

in company

Elementary

Unit 11

headword	pronunciation	translation/notes	example sentence
advertising (n) internet/TV advertising	<i>/'ædvə,tɑɪzɪŋ/</i> <i>/,ɪntənət/ti:,vi:/</i> <i>'ædvə,tɑɪzɪŋ/</i>	Werbung Internet/TV-Werbung	We pay less for Internet advertising but it is just as effective as TV advertising .
affect (v)	<i>/ə'fekt/</i>	betreffen, wirken, beeinflussen	The disease affects many different organs of the body.
agriculture (n)	<i>/'ægrɪ,kʌltʃə/</i>	Landwirtschaft	Over 60 per cent of the working population is employed in agriculture .
assess (v) assess the risks	<i>/ə'ses/</i> <i>/ə'ses ðə rɪks/</i>	einschätzen die Risiken einschätzen	The school has to assess the risks before taking students on a trip.
attraction (n)	<i>/ə'trækʃən/</i>	Sehenswürdigkeit	Madame Tussauds is one of London's most popular attractions .
average (adj)	<i>/'ævərɪdʒ/</i>	Durchschnittlich	The average speed of yesterday's winds was 15 miles per hour.
boiling (adj) (opposite = freezing)	<i>/'bɔɪlɪŋ/</i>	sehr heiß, kochend (Gegenteil = sehr kalt, frierend)	It must be boiling in Cairo at this time of year.
business (n) business agreement	<i>/'bɪznəs/</i> <i>/'bɪznəs ə,gri:mənt/</i>	Geschäft Geschäftsabschluss,- vereinbarung	We have recently signed a business agreement with a Japanese TV company.

business district	/'bɪznəs ,dɪstrɪkt/	Geschäftszentrum, Handelszentrum	Espace Nord is the largest and newest business district in Brussels.
business, not pleasure	/'bɪznəs nɒt ,pleʒə/	Geschäftlich, nicht privat/aus Spaß	I am flying to Milan for business, not pleasure .
changeable (adj)	/'tʃeɪndʒəbəl/	wechselhaft	The weather is going to be changeable all week - so pack an umbrella as well as suncream!
cold (adj) (opposite = hot)	/'kəʊld/	kalt	We met in the park on a cold winter morning.
comfortable (adj) (opposite = uncomfortable)	/'kʌmfətəbəl/	Gemütlich, behaglich, (Gegenteil = ungemütlich)	The bed looked warm and comfortable .
company (n) company profits	/,kʌmpəni/ /kʌmpəni 'prɒfɪts/	Firma Firmengewinn	Most travel company profits fell sharply last quarter.
compensation (n) receive compensation	/kɒmpən'seɪʃən/ /rɪ,sɪv kɒmpən'seɪʃən/	Abfindung, Entschädigung eine Entschädigungssumme erhalten	She received £200,000 compensation for her injuries.
construction (n)	/kən'strʌkʃən/	Bau...	Hundreds of construction workers have lost their jobs.
cool (adj) (opposite = warm)	/ku:l/	kühl (Gegenteil = warm)	The water was wonderfully cool and refreshing.
costly (adj) (opposite = cheap)	/'kɒstli/	teuer, kostspielig (Gegenteil = billig, günstig)	Investing in his new restaurant was a very costly mistake.
delicious (adj)	/dɪ'lɪʃəs/	köstlich	This sauce is delicious with fish or vegetables.
depress (v)	/dɪ'pres/	deprimieren	It depresses me to see all that money being wasted.

dry (adj) (opposite = wet)	/draɪ/	trocken (Gegenteil = nass)	The weather is usually dry and sunny at this time of year.
effective (adj) (opposite = ineffective)	/ɪ'fektɪv/	wirksam, effektiv (Gegenteil = ineffektiv, unwirksam)	This is a very effective way of controlling pests and weeds.
efficient (adj) (opposite = inefficient)	/ə'fɪʃənt/	wirksam, effizient (Gegenteil = ineffizient, unwirksam)	The most efficient way to plan your work is to put your tasks in order of importance.
energy (n) energy sector	/'enədʒi/ /'enədʒi ,sektə/	Energie Energiebereich, -branche	The government is backing wind farms and other renewable energy sources. The energy sector is encouraging the public to invest in solar power.
entertaining (adj) (opposite = boring)	/entə'teɪnɪŋ/	unterhaltend (Gegenteil = langweilig)	The bride's father made a very entertaining speech.
establish (v) establish a record	/ɪ'stæblɪʃ/ /ɪ'stæblɪʃ ə ,rekɔ:d/	aufbauen, erstellen einen Bericht erstellen	They have established a new record for the number of units manufactured in a week.
experience (v)	/ɪk'spɪəriəns/	Erfahrung	Almost every country of the industrial world is experiencing economic problems.
face-to-face (adj) face-to-face meeting	/feɪstə'feɪs/ /feɪstə,feɪs 'mi:tɪŋ/	persönlich, von Angesicht zu Angesicht ein persönliches Treffen	I don't like conference calls. I prefer face-to-face meetings .
farming (n)	/'fɑ:mɪŋ/	Landwirtschaft	He gave up his job in the bank and went into sheep farming .
financial (adj)	/faɪ'nænʃəl/	finanziell	The construction sector is in financial trouble.
foreign exchange rate (n)	/,fɔrɪn ɪk'tʃeɪndʒ reɪt/	Wechselkurs	Last month's figures were badly affected by all the changes in foreign exchange rates .

freezing (adj) (opposite = boiling)	/'fri:zɪŋ/	eiskalt	I was in Moscow last week - it was freezing !
heatwave (n)	/'hi:tweɪv/	Hitzewelle	Last September there was an unexpected heatwave .
hot (adj) (opposite = cold)	/hɒt/	heiß (Gegenteil = kalt)	It's going to be hot again today.
industry (n)	/'ɪndəstri/	Industrie	It is no longer a wealthy town because of the decline in the fishing industry .
insurance (n) insurance against take out insurance (against)	/ɪn'sʊərəns/ /ɪn'sʊərəns ə,genst/ /,teɪk aʊt ɪn'sʊərəns ə,genst/	Versicherung Versicherung gegen eine Versicherung (gegen ...) abschließen	Do you have insurance against flood damage? If you are self-employed, it's a good idea to take out insurance against loss of earnings.
insure (v) insure against	/ɪn'sʊə/ /ɪn'sʊə ə,genst/	versichern versichern gegen	Some professional singers insure against damage to their voice.
interest rate (n)	/'ɪntərest reɪt/	Zins	Interest rates fell heavily last month.
leisure (n)	/'leɪzə/	Freizeit	The leisure industry did very well this summer because of the good weather.
minus (adj) (opposite = plus)	/'mɪnəs/	minus (Gegenteil = plus)	The temperature fell to minus 15 degrees last night.
payout (n) receive a payout	/'peɪaʊt/ /rɪ,sɪv ə 'peɪaʊt/	Auszahlung, Entschädigung eine Entschädigungszahlung erhalten	They received a huge payout from the construction company that damaged their house.
precaution (n) take precautions against	/'prɪ'kə:ʃənz/ /teɪk ˈprɪ'kə:ʃənz	Schutz-/ Vorsichtsmaßnahme	Doctors recommend taking precautions against

	ə,genst /	Schutz- /Vorsichtsmaßnahmen treffen	sunburn.
rain (n) get a lot of rain	/rem/ /get ə lɒt əv 'rem/	Regen viel Regen abbekommen	The West of Scotland gets a lot of rain .
rainfall (n) average rainfall inches of rainfall	/'reɪnfɔ:l/ /,ævərɪdʒ 'reɪnfɔ:l/ /,ɪnʃəz əv 'reɪnfɔ:l/	Niederschlag durchschnittlicher Niederschlag Niederschlagsmenge in mm	The average rainfall for Plymouth in March was 80 mm. Approximately how many inches of rainfall does Arizona get in a year?
rainy (adj)	/'remi/	regnerisch	Monopoly is a good game to play on a rainy day because it can last for hours.
record (n) break a record on record	/'rekɔ:d/ /breɪk ə 'rekɔ:d/ /ɒn 'rekɔ:d/	Rekord einen Rekord brechen seit Aufzeichnung	If she continues running at this pace, she'll break the world record . Last April was the wettest on record for thirty years.
revenue (n) loss of revenue	/'revənjuː/ /lɒs əv 'revənjuː/	Einkommen Einkommensverlust	Will farmers receive any compensation for loss of revenue ?
risk (n) assess the risks risk management	/rɪsk/ /ə'ses ɪtə rɪks/ /rɪsk 'mænɪdʒmənt/	Risiko Risiken einschätzen Risikomanagement	The school has to assess the risks before taking students on a trip. Accident insurance is a sensible form of risk management if you enjoy dangerous sports.

sector (n) the energy/construction/ publishing sector	/ˈsektə/ /ðə ˌenədʒi/ kənˈstrʌkʃən/,pʌblɪʃɪŋ ˈsektə/	Bereich, Sektor, Branche die Energie / Bau- / Verlagsbranche	The construction sector is in financial trouble.
sightseeing (n)	/ˈsaɪtsiːɪŋ/	Besichtigungen machen	After a morning of sightseeing , we had a long relaxing lunch on the terrace.
sunshine (n)	/ˈsʌnʃaɪn/	Sonnenschein	We set off in bright sunshine .
temperature (n) average temperature	/ˈtemprətʃə/ /,ævərɪdʒ ˈtemprətʃə/	Temperatur Durchschnittstemperatur	It was cold for the time of year - over five degrees below the average temperature .
tourism (n)	/ˈtuəɪzəm/	Tourismus	Most people on the island earn money from tourism .
video conference (n)	/ˈvɪdɪəʊ ˌkɒnfərəns/	Videokonferenz	Can you join us at 11.15? We're having a video conference with the Madrid branch.
warm (adj) (opposite = cool)	/wɔːm/	warm (Gegenteil = kühl)	It was warm enough for us to sit outside.
weather (n)	/ˈweðə/	Wetter	What was the weather like in Dublin?
wet (adj) (opposite = dry)	/wet/	nass (Gegenteil = trocken)	We had a lovely holiday, even though it was wet for most of the week.
wind (n) high winds wind speed	/wɪnd/ /haɪ ˈwɪndz/ /wɪnd ˈspiːd/	Wind starker Wind Windgeschwindigkeit	The helicopter couldn't reach them because of the high winds . The bridge will be closed if the wind speed exceeds 20 mph.

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Unit 12

headword	pronunciation	translation/notes	example sentence
abroad (adv) drive abroad	/ə'brɔ:d/ /draɪv ə'brɔ:d/	im Ausland im Ausland fahren	I've never driven abroad before. I'm worried that I'll forget to drive on the opposite side of the road.
accept (v)	/ək'sept/	akzeptieren, annehmen	I'm afraid we cannot accept credit cards for purchases under £10.
accident (n) have an accident	/'æksɪdənt/ /hæv ən 'æksɪdənt/	Unfall einen Unfall haben	If you have an accident , police will check the alcohol level in your blood.
air conditioning (n)	/'eə kən,dɪʃənɪŋ/	Klimaanlage	All our rooms have air conditioning , colour TV and a bathroom en suite.
alarm (n)	/ə'lɑ:m/	Alarm	Our burglar alarm went off in the middle of the night.
allow (v) be allowed to ...	/ə'laʊ/ /bi: ə'laʊd tʊ/	erlauben, zulassen dürfen	Her children are only allowed to watch television at weekends.
attention (n) pay careful attention to sth	/ə'tenʃən / /peɪ ,keəfəl ə'tenʃən tə ,sʌmθɪŋ/	Achtung sehr genau auf etw. achten	Pay careful attention to the road signs as you come into the airport. It is easy to go the wrong way.
baggage (n)	/'bæɡɪdʒ/	Gepäck	I don't have any baggage to check in. I'm only

			taking this small bag and my laptop.
barrier (n)	/'bæriə/	Sperre	Fans broke through the barriers and rushed onto the pitch.
booking (n) booking price Internet booking	/'bʊkɪŋ/ /'bʊkɪŋ praɪs/ /,ɪntənət 'bʊkɪŋ/	Buchung, Buchen Buchungspreis Internetbuchung	Insurance is included in the booking price . The airline is offering a 15% discount on all Internet bookings .
boot (n)	/bu:t/	Kofferraum	There isn't enough space in the boot for all our luggage.
brakes (n pl)	/breɪks/	Bremsen	Check that the brakes are working.
break down (phr v)	/breɪk daʊn/	liegen / stehen bleiben	Our car broke down on the way to the airport.
broken (adj)	/'brəʊkən/	kaputt	You can't use the microwave - it's broken .
car hire (n) car hire desk	/'kɑ: ,haɪə/ /'kɑ: ,haɪə desk/	Autovermietung Schalter der Autovermietung	Our department has an account with a car hire company. Please leave the keys at the car hire desk in the airport.
carry (v)	/'kæri/	bei sich tragen / haben	Make sure you carry your ID card with you at all times.
cheap (adj) (opposite = expensive)	/'tʃi:p/	billig (Gegenteil = teuer)	People should have access to cheap , fresh food.
checklist (n)	/'tʃeklɪst/	Checkliste	If you travel by air frequently, it is useful to have a checklist for packing.
compact (adj)	/kəm'pækt/	kompakt	This camera is compact enough to fit in your pocket but has all the features of a larger model.

controls (n pl)	/kən'trəʊlz/	Schalter, Steuerung	I can't find the controls for switching on the windscreen wipers.
convenient (adj) (opposite = inconvenient)	/kən'vi:njənt/	praktisch, bequem (Gegenteil = unpraktisch)	Travelling underground is fast and convenient .
damage (n)	/'dæmɪdʒ/	Schaden	No serious damage had been done to the other vehicle.
deal (n) get a good deal	/di:l/ /get ə gud 'di:l/	Handel, Geschäft, Abschluss ein gutes Geschäft machen	I got a really good deal on this camera: they included a case and a spare battery in the price.
directions (n pl)	/daɪ'rekʃənz/	Wegbeschreibung	Max e-mailed me directions from the airport to the hotel.
documents (n pl)	/'dɒkjʊ:ments/	Dokumente, Unterlagen	All the documents you need for your trip are in this briefcase.
drink (v) drinking and driving	/drɪŋk/ /,drɪŋkɪŋ ən 'draɪvɪŋ/	trinken Trinken und Fahren	Students were shown a film about the dangers of drinking and driving .
economy (adj)	/i:'kɒnəmi/	Economy	I usually travel economy class on short flights.
essential (adj) (opposite = inessential)	/ɪ'senʃəl/	(lebens-)notwendig, existenziell wichtig (Gegenteil = nebensächlich, entbehrlich)	The earthquake victims need food, fuel, and other essential supplies.
expect (v)	/ek'spekt	erwarten	I'd better ring the Daltons. They were expecting us half an hour ago.
familiar (adj) (opposite = unfamiliar) familiar with sth	/fə'mɪljə/ /fə'mɪljə wɪθ	vertraut (Gegenteil = nicht vertraut, fremd) vertraut mit etw.	It will take you a few days to become familiar with the new software.

	,sʌmθɪŋ/		
fuel (n)	/'fju:əl/	Kraftstoff	What fuel does this vehicle use - petrol or diesel?
go off (phr v)	/gəʊ 'ɒf/	losgehen	Our burglar alarm went off in the middle of the night.
hang on (phr v)	/hæŋ 'ɒn/	am Apparat bleiben, warten	Hang on , Susie, I'll see if Joe can come to the phone.
hire (v) hire a car	/'haɪə/ /'haɪə ə kɑ:/	mieten ein Auto mieten	We're planning to hire a car at the airport.
hire car (n)	/'haɪə kɑ:/	Mietauto	You can return your hire car to any of our rental locations.
home country (n)	/'həʊm ,kʌntri/	Heimatland	This is a very popular dish in my home country .
include (v) be included	/ɪn'klu:d/ /bi: m'klu:dəd/	einschließen, umfassen eingeschlossen sein	Insurance is included in the booking price.
insist (v)	/ɪn'sɪst/	bestehen, beharren	She insisted that we stay at her house instead of a hotel.
insurance (n)	/ɪn'ʃʊərəns/	Versicherung	Do you have insurance for the house yet?
keys (n pl)	/ki:z/	Schlüssel	I've left my car keys at home.
level (n) alcohol level	/'levəl/ /'ælkəhɒl ,levəl/	Pegel, Spiegel, Niveau, Stufe Alkoholspiegel	If you have an accident, police will check the alcohol level in your blood.
licence (n) driving licence	/'laɪsəns/ /'draɪvɪŋ ,laɪsəns/	Genehmigung, Lizenz, Berechtigung Führerschein	The police asked to see his driving licence .

lights (n pl)	/'laɪts/	Licht, Beleuchtung	Remember to switch off your lights when you leave the tunnel.
local (adj)	/'ləʊkəl/	regional, örtlich	Ask for the book in your local library.
lock (v)	/lɒk/	(ein-)schließen	I'll lock our cases in the boot while we have lunch.
long (adv) take long	/lɒŋ/ /teɪk 'lɒŋ/	lange lange dauern	It didn't take long to get there.
luggage (n) item of luggage	/'lʌɡɪdʒ/ /,aɪtəm əv 'lʌɡɪdʒ/	Gepäck Gepäckstück	Passengers can check in a maximum of three items of luggage .
markings (n pl)	/'mɑ:kɪŋz/	Markierungen, Kennzeichnung	I couldn't see any of the road markings because it had snowed so heavily.
medium (adj)	/'mi:djəm/	mittel(groß)	Use six medium tomatoes.
moment (n) just one moment	/'məʊmənt/ /jʌst wʌn 'məʊmənt/	Augenblick, Moment einen Moment	Just one moment , please, I'll see if Mr Perry is available.
name (n) in the name of ...	/neɪm/ /ɪn ðə 'neɪm əv /	Name auf den Namen von ...	Good evening. I've booked a table in the name of Plum.
offer (v)	/'ɒfə/	(an)bieten	The flight was nearly empty, so they offered me an upgrade to first class.
operate (v)	/'ɒpəreɪt/	durchführen, vorgehen	We have been operating this procedure throughout Europe for two years.
otherwise (adv)	/'ʌðəwaɪz/	andernfalls	I hope the weather improves. Otherwise , we'll have to cancel the picnic.
parking zone (n)	/'pɑ:kɪŋ zəʊn/	Parkplatz	This parking zone is for hospital staff only.

per (prep) miles/kilometres per hour	/pɜː/ /maɪlz/ki,lɒmətəz pɜː 'aʊə/	pro Meilen / Kilometer pro Stunde	The speed limit is 40 miles per hour . That's about 65 kilometres per hour .
pick up (phr v) pick up a car	/pɪk 'ʌp/ /pɪk 'ʌp ə kɑː/	abholen, mitnehmen einen Wagen abholen	You will need to show your driving licence when you pick up the car .
puncture (n) have a puncture	/'pʌŋktʃə/ /hæv ə 'pʌŋktʃə/	Loch (im Reifen) eine Reifenpanne / einen Platten haben	We need to check the tyre. It may have a puncture .
reference number (n)	/'refərəns ,nʌmbə/	Beleg-/Referenznummer	You will need your reference number when you check in.
rental (n) rental location	/'rentəl/ /'rentəl ləʊ,keɪʃən/	Ausleihe Verleihstation	Your car will be full of fuel at the start of your rental . You can return your hire car to any of our rental locations .
repair (v) repair a puncture	/'rɪpeə/ /'rɪpeə ə,pʌŋktʃə/	reparieren einen Platten reparieren	It only took the garage ten minutes to repair the puncture .
request (v)	/'rɪkwest/	wünschen, bestellen	As you requested , we have given you a quiet room at the back of the hotel.
require (v) be required to ...	/'rɪkwaɪə/ /biː rɪ'kwaɪəd tʊ/	benötigen, erfordern gehalten sein zu	Passengers may be required to return to the terminal and wait for the next flight.
reservation (n) have/make a reservation	/'rezə'veɪʃən/ /,hæv/,meɪk ə rezə'veɪʃən/	Reservierung, Buchung eine Reservierung haben / machen	It would be best to make a reservation . That restaurant gets very busy on Friday evenings.

reserve (v)	/rɪ'zɜ:v/	reservieren	We've reserved a table for 7.30.
return (v)	/rɪ'tʌ:n/	zurückgeben	Please fill the tank with fuel before returning the vehicle.
ride (v)	/raɪd/	(in einem Fahrzeug) fahren	It is safer for young children to ride in the back seat of a car.
risk (v)	/rɪsk/	riskieren	"Do you want to borrow a helmet?" "No, I'll risk it."
road sign (n)	/'rəʊd saɪn/	Straßenschild	Pay careful attention to the road signs as you come into the airport. It is easy to go the wrong way.
safety belt (n) wear a safety belt	/'seɪftɪ belt/ /,weə ə 'seɪftɪ belt/	Sicherheitsgurt einen Sicherheitsgurt angelegt haben	Luckily, everyone in the car was wearing a safety belt .
sat nav (n) (= satellite navigation)	/'sæt nəv/	Navi(gator) (= Satellitennavigation)	I used the sat nav to find the business park.
sign (v)	/saɪn/	unterschreiben	Please sign and date the form.
solution (n)	/sə'lu:ʃən/	Lösung	Solar energy offers a low cost solution to our fuel problems.
space (n)	/speɪs/	Platz	There isn't enough space in the boot for all our luggage.
speed limit (n)	/'spi:d ,lɪmɪt/	Geschwindigkeitsbeschränkung, Tempolimit	The speed limit is 40 miles per hour.
stay (n)	/steɪ/	Aufenthalt	Welcome to the Excelsior Hotel. We hope you have a good stay .
switch off (phr v) (opposite = switch on)	/swɪtʃ 'ɒf /	ausschalten (Gegenteil = einschalten)	Remember to switch off your lights when you leave the tunnel.

tank (n)	/tæŋk/	Tank	Please fill the tank with fuel before returning the vehicle.
traffic laws (n pl)	/'træfɪk lɔ:z/	Verkehrsgesetz	Before you drive in another country for the first time, it's important to check its traffic laws .
travels (n pl) on your travels	/'trævəlz/ /ɒn jə 'trævəlz/	Reisen auf deinen / Ihren Reisen	I learned to speak a bit of Arabic on my travels .
tyre (n) have a flat tyre	/'taɪə/ /,hæv əflæt 'taɪə/	Reifen einen Platten haben	Steve was late for work because he had a flat tyre .
unattended (adj) not leave sth unattended	/ʌnə'tendəd/ /nɒt li:v ,sʌmθɪŋ ʌnə'tendəd/	unbeaufsichtigt etw. nicht unbeaufsichtigt lassen	Passengers are reminded not to leave their baggage unattended .
upgrade (n) (opposite = downgrade) offer sb an upgrade	/'ʌpɡreɪd/ /ɒfə ,sʌmbədi ən 'ʌpɡreɪd/	Hochstufung, Upgrade (Gegenteil = Abstufung / Downgrade) jdm. ein Upgrade anbieten	The flight was nearly empty, so they offered me an upgrade to first class.
valuables (n pl)	/'væljuəbəlz/	Wertsachen	The management recommends guests to leave all valuables in the hotel safe.
vehicle (n)	/'vi:ɪkəl/	Fahrzeug	What fuel does this vehicle use - petrol or diesel?
windscreen wipers (n pl)	/'wɪndskri:n ,waɪpəz/	Scheibenwischer	I can't find the controls for switching on the windscreen wipers .
work (v)	/wɜ:k/	funktionieren	Check that the brakes are working .
worried (adj)	/'wʌrɪd/	beunruhigt	I'm worried that I'll forget to drive on the opposite side of the road.

<p>wrong (adv) (opposite = right) go right/wrong</p>	<p>/rɒŋ/ /gəʊ 'raɪt/'rɒŋ/</p>	<p>falsch, verkehrt, daneben (Gegenteil = richtig, gut) falsch / gut laufen</p>	<p>Everything's gone wrong for Helena this week.</p>
<p>zero tolerance (n) operate a zero tolerance policy towards sth</p>	<p>/'zɪərəʊ ,tɒləfəns/ /,ɒpəreɪt ə 'zɪərəʊ ,tɒləfəns ,pɒləsi tə,wɔːdz ,sʌmθɪŋ/</p>	<p>Nulltoleranz / Kompromiss- losigkeit eine kompromisslose Strategie bei etw. anwenden / vertreten</p>	<p>This hospital operates a zero tolerance policy towards violent language or behaviour.</p>

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headword	pronunciation	translation/notes	example sentence
according to (prep)	/ə'kɔ:dɪŋ tʊ/	laut, zufolge, gemäß	According to newspaper reports, fighting has broken out in the northern provinces.
advantage (n) (opposite = disadvantage)	/əd'vɑ:ntɪdʒ/	Vorteil (Gegenteil = Nachteil)	The equipment has the additional advantage of being easy to carry.
alternative (n)	/ɔ:l'tɜ:nətɪv/	Alternative	The alternative to taking an early flight would be to fly over the previous day and stay in a hotel.
angry (adj) get angry	/'æŋɡri/ /get 'æŋɡri/	verärgert, ärgerlich sich ärgern, wütend werden	There's no point in getting angry - let's just do what we can to sort this mess out.
anxiety (n)	/æŋ'zaiəti/	Besorgnis	There was a lot of anxiety about the results of the talks.
bad-tempered (adj)	/bæd'tempəd/	schlecht gelaunt	My boss can get quite bad-tempered when he is stressed.
blood pressure (n) high blood pressure	/'blʌd ,preʃə/ /haɪ 'blʌd ,preʃə/	Blutdruck hoher Blutdruck	Beetroot is supposed to be good for lowering high blood pressure .
by (prep) by car/bus/train etc	/baɪ/ /baɪ 'kɑ:/'bʌs/'treɪn/	bei / mit mit dem Auto / Bus / Zug usw.	I usually travel to work by train but today I came by car .

cancel (v) cancel a train/flight etc	/kænsəl/ /,kænsəl ə 'treɪn/'flaɪt/	absagen, streichen einen Zug / Flug streichen	Our flight was cancelled because of fog.
carriage (n)	/'kærɪdʒ/	Wagen (beim Zug)	We will be adding two more carriages to the 6.15 train.
clockwork (n) like clockwork	/'klɒkwɜ:k/ /laɪk 'klɒkwɜ:k/	Uhrwerk wie am Schnürchen	The conference went like clockwork . We didn't have any of the problems we had last year.
combination (n) the combination of ... and ...	/kɒmbɪ'neɪʃən/ /ðə kɒmbɪ'neɪʃən əv ... ənd .../	Kombination die Kombination von ... mit ...	The combination of an overheated office and not enough to drink has given me a bad headache.
comfortable (adj) (opposite = uncomfortable)	/'kʌmfətəbəl/	bequem (Gegenteil = unbequem)	We'll try to make your mother's stay in hospital as comfortable as we can.
commute (v) commute to ...	/kə'mju:t/ /kə'mju:t tu/	pendeln nach ... pendeln	I commute from York to London three days a week.
commuter (n) regular commuter	/kə'mju:tə/ /,regjələ kə'mju:tə/	Pendler regelmäßiger Pendler	Regular commuters will be pleased to hear that we are planning to add another train to our service.
commuting (n)	/kə'mju:tɪŋ/	Pendeln	There are some disadvantages to working from home - but I don't miss the commuting!
company car (n)	/'kʌmpəni 'kɑ:/	Firmenwagen	You will receive a salary of £35,000 and a company car .
conditions (n pl) poor conditions	/kən'dɪʃənz/ /pɔ: kən'dɪʃənz/	Bedingungen, Zustände schlechte Bedingungen	The refugees were living in very poor conditions , with no fresh water or medical supplies.

consulting company (n)	/kən'sʌltɪŋ 'kʌmpəni/	Beraterfirma	We've called in a consulting company to advise us on redesigning the office.
crowded (adj)	/'kraʊdəd/	voll mit Menschen / überfüllt	Was the pool crowded ?
cycle (v)	/'saɪkəl/	radeln	I prefer to cycle home before it gets dark.
cycle path (n)	/'saɪkəl pɑ:θ/	Radweg	The council are creating more cycle paths to encourage children to ride their bikes to school.
depend (v)	/dɪ'pend/	abhängig sein	It depends if I have any money left.
depressed (adj)	/dɪ'prest/	deprimiert	She got very depressed after her husband left her.
disadvantage (n) (opposite = advantage) the advantages/disadvantages of ...	/dɪsəd'vɑ:ntɪdʒ/ /dɪ əd'vɑ:ntɪdʒəz/ dɪsəd'vɑ:ntɪdʒəz əv/	Nachteil (Gegenteil = Vorteil) die Vorteile / Nachteile von ...	One of the disadvantages of the job is the long hours I work.
drive (v) drive to work	/'draɪv/ /draɪv tə 'wɜ:k/	(Auto usw.) fahren zur Arbeit fahren	I enjoy listening to the radio while I drive . I usually travel by train but today I drove to work .
ecological (adj)	/,i:ke'lɒdʒɪkəl/	Umwelt-, ökologisch	Politicians are warning of a major ecological disaster but not all scientists agree.
employee (n)	/ɪm'plɔɪi:/	Angestellte/r	Several employees have left recently because they don't like the new boss.
engage (v)	/ɪn'geɪdʒ/	begeistern, motivieren	If you can't engage your students, you'll never be a good teacher.
excuse (n)	/ɪk'skju:s/	Entschuldigung	He made some excuse about having a lot of work to do.

financial penalty (n)	/faɪ'nænʃəl ,penəlti/	Geldstrafe	If the stadium is not completed in time, the construction company will be faced with financial penalties .
fine (n) pay a fine	/fam/ /peɪ ə 'fam/	Buß-, Ordnungsgeld Bußgeld bezahlen	The company are refusing to pay my parking fin es.
foot (n) go on foot	/fʊt/ /gəʊ ɒn 'fʊt/	Fuß zu Fuß gehen	At this time of day it's probably quicker to go on foot .
frustrated (adj)	/frʌs'treitəd/	frustriert	I get frustrated when nobody answers the phone.
get (v) get a bus/taxi/train/tram	/get/ /get ə 'bʌs/'tæksi/'treɪn/'træm/	nehmen (benutzen) Bus / Taxi / Zug / Straßenbahn nehmen	I'll get a taxi from the station to save time.
get into (phr v) (opposite = get out of) get into the car/taxi/train	/get 'ɪntu/ /get 'ɪntu ðə,kɑ:/ ,tæksi/,treɪn/	einsteigen (Gegenteil = aussteigen) ins Auto / Taxi / in den Zug (ein)steigen	I got into the car then remembered I'd left my briefcase in the kitchen.
get off (phr v) (opposite = get on) get off the train/bus/tram	/get 'ɒf/ /get 'ɒf ðə,treɪn/,bʌs/ ,træm/	aussteigen (Gegenteil = einsteigen) aus dem Zug / Bus / der Straßenbahn steigen	We got off the tram at the wrong stop.
get on (phr v) (opposite = get off) get on the train/bus/tram	/get 'ɒn/ /get 'ɒn ðə,treɪn/,bʌs/ ,træm/	einsteigen (Gegenteil = aussteigen) in den Zug / Bus / die Straßenbahn steigen	She got on the bus at Victoria.
get out of (phr v) (opposite = get into)	/get 'aʊt əv/	aussteigen (Gegenteil = einsteigen)	

get out of the car	/get 'aʊt əv ðə,kɑː/	aus dem Auto (aus)steigen	Get out of the car quickly! The train leaves in two minutes.
good (adj) (opposite = bad) the good thing about ...	/gʊd/ /ðə gʊd ʊŋ ə'baʊt/	gut (Gegenteil = schlecht) das Gute an ...	The good thing about leaving work late is that the train won't be so crowded.
hand (n) on the other hand ...	/hænd/ /ɒn ðə ,ʌðə 'hænd/	Hand andererseits, auf der anderen Seite	On the other hand , it means we won't get home until after 9.30.
health problem (n)	/'helθ ,prɒbləm/	gesundheitliches Problem, Gesundheitsproblem	He's reached the age of 54 without any serious health problems .
heart condition (n)	/'hɑːt kən,dɪʃən/	herzkrank	I have to take medication for a heart condition .
impatient (adj) (opposite = patient)	/ɪm'peɪʃənt/	ungeduldig (Gegenteil = geduldig)	He gets impatient even when the train is just a few minutes late.
inconvenient (adj) (opposite = convenient)	/ɪnkən'viːnjənt/	ungünstig (Gegenteil = günstig)	This is a very inconvenient time for Jenny to hand in her resignation.
journey (n)	/'dʒɜːni/	Reise	It's a seven-hour journey to Boston from here.
loan (n)	/'ləʊn/	Darlehen	Jim took out a loan to pay for his car.
measure (v)	/'meɪʒə/	messen	We measured from the back of the house to the fence.
minus (adj)	/'mɪnəs/	minus	The temperature fell to minus 15 degrees last night.
misery (n)	/'mɪzəri/	Qual, Elend, Jammer	After three years of misery , she decided to find another job.
motorbike (n) by motorbike	/'məʊtəbaɪk/	Motorrad mit dem Motorrad	The journey takes less time if you go by

	/baɪ 'məʊtəbaɪk/		motorbike.
outbound (adj) (opposite = inbound)	/'aʊtbaʊnd/	abfahrend (Gegenteil = eintreffend)	There are three outbound trains per hour.
overcrowded (adj)	/əʊvə'kraʊdəd/	überbelegt, überfüllt	All the local schools are overcrowded .
overcrowding (n)	/əʊvə'kraʊdɪŋ/	Überbelegung, Überfüllung	The government has ordered an enquiry into overcrowding in prisons.
passenger (n)	/'pæsəndʒə/	Passagier	Passengers for the 6.32 to Leeds please go to platform 16.
peak period (n)	/'pi:k ,piəriəd/	Spitzenzeit	I try to avoid the peak period . You pay more and there are never any seats left on the train.
price (n)	/'praɪs/	Preis	Prices are lower now than they were in December.
productive (adj)	/'prɒ'dʌktɪv/	produktiv, erfolgreich	We had a very productive meeting. All the details of the contract have been agreed.
profitable (adj) (opposite = unprofitable)	/'prɒfɪtəbəl/	rentabel, gewinnbringend (Gegenteil = unrentabel)	Removing a row of seats to make more space wouldn't be profitable for the airline.
public transport (n)	/'pʌblɪk 'trænspɔ:t/	öffentlicher Nahverkehr	Japanese public transport is said to be the best in the world.
punctual (adj) (opposite = unpunctual)	/'pʌŋktʃʊəl/	pünktlich (Gegenteil = unpünktlich)	I'm surprised Elena hasn't arrived. She's usually very punctual .
rail (n) rail company rail passenger rail travel	/reɪl/ /reɪl 'kʌmpəni/ /reɪl 'pæsəndʒə/ /reɪl 'trævəl/	Bahn Bahnunternehmen Zugreisende/r Zugverkehr	From April, the rail company will be putting on an extra train at the peak period. Hundreds of rail passengers have had to find other ways of getting to work this morning. One of the advantages of rail travel is that you

			can work on your laptop.
relaxing (adj) (opposite = stressful)	/rɪ'læksɪŋ/	entspannend (Gegenteil = stressig)	We had a very relaxing weekend, staying with friends in Wales.
result (n) as a result	/rɪ'zʌlt/ /æz ə rɪ'zʌlt/	Ergebnis als Folge	York Road will be closed and delays are likely as a result .
ride (n)	/raɪd/	Fahrt (mit dem Auto, Bus usw.)	The bus ride from the airport was very pleasant.
ride (v) ride a bike/motorbike	/raɪd/ /raɪd ə 'baɪk/ 'məʊtəbaɪk/	fahren, steuern Fahrrad / Motorrad fahren	Tom's riding his motorbike round Australia.
rude (adj) (opposite = polite)	/ru:d/	unhöflich, unfreundlich	It's rude to keep people waiting.
scared (adj)	/'skeəd/	verängstigt, Angst habend (hier: hat Flugangst)	Louise is scared of flying.
season ticket (n)	/'si:zən ,tɪkɪt/	Saison(fahr)karte	Buying a season ticket saves me nearly €900.
selfish (adj)	/'selfɪʃ/	egoistisch	Don't be so selfish . Move your bag so that man can sit there.
service (n)	/'sɜ:vɪs/	Service, Dienstleistung	Hundreds of passengers have complained about the unreliable service .
slow (adj) (opposite = fast)	/sləʊ/	langsam (Gegenteil = schnell)	This bus is really slow . The journey usually takes only ten minutes.
spend (v) spend time doing sth	/spend/ /spend 'taɪm du:ɪŋ ,sʌmθɪŋ/	verbringen, ausgeben Zeit damit verbringen, etw. zu tun	We've just moved house so I want to spend some time this weekend getting to know the area.

stop (n)	/stɒp/	Haltestelle	We got off the tram at the wrong stop .
stressed (adj) (opposite = relaxed)	/strest/	gestresst (Gegenteil = gelassen, entspannt)	Everything went wrong yesterday and Bill got more and more stressed .
subsidy (n)	/ˈsʌbsədi/	Zuschuss, Subvention	If the government stopped paying the subsidy , we would have to sell the farm.
sweaty (adj) hot and sweaty	/ˈsweti/ /hɒt ən ˈsweti/	verschwitzt heiß und verschwitzt	I'll just have a quick shower. I'm feeling hot and sweaty after the journey.
take (v) take a bus/train/taxi/tram to work/the office take sb sth	/teɪk/ /teɪk ə ˈbʌs/ˈtreɪn/ ˈtæksi/ˈtræm/tə ˌwɜ:k/ðə ,ɒfɪs/ /teɪk ˌsʌmbədi ˌsʌmθɪŋ/	nehmen (benutzen) den Bus / Zug / ein Taxi / die Straßenbahn zur Arbeit / ins Büro nehmen jdn. (eine best. Zeit) kosten	I usually take the bus to the office but sometimes I walk if the weather's nice. The journey will take us about three days .
tension (n) level of tension	/ˈtenʃən/ /ˌlevəl əv ˈtenʃən/	(An-)Spannung Spannungsniveau	You must try to relax more. This level of tension is bad for your health.
top (n) on top of all this	/tɒp/ /ɒn ˈtɒp əv ɔ:l ðɪs/	oberes Ende, Spitze zusätzlich zu allem	The bus was delayed, my passport was out-of-date and, on top of all this , the airline lost my luggage!
topic (n) topic of conversation	/ˈtɒpɪk/ /ˈtɒpɪk əv kɒnvəˌseɪʃən/	Thema Gesprächsthema	She tried to think of another topic of conversation .
traffic (n)	/ˈtræfɪk/	Verkehr	At that time of night, there was no traffic on the roads.
tube (n) on the tube	/tju:b/	U-Bahn (London) in der U-Bahn	I don't like travelling on the tube when it's

tube ride	/ɒn ðə tjuːb/ /'tjuːb raɪd/	U-Bahn-Fahrt	crowded. After a quick tube ride from Piccadilly, we caught the train from Marylebone.
underground (n) the underground	/ʌndə'graʊnd/ /ðə ʌndə'graʊnd/	unter der Erde, unter Tage die U-Bahn	The underground was closed, so I took a bus.
valid (adj) (opposite = invalid) be valid for	/'vælɪd/ /bi: 'vælɪd fə/	gültig (Gegenteil = ungültig) gültig sein für	This ticket is valid for two months.
walk (v) walk to work	/wɔ:k/ /'wɔ:k tə ,wɜ:k/	zu Fuß gehen zu Fuß zur Arbeit gehen	I usually walk to work but I take a bus if it's raining.
warning (n) without warning	/'wɔ:nɪŋ/ /wɪθ,aʊt 'wɔ:nɪŋ/	Warnung ohne eine Warnung	Without warning all the lights went out.
workplace (n)	/'wɜ:kpleɪs/	Arbeitsplatz	9% of Japanese employees take the bus to their workplace .
worth (adj) it's not worth ...	/wɜ:θ/ /ɪts nɒt 'wɜ:θ/	wert es ist es nicht wert ...	It's not worth paying extra to travel first class.

in company 2nd edition

Elementary

Unit 14

headword	pronunciation	translation/notes	example sentence
average (n) on average	/'ævərɪdʒ/ /ɒn 'ævərɪdʒ/	Durchschnitt durchschnittlich, im Durchschnitt	On average , women live longer than men.
bill (n)	/bɪl/	Rechnung	Could you bring the bill , please.
blog (n)	/blɒg/	Blog, Internettagebuch	Sarah updates her blog every day so we know how her holiday is going.
call about sth (phr v)	/'kɔ:l əbaʊt ,sʌmθɪŋ/	anrufen wegen etw.	Your wife called about your appointment with the doctor.
casual (adj) (opposite = formal)	/'kæʒʊəl/	leger, Freizeit- (Gegenteil = formell)	Pack some casual clothes for the evenings and weekend.
company rules (n pl)	/'kʌmpəni 'ru:lz/	Betriebsvorschriften, Hausregeln	The company rules state that we can't send personal e-mails from work.
conditions (n pl) social conditions	/'kɒn'dɪʃənz/ /,səʊʃəl kən'dɪʃənz/	Bedingungen, Verhältnisse soziale Verhältnisse	The documentary examines how social conditions in Russia have improved in the last twenty years.
contact (n) get back in contact	/'kɒntækt/ /get bæk ɪn 'kɒntækt/	Kontakt, Verbindung wieder kontaktieren, Verbindung aufnehmen	I intend to get back in contact with our suppliers when I return from holiday.
delivery (n) expect delivery	/'dɪ'lɪvəri/ /ɪk,spekt dɪ'lɪvəri/	(An-, Aus-)Lieferung die Lieferung erwarten	You can expect delivery within five working days.

directions (n pl)	/daɪ'rekʃənz/	Anfahrtsbeschreibung	She gave the driver directions to her house.
domestic (adj)	/də'mestɪk/	Haushalts-, häuslich	When we were young, our parents didn't have domestic appliances like microwaves and dishwashers.
dress code (n)	/'dres kəʊd/	Kleidervorschrift, Dresscode	What do you think the dress code is for Rachel's party?
ecologically (adv)	/i:ke'lɒdʒɪkəli/	ökologisch, umwelt-freundlich	The government is encouraging schools to operate more ecologically .
e-mail (n) answer an e-mail	/'i:meɪl/ /,ɑ:nsəʳ ən 'i:meɪl/	E-Mail eine E-Mail beantworten	I'll try phoning him. He hasn't answered any of my e-mails .
energy (n) energy consumption	/'enədʒi/ /'enədʒi kən,sʌmpʃən/	Energie Energieverbrauch	This leaflet contains ten tips for reducing energy consumption and saving money.
enquiry (n)	/ɪn'kwɪəri/	Befragung, Ermittlung, Recherche	Police are making enquiries in the neighbourhood.
excuse me	/ɪk'skju:z mi:/	Entschuldigung,	Excuse me , could we order some coffee?
feel (v)	/fi:l/	(sich) fühlen	How are you feeling , Joe? Is your headache better?
figures (n pl)	/'fɪgəz/	Zahlen	This year's sales figures were excellent.
formal (adj) (opposite = casual, informal)	/'fɔ:məl/	formell (Gegenteil =locker, informell)	We've been invited to a formal dinner at the embassy.
free time (n)	/'fri: taɪm/	Freizeit	Martin spends most of his free time cycling.
health (n)	/heɪlθ/	Gesundheit	His health improved once he stopped working.

hold (v)	/həʊld/	in der Leitung / am Apparat bleiben	Could you hold , please, while I check which room he's in?
household (n)	/'haʊshəʊld/	Haushalt	How many people living in this household are aged 16 or over?
hurry (n) in a hurry	/'hʌrɪ/ /ɪn ə 'hʌrɪ/	Eile in Eile	Yasmin's in a bit of a hurry . She needs to get to the airport by 4.30.
improve (v)	/ɪm'pru:v/	sich (ver-)bessern	Your English will improve with practice.
indicate (v)	/'ɪndɪkeɪt/	anzeigen, Hinweis geben	A survey indicated that 89 per cent of people recycle paper.
investment (n) make an investment	/ɪn'vestmənt/ /meɪk ən ɪn'vestmənt/	Investition investieren, eine Investition tätigen	She made some investments in technology stocks.
job (n) job enquiry job vacancy	/dʒɒb/ /dʒɒb ɪn'kwɪərɪ/ /dʒɒb 'veɪkənsɪ/	Job, Arbeitsstelle Bewerbung freie / offene Arbeitsstelle, Vakanz	I've sent off eighty job enquiries and received two replies. I'm afraid we don't have any job vacancies at the moment but we will keep your details on file.
leisure (n)	/'leɪzə/	Freizeit, Müßiggang	My busy schedule leaves little time for leisure .
line (n) on the other line	/'laɪn/ /ɒn ðə ˌʌðə 'laɪn/	(Telefon-)Leitung in der anderen Telefon- leitung	I'm afraid Mrs Bennett is on the other line . Would you like to hold?
live together (phr v)	/'lɪv tə'geðə/	zusammenleben, -wohnen	Mark and Clare lived together for four years before they got married.
majority (n)	/mə'dʒɔrəti/	Mehrheit	The majority of our employees are women.

marriage (n)	/'mæriʤ/	Ehe	Anne's marriage to Daniel lasted ten years.
model (n)	/'mɒdəl/	Modell, Vorbild	The system has been used as a model for other organisations.
notice (n) hand in your notice	/'nəʊtɪs/ /hænd ɪn jə 'nəʊtɪs/	(hier:) Kündigung seine Kündigung einreichen	Lucy handed in her notice yesterday so we will have to advertise for another receptionist.
occupy (v)	/'ɒkjʊ:paɪ/	beschäftigen	I need some way to occupy the kids for an hour.
order (n) order despatch department order reference special order	/'ɔ:də/ /'ɔ:də dɪspætʃ dɪ,pɑ:tmənt/ /'ɔ:də ,refərəns/ /,speʃəl 'ɔ:də/	Bestellung Versandabteilung Bestell-, Auftragsnummer Sonderangebot	I'm afraid the order despatch department must have made a mistake. I'll make sure it's sent out to you this afternoon. Please include your order reference in any correspondence. Can you tell me when our special order will be ready for despatch?
partnership (n)	/'pɑ:tnəʃɪp/	Partnerschaft	Their partnership lasted for twenty-five years until, sadly, William died.
per cent (n)	/pə 'sent/	Prozent	Women now represent 50 per cent of the workforce.
percentage (n) the percentage of sth	/pə'sentɪʤ/ /ðə pə'sentɪʤ əv ,sʌmθɪŋ/	Prozentsatz der Prozentsatz von etw.	Calculate what percentage of your income you spend on food.
phone (v) phone about ...	/'fəʊn/ /'fəʊn ə'baʊt/	anrufen anrufen wegen ...	Hello, I'm phoning about the car you advertised in the paper.

population (n)	/pɒpjʊ:'leɪʃən/	Bevölkerung	Less than 40% of the population voted in the last election.
publish (v)	/'pʌblɪʃ/	veröffentlichen	The department's report was published in June.
recruit (v)	/rɪ'kru:t/	anstellen	We need to recruit five more team members.
recycle (v)	/ri:'saɪkəl/	wieder verwenden, recyceln	Can these plastic containers be recycled ?
report (n) finish a report	/rɪ'pɔ:t/ /fɪnɪʃ ə rɪ'pɔ:t/	Bericht einen Bericht fertigstellen	I managed to finish the monthly report this afternoon.
result (n) as a result	/rɪ'zʌlt/ /æz ə rɪ'zʌlt/	Ergebnis, Resultat als Folge, wegen	York Road will be closed and delays are likely as a result .
rise (v)	/raɪz/	(an)steigen	Rising unemployment is our biggest problem.
rubbish (n)	/'rʌbɪʃ/	Müll, Abfall	The streets were littered with rubbish .
satisfaction (n)	/sætɪs'fækʃən/	Befriedigung	I get a lot of satisfaction from working in the garden.
smart (adj)	/smɑ:t/	chic	You need to look much smarter than usual for the interview.
standard of living (n)	/'stændəd əv ,lɪvɪŋ/	Lebensstandard	Just a few more dollars a month would greatly improve these people's standard of living .
statistics (n pl)	/stə'tɪstɪks/	Statistik	Government statistics show a continued decline in unemployment.
technology (n)	/tek'nɒlədʒi/	Technologie	Technology is developing at an amazing speed.
time (n) spend (your) time	/taɪm/ /spend jə 'taɪm/	Zeit seine Zeit verbringen	I spend most of my time at weekends in the garden.

trend (n) social trend a trend in business/fashion/ technology etc	/trend/ /,səʊʃəl 'trend/ /ə 'trend ɪn ,bɪznɪs/ ,fæʃən/tek,nɒlədʒi/	Trend, Strömung, Entwicklung gesellschaftlicher Trend ein geschäftlicher / Mode-/ technologischer Trend	The study compares social trends in Japan, India and France. She never follows trends in fashion but always dresses simply and smartly.
twice (adv) twice as ...	/twɑɪs/ /'twɑɪs əz/	zweifach, doppelt doppelt so ...	You need to be twice as careful when the roads are icy.
uniform (n)	/'ju:nɪfɔ:m/	Uniform	He was still wearing his school uniform .
up (adv) what's up?	/ʌp/ /wɒts 'ʌp/	oben, los Was ist los? Was geht?	What's up , Oliver? You look miserable.
vacancy (n) job vacancy	/'veɪkənsi/ /dʒɒb 'veɪkənsi/	freie Stelle, Vakanz freie Arbeitsstelle	I am writing to enquire about the job vacancy advertised in yesterday's newspaper.
wealth (n)	/weɪlθ/	Reichtum, Vermögen, Wohlstand	He had an obsession with power and wealth .
wear (v)	/'weə/	(Kleidung) tragen	He was wearing jeans and a T-shirt.
weekday (n)	/'wi:kdeɪ/	Werktag	I get up at 6.30 on weekdays .

in company 2nd edition

Elementary

Unit 15

headword	pronunciation	translation/notes	example sentence
absence (n) absence rate causes of absence long-/short-term absence	/'æbsəns/ /'æbsəns reɪt/ /kɔːz əv 'æbsəns/ /,lɒŋ/ʃɔːt tɜːm 'æbsəns/	Abwesenheit Fehlzeitenquote, Abwesenheitsrate Abwesenheitsgrund Gründe für die Abwesenheit	Mike's just returned to work after a six-month absence . The absence rate is highest in Year 9 boys. Causes of absence include stress, illness and childcare problems. It is company policy to engage temporary staff to cover long-term absences .
absenteeism (n) reduce absenteeism	/æbsən'tiːɪzəm/ /rɪ,djuːs æbsən'tiːɪzəm/	Abwesenheit, Fehlzeiten, Schwänzen Fehlzeiten reduzieren	Absenteeism is lower in the private sector than in public services. The school has written to parents in an attempt to reduce absenteeism .
advantage (n) (opposite = disadvantage)	/əd'vɑːntɪdʒ/	Vorteil (Gegenteil = Nachteil)	The equipment has the additional advantage of being easy to carry.
appointment (n) have an appointment	/ə'pɔɪntmənt/ /hæv ən ə'pɔɪntmənt/	Verabredung, Termin einen Termin haben	I have an appointment with Dr Parsons at 5.10.
average (n)	/'ævərɪdʒ/	Durchschnitt	I've won an average of £1.20 a month on this year's lottery.

back (n) back problems	/bæk/ /'bæk ,prɒbləmz/	Rücken Rückenprobleme	Back problems are common amongst workers doing hard physical jobs.
bonus scheme (n)	/'bəʊnəs ski:m/	Prämien-, Bonussystem	Introducing bonus schemes can help motivate employees.
build up (phr v)	/bɪld 'ʌp/	aufbauen	He's been building up debts for over twenty years.
cold (n) have a cold	/kəʊld/ /hæv ə 'kəʊld/	Erkältung eine Erkältung haben	I've got a bad cold.
commitment (n)	/kə'mɪtmənt/	Engagement, Hingabe	There is a high level of commitment amongst employees.
company policy (n)	/'kʌmpəni 'pɒləsi/	Firmenpolitik	It is company policy to engage temporary staff to cover long-term absences.
counselling (n) on-site counselling	/'kaʊnsəlɪŋ/ /ɒnsaɪt 'kaʊnsəlɪŋ/	Beratung, Betreuung Vor-Ort-Beratung	After the plane crash, the airport provided on-site counselling for all passengers and staff.
crèche (n) workplace crèche	/kreʃ/ /,wɜ:kpleɪs 'kreʃ/	Kinderkrippe Betriebskinderkrippe	I use the workplace crèche now instead of employing a nanny and I miss fewer days at work.
doctor's note (n)	/'dɒktəz nəʊt/	Krankmeldung	You need a doctor's note if you're absent for longer than three days.
easy (adv) take it easy	/'i:zi/ /teɪk ɪt 'i:zi/	leicht, einfach es ruhig angehen lassen	You've had a bad shock. You need to sit and take it easy for a little while.
feel (v) feel ill/sick/well feel better	/fi:l/ /fi:l 'ɪl/'sɪk/'wel/ /fi:l 'betə/	sich fühlen sich krank /übel / gesund fühlen sich besser fühlen	Rob's been feeling ill for a couple of weeks. I'm feeling much better . I think I must have had a

			virus.
fitness programme (n)	/ˈfɪtnəs ˌprəʊgræm/	Fitnessprogramm	Fitness programmes can help employees stay healthy.
flu (n) have flu	/fluː/ /hæv ˈfluː/	Grippe die Grippe haben	Her whole family had flu last week.
global capitalism (n)	/'glɒbəl ˌkæpɪtəlɪzəm/	globaler Kapitalismus	"World Phone in Sick Day" was a day of protest against global capitalism .
go in (phr v)	/gəʊ ˈɪn/	hineingehen, teilnehmen	Our trip to London had to be cancelled so I went in to work after all.
headache (n) have a headache	/'hedɪk/ /hæv ə ˈhedɪk/	Kopfweh Kopfweh haben	I had a bad headache yesterday.
health (n)	/helθ/	Gesundheit	His health improved once he stopped working.
illness (n)	/'ɪlnəs/	Krankheit	He missed five days of school because of illness .
improve (v)	/ɪmˈpruːv/	verbessern	More money is needed to improve airline security.
infect (v)	/ɪnˈfekt/	anstecken	Thousands of people have been infected with the disease.
job swapping (n)	/'dʒɒb ˌswɒpɪŋ/	gegenseitiger Wechsel des Arbeitsplatzes	Job swapping involves allowing one person to do another person's job.
lie down (phr v)	/laɪ ˈdaʊn/	sich hinlegen	I've got a high temperature so I'm going to go and lie down for a while.
massage service (n)	/'mæsɑːʒ ˌsɜːvɪs/	Massageservice	The massage service we introduced a year ago has proved very popular with employees.
migraine (n)	/'miːgreɪn/	Migräne	A migraine is a very severe headache.

Monday morning blues (n pl)	/,mʌndəɪ mɔːnɪŋ ˈbluːz/	schlechte Stimmung am Montagmorgen	You're not ill enough to miss school - I think you've just got Monday morning blues .
morale (n) low morale	/məˈrɑːl/ /ləʊ məˈrɑːl/	Stimmung, Geschäftsklima schlechte Stimmung, schlechtes Klima	Low morale can often be the explanation for absences from work.
non-union (adj) non-union workers	/nɒnˈjuːnjən/ /nɒnˈjuːnjən ,wɜːkəz/	nicht in der Gewerkschaft Arbeiter, die keiner Gewerkschaft angehören	Non-union workers do not have to go on strike.
office gossip (n)	/ˌɒfɪs ˈɡɒsɪp/	Bürotratsch, -klatsch	According to office gossip , they're going on holiday together next month.
phone in sick	/fəʊn ɪn ˈsɪk/	sich per Telefon krankmelden	That's the third time this year that Julie has phoned in sick on a Friday ... and it's only February.
policy (n)	/'pɒləsi/	Politik, Strategie, Grundsatz	It is not the hospital's policy to disclose the names of patients.
positive action (n) take positive action	/'pɒzətɪv ,ækʃən/ /teɪk ˈpɒzətɪv ,ækʃən/	positive Aufmerksamkeit konstruktive Maßnahmen ergreifen	Police are taking positive action to prevent car theft in the area.
private (adj) (opposite = public) private company private sector	/'praɪvət/ /,praɪvət ˈkʌmpəni/ /,praɪvət ˈsektə/	privat (Gegenteil = öffentlich) Privatunternehmen privater (Wirtschafts-)Sektor	The school uses a private catering company . Absenteeism is lower in the private sector than in public services.
product launch (n)	/'prɒdʌkt lɔːnʃ/	Produkteinführung	Our department has been working towards Thursday's product launch for three months.
protest (n)	/'prəʊtest/	Protest	"World Phone in Sick Day" was a day of protest against global capitalism.
public (adj) (opposite = private)	/'pʌblɪk/	öffentlich (Gegenteil = privat)	

public service	/,pʌblɪk 'sɜ:vɪs/	öffentlicher Dienst	The Prime Minister attended an awards ceremony for public service workers.
public services	/,pʌblɪk 'sɜ:vɪsəz/	öffentliche Dienstleistungsunternehmen	Absenteeism is lower in the private sector than in public services .
relaxation area (n)	/rɪlæks'eɪʃən ,eərɪə/	Erholungsbereich	We provide special relaxation areas for employees to use during coffee breaks and their lunch break.
represent (v)	/reprɪ'zent/	ausmachen	Albanians represent about 90 per cent of the population in Kosovo.
sick (adj, adv) report sick	/sɪk/ /rɪ'pɔ:t sɪk/	krank sich krankmelden	Jan won't be at the meeting. He reported sick this morning.
sick leave	/sɪk 'li:v/	Krankentag	So far this year I have only had one day's sick leave .
sick note	/sɪk 'nəʊt/	Krankmeldung	You don't need a sick note from the doctor unless you've been off work for more than three days.
stomach (n) have got a stomach ache/bug/upset	/'stʌmək/ /hæv gɒt ə 'stʌmək eɪk/bʌg/,ʌpset/	Magen Magenschmerzen / Magen-Darm-Infekt / Magenverstimmung haben	Ellie hasn't gone to school because she's got a stomach bug .
stress (n)	/stres/	Stress, psychische Anspannung	Carol's been under a lot of stress lately.
teamwork (n)	/'ti:mwɜ:k/	Zusammenarbeit, Teamwork	Thanks to the whole department's teamwork and determination, we managed to meet the deadline.
temperature (n) have a temperature	/'tempərətʃə/ /hæv ə 'tempərətʃə/	Temperatur Temperatur haben	I've got a high temperature so I'm going to go and lie down for a while.

toothache (n) have got toothache	/ˈtuːθeɪk/ /hæv ɡɒt ˈtuːθeɪk/	Zahnweh Zahnweh bekommen	Has anyone got any aspirin? I've got toothache.
trade union (n) trade union members	/treɪd ˈjuːnjən/ /treɪd ˈjuːnjən ,membəz/	Gewerkschaft Gewerkschaftsmitglieder	Trade union members are more likely to report sick than non-union members.
travel expenses (n pl)	/ˈtrævəl ɪk,spensəz/	Reisekosten	I've included the airport hotel bill in my claim for travel expenses.
union (n)	/ˈjuːnjən/	Gewerkschaft	Why don't you belong to the union ?
virus (n)	/ˈvaɪrəs/	Virus	I'm feeling much better. I think I must have had a virus.
workforce (n)	/ˈwɜːkf ɔːs/	Arbeitnehmerschaft	If you add up the amount of sick leave taken by the whole British workforce , the annual total is more than £10 billion.
working time (n)	/ˈwɜːkɪŋ taɪm/	Arbeitszeit	Last month this department lost 6.8% of working time due to absences.
working week (n)	/ˈwɜːkɪŋ wiːk/	Arbeitswoche	In your opinion, would a shorter working week help to reduce absenteeism?
workmate (n)	/ˈwɜːkmeɪt/	Arbeitskollege	I'm the only person who drives to work. All my workmates take the train.