hier:) sich einem Wettbewerb oder eine Ausschreibung beteiligen	I've been busy all week because we're pitching for the Thomson account next week.
plateau (v)	/'plætəʊ/	sich auf einem bestimmten Niveau einpendeln, stagnieren	Mobile phone sales have plateau'd recently.
platform speaker (n)	/'plætfɔ:m ˌspi:kə/	(hier:) Hauptredner/in, -vortragende/r	This morning's platform speaker used to be my boss.
plunge (v)	/plʌndʒ/	steil abfallen, abstürzen	The temperature is expected to plunge below zero

			degrees overnight.
point out (phr v)	/pɔɪnt 'aʊt/	auf etw. hinweisen, etw. hervorheben	He pointed out that we had two hours of free time before dinner.
presence (n)	/'prezəns/	(hier:) Ausstrahlung	Our sales director has a commanding presence .
process (v)	/'prəʊses/	verarbeiten	This part of the brain is used to process images.
project (v)	/'prɒʃdʒekt/	(hier:) laut und deutlich sprechen	Actors have to learn to project their voices.
promising (adj) (opposite = disappointing)	/'prɒmɪsɪŋ/	vielversprechend (Gegenteil = enttäuschend)	Portugal got off to a promising start with a goal in the 13th minute.
quadruple (v)	/'kwɒd'rʌ:pəl/	vervierfachen	The number of passengers using this station has quadrupled in the last two years.
rally (v)	/'ræli/	(hier:) sich wieder fangen, sich sammeln	World financial markets rallied after the announcement.
readily (adv)	/'redəli/	bereitwillig, gerne	She had readily agreed to the interview, but now she was having second thoughts.
reinforce (v)	/'ri:ɪn'fɔ:s/	verstärken, bekräftigt	The message that you should not drink and drive needs to be constantly reinforced .
relate to sb (phr v)	/'rɪ'leɪt tə ,sʌmbədi/	eine (zwischenmenschliche) Beziehung zu jdm. haben	Martin had always found it easier to relate to women.
rhetoric (n)	/'retərɪk/	Redekunst, Rhetorik	Oftentimes we do not realise that advertising uses rhetoric to persuade us to buy something.
road (n) be on the road	/'rəʊd/ /bi: ɒn ðə 'rəʊd/	Straße unterwegs (auf der Straße) sein	The band was on the road for seven months last year.

rock bottom (n) hit rock bottom	/rɒk 'bɒtəm/ /hɪt rɒk 'bɒtəm/	Tiefpunkt ins Bodenlose fallen, einen Tiefpunkt erreichen	Confidence in the company has hit rock bottom .
role (n) take on a role	/rəʊl/ /teɪk ɒn ə 'rəʊl/	Rolle, Aufgabe, Funktion eine Aufgabe übernehmen	The banks have taken on a new role as providers of financial services.
self-disciplined (adj)	/self'dɪsɪplɪnd/	(selbst-)diszipliniert	If you work from home you need to be very self-disciplined .
shoot up (phr v)	/ʃu:t 'ʌp/	in die Höhe schießen	Petrol prices have shot up in the last six months.
shut out (phr v)	/ʃʌt 'aʊt/	ausschließen, (hier:) verbannen	I tried to shut the incident out of my mind.
significant (adj) (opposite = insignificant)	/sɪg'nɪfɪkənt/	erheblich, wesentlich (Gegenteil = unerheblich, unwesentlich)	I think we can save a significant amount of time.
simulation (n)	/sɪmjʊ:'leɪʃən/	Simulation	We watched a computer simulation of the explosion.
skyrocket (v)	/'skɑɪrɒkət/	emporschießen, in die Höhe schnellen	The number of calls we got skyrocketed .
slump (v)	/slʌmp/	(stark) fallen, zurückgehen	Profits slumped to under \$250 million.
spectacular (adj)	/spek'tækjələ/	aufsehenerregend, spektakulär	The show was a spectacular success.
spotlight (n) bring sth into the spotlight	/'spɒtlaɪt/ /brɪŋ ˌsɒmlaɪt ɪntə ðə 'spɒtlaɪt/	Rampenlicht, Scheinwerfer jdn. ins Rampenlicht stellen	Congress is bringing the private lives of its members into the spotlight .

stationary (adj)	/ˈsteɪʃənri/	(an einem bestimmten Punkt) ruhend, unverändert bleiben	The storm system remained almost stationary just south of the coast.
step (n) take sth one step further	/step/ /teɪk ˌsʌmθɪŋ wʌn step 'fɜːðə/	Schritt etw. einen Schritt voranbringen	We need to take this traffic experiment one step further by running it on a school day.
storm (n) take sth by storm	/stɔːm/ /teɪk ˌsʌmθɪŋ baɪ 'stɔːm/	Sturm im Sturm nehmen / erobern	Jazz took London and Paris by storm in the 1920s.
swear (v)	/ˈsweə/	schwören	I could have sworn I'd paid that bill.
take (v) be there for the taking	/teɪk/ /biː ˌðeə fə ðə 'teɪkɪŋ/	nehmen gratis / umsonst auf Abruf sein	These grants are there for the taking ; all you have to do is fill in an application form.
talk sb through sth (phr v)	/'tɔːk sʌmbədi θruː ˌsʌmθɪŋ/	jdm. bei etw. gut zureden	He talked me through the whole process of sending email.
televisual (adj)	/telɪˈvɪʒuəl/	Fernseh-, TV-	He illustrated his talk using various televisual aids.
translate (v)	/ˈtrænsˈleɪt/	übersetzen, (hier:) überkommen	Poetry doesn't always translate well.
triple (v)	/'trɪpəl/	verdreifachen	He helped triple the value of the company.
turnaround (n)	/'tɜːnəraʊnd/	Wende	In an impressive financial turnaround , the company increased its share value by 20%.
unappreciative (adj) (opposite = appreciative)	/ʌnəˈpriːʃətɪv/	undankbar, etw. nicht zu schätzen wissend (Gegenteil = dankbar, zu schätzen wissend)	I thought she was rather unappreciative of the present we gave her.

unimpressive (adj) (opposite = impressive)	/ʌnɪm'presɪv/	wenig beeindruckend (Gegenteil = beein- druckend)	Andersen gave an unimpressive performance as Claudio.
visual (adj) visual aid visual impact	/'vɪʒʊəl/ /vɪʒʊəl 'eɪd/ /vɪʒʊəl 'ɪmpækt/	visuell visuelle Hilfsmedien visuelle Wirkung	Use visual aids like maps and photographs to make your lessons more interesting. The brightly-coloured costumes gave the dancers stunning visual impact .
visual (n)	/'vɪʒʊəl/	visuelle Medien, Bilder	Try using visuals to hold the attention of your audience.
vocal (adj) vocal range	/'vəʊkəl/ /'vəʊkəl reɪnʤ/	stimmlich Stimmumfang	My singing teacher has taught me exercises to improve my vocal range .
volunteer (n)	/vɒlən'tɪə/	Freiwillige/r	Doctors need 50 healthy volunteers for the diet.
wave (n)	/weɪv/	Welle	A fresh wave of selling sent technology stocks even lower.
whisper (v)	/'wɪspə/	flüstern	'Over here!' she whispered urgently.
wow (v)	/waʊ/	jdn. hinreißen / umhauen	He wowed audiences and other musicians with his brilliant trumpet playing.

Unit 5

headword	pronunciation	translation/notes	example sentence
24/7 (adv)	/ˈtwentɪfəːˈsevən/	rund um die Uhr, 24-Stunden	He thinks about her 24/7 .
abrupt (adj)	/əˈbrʌpt/	(hier:) garstig, schroff, brüsk	The sales clerks were abrupt and impatient with the customers.
annoyance (n) much to sb's annoyance	/əˈnɔɪəns/ /mʌtʃ tə ˌsʌmbədɪz əˈnɔɪəns/	Ärgernis, Verärgerung sehr zu jds. Ärger	Much to Lisa's annoyance , she found that the others had gone without her.
assertive (adj) (opposite = unassertive)	/əˈsɜːtɪv/	durchsetzungsfähig (Gegenteil = unsicher, zögerlich)	You need to be more assertive to succeed in business.
assertiveness (n) (opposite = unassertiveness)	/əˈsɜːtɪvnəs/	Durchsetzungsfähigkeit (Gegenteil = Unsicherheit, Zögerlichkeit)	The course really helped to boost my assertiveness .
be on to sb (phr v)	/biː ˈɒn tə ˌsʌmbədɪ/	hinter jdm. her sein, auch: jdn. auf dem Kieker haben	Jo's teacher has been on to me about her results.
bill (v)	/bɪl/	in Rechnung stellen	We were billed for three nights at the hotel when we were only there for two.
break up (phr v)	/breɪk ˈʌp/	(hier:) Verbindung unterbrechen	I can't hear you, you're breaking up .
brief (v)	/briːf/	auf den (aktuellen) Stand bringen unterrichten	Members of the committee were briefed on the plan last week.

		informieren, einweisen	
business (n) get down to business	/ˈbɪznəs/ /get daʊn tə ˈbɪznəs/	Geschäft zur Sache kommen, loslegen	I have a plane to catch, so let's get down to business .
calm sb down (phr v)	/ˈkɑ:m ˌsʌmbədi daʊn/	jdn. beruhigen	She managed to calm him down .
carrier (n)	/ˈkæriə/	Spediteur	They've kept some of their furniture and sent it to Australia by international carrier .
chat (n) cut the chat	/ˈtʃæt/ /kʌt ðə ˈtʃæt/	plaudern, sich unterhalten Schluss mit der Plauderei	Cut the chat , you two, and get on with some work!
chatterbox (n)	/ˈtʃætəbɒks/	Quasselstrippe, Plappermaul	She's a real chatterbox on the phone. Once she gets started you can't stop her!
chit-chat (n)	/tʃɪtˈtʃæt/	Geplauder, Smalltalk	After five minutes of general chit-chat , the meeting got under way.
clear (adj) make yourself clear	/ˈkliə/ /meɪk jəself ˈkliə/	klar drücken Sie sich klar aus	'I want that report finished today.' Do I make myself clear ?
come down with sth (phr v)	/kʌm ˈdaʊn wɪθ ˌsʌmθɪŋ/	an etw. erkranken, sich etw. zugezogen haben	I feel like I'm coming down with flu.
come out (phr v)	/kʌm ˈaʊt/	etw. werden	None of my holiday photos came out .
completion (n) on completion of sth	/kəmˈpli:ʃən/ /ɒn kəmˈpli:ʃən əv ˌsʌmθɪŋ/	Beendigung, Abschluss bei Abschluss einer Sache	Each student is given a certificate on successful completion of the course .
consequently (adv)	/ˈkɒnsɪkwentli/	folglich, in der Folge	They've increased the number of staff and consequently the service is better.

course of action (n)	/kɔ:s əv 'ækʃən/	Handlungsoptionen, Vorgehensweisen	We have three possible courses of action .
courtesy (n)	/'kɜ:təsi/	Höflichkeit	It's only common courtesy to thank someone when they help.
credit (n) take the credit for sth	/'kredit/ /teik ðə 'kredit fə ,sʌmθɪŋ/	Kredit, (hier:) Aner- kennung für etw. die Anerkennung bekommen	He always takes the credit for my ideas .
damage (v)	/'dæmɪdʒ/	beschädigen, Schaden zufügen	Many buildings and cars had been damaged in the blast.
day (n) not have all day	/deɪ/ /nɒt hæv ɔ:l 'deɪ/	Tag nicht den ganzen Tag Zeit haben	Will you hurry up? I haven't got all day!
deadly (adj)	/'dedli/	tödlich	This is a potentially deadly disease.
death squad (n)	/'deθ skwɒd/	Todeskommando, Er- schießungskommando	I've got to face the death squad tomorrow! The directors want me to explain why we missed the deadline.
debit (v) (opposite = credit)	/'deɪt/	gutschreiben (Gegenteil = abbuchen)	Five hundred euros were debited from your account on 20 September.
defective (adj)	/dɪ'fektɪv/	fehler-, schad-, mangelhaft	The brakes are defective , so there will be a delay while the company sends out another bus.
definitive (adj)	/dɪ'fɪnɪtɪv/	ultimativ	This little book is the definitive travel guide to Moscow.
diplomatic (adj)	/dɪplə'mætɪk/	diplomatisch	Try to be diplomatic when he asks you what went wrong.
direct (adj) (opposite = subtle)	/daɪ'rekt/	direkt (Gegenteil = subtil, hintergründig)	She's refused to answer direct questions about her plans for the company.

disgrace (n)	/dɪs'greɪs/	Schande, Gemeinheit	The way he treats his dogs is an utter disgrace .
do (v)	/duː/	tun, machen	You seem to be under a lot of stress. Is there anything I can do for you?
double (v)	/'dʌbəl/	verdoppeln	The number of people without work has doubled in the last five years.
drastic (adj)	/'dræstɪk/	einschneidend, drastisch	The company will be taking drastic measures to reduce its debt.
drop in (phr v)	/drɒp 'ɪn/	vorbeischauen	Why don't you drop in for coffee some time?
empathise (v)	/'empəθaɪz/	mitfühlen	She empathises with Kim because of her own experiences as a mother.
exhibitor (n)	/eg'zɪbɪtə/	Aussteller	Most of the exhibitors will arrive early to set up.
feeling (n) cause bad feeling	/'fiːlɪŋ/ /kɔːz bæd 'fiːlɪŋ/	(hier:) Atmosphäre ein ungutes Gefühl verursachen	The last thing we want is to cause any bad feeling between the players.
findings (n pl)	/'faɪndɪŋz/	Ergebnisse, Befund	The government seems to have ignored the findings of its own report.
flame (n)	/fleɪm/	Flame (beleidigende E-Mail)	A flame is an angry or insulting email.
flat out (adv) work flat out	/'flæt 'aʊt/ /wɜːk flæt 'aʊt/	völlig, vollkommen auf Hochtouren arbeiten, vollauf beschäftigt sein mit etw.	He worked flat out from morning until night.
fly (v) how time flies!	/'flaɪ/ /haʊ taɪm 'flaɪz/	fliegen, vorbeieilen wie die Zeit vergeht!	How time flies! Last time I saw you you were pregnant and now both your children are at school!
foot (n)	/'fʊt/	Fuß	

be rushed off your feet	/bi: rʌʃt ɒf jə 'fi:t/	jd. auf Trab halten	We'll be rushed off our feet around lunchtime.
forbid (v)	/fə'bid/	verbieten, verwehren	Hannah is a natural musician, although modesty forbids her to say so.
forcefully (adv) (opposite = weakly)	/'fɔ:sfəli/	kraftvoll, energisch (Gegenteil = schwach)	He argued forcefully in favour of the merger.
foul (v) foul things up	/faʊl/ /faʊl θɪŋz 'ʌp/	etw. "versauen", verderben	The train strike has really fouled things up .
frankly (adv)	/'fræŋkli/	ehrlich / offen (gesagt)	Frankly , I couldn't care less what he thinks.
frustrating (adj)	/frʌ'streɪʃən/	frustrierend, entmutigend	It's frustrating to wait all day for a repairman who doesn't show up.
get on (phr v)	/get 'ɒn/	weitermachen	Can we please get on , because there are a lot of things still to discuss.
get onto sth (phr v)	/get 'ɒntə ,sʌmθɪŋ/	auf etw. kommen	Don't worry about the report. I'll get onto that straight away.
get rid of sb (phr v)	/get 'rɪd əv ,sʌmbədi/	jd. loswerden	I'm sure he knew we were trying to get rid of him!
get together (phr v)	/get tə'geðə/	zusammenkommen	The whole family usually gets together at Christmas.
guess (n)	/ges/	Rateversuch (dreimal darfst du raten)	I'll give you three guesses who I saw this morning.
happen (v)	/'hæpən/	geschehen, passieren (happen to have = zufällig etw. haben)	Do you happen to have a pen I can borrow?
hold sb up (phr v)	/'həʊld ,sʌmbədi ʌp/	jd. aufhalten	She got held up at work.
incurable (adj)	/'ɪn'kjʊ:rəbəl/	unheilbar, unver-	Don't tell Emma. She's an incurable gossip.

(opposite = curable)		besserlich (Gegenteil = heilbar)	
insistent (adj)	/ɪn'sɪstənt/	beharrlich, hartnäckig	John was insistent that we shouldn't tell anyone else about our plans.
keep (v)	/ki:p/	(auf-)halten	I won't keep you long.
latest (n) hear the latest	/'leɪtəst/ /ˌhɪə ðə 'leɪtəst/	aktuellste, neuste das Neuste hören	Have you heard the latest? He's getting a divorce.
let sb down (phr v)	/'let ˌsʌmbədi daʊn/	jdn. im Stich lassen	She's a great player, and never lets her team down .
likewise (adv)	/'lɪkwɑɪz/	gleichfalls, ebenso	'Have a good weekend.' ' Likewise. '
look into (phr v)	/lʊk 'ɪntu/	sich etw. anschauen, etw. (über-)prüfen	I complained about the mistake, and the airline promised to look into it .
mind (v)	/maɪnd/	aufpassen, kümmern, (hier:) etw. ausmachen	Do you mind if we use my car tonight? Would you mind if Rachel came too?
murder (n) be murder	/'mɜ:də/ /bi: 'mɜ:də/	Mord (hier:) der Wahnsinn sein	The traffic out there is murder .
neck (n) be up to your neck in it	/nek/ /bi: ʌp tə jə 'nek ɪn ɪt/	Hals bis zum Hals in etw. stecken	I'm up to my neck in it at the moment, but I'll deal with booking the car in as soon as I can.
overhear (v)	/əʊvə'hɪə/	etw. zufällig hören	I overheard him saying he was thinking of leaving his job.
owe (v) owe sb one	/əʊ/ /əʊ ˌsʌmbədi wʌn/	schulden jdm. etw. schulden	Thanks for taking that job off my hands, Bill. I owe you one .

pathetic (adj)	/pə'θetɪk/	kläglich, jämmerlich, nutzlos	He made a pathetic attempt to explain his failure.
piece (n) in one piece	/pi:s/ /ɪn wʌn 'pi:s/	Stück unversehrt / "ganz" sein	As far as I know, Barbara is still in one piece .
point (n) get to the point	/pɔɪnt/ /get tə ðə 'pɔɪnt/	Punkt, Spitze zum Thema kommen	We haven't got all day, so please get to the point .
preoccupied (adj)	/pri:'ɒkjʊ:paɪd/	stark beschäftigt	While the government was preoccupied with the troubles on the border, rebel leaders stepped up their operations.
probationary (adj)	/prəʊ'beɪʃənəri/	Probe-, auf Probe	After a six month probationary period, your position with the company will be reviewed.
promise (v)	/'prɒmɪs/	versprechen	I'll see if I can get you a ticket for the concert but I can't promise anything.
promotion (n)	/prə'məʊʃən/	Beförderung	The gifts can be paid for out of the budget for advertising and promotions .
promotional (adj)	/prə'məʊʃənəl/	Werbefilm	A promotional film about the airline was being shown in the departure lounge.
rave review (n)	/reɪv rɪ'vju:/	begeistert, enthusiastisch	Jackson's latest film has had rave reviews .
reassure (v)	/ri:ə'ʃʊə/	sich versichern / beruhigen	She checked the bolts to reassure herself that the door was locked.
relationship (n) maintain a relationship	/rɪ'reɪʃənʃɪp/ /meɪn'teɪn ə rɪ'reɪʃənʃɪp/	Beziehung eine Beziehung aufrechterhalten	Every few months we make a courtesy call just to maintain a relationship with our customers.
reprint (n)	/'ri:prɪnt/	Nachdruck	The book was published in 2008 and there have been three reprints .

retrieve (v)	/rɪ'tri:v/	(hier:) retten, bergen	The family retrieved only a few personal items from the burning home.
ring off (phr v)	/rɪŋ 'ɒf/	(den Hörer) auflegen	He rang off before she had a chance to reply.
rumour (n)	/'ru:mə/	Gerücht	There's a rumour going about that some people are going to lose their jobs.
run out (phr v)	/rʌn 'aʊt/	zu Ende gehen	Supplies of uranium will have run out by the end of the decade.
see (v)	/si:/	sehen, schauen	I'll see what I can do about finding you a flight.
settle in to sth (phr v)	/'setəl ɪn tə ˌsʌmθɪŋ/	sich in etw. einfügen	She seems to have settled in quickly to her new role.
short-staffed (adj) (opposite = overstaffed)	/ʃɔ:t'stɑ:ft/	unterbesetzt (Gegenteil = überbesetzt)	We're quite short-staffed at the moment because of the snowy weather.
slip (v) slip sb's mind	/slɪp/ /slɪp ˌsʌmbəɪdɪz 'maɪnd/	schlüpfen, rutschen entfallen, etw. vergessen	How could she have let something so important slip her mind ?
small talk (n)	/'smɔ:l tɔ:k/	Smalltalk, Plauderei	We made small talk until everyone had arrived for the meeting.
snow (v) be snowed under	/snəʊ/ /bi: ˌsnəʊd 'ʌndə/	schneien "eingeschneit sein", (hier:) überhäuft sein mit etw., "absaufen"	We're snowed under with applications for the job.
soften (v)	/'sɒfən/	mildern, abschwächen	She seems to have softened her attitude to him.
sort sth out (phr v)	/'sɔ:t ˌsʌmθɪŋ aʊt/	etw. regeln, etw. klären	Just have a seat for a moment while I try to sort something out for you.
sound (n) by the sound of sth	/saʊnd/	Klang, Geräusch dem Anschein nach	By the sound of things they'll probably have to move

	/baɪ ðə 'saʊnd əv,sʌmθɪŋ/		before next year.
strategy (n)	/'strætədʒi/	Strategie, Vorgehensweise	Her strategy of ignoring him seems to be working.
stylish (adj)	/'stɑɪlɪʃ/	stilvoll, elegant, modisch	They specialise in sturdy yet stylish garden furniture.
subtle (adj) (opposite = direct)	/'sʌtl̩/	hintergründig, subtil (Gegenteil = direkt)	He was being so subtle , I didn't realize he liked me.
suppose (v)	/sə'pəʊz/	vermuten, annehmen, mutmaßen	I don't suppose you could lend me your phone?
tactful (adj) (opposite = tactless)	/'tæktfəl/	taktvoll, diskret (Gegenteil = indiskret, taktlos)	It would have been more tactful to have left them alone.
tactfully (adv) (opposite = tactlessly)	/'tæktfəli/	taktvoll, diskret (Gegenteil = indiskret, taktlos)	She tried to find out tactfully whether he'd been fired.
telephony (n)	/tə'lefəni/	Telefonie	The telephony sector is very competitive.
temptation (n) resist the temptation to ...	/temp'teɪʃən/ /rə'zɪst ðə temp'teɪʃən tə/	Versuchung einer Versuchung widerstehen	She couldn't resist the temptation to open the letter.
touch (n) get in touch	/tʌtʃ/ /get ɪn 'tʌtʃ/	Berührung Kontakt aufnehmen, sich melden	I must get in touch with the bank and arrange an overdraft.
transit (n) in transit	/'trænzɪt/ /ɪn 'trænzɪt/	Transport auf dem Transportweg	Our suitcases were damaged in transit .

trial period (n)	/ˈtraɪəl ˌpɪəriəd/	Versuchsperiode	The system will operate for a six-month trial period .
unacceptable (adj) (opposite = acceptable)	/ʌnək'septəbəl/	inakzeptabel, unzumutbar (Gegenteil = akzeptabel)	Many viewers find the amount of violence on TV unacceptable .
unforeseen (adj)	/ʌnfə'si:n/	unvorhergesehen, unerwartet	The show was cancelled due to unforeseen circumstances.
unwelcome (adj) (opposite = welcome)	/ʌn'welkəm/	unwillkommen, unerwünscht (Gegenteil = willkommen, erwünscht)	We now faced the unwelcome prospect of a three-hour journey home.
up (adv) what's up?	/ʌp/ /wɒts 'ʌp/	auf, oben was ist los?	You're awfully quiet today – what's up ?
wipe (v)	/waɪp/	wischen, (hier:) löschen	Did you wipe that tape ?
word (n) put in a (good) word for sb	/wɜ:d/ /put ɪn ə gud 'wɜ:d fə ˌsʌmbədi/	Wort für jdn. ein gutes Wort einlegen	He promised to put in a good word for me with the boss.
zip drive (n)	/'zɪp draɪv/	Zip-Laufwerk, Daten-träger	I've got a copy of the client database on my zip drive .