

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

## Elementary

### Unit 1

headword	pronunciation	translation/notes	example sentence
<b>according to</b> (prep)	/ə'kɔ:dɪŋ tu:/	gemäß, hinsichtlich, in Bezug auf	The hospital is in the top fifty of the government's ranking <b>according to</b> cleanliness.
<b>accountant</b> (n)	/ə'kaʊntənt/	Buchhalter/in	She works as an <b>accountant</b> , preparing and checking financial records.
<b>agreement</b> (n)	/ə'grɪ:mənt/	Abkommen, Übereinkunft	A business <b>agreement</b> is a deal between two companies or organisations.
<b>aka</b> (= also known as)	/eɪkə'eɪ/	Alias (= auch bekannt als)	Our friend Alex Johnston, <b>aka</b> Biggles, owns his own plane.
<b>answer</b> (n) there's no answer	/'ɑ:nsə/ /ðəz nəʊ 'ɑ:nsə/	Antwort es geht niemand ran (ans Telefon), es gibt keine Antwort	I'm sorry, I'm afraid <b>there's no answer</b> . Can I take a message?
<b>asap</b> (= as soon as possible)	/eɪsə'eɪpi:/	baldmöglichst (= sobald wie möglich)	I want those files on my desk <b>asap</b> .
<b>big</b> be big in sth	/bɪg/ /bi: 'bɪg ɪn ,sʌmθɪŋ/	(ganz) groß ganz groß sein in etw.	Orange is <b>big in</b> mobile phones.
<b>billionaire</b> (n)	/bɪljə'neə/	Milliardär/in (BE), Billionär/in (AE)	He started work as a plumber when he was 17, now he's a <b>billionaire</b> .
<b>boss</b> (n)	/bɒs/	Chef/in, Boss	He is the <b>boss</b> of an international software group.

<b>brand</b> (n)	/brænd/	Marke	I tried using a new <b>brand</b> of soap.
<b>brilliant</b> (adj) be brilliant at sth	/ˈbrɪljənt/ /bi: ˈbrɪljənt æt ˌsʌmθɪŋ/	genial, brillant genial sein in etw.	Real Madrid <b>is brilliant at</b> marketing.
<b>business</b> (n)  billion-dollar/multi-million pound business  big business	/ˈbɪznəs/ /bɪljən,dɒlə/mʌltɪmɪljən,pəʊnd ˈbɪznəs/ /bɪg ˈbɪznəs/	Geschäft, Unternehmen(sbereich) milliarden- / multimillionen- schweres Unternehmen  lukratives Geschäft	The tiny company she started is now a <b>billion-dollar</b> international <b>business</b> . Music is <b>big business</b> these days.
<b>call</b> (v)	/kɔ:l/	anrufen	"Who's <b>calling</b> ?" "My name's Anderson."
<b>Can I help you?</b>	/kæn aɪ ˈhelp ju:/	Kann ich Ihnen helfen?	" <b>Can I help you?</b> " "Yes. I'd like to buy a return ticket to New York, please."
<b>Can I speak to ...?</b>	/kæn aɪ ˈspi:k tə/	Kann ich ... sprechen?	" <b>Can I speak to</b> the manager, please?"
<b>cent</b> (n)	/sent /	Cent	Two coffees cost five euros seventy-five <b>cents</b> .
<b>charge</b> (n)  in charge of sth	/tʃɑ:ʒ/ /ɪn ˈtʃɑ:ʒ əv ˌsʌmθɪŋ/	(hier:) Verantwortung, Zuständigkeit verantwortlich / zuständig für etw.	He was put <b>in charge of</b> the whole investigation.
<b>clothing</b> (n)	/ˈkləʊðɪŋ/	Kleidung	Most of their <b>clothing</b> is manufactured in China.
<b>company</b> (n)	/ˈkʌmpəni/	Unternehmen, Firma	Coca-Cola is a multinational drinks <b>company</b> .
<b>deal</b> (n)	/di:l/	Übereinkunft, Deal	We think there was a <b>deal</b> between the CIA and the FBI.
<b>delegate</b> (n)	/ˈdeləgət/	Delegierte/r	Over 250 <b>delegates</b> attended the conference.

<b>dollar (\$)</b> (n)	/ˈdɒlə/	Dollar	The deal is thought to be worth 3 billion <b>dollars</b> (\$3 billion).
<b>e-mail address</b> (n)	/ˈiːmeɪl ədres/	E-Mailadresse	Do you know her <b>email address</b> ?
<b>enterprise</b> (n)	/ˈentəpraɪz/	Unternehmen, Firma	The foundation promotes private-sector <b>enterprise</b> in Ghana.
<b>entrepreneur</b> (n)	/ˌɒnrəprəʊˈnɜː/	Unternehmer/in	The organisation offers a prize for the most promising young <b>entrepreneur</b> .
<b>EU</b> (n) (= European Union)	/iːjuː/	EU (= Europäische Union)	Norway is not a member of the <b>EU</b> .
<b>euro (€)</b> (n)	/ˈjʊərəʊ/	Euro	Fifty-five million <b>euros</b> (€55 million) is a lot of money.
<b>Excuse me, ...</b>	/ɪkˈskjuːz miː/	Entschuldigen Sie, ...	<b>Excuse me</b> , can you tell me the time?
<b>expensive</b> (adj) (opposite = <b>cheap</b> )	/ɪkˈspensɪv/	teuer (Gegenteil = billig)	He always wears <b>expensive</b> clothes.
<b>factory</b> (n)	/ˈfæktəri/	Fabrik, Werk	There was a fire at the <b>factory</b> .
<b>finance</b> (n)	/ˈfɑːnæns/	Finanzierung, Geldmittel	Where will the <b>finance</b> for this project come from?
<b>fine</b> (adj) be fine	/faɪn/ /biː ˈfaɪn/	gut gut gehen	"How are you?" " <b>I'm fine</b> . Just a bit tired."
<b>flight</b> (n)	/flaɪt/	Flug	The <b>flight</b> from New York to Heathrow took about 5 hours.
<b>FM</b> (n) (= frequency modulation)	/efem/	FM (= Frequenzmodulation)	The <b>FM</b> reception is not good in this area.
<b>former</b> (adj)	/ˈfɔːmə/	ehemalig, früher	The guests included <b>former</b> US President George W. Bush.

<b>free</b> (adj) be free to do sth	/fri:/ /bi: 'fri: tə du: ,sʌmθɪŋ/	frei (ungestört) etw. tun können	<b>Are you free to talk?</b>
<b>global</b> (adj) global economy/market etc	/'gləʊbəl/ /'gləʊbəl i,kɒnəmi/,mɑ:kɪt/	global, weltweit die globale Wirtschaft / der globale Markt	The <b>global economy</b> has become increasingly unstable.
<b>good</b> (adj) (opposite = <b>bad</b> ) be good with sth	/gʊd/ /bi: 'gʊd wɪθ ,sʌmθɪŋ/	gut (Gegenteil = schlecht) gut mit etw. umgehen können	Gina <b>has</b> always <b>been good with</b> animals.
<b>growth</b> (n) growth market/sport	/grəʊθ/ /grəʊθ 'mɑ:kɪt/'spɔ:t /	Wachstum Wachstumsmarkt/-sport	Snowboarding is a <b>growth sport</b> .
<b>happy</b> (adj) (opposite = <b>sad</b> ) be happy in sth	/'hæpi/ /bi: 'hæpi ɪn ,sʌmθɪŋ/	glücklich (Gegenteil = unglücklich) mit etw. sehr zufrieden (glücklich) sein	Kris <b>is happy in</b> his new role as head of department.
<b>head</b> (n)	/hed/	Leitende/r, (hier:) Firmenchef	The <b>heads</b> of several multinationals criticised the decision.
<b>HIV</b> (n) (= Human immunodeficiency virus)	/eɪtʃaɪ'vi:/	HIV (= Humanes Immundefizienz-Virus)	He is <b>HIV-positive</b> , but he does not have AIDS.
<b>Hold the line.</b>	/həʊld ðə 'laɪn/	Bleiben Sie am Apparat.	<b>Hold the line</b> , please, I'll see if she's available.
<b>How are you?</b>	/,haʊ a: jʊ/	Wie geht es dir / Ihnen?	"Hello, Elaine. <b>How are you?</b> " "I'm fine. And you?"
<b>How do you do?</b>	/,haʊ də jʊ 'du:/	Begrüßungsformel, ohne direktes Äquivalent im Deutschen, (hier:) guten Tag; i.d.R. antwortet man	"I'm Helen Darby. <b>How do you do?</b> " "Pleased to meet you. I'm Kurt Heinbach."

		auch mit „How do you do?“	
<b>income</b> (n)	/ˈɪnkʌm/	Einkommen, Gehalt	What is your approximate annual <b>income</b> ?
<b>interest</b> (n) have interests in sth	/ˈɪntərəst/ /hæv ˈɪntərəsts ɪn ˌsʌmθɪŋ/	Interesse, Zins, (hier:) (Unternehmens- / Aktien-)Anteile Anteile an etw. besitzen	The company <b>has interests</b> in several mines.
<b>interested</b> (adj) be interested in sth	/ˈɪntərəstəd/ /bi: ˈɪntərəstəd ɪn ˌsʌmθɪŋ/	interessiert an etw. interessiert sein	Joe's always <b>been interested</b> in politics.
<b>job</b> (n)	/dʒɒb/	Arbeit(sstelle), Job	I've had a <b>job</b> as a receptionist for the last six months.
<b>join</b> (v)	/dʒɔɪn/	besuchen / (sich jdm.) anschließen	I hope you can <b>join</b> us for a barbecue this Saturday.
<b>joint</b> (adj)	/ˌdʒɔɪnt/	gemeinsam	The two presidents issued a <b>joint</b> statement.
<b>late</b> (adj) (opposite = <b>early</b> ) be late for sth	/leɪt/ /bi: ˈleɪt fə ˌsʌmθɪŋ/	(zu) spät (Gegenteil = früh) verspätet zu etw. kommen	We're going to <b>be late</b> for school.
<b>level</b> (n) at international level	/ˈlevəl/ /æt ɪntəˈnæʃənəl ˌlevəl/	Ebene, (Niveau-)Stufe auf internationaler Ebene	Decisions about controlling the spread of the virus need to be made <b>at international level</b> .
<b>list</b> (n)	/lɪst/	Liste, Verzeichnis	She regularly appears on the <b>list</b> of the world's richest people.
<b>market</b> (n) market leader	/ˈmɑ:kɪt/ /ˌmɑ:kɪt ˈli:də/	Markt Marktführer	The directors hope that by next year the company will become the <b>market leader</b> .

<b>marketing</b> (n)	/ˈmɑːkɪtɪŋ/	Marketing	Real Madrid is brilliant at <b>marketing</b> .
<b>married</b> (adj) be married	/ˈmæriɪd/ /bi: 'mæriɪd/	verheiratet verheiratet sein	<b>He's married</b> to my older sister.
<b>MBA</b> (n) (= Masters in Business Administration)	/embi:'eɪ/	MBA (ungefähre Entsprechung: graduerter Betriebswirt)	The <b>MBA</b> course lasts for two years.
<b>message</b> (n) Can I take a message?	/ˈmesɪdʒ/ /kæn aɪ teɪk ə 'mesɪdʒ/	Nachricht, Botschaft Kann ich etwas ausrichten?	I'm sorry, I'm afraid he's in a meeting. <b>Can I take a message?</b>
<b>merchandising</b> (n)	/ˈmɜːtʃəndaɪzɪŋ/	Merchandising	The film company has earned almost as much from <b>merchandising</b> as it has from ticket sales.
<b>move</b> (n) on the move	/mu:v/ /ɒn ðə 'mu:v/	Bewegung unterwegs (sein)	He's always <b>on the move</b> , so he phones the office several times a day.
<b>multinational</b> (n)	/mʌltɪ'næʃənəl/	multinationale Unternehmensgruppe, Multi	<b>Multinationals</b> such as Opel and Siemens market their products all over the world.
<b>nationality</b> (n)	/næʃə'næləti/	Nationalität	There may be as many as 20 different <b>nationalities</b> in a school.
<b>organiser</b> (n)	/'ɔːgənaɪzə/	Organisator/in	The <b>organisers</b> have booked an alternative venue in case it rains.
<b>partner</b> (n) be partners in doing sth	/'pɑːtnə/ /bi: 'pɑːtnəz ɪn duːɪŋ ,sʌmθɪŋ/	Partner/in	The two companies <b>have been partners in</b> sponsoring the event for three years.
<b>Pleased to meet you.</b>	/'pliːzd tə ,mɪt juː/	Sehr erfreut. / Es freut mich, Sie kennenzulernen. / Angenehm.	"I'm Helen Darby. How do you do?" " <b>Pleased to meet you.</b> I'm Kurt Heinbach."

<b>pound (£)</b> (n)	/paʊnd/	Pfund Sterling (britische Währung)	He earns more than four thousand <b>pounds</b> (£4,000) a month.
<b>president</b> (n)	/'prezɪdənt/	Präsident/in	The guests included former US <b>President</b> George W. Bush.
<b>prime minister</b> (n)	/praɪm 'mɪnɪstə/	Premierminister/in, Ministerpräsident/in	Tony Blair, former British <b>Prime Minister</b> , attended the funeral.
<b>private-sector</b> (adj)	/praɪvət'sektə/	Privatwirtschaft	The foundation promotes <b>private-sector enterprise</b> in Ghana.
<b>production manager</b> (n)	/prə'dʌkʃən ,mænɪdʒə/	Produktionschef/in	The <b>production manager</b> lost his job because they supplied 2,000 units instead of 200,000.
<b>ranking</b> (n)	/'ræŋkɪŋ/	Ranking, Einstufung	The hospital is in the top fifty of the government's <b>ranking</b> according to cleanliness.
<b>ready</b> (adj) be ready for sth	/'redi/ /bi: 'redi fə ,sʌmθɪŋ/	bereit bereit sein für etw.	She <b>was ready for</b> a new challenge.
<b>replica</b> (n)	/'replɪkə/	Nachbildung, (hier:) Kopie, Imitat	My nephew wants a <b>replica</b> Ronaldo shirt for his birthday.
<b>revenue</b> (n)	/'revənju:/	Einkünfte, Einnahmen	Last year the company's <b>revenue</b> was over \$40 billion.
<b>rights</b> (n pl)	/'raɪts/	Rechte	She has been offered \$5 million for the film <b>rights</b> to her book.
<b>salary</b> (n)	/'sæləri/	Gehalt, Bezahlung	Her <b>salary</b> is about €30,000 a year.
<b>source</b> (n)	/sɔ:s/	Quelle	The charity has been looking for alternative <b>sources</b> of funding.
<b>spell</b> (v)	/spel/	buchstabieren	"Can you <b>spell</b> that, please?" "Heinbach, H-E-I-N-B-A-C-H."

<b>sponsorship</b> (n)	/ˈspɒnsəʃɪp/	finanzielle Förderung, Sponsoring	More than half the club's revenue comes from <b>sponsorship</b> deals.
<b>star</b> (n)	/stɑː/	Star	Mick was a <b>star</b> pupil at his school.
<b>ticket</b> (n)	/ˈtɪkɪt/	Ticket, Eintrittskarte	They've been given two free <b>tickets</b> for Saturday's concert.
ticket sales	/ˈtɪkɪt seɪlz/	Kartenverkauf	The film company has earned almost as much from merchandising as it has from <b>ticket sales</b> .
<b>turnover</b> (n)	/ˈtɜːnəʊvə/	Umsatz	Last year's <b>turnover</b> was the biggest since the company was set up.
<b>UFO</b> (n) (= Unidentified Flying Object)	/juːefəʊ/	UFO (= unbekanntes Flugobjekt)	Most <b>UFOs</b> are in fact planes or satellites.
<b>UK</b> (n) (= United Kingdom)	/juːˈkeɪ/	UK (= Vereinigtes Königreich)	We moved to the <b>UK</b> six years ago.
<b>UN</b> (n) (= United Nations)	/juːˈen/	UN (= Vereinte Nationen)	The <b>UN</b> encourages countries to work together to solve world problems.
<b>USA</b> (n) (= United States of America)	/juːesˈeɪ/	USA (= Vereinigte Staaten von Amerika)	This will be our third visit to the <b>USA</b> .
<b>VAT</b> (n) (= value added tax)	/viːerˈtiː/	Abkürzung für Umsatzsteuer	The estimated cost for the new building includes <b>VAT</b> .
<b>WHO</b> (n) (= World Health Organisation)	/ˌdʌbljuːerfɪˈəʊ /	WHO (= Weltgesundheitsorganisation)	The <b>WHO</b> is an agency of the United Nations.
<b>worldwide</b> (adj)	/wɜːldˈwaɪd/	weltweit	We hope to establish a <b>worldwide</b> network of more than 100 organisations.
<b>worth</b> (adj) be worth	/wɜːθ/	wert wert sein	His older brother <b>is worth</b> more than \$2 billion.
<b>You're welcome.</b>	/jə ˈwelkəm/	(hier:) Keine Ursache.	"Thank you for your help." " <b>You're welcome.</b> "



This file has been downloaded from [www.hueber.de](http://www.hueber.de).  
It is photocopiable, but all copies must be complete pages.  
© Macmillan Publishers Limited 2010.  
German Translation © Hueber Verlag 2010.

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

## Elementary

### Unit 2

headword	pronunciation	translation/notes	example sentence
<b>accident</b> (n) cause an accident	<i>/'æksɪdənt/</i> <i>/kɔ:z ən 'æksɪdənt/</i>	Unfall einen Unfall verursachen	The <b>accident was caused</b> by ice on the road.
<b>admit</b> (v)	<i>/əd'mɪt/</i>	zugeben	She freely <b>admits</b> that she made mistakes.
<b>answer</b> (v) answer a call  answer the phone	<i>/'ɑ:nsə/</i> <i>/'ɑ:nsə ə ,kɔ:l/</i> <i>/'ɑ:nsə ɫə ,fəʊn /</i>	Antwort einen Anruf annehmen  ans Telefon gehen	Some people only use their mobiles to <b>answer</b> incoming <b>calls</b> .  I hate it when people <b>answer the phone</b> in restaurants or theatres.
<b>basic</b> (adj)	<i>/'beɪsɪk/</i>	Basis-, Grund-	The state provides only <b>basic</b> health care.
<b>bore</b> (n)	<i>/bɔ:/</i>	Langweiler	Wine <b>bores</b> can talk for hours about why one kind of grape is superior to another.
<b>built-in</b> (adj)	<i>/'bɪlt'ɪn/</i>	eingebaut	Does your phone have a <b>built-in</b> GPS?
<b>business</b> (n) business opportunity	<i>/'bɪznəs/</i> <i>/,bɪznəs ɒpə'tju:nəti/</i>	Geschäft Geschäftschance	Does online advertising increase <b>business opportunities</b> ?
<b>call</b> (n) answer a call	<i>/kɔ:l/</i> <i>/'ɑ:nsə ə ,kɔ:l/</i>	Anruf einen Anruf annehmen	When I'm at the gym I only <b>answer</b> important <b>calls</b> .

incoming call	/'ɪnkʌmɪŋ kɔ:l/	eingehender Anruf	People use their mobiles in different ways and some people only use them to receive <b>incoming calls</b> .
make a call	/'meɪk ə ,kɔ:l/	einen Anruf tätigen	I <b>made</b> a quick <b>call</b> home on the train to say what time I would be arriving.
take a call	/'teɪk ə ,kɔ:l/	einen Anruf entgegennehmen	How do you use your mobile - for making or <b>taking calls</b> , or both?
<b>call</b> (v)	/kɔ:l/	anrufen	My wife <b>called</b> me from the supermarket to ask what I wanted for dinner.
<b>call</b> (sb) <b>back</b> (phr v)	/kɔ:l ,sʌmbədi 'bæk/	zurückrufen	Jo, I'm in the cinema. Can I <b>call</b> you <b>back</b> later?
<b>chat</b> (v)	/'tʃæt/	plaudern, schwatzen	We sat in a café and <b>chatted</b> for a couple of hours.
<b>communication</b> (n)	/kə,mju:nɪ'keɪʃən/	Kommunikation	Young people use their mobiles for entertainment as well as <b>communication</b> .
<b>confidential</b> (adj)	/kɒnfɪ'denʃəl/	vertraulich	I'd like to talk to you in private. It's about a <b>confidential</b> matter.
<b>contact</b> (n) in contact with sb	/'kɒntækt/ /ɪn 'kɒntækt wɪθ sʌmbədi/	Kontakt, Verbindung in Kontakt mit jdm.	Are you still <b>in contact with</b> any of your university friends?
<b>conversation</b> (n) have a (long) conversation	/kɒnvə'seɪʃən/ /hæv ə lɒŋ kɒnvə'seɪʃən/	Gespräch ein (langes) Gespräch führen	We <b>had a long conversation</b> with Sam's teacher.
<b>cool</b> (adj)	/ku:l/	cool, angesagt	She is one of Britain's <b>coolest</b> young designers.
<b>design</b> (n)	/'dɪzæn/	Design	The car has a new <b>design</b> .

<b>download</b> (v) (opposite = <b>upload</b> )  download music/ring tones/icons etc	/daʊn'ləʊd/  /daʊn'ləʊd ,mju:zɪk/,rɪŋtəʊnz/ ,aɪkɒnz/	herunterladen, downloaden (Gegenteil = hochladen)  Musik / Klingeltöne / Icons herunterladen	I've <b>downloaded</b> a map of the area.  <b>Downloading music, ring tones and icons</b> is an important feature of a mobile for many young people.
<b>easy-to-use</b> (adj) (opposite = hard-to-use)	/i:zɪtə'ju:z/	leicht zu bedienen (Gegenteil = schwer zu bedienen)	I don't want a lot of programmes, I just need an <b>easy-to-use</b> washing machine.
<b>e-mail</b> (n)	/'i:meɪl/	E-Mail	Send me an <b>e-mail</b> with the details.
<b>entertainment</b> (n)	/entə'teɪnmənt/	Entertainment / Unterhaltung	He is organising <b>entertainment</b> for the children.
<b>escape</b> (v) escape from sth	/ɪ'skeɪp/ /ɪ'skeɪp frəm ,sʌmθɪŋ/	Flucht, Entkommen fliehen, aus etw. entkommen	She was shot while trying to <b>escape from</b> prison.
<b>etiquette</b> (n)	/'etɪkət/	gute Umgangsform	Letting other cars in ahead of you in slow-moving traffic is good driving <b>etiquette</b> .
<b>feature</b> (n)	/'fi:tʃə/	Merkmal, Feature	What <b>features</b> does your mobile phone have?
<b>fit</b> (v)	/fɪt/	passen, sich einfügen	It is a revolutionary phone that <b>fits</b> neatly in your pocket.
<b>hand</b> (n) 'hands-free' phone/headset  in the hands of sb	/hænd/ /hændz'fri: fəʊn/ ,hedset/ /ɪn ðə 'hændz əv ,sʌmbədi/	Hand Freisprech-Telefon / Kopfhörer  in jds. Händen	In Britain if you want to make a call from your car you must use a ' <b>hands-free</b> ' <b>headset</b> .  Soufflés can be a disaster <b>in the hands of</b> an inexperienced chef.
<b>ideal</b> (adj)	/aɪ'di:əl/	ideal	Upgrading your computer seems the <b>ideal</b> solution.

<p><b>Internet</b> (n) Internet access</p> <p>browse the Internet</p> <p>surf the Internet</p>	<p>/ˈɪntənət/ /ˈɪntənət ˌækses/ /ˌbraʊz ðə ˈɪntənət/ /ˌsɜːf ðə ˈɪntənət/</p>	<p>Internet Internetzugang</p> <p>das Internet durchforschen</p> <p>im Internet surfen</p>	<p>Does the conference room have <b>Internet access</b>? I've been <b>browsing the Internet</b> for cheap holidays.</p> <p>Steven's <b>surfing the Internet</b> to find the right university course.</p>
<p><b>intimate</b> (adj)</p>	<p>/ˈɪntɪmət/</p>	<p>Intim, vertraulich</p>	<p>I don't want to hear all the <b>intimate</b> details of your personal life.</p>
<p><b>leave your phone on/off</b></p>	<p>/liːv jə ˈfəʊn ɒn/ɒf/</p>	<p>das Telefon an-/ abgeschaltet lassen</p>	<p>Remember - don't <b>leave your phone on</b> when you're at the cinema!</p>
<p><b>map</b> (n)</p>	<p>/mæp/</p>	<p>(Übersichts-)Karte</p>	<p>I've downloaded a <b>map</b> of the area.</p>
<p><b>market</b> (n) on the market</p>	<p>/'mɑ:kɪt/ /ɒn ðə 'mɑ:kɪt/</p>	<p>Markt auf dem Markt, erhältlich</p>	<p>He's just bought the latest BMW to come <b>on the market</b>.</p>
<p><b>message</b> (n)</p>	<p>/'mesɪdʒ/</p>	<p>Nachricht</p>	<p>If I'm not there, just leave a <b>message</b> with Sarah.</p>
<p><b>messaging</b> (n)</p>	<p>/'mesɪdʒɪŋ/</p>	<p>Benachrichtigung</p>	<p>I switch on the <b>messaging</b> feature on my phone when I am in a meeting.</p>
<p><b>mobile phone</b> (n)</p> <p>mobile phone bore</p> <p>mobile phone etiquette</p> <p>mobile (phone) manners</p> <p>mobile phone user</p>	<p>/'məʊbaɪl fəʊn/ /'məʊbaɪl fəʊn ˌbɔː/ /'məʊbaɪl fəʊn ˌetɪkət/ /'məʊbaɪl fəʊn ˌmænəz/</p>	<p>Hand, /Mobiltelefon</p> <p>Handy-Langweiler</p> <p>gute Handy- Umgangsformen</p> <p>Handy-Manieren</p> <p>Handynutzer</p>	<p>Men tend to like smaller <b>mobile phones</b> while women prefer larger ones.</p> <p><b>Mobile phone bores</b> leave their phones on all the time and use loud and annoying ring tones.</p> <p><b>Mobile phone etiquette</b> involves using your mobile phone in a way that does not annoy other people.</p> <p>Other people's bad <b>mobile manners</b> are driving me mad!</p> <p>Being a smart <b>mobile phone user</b> means using a</p>

	/'məʊbaɪl fəʊn ˌjuːzə/		'hands-free' phone in the car, speaking quietly in public etc.
<b>neatly</b> (adv)	/'ni:tli/	genau	It is a revolutionary phone that fits <b>neatly</b> in your pocket.
<b>package</b> (n)	/'pækɪdʒ/	(Angebots-)Paket	The iPhone combines Wi-Fi, mp3, Bluetooth and GPS mapping, all in a slim, stylish <b>package</b> that fits neatly in your pocket.
<b>personal space</b> (n)	/,pɜːsənəl 'speɪs/	Intimsphäre	Mobile phone bores do not respect other people's <b>personal space</b> .
<b>photo</b> (n) (= photograph) take a photo	/'fəʊtəʊ/ /'teɪk ə, fəʊtəʊ/	Foto ein Foto machen	I don't need to be able to <b>take photos</b> on my mobile phone.
<b>prefer</b> (v)	/'prɪ'fɜː/	vorziehen, bevorzugen	Do you <b>prefer</b> to exercise indoors or out of doors?
<b>pressure</b> (n)	/'preʃə/	Druck	The <b>pressure</b> on teachers has increased dramatically.
<b>public</b> (n) (opposite = <b>private</b> )_ in public	/'pʌblɪk/ /ɪn 'pʌblɪk/	öffentlich (Gegenteil = privat) in der Öffentlichkeit	Pete and Gabi are always arguing <b>in public</b> .
<b>recharge</b> (v)	/'ri:tʃɑːdʒ/	aufladen	I usually <b>recharge</b> my phone in the car.
<b>reminder</b> (n)	/'rɪ'maɪndə/	Nachricht zur Erinnerung	Can you send me a <b>reminder</b> the day before the meeting?
<b>respect</b> (v)	/'rɪ'spekt/	respektieren, beachten, würdigen	We expect all governments to <b>respect</b> the rights of minorities.
<b>revolutionary</b> (adj)	/'revə'ljuːʃənri/	revolutionär	The latest Volvo comes with several <b>revolutionary</b> safety features.
<b>ring tone</b> (n)	/'rɪŋtəʊn/	Klingelton	Loud <b>ring tones</b> can be really annoying if you're on

download ring tones  set the ring tone at low/high	/daʊn'ləʊd ,rɪŋtəʊnz/  /set ðə 'rɪŋtəʊn æt ləʊ/haɪ/	Klingeltöne herunterladen  den Klingelton leise / laut stellen	a crowded train.  <b>Download</b> our latest <b>ring tones</b> for only £1.50 per minute.  Remember to <b>set your ring tone at low</b> if you're in a public place.
<b>screen</b> (n)	/skri:n/	Bildschirm	Train information is displayed on a huge <b>screen</b> in the station.
<b>signal</b> (n)	/'sɪgnəl/	(hier:) Empfang, Verbindung	Try making your call outside the restaurant, there is a better <b>signal</b> out there.
<b>silent</b> (adj)	/'saɪlənt/	(hier:) lautlos	Use the vibrating <b>silent</b> ring facility if you are expecting a call while you are in a theatre.
<b>slim</b> (adj) (opposite = <b>fat</b> )	/'slɪm/	dünn (Gegenteil = dick)	This is the <b>slimmest</b> laptop on the market.
<b>sophisticated</b> (adj) (opposite = <b>unsophisticated</b> )	/sə'fɪstɪkətəd/	fortschrittlich, hoch entwickelt (Gegenteil = rückständig)	I love my iPod - it's slim, sexy and <b>sophisticated</b> !
<b>state-of-the-art</b> (adj)	/steɪtəvðɪ'ɑ:t/	hochmodern, den modernen Anforderungen ent- sprechend	He's just bought a <b>state-of-the-art</b> camera.
<b>stress</b> (n)	/stres/	Stress	Carol's been under a lot of <b>stress</b> lately.
<b>stylish</b> (adj)	/'stɑɪlɪʃ/	modisch, elegant	He was wearing a very <b>stylish</b> suit.
<b>switch off</b> (phr v) (opposite = <b>switch on</b> )	/swɪtʃ 'ɒf /	ausschalten (Gegenteil = anschalten)	Spectators are asked to <b>switch</b> their mobile phones <b>off</b> during the match.
<b>technology</b> (n)  piece of technology	/tek'nɒlədʒi/  /pi: əv tek'nɒlədʒi/	Technologie  (hier:) hochmodernes technisches Equipment	The iPhone uses the latest 3G <b>technology</b> .  His kitchen is full of <b>pieces of technology</b> that he has only used once!

<b>text</b> (v) text sth to sb/text sb sth	/tekst/ /'tekst sʌmθɪŋ tə sʌmbədi/ /'tekst sʌmbədi sʌmθɪŋ/	Text verfassen, (hier:) jdm. etw. per SMS mitteilen	Could you <b>text me Mr Perry's address</b> in Berlin?
<b>text (message)</b> (n) send/receive a text (message)	/tekst 'mesɪdʒ/ /send/rɪ,sɪ:v ə tekst 'mesɪdʒ/	SMS eine SMS schicken / erhalten	Young people spend a lot of time sending and receiving <b>texts</b> .
<b>tie</b> (v) be/feel tied to sth	/taɪ/ /bi:/fi:l 'taɪd tə sʌmθɪŋ/	binden gebunden sein an etw. / sich an etw. gebunden fühlen	Many young mothers <b>feel tied to</b> the home and children.
<b>touch</b> (n) in/out of touch	/tʌtʃ/ /ɪn/aʊt əv 'tʌtʃ/	Berührung, Gefühl, (hier:) Kontakt, Verbindung in/nicht in Verbindung	They moved away five years ago but we still keep <b>in touch</b> .
<b>turn off</b> (phr v) (opposite = turn on)	/tɜ:n 'ɒf/	aus-, abschalten (Gegenteil = anschalten)	When the phone rang she <b>turned it off</b> without answering.
<b>usability</b> (n)	/'ju:zə'bɪləti/	Benutzerfreundlichkeit	For me, the <b>usability</b> of a phone is the most important thing. I don't mind if it isn't the latest model.
<b>user</b> (n)	/'ju:zə/	Nutzer	Are mobile phone <b>users</b> at risk from radiation?
<b>vibrate</b> (n)	/vaɪ'breɪt/	vibrieren	In the cinema, switch your phone to <b>vibrate</b> so that the ring tone doesn't disturb other people.
<b>video</b> (n) make a video	/'vɪdɪəʊ/ /meɪk ə 'vɪdɪəʊ /	Video ein Video machen	You can <b>make videos</b> using the iPhone's 2-



			megapixel camera.
--	--	--	-------------------

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

## Elementary

### Unit 3

headword	pronunciation	translation/notes	example sentence
<b>advantage</b> (n) (opposite = <b>disadvantage</b> )	/əd'vɑ:ntɪdʒ/	Vorteil, Vorzug (Gegenteil = Nachteil)	The equipment has the additional <b>advantage</b> of being easy to carry.
<b>alarm</b> (n) the alarm goes off	/ə'lɑ:m/	(hier:) Wecker der Wecker klingelt	<b>The alarm goes off</b> at 6.15 but I usually don't get out of bed till 6.30.
<b>always</b> (adv) (opposite = <b>never</b> )	/'ɔ:lweɪz/	immer (Gegenteil = nie)	I <b>always</b> get the eight o'clock train.
<b>answer</b> (v) answer a call	/'ɑ:nsə/ /'ɑ:nsə ə ,kɔ:l/	(be-)antworten einen Anruf erwidern	She hasn't been <b>answering her calls</b> .
<b>call</b> (n) take a call	/kɔ:l/ /'teɪk ə ,kɔ:l/	Anruf einen Anruf annehmen	I can't <b>take</b> any <b>calls</b> for the next two hours.
<b>client</b> (n)  go out with a client  visit a client	/'klaɪənt/  /gəʊ ,aʊt wɪθ ə 'klaɪənt/ /,vɪzɪt ə 'klaɪənt/	Kunde  mit einem Kunden ausgehen / zum Essen gehen  einen Kunden besuchen	Our <b>clients</b> are not all wealthy people.  I won't take sandwiches to work today because I'm <b>going out with a client</b> .  On Tuesdays and Thursdays I usually <b>visit clients</b> .
<b>colleague</b> (n)	/'kɒli:g/	Kollege, Kollegin	Friends and <b>colleagues</b> will remember him with affection.

<b>communication</b> (n)	/kəˌmjuːnɪˈkeɪʃən/	Kommunikation	My mother's preferred method of <b>communication</b> is still writing letters.
<b>computer</b> (n) turn on/off the/your computer  switch on/off the/your computer	/kəmˈpjʊ:tə/ /tɜːn ˌɒn/ ɒf ðə/jə kəmˈpjʊ:tə/ /swɪtʃ ˌɒn/ ɒf ðə/jə kəmˈpjʊ:tə/	Computer den Computer an-/aus- schalten  den Computer an-/aus- schalten	I <b>turn on the computer</b> and then make myself a coffee.  Don't forget to <b>switch off your computer</b> before you leave the office.
<b>correspondence</b> (n)	/kɒrəˈspɒndəns/	Briefwechsel, Korrespondenz	After twenty years of <b>correspondence</b> , they finally met.
<b>costs</b> (n pl) cut/reduce costs	/kɒsts/ /kʌt/riːdjuːs ˈkɒsts/	Kosten Kosten senken / reduzieren	New technology has helped us to <b>cut costs</b> .
<b>daily routine</b> (n)	/'deɪli ruːtiːn/	tägliche Routine	I've managed to fit a visit to the gym into my <b>daily routine</b> .
<b>desk</b> (n) at your desk  clear your desk  share a desk	/desk/ /æt jə ˈdesk/  /ˌkliə jə ˈdesk/  /ˌʃeə jə ˈdesk/	(hier:) Schreibtisch an deinem / Ihrem Schreib- tisch  deinen / Ihren Schreibtisch aufräumen  sich einen Schreibtisch teilen	Alex won't be joining us for lunch, he's going to have a sandwich <b>at his desk</b> .  I always <b>clear my desk</b> before I go home on Friday evening.  I <b>share my desk</b> with the other part-time researcher.
<b>desk-sharing</b> (n)	/'deskˌʃeərɪŋ/	gemeinsames Nutzen eines Schreibtisches	Many workers find <b>desk-sharing</b> more stressful than traditional office organisation.
<b>disposable</b> (adj)	/dɪsˈpəʊzəbəl/	Wegwerf-, Einweg-, zum Wegwerfen	We only use <b>disposable</b> nappies when we are travelling.
<b>early</b> (adv) (opposite = late)	/'ɜːli/	früh (Gegenteil = spät)	I need to leave <b>early</b> tomorrow evening.

<b>e-mail</b> (n) (= electronic mail)  deal with e-mail(s)  read your e-mail(s)  send/receive e-mail(s)	/ˈi:meɪ/  ,di:l wɪθ ˈi:meɪ(z)/  ,ri:d jə ˈi:meɪ(z)/  /send/rɪ,sɪ:v ˈi:meɪ(z)/	E-Mail (= elektronische Post)  E-Mails bearbeiten  seine E-Mails lesen  E-Mails schicken / empfangen	Send me an <b>e-mail</b> with the details.  I need to <b>deal with</b> all this <b>e-mail</b> because I won't be in the office for a few days.  The first thing I do in the morning is <b>read my e-mails</b> .  I use my laptop to <b>send</b> and <b>receive e-mails</b> when I am on a business trip.
<b>employee</b> (n)	/ɪmˈplɔɪi:/	Angestellte/r	<b>Employees</b> who have worked for the company for more than three years are entitled to extra leave.
<b>end</b> (v)	/end/	beenden, abschließen	The injury <b>ended</b> his career.
<b>flexible</b> (adj) (opposite = <b>inflexible</b> )  work flexible hours	/ˈfleksɪbəl/  /wɜ:k ˈfleksɪbəl ,aʊəz/	flexible (Gegenteil = unflexibel)  Gleitzeit arbeiten	Meal times are very <b>flexible</b> in our family.  We <b>work flexible hours</b> which often means working long hours.
<b>flexitime</b> (n) work flexitime	/ˈfleksɪtaɪm/ /wɜ:k ˈfleksɪtaɪm/	Gleitzeit Gleitzeit arbeiten	Most employees work from nine to five but the managers <b>work flexitime</b> .
<b>get up</b> (phr v) (opposite = <b>go to bed</b> )	/get ˈʌp/	aufstehen (Gegenteil = schlafen gehen, zu Bett gehen)	At the weekend I don't <b>get up</b> until 8.30.
<b>go to bed</b> (phr v) (opposite = <b>get up</b> )	/ˈgəʊ tə bed/	schlafen gehen, zu Bett gehen (Gegenteil = aufstehen)	I'm going to <b>go to bed</b> early tonight because I'm feeling very tired.
<b>hot-desk</b> (v)	/ˈhɒtdesk/	einen Schreibtisch gemeinsam benutzen	Many employees who <b>hot-desk</b> complain that they have no personal space.
<b>hot desking</b> (n)	/ˈhɒtdeskɪŋ/	Büroorganisationssystem, bei	<b>Hot desking</b> has not been very popular because

		dem ein Mitarbeiter sich bei Bedarf an einen freien Schreibtisch setzt	people object to clearing their desk at the end of the day.
<b>Internet-based</b> (adj)	/ˈɪntənətbeɪst/	internetbasiert	He set up an <b>Internet-based</b> insurance company.
<b>invention</b> (n)	/ɪnˈvenʃən/	Erfindung	<b>Inventions</b> like the electric light bulb changed the way people lived.
<b>involve</b> (v)	/ɪnˈvɒlv/	umfassen, beinhalten	The job <b>involved</b> working with a software development team.
<b>laptop</b> (n)	/ˈlæptɒp/	Laptop	I often work on my <b>laptop</b> on the train home from work.
<b>late</b> (adv) (opposite = <b>early</b> )  be late for sth	/leɪt/  /bi: ˈleɪt fə ˌsʌmθɪŋ/	spät (Gegenteil = früh)  verspätet ankommen	I need to work <b>late</b> tomorrow evening.  <b>She's</b> always <b>late for</b> school.
<b>managing director</b> (n)	/ˈmænɪdʒɪŋ daɪˌrektə/	(Haupt-)Geschäftsführer	He became <b>managing director</b> at the age of 32.
<b>meeting</b> (n)  department meeting  evening/lunchtime meeting	/ˈmi:tiŋ/  /diˌpɑ:tmənt ˈmi:tiŋ/  /ˌiːvniŋ/, lʌnʃtaɪm ˈmi:tiŋ/	Besprechung, Sitzung  Abteilungssitzung  Sitzung am Abend / zur Mittagszeit	European leaders attended a <b>meeting</b> on air pollution.  There's a <b>department meeting</b> every Monday morning.  I can't play badminton tomorrow because there's an <b>evening meeting</b> .
<b>mess sth up</b> (phr v)	/mes ˌsʌmθɪŋ ˈʌp/	etw. durcheinanderbringen	This flight delay is really going to <b>mess up</b> our schedule.
<b>never</b> (adv) (opposite = <b>always</b> )	/ˈnevə/	nie(mals) (Gegenteil = immer)	I never <b>travel</b> by bus.
<b>office</b> (n)	/ˈɒfɪs/	Büro	

arrive at/get to the office	/əˈraɪv ət/,get tə ðə 'ɒfɪs/	im Büro eintreffen, ins Büro kommen	I usually <b>get to the office</b> at 8.45.
leave the office	/li:v ðə 'ɒfɪs/	das Büro verlassen	Employees have to clear their desks before <b>leaving the office</b> at the end of the day.
office equipment	/'ɒfɪs ɪ'kwɪpmənt/	Büroausstattung	<b>Office equipment</b> includes furniture and such things as computers, photocopiers, etc.
office organisation	/'ɒfɪs ɔ:gənəɪ'zeɪʃən/	Büroorganisation	Many people prefer traditional <b>office organisation</b> to hot desking.
office ritual	/'ɒfɪs ,rɪtʃuəl/	Ritual im Büro, Bürositte	It is an <b>office ritual</b> that you bring in cakes when it's your birthday.
office space	/'ɒfɪs speɪs/	Bürraum	We are doing a survey about the use of <b>office</b> <b>space</b> .
office worker	/'ɒfɪs ,wɜ:kə/	Büroangestellte/r	Many <b>office workers</b> prefer to eat lunch at their desk.
work/be out of the office	/,wɜ:k/bɪ: aʊt əv ðə 'ɒfɪs/	außerhaus arbeiten / sein	I'll be <b>working out of the office</b> tomorrow, so please forward any messages to my mobile phone.
<b>often</b> (adv)	/'ɒfən/	oft/häufig	I <b>often</b> walk home from work instead of taking the bus.
<b>own</b> (adj)	/əʊn/	eigen	I drove my husband's car to work today but I prefer my <b>own</b> car.
<b>personal</b> (adj)	/'pɜ:sənəl/	persönlich	Many of Tim's <b>personal</b> belongings had been stolen.
personal space	/,pɜ:sənəl 'speɪs/	persönlicher Bereich	Do you feel happy sharing a desk or do you prefer to have your own <b>personal space</b> ?

<b>personalise</b> (v)	/ˈpɜːsənəlaɪz/	persönlich / individuell gestalten	Many office workers like to <b>personalise</b> their work space with plants, photographs etc.
<b>presentation</b> (n) make a presentation	/prezən'teɪʃən/ /,meɪk ə prezən'teɪʃən/	Präsentation eine Präsentation erstellen	I've been asked to <b>make a presentation</b> to the directors.
<b>productive</b> (adj) (opposite = <b>unproductive</b> )	/prə'dʌktɪv/	produktiv (Gegenteil = unproduktiv)	This hasn't been a very <b>productive</b> week. I've had so many meetings, I haven't had much time to do any work!
<b>recruitment agency/firm</b> (n)	/rə'krʉ:tmənt ,eɪdʒənsi/f ɜ:m/	Personalvermittlung(sagentur)	Our <b>recruitment agency</b> sent us details of three excellent candidates for the marketing job.
<b>relax</b> (v)	/rɪ'læks/	entspannen	I go swimming twice a week; it's good exercise and helps me <b>relax</b> .
<b>reply</b> (v) reply to sth	/rɪ'plɑɪ/ /rɪ'plɑɪ tə ˌsʌmθɪŋ/	antworten auf etw. antworten	I wrote to Robert but he didn't <b>reply</b> . Victoria never <b>replies to</b> my e-mails.
<b>request</b> (n) request for sth	/rɪ'kwest/ /rɪ'kwest fə ˌsʌmθɪŋ/	Anfrage Anfrage für etw.	I've made a <b>request for</b> the names of the previous owners.
<b>send sth off</b> (phr v)	/'send ˌsʌmθɪŋ ɒf/	etw. abschicken	I must get the parcel <b>sent off</b> tomorrow.
<b>sometimes</b> (adv)	/'sʌmtaɪmz/	manchmal	My dad cooks dinner <b>sometimes</b> , but usually my mum does it.
<b>space</b> (n) save space	/speɪs/ /seɪv 'speɪs/	Raum / Platz Platz sparen	If some employees share desks, the company can <b>save space</b> .
<b>staff</b> (n)	/stɑːf/	Personal, Belegschaft	This car park is for hospital <b>staff</b> only.

<b>story</b> (n) end of story	/ˈstɔːri/ /end əv ˈstɔːri/	Geschichte Schluss, aus, das war´s	I worked there for fifteen years. Now I've lost my job. <b>End of story.</b>
<b>stressful</b> (adj) (opposite = <b>relaxing</b> )	/ˈstresfəl/	stressig (Gegenteil = entspannt)	My new job is much less <b>stressful</b> because the hours are shorter.
<b>study</b> (n)	/ˈstʌdi/	Studie	The <b>study</b> showed a link between the chemicals and cancer.
<b>survey</b> (n)	/ˈsɜːveɪ/	Umfrage	We carried out a <b>survey</b> of local housing needs.
<b>system</b> (n)	/ˈsɪstəm/	System	They are introducing a new <b>system</b> for delivering information to the public.
<b>traditional</b> (adj)	/trəˈdɪʃənəl/	traditionell	Many women have abandoned their <b>traditional</b> role as wife and mother.
<b>usually</b> (adv)	/ˈjuːzjuəli/	gewöhnlich / normalerweise	What time do you <b>usually</b> go to bed?
<b>wonderful</b> (adj)	/ˈwʌndəfəl/	wunderbar	There was a <b>wonderful</b> view from the window.
<b>work</b> (n) get to work leave work start work	/wɜːk/ /get tə ˈwɜːk/ /liːv ˈwɜːk/ /stɑːt ˈwɜːk/	Arbeit zur Arbeit gehen mit der Arbeit aufhören, Feierabend machen die Arbeit beginnen	I try to <b>get to work</b> no later than 9.15. I need to <b>leave work</b> early tomorrow. What time do you <b>start work</b> ?
<b>worker</b> (n)	/ˈwɜːkə/	Arbeiter/in	About 1,000 <b>workers</b> at the factory lost their jobs.
<b>work space</b> (n) personalised work space reserve work space	/ˈwɜːk speɪs/ /ˌpɜːsənəlaɪzd ˈwɜːk speɪs/ /rɪˌzɜːv ˈwɜːk speɪs/	Arbeitsplatz persönlich gestalteter Arbeitsplatz einen Arbeitsplatz reservieren	A <b>personalised work space</b> makes workers more relaxed and therefore more productive. I need to <b>reserve this work space</b> for a freelance editor who is coming in on Friday.



<b>working atmosphere</b> (n)	/ˈwɜːkɪŋ ætməsˌfɪə/	Arbeitsatmosphäre	I prefer the <b>working atmosphere</b> in this office. At my old job people were always complaining.
<b>working hours</b> (n pl)	/ˈwɜːkɪŋ ˌaʊəz/	Arbeitszeit	My <b>working hours</b> have increased - but so has my salary!
<b>write</b> (v) write to sb  write back to sb	/raɪt/ /raɪt tə ˌsʌmbədi/ /raɪt ˈbæk tə ˌsʌmbədi/	schreiben jdm. schreiben  jdm. zurückschreiben	Have you <b>written to</b> Lisa to thank her for the party?  Caroline <b>wrote back</b> with details of the hotel they stayed in.

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

Elementary

Unit 4

headword	pronunciation	translation/notes	example sentence
<b>acquaintance</b> (n)	/ə'kwemtəns/	Bekannte/r	I met an <b>acquaintance</b> of yours at the conference last week.
<b>alcohol</b> (n)	/'ælkəhɒl/	Alkohol	"Would you like a glass of wine?" "I'd prefer mineral water, please. I don't drink <b>alcohol</b> ."
<b>allergic</b> (adj) be allergic to sth	/ə'lɜ:ʒɪk/ /bi: ə'lɜ:ʒɪk tə sʌmθɪŋ/	allergisch allergisch auf etw. sein / reagieren	"This paella is delicious. Try some." "No, thank you. I'm afraid <b>I'm allergic to shellfish</b> ."
<b>bill</b> (n) ask for the bill	/bɪl/ /ɑ:sk fə ðə 'bɪl/	Rechnung um die Rechnung bitten	"Would you like some more coffee?" "No, thank you." "Right, I'll <b>ask for the bill</b> ."
<b>book</b> (v) book a table	/bʊk/ /bʊk ə 'teɪbəl/	buchen, reservieren einen Tisch reservieren	My name's John Jeromson. I've <b>booked a table</b> for four.
<b>business lunch</b> (n)	/,bɪznəs 'lʌnʃ/	geschäftliches Mittagessen	It's a good restaurant for a <b>business lunch</b> , with well-separated tables and quiet music.
<b>chilled</b> (adj)	/tʃɪld/	gekühlt	This wine should be served <b>chilled</b> .
<b>coffee</b> (n)	/'kɒfi/	Kaffee	Shall we have <b>coffee</b> and a liqueur instead of dessert?
<b>coldness</b> (n) (opposite = <b>warmth</b> )	/'kəʊldnəs/	Kühle, Distanziertheit (Gegenteil = Wärme)	I hope he doesn't treat his family with the same <b>coldness</b> he shows to his employees.

<b>credit card</b> (n) pay with a credit card	/ˈkredit kɑːd/ /peɪ wɪθ ə ˈkredit kɑːd/	Kreditkarte mit der Kreditkarte bezahlen	She <b>paid</b> for the holiday <b>with her credit card</b> .
<b>deal</b> (n) make a deal	/diːl/ /meɪk ə ˈdiːl/	Geschäft, Abschluss, Deal einen Abschluss machen	They've <b>made a deal</b> with a Japanese TV company.
<b>delicious</b> (adj)	/drɪˈlɪʃəs/	köstlich	Last time I came here I had the salmon. It was <b>delicious</b> .
<b>dessert</b> (n)	/dɪˈzɜːt/	Nachtisch, Dessert	I'll have the apple pie for <b>dessert</b> , please.
<b>distance</b> (n) (opposite = <b>closeness</b> )	ˈdɪstəns/	Distanz, Abstand (Gegenteil = Nähe)	There's always been a <b>distance</b> between my elder brother and me. I'm closer to my sister.
<b>eat out</b> (phr v) opposite = <b>eat in</b>	/iːt ˈaʊt/	zum Essen ausgehen (Gegenteil = zu Hause essen)	We often <b>eat out</b> on a Friday evening. There's a very good Indian restaurant at the end of our street.
<b>first course</b> (n)	ˈfɜːst kɔːs/	erster Gang (einer Mahlzeit)	For the <b>first course</b> , I've made mushrooms in garlic sauce.
<b>formality</b> (n) (opposite = <b>informality</b> )	/fɔːˈmæləti/	Förmlichkeit / formelle Atmosphäre (Gegenteil = Ungezwungenheit)	I don't like the <b>formality</b> of these official receptions. I'd prefer to get to know clients in a more informal setting.
<b>full</b> (adj)	/fʊl/	(hier:) satt	I won't have a dessert, thank you. I feel rather <b>full</b> .
<b>grill</b> (v)	/grɪl/	grillen	<b>Grill</b> the chicken then allow it to cool.
<b>guest</b> (n)	/gest/	Gast	I've ordered a table for three. My <b>guests</b> will be arriving in about five minutes.
<b>host</b> (n)	/həʊst/	Gastgeber/in	It doesn't create a good impression if the <b>host</b>

			arrives later than his guests.
<b>idea</b> (n) not like the idea of ...	/aɪ'di:ə/ /nɒt laɪk ðə aɪ'di:ə əv/	Idee, Vorstellung die Vorstellung von ... nicht mögen	I <b>don't like the idea of</b> eating raw fish.
<b>light</b> (adj) (opposite = <b>heavy</b> )	/laɪt/	leicht (Gegenteil = schwer)	I eat a <b>light</b> breakfast before going for a run.
<b>liqueur</b> (n)	/lɪ'kju:ə/	Likör	Would you like a <b>liqueur</b> with your coffee?
<b>local</b> (adj)	/'ləʊkəl/	hiesig, lokal	I'd like to try some of the <b>local</b> cider.
<b>medium</b> (adj)	/'mi:djəm/	medium / halb durch	"How would you like your steak?" " <b>Medium</b> , please."
<b>nothing</b> (pron) There's nothing like ...	/'nʌθɪŋ/ /ðəz 'nʌθɪŋ laɪk/	Nichts Es geht nichts über ...	<b>There's nothing like</b> a hot bath when you've been for a long walk in the wind and rain.
<b>order</b> (v) order sb sth	/'ɔ:də/ /'ɔ:də ,sʌmbədi ,sʌmθɪŋ/	bestellen jdm. etw. bestellen	Can I <b>order you a glass of wine</b> ?
<b>personal matters</b> (n pl)	/'pɜ:sənəl ,mætəz/	persönliche Angelegenheiten	Avoid talking about <b>personal matters</b> at a business lunch unless you know your guests very well.
<b>place</b> (n) it's a nice place	/pleɪs/ /ɪts ə naɪs 'pleɪs/	Ort das ist ein netter Ort	"Have you been to that new Italian restaurant?" "Yes, <b>it's a nice place.</b> "
<b>plan</b> (v) plan to do sth	/'plæn/ /'plæn tə du: ,sʌmθɪŋ/	planen planen etw. zu tun	My boss is <b>planning to retire</b> at 50.

<b>politics</b> (n pl)	/'pɒlətɪks/	Politik	She's heavily involved in local <b>politics</b> .
<b>quiet</b> (adj) (opposite = <b>noisy</b> )	/kwaɪət/	ruhig (Gegenteil = laut)	We stayed in a <b>quiet</b> little seaside town.
<b>rare</b> (adj) (opposite = <b>well-done</b> )	/'reə/	roh (Gegenteil = durch(gebraten))	I like roast beef to be really <b>rare</b> .
<b>room temperature</b> (n) serve at room temperature	/rʊm 'tempɹətʃə/ /ɪsɜ:v ət rʊm 'tempɹətʃə/	Raumtemperatur bei Raumtemperatur servieren	<b>Serve at room temperature</b> , as an accompaniment to meat or pasta dishes.
<b>sauce</b> (n) come with a sauce	/sɔ:s/ /,kʌm wɪθ ə 'sɔ:s/	Soße wird mit einer Soße serviert	The salmon <b>comes with a</b> lemon and parsley <b>sauce</b> .
<b>second course</b> (n)	/'sekənd kɔ:s/	zweiter Gang (einer Mahlzeit)	I'll start with the melon, then for the <b>second course</b> I'd like the grilled sole.
<b>serve</b> (v)	/sɜ:v/	servieren, auftragen	The chicken is <b>served</b> with rice and a green salad.
<b>share</b> (v)	/'ʃeə/	teilen	Will you <b>share</b> a dessert with me?
<b>side dish</b> (n)	/'saɪd dɪʃ/	Beilage	I've ordered steak with a <b>side dish</b> of vegetables.
<b>signal</b> (v)	/'sɪgnəl/	anzeigen / signalisieren	This agreement <b>signalled</b> the end of the war.
<b>skip</b> (v) skip the starter/dessert/coffee	/'skɪp/ /'skɪp ðə ,stɑ:tə/ dɪ'zɜ:t/'kɒfi/	aus-/ weglassen die Vorspeise / Nachspeise / den Kaffee auslassen	Do you mind if we <b>skip coffee</b> ? I need to catch a train.
<b>space</b> (n)	/speɪs/	Raum	There is plenty of <b>space</b> for the children to run around.
<b>speciality</b> (n)	/,speʃɪ'æləti/	Spezialität	Our <b>speciality</b> is home-made pasta.

a local speciality	/ə ,ləʊkəl speʃi'æləti/	eine hiesige Spezialität	I'll try the haggis as it's a <b>local speciality</b> .
<b>spring</b> (n)	/sprɪŋ/	Quelle	The mineral water comes from a local <b>spring</b> .
<b>starter</b> (n)	/'sta:tə/	Vorspeise	I'd like the asparagus as a <b>starter</b> , please.
<b>thirsty</b> (adj)	/'θɜ:sti/	durstig	I'm really <b>thirsty</b> - could I have a glass of water?
<b>tough</b> (adj) (opposite = <b>tender</b> ) the steak/meat is a bit tough	/tʌf/ /ðə ,steɪk/mi:t ɪz ə bɪt 'tʌf/	zäh (Gegenteil = zart) das Steak / Fleisch ist etwas zäh	"Are you enjoying your meal?" "I'm afraid not. <b>The meat is a bit tough.</b> "
<b>vegetarian</b> (n)	/,vedʒə'teəriən/	Vegetarier/in	Can I order the risotto without the chicken? I'm a <b>vegetarian</b> .
<b>well-done</b> (adj) (opposite = <b>rare</b> )	/wel'dʌn/	durch(gebraten) (Gegenteil = roh)	I prefer my steaks <b>well-done</b> .
<b>well-separated</b> (adj)	/wel'sepəreɪtəd/	ausreichend getrennt / mit ausreichender Distanz	It's a good restaurant for a business lunch, with <b>well-separated</b> tables and quiet music.

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

## Elementary

### Unit 5

headword	pronunciation	translation/notes	example sentence
<b>accommodation</b> (n)	/ə,kɒmə'deɪʃən/	Unterkunft	The hotel provides <b>accommodation</b> for up to 100 people.
<b>ahead</b> (adv) go ahead	/ə'hed/	vorn leg los, nur zu	<b>Go ahead</b> and eat before everything gets cold.
<b>arrange</b> (v)	/ə'reɪndʒ/	organisieren	I'm trying to <b>arrange</b> a meeting with the sales director.
<b>atmosphere</b> (n)	/'ætməsfiə/	Atmosphäre / Stimmung	There is an <b>atmosphere</b> of tension in the city today.
<b>available</b> (adj) (opposite = <b>unavailable</b> )	/ə'veɪləbəl/	verfügbar, zu haben (Gegenteil = nicht verfügbar)	Is the larger meeting room <b>available</b> on Friday?
<b>bath</b> (n) a full-sized bath	/bɑ:θ/ /ə,fʊlsaɪzd 'bɑ:θ/	Bad, Badezimmer/-wanne Badewanne in normaler Größe	We replaced <b>the full-sized bath</b> with a shower.
<b>best</b> (n) all the best	/best/ /ɔ:l ðə 'best/	das Beste, (hier:) Erfolg viel Glück / Erfolg	<b>All the best</b> for your interview. I'm sure they'll be impressed with your skills.
<b>book</b> (v) book a flight/ticket	/bʊk/ /,bʊk ə 'flaɪt/'tɪkɪt/	buchen einen Flug buchen / eine Fahrkarte / ein Ticket besorgen	I've booked <b>flights</b> to Bremen instead of Hamburg because it's more convenient for the factory.

<b>booking reference</b> (n)	/'bʊkɪŋ rɛfrəns/	Buchungszeichen, -nummer	You'll need your <b>booking reference</b> when you pick up your tickets.
<b>brochure</b> (n)	/'brɔʃə/	Broschüre	Our latest <b>brochure</b> gives details of our new office in Singapore.
<b>business centre</b> (n)	/'bɪznəs ,sɛntə/	Geschäftszentrum	The meeting took place in a <b>business centre</b> south of Edinburgh.
<b>car park</b> (n)	/'kɑ: pɑ:k /	Parkplatz, -haus	Airport <b>car parks</b> are usually very expensive.
<b>computer</b> (n) computer screen	/kəm'pjʊ:tə/ /kəm'pjʊ:tə skri:n/	Computer Computerbildschirm	I think my eyes would get less tired if I had a larger <b>computer screen</b> .
<b>conference</b> (n) conference centre  conference equipment/facilities/services  conference needs	/'kɒnfərəns/ /'kɒnfərəns ,sɛntə/  /'kɒnfərəns ɪ,kwɪpmənt/fə,sɪlɪtɪz/ ,sɜ:vəsɪz/  /'kɒnfərəns ni:dz/	Konferenz Konferenzzentrum  Konferenzausstattung / -räume / -dienste  Anforderungen / Bedürfnisse im Rahmen einer Konferenz	They have converted the castle into a <b>conference centre</b> .  The hotel can provide the usual <b>conference services</b> , such as meeting rooms with projectors and Internet connections.  I suggest that we meet at the hotel on Thursday to discuss your <b>conference needs</b> .
<b>corporate gift</b> (n)	/,kɔ:pərət 'ɡɪft/	Firmengeschenk	<b>Corporate gifts</b> are presents that companies give to their clients.
<b>delay</b> (n)	/dɪ'leɪ/	Verspätung	After a long <b>delay</b> , the plane finally took off.
<b>details</b> (n pl) details to follow	/'di:teɪlz/ /'di:teɪlz tə 'fɒləʊ/	Detailinformationen	I've organised a waterskiing trip. <b>Details to follow</b> .
<b>dining</b> (n)	/'daɪnɪŋ/	das Essen betreffend	The <b>dining</b> facilities include a rooftop restaurant and a more informal bistro.



<b>en suite</b> (adj) en suite bathroom	/ɒn 'swi:t/ /ɒn 'swi:t ,bɑ:θrʊm/	an ein Hotelzimmer ange- schlossene Räume mit angeschlossenen Bad	It is essential that all our delegates have a room with <b>en suite bathroom</b> .
<b>entertainment</b> (n)	/entə'teɪnmənt/	Unterhaltung(saktivität)	A jazz band provided <b>entertainment</b> for the evening.
<b>excursion</b> (n) outdoor excursions	/ek'skɜ:ʃən/ /,aʊtdɔ: ek'skɜ:ʃənz/	Ausflug Ausflug ins Freie	The conference organisers have arranged several <b>outdoor excursions</b> , including a trip to some local caves.
<b>facilities</b> (n pl)  dining/leisure facilities	/fə'sɪlɪtɪz/  /,dɑ:ɪnɪŋ/,leɪʒə fə'sɪlɪtɪz/	(hier:) (Beschäftigungs-) Möglichkeiten  Räumlichkeiten / Ein- richtungen zum Essen / für die Freizeit	Does the company offer any <b>facilities</b> for employees with young children?  Our <b>leisure facilities</b> include a gym, an indoor swimming pool and a grass tennis court.
<b>file</b> (n)	/faɪl/	Aktenordner	I'll put all these <b>files</b> on the floor while we move the desk.
<b>filing cabinet</b> (n)	/'faɪlɪŋ ,kæbɪnət/	Aktenschrank	We keep details of our former clients in the bottom drawer of that <b>filing cabinet</b> .
<b>flight</b> (n) outward flight (opposite = inbound flight)	/flaɪt/ /,aʊtwəd 'flaɪt/	Flug Abflug (Gegenteil = ankommender Flug)	The <b>outward flight</b> was delayed for three hours, so we didn't arrive till after midnight.
<b>floor</b> (n) ground/upper floor	/flɔ:/ /'graʊnd/'ʌpə flɔ:/	Stockwerk Erdgeschoss / erster Stock	The swimming pool is on the <b>ground floor</b> while the gym and bar are on the <b>upper floor</b> .
<b>folder</b> (n)	/'fəʊldə/	Mappe, Ordner	All the candidates' CVs are in this <b>folder</b> .
<b>guest room</b> (n)	/'gest rʊm/	Gästezimmer	The conference centre has 180 <b>guest rooms</b> .

<b>gym</b> (n)	/dʒɪm /	Sporthalle, -raum	The company has its own <b>gym</b> so I exercise most mornings before work.
<b>health centre</b> (n)	/'helθ ,sentə/	Fitnesszentrum	As well as a swimming pool and jacuzzi, the hotel has a <b>health centre</b> and beauty salon.
<b>hear</b> (v) good to hear from you	/'hɪə/ /ɡʊd tə 'hɪə frəm ju:/	Hören es freut mich, von dir/Ihnen zu hören / dass du/Sie sich gemeldet haben	It was <b>good to hear from you</b> last week. I'm glad you are still interested in our software.
<b>home page</b> (n)	/'həʊm peɪdʒ/	Homepage	A link to the full product range can be found on our <b>home page</b> .
<b>Internet</b> (n) Internet connection  Internet site	/'ɪntənət/ /'ɪntənət kəˌnekʃən/  /'ɪntənət saɪt/	Internet Internetverbindung  Internetseite	Computers with <b>Internet connections</b> are provided in the business lounge at the airport.  Visit the WHO's <b>Internet site</b> for more information about the vaccination.
<b>keyboard</b> (n)	/'ki:bɔ:d/	Tastatur	Be careful not to spill your drink on the <b>keyboard</b> !
<b>launch</b> (n) the launch of sth	/lɔ:nʃ/ /dʒə'lɔ:nʃ əv ˌsʌmθɪŋ/	(in den Markt) einführen die (Markt-)einführung von etw.	She is very busy preparing for <b>the launch of her new sportswear range</b> next month.
<b>link</b> (n) a link to sth	/lɪŋk/ /ə 'lɪŋk tə ˌsʌmθɪŋ/	Link, Verbindung einen Link auf etw.	Click on this <b>link</b> to find out more.
<b>location</b> (n)	/ləʊ'keɪʃən/	Ort, Lage	This would be an ideal <b>location</b> for the new factory, close to the motorway and also not far from the port.
<b>lounge</b> (n)	/laʊnʒ/	Foyer	I'll meet you in the <b>lounge</b> for a coffee after dinner.
<b>luxury</b> (adj) luxury accommodation/	/'lʌkʒəri/	Luxus- Luxusunterkunft / -räum-	The Grand offers <b>luxury accommodation</b> and

facilities/food and drink	/ˈlʌkʒəri ə,kɒməˈdeɪʃən/ fəˈsɪlɪtɪz/fu:d ən drɪnk/	lichkeiten / -verpflegung	excellent dining facilities.
<b>meeting room</b> (n)	/ˈmi:ɪŋ rʊm/	Sitzungs-, Besprechungs- raum	The larger <b>meeting room</b> can accommodate 30 to 45 participants.
<b>mini-bar</b> (n)	/ˈmɪnɪbɑː/	Minibar	Drinks from the <b>mini-bar</b> are usually fairly expensive.
<b>mouse</b> (n) mouse mat	/maʊs/ /ˈmaʊs mæt/	Maus Mousepad	The <b>mouse mat</b> is the piece of soft material that the mouse rests on.
<b>notepad</b> (n)	/ˈnəʊtpæd/	Notizblock / Notepad	He quickly wrote down Dieter's phone number on the <b>notepad</b> .
<b>notice board</b> (n)	/ˈnəʊtɪs bɔːd /	Schwarzes Brett, Anschlagtafel	Don't forget to check the <b>notice board</b> for further details of next month's conference.
<b>organise</b> (v)	/ˈɔːgənaɪz/	organisieren	Who's <b>organising</b> the conference?
<b>overhead projector</b> (n)	/ˈəʊvəhed prɒ,dʒektə/	Overheadprojektor	Do you have an <b>overhead projector</b> I can use for my presentation?
<b>overlook</b> (v)	/ˈəʊvəlʊk/	über etw. hinwegsehen	Our hotel <b>overlooked</b> the river.
<b>papers</b> (n pl)	/ˈpeɪpəz/	Papiere, Unterlagen	Some important <b>papers</b> are missing from the files.
<b>participant</b> (n)	/pɑːˈtɪsɪpənt/	Teilnehmer/in	<b>Participants</b> are requested to register before 9.30 each morning.
<b>pick up sth, pick sth up</b> (phr v)	/pɪk ˈʌp ˌsʌmθɪŋ/ pɪk ˌsʌmθɪŋ ˈʌp/	etw. abholen	Can I <b>pick up my luggage</b> tomorrow?
<b>poster</b> (n)	/ˈpəʊstə/	Poster, Plakat	<b>Posters</b> of exotic locations covered the walls of the

			office.
<b>Post-it note</b> (n)	/ˈpəʊst ɪt nəʊt/	Haftnotiz	I wrote Paola's address on a <b>Post-it note</b> but now I can't find it.
<b>projector</b> (n)	/prəˌdʒektə/	Projektor	You can connect your laptop to the conference centre's <b>projector</b> .
<b>range</b> (n)	/reɪndʒ/	Sortiment	We stock a wide <b>range</b> of office furniture.
<b>re</b> (prep)	/ri:/	kurz für "regarding" = betreffend, wegen	<b>Re</b> your request for our new brochure, I am afraid it will not be available till next week.
<b>relaxing</b> (adj) (opposite = <b>stressful</b> )	/rɪˈlæksɪŋ/	entspannend (Gegenteil = stressig)	When I get home I'm going to have a glass of wine and listen to some <b>relaxing</b> music.
<b>regards</b> (n pl) Give my regards to ...	/rɪˈgɑːdz/ /gɪv maɪ rɪˈgɑːdz tə/	Grüße richte / richten Sie bitte Grüße an ... aus	Are you spending the weekend in Bristol? <b>Give my regards to</b> your parents.
<b>resort</b> (n)	/rɪˈzɔːt/	Urlaubsort	Rimini is a <b>resort</b> on the Adriatic coast of Italy.
<b>room</b> (n) single/double room	/rʊm/ /ˈsɪŋɡəl/ˈdʌbəl rʊm/	Zimmer Einzel-/Doppelzimmer	I'd like to book a <b>double room</b> and two <b>single rooms</b> for next weekend.
<b>satellite channel</b> (n)	ˈsætələɪt ˌtʃænəl/	Satellitenkanal (TV)	I don't watch enough TV to make it worth paying for <b>satellite channels</b> .
<b>seat</b> (v) it seats 45/100/500 etc people	/si:t/	Sitz(platz) Sitzplätze für 45 / 100 / 500 usw. Leute haben	The cinema <b>seats 500 people</b> .
<b>seating arrangement</b> (n)	ˈsiːtɪŋ əˌreɪndʒmənt/	Bestuhlungsordnung	We might be able to fit some more people in if we change the <b>seating arrangement</b> .
<b>serve</b> (v)	/sɜːv/	(hier: anbieten)	Breakfast <b>is served</b> from 6 till 9 every morning.
<b>situated</b> (adj)	ˈsɪtʃueɪtəd/	gelegen	

be situated at/in/on etc	/bi: 'sɪtʃuətəd æt/ɪn/ ɒn/	an / in / bei usw. gelegen sein	The monastery <b>is situated</b> on a hill above the city.
<b>surroundings</b> (n pl) in beautiful/wonderful etc surroundings	/sə'raʊndɪŋz/ /ɪn ,bjʊ:ɪfəl/ ,wʌndəfəl sə'raʊndɪŋz/	Umgebung, Umfeld in wunderschöner / wunderbarer Umgebung	We rented a house in Canada <b>in wonderful surroundings</b> .
<b>top-class</b> (adj)	/tɒp'klɑ:s/	spitze, top, erstklassig	He's a chef in a <b>top-class</b> restaurant.
<b>trip</b> (n) Have a good trip.	/trɪp/ /hæv ə gʊd trɪp/	Reise Gute Reise!	"Here's your booking reference. Don't forget your passport. <b>Have a good trip.</b> "
<b>view</b> (n) a view over ...	/vju:/ /ə vju: 'əʊvə/	(Aus)Blick einen Blick über ...	Our hotel had a lovely <b>view over</b> Lake Como.
<b>well-equipped</b> (adj) (opposite = <b>badly-equipped</b> )	/welr'kwɪpt/	gut ausgestattet (Gegenteil = schlecht aus- gestattet)	He has a <b>well-equipped</b> kitchen because he loves cooking.