

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

## Elementary

### Unit 16

headword	pronunciation	translation/notes	example sentence
<b>abandon</b> (v)	/ə'bændən/	beenden	The game had to <b>be abandoned</b> because of rain.
<b>accommodation</b> (n)	/ə,kɒmə'deɪʃən/	Übernachtungsmöglichkeiten	The hotel provides <b>accommodation</b> for up to 100 people.
<b>advanced</b> (adj)	/əd'vɑ:nst/	fortgeschritten	Using <b>advanced</b> techniques, surgeons managed to reattach his arm.
<b>advertising</b> (n)	/'ædvə,tɑɪzɪŋ/	Werbung	Online <b>advertising</b> costs us less but it is just as effective as TV <b>advertising</b> .
<b>advise</b> (v)	/əd'vaɪz/	beraten	Passengers <b>are advised</b> to go to the airline information desk to pick up a hotel voucher.
<b>affect</b> (v)	/ə'fekt/	beeinflussen, (hier) schädigen	The disease <b>affects</b> many different organs of the body.
<b>airline</b> (n)	/'eəlaɪn/	Fluggesellschaft	The <b>airline</b> is offering a 10% discount off online bookings.
airline information desk	/'eəlaɪn ɪnfə'meɪʃən desk/	Informationsschalter einer Fluggesellschaft	Passengers are advised to go to the <b>airline information desk</b> to pick up a hotel voucher.
<b>aisle seat</b> (n)	/'aɪl si:t/	Sitz am Gang	I chose an <b>aisle seat</b> because there were no more window seats available.
<b>announce</b> (v)	/ə'naʊns/	ankündigen	When your flight <b>is announced</b> , make your way to the departure lounge.

<b>announcement</b> (n) airport announcement  announcement about	/ə'naʊnsmənt/ /'eəpɔ:t ə'naʊnsmənt/  /ə'naʊnsmənt ə'baʊt/	Ankündigung Durchsage am Flughafen  Durchsage über/betreffend ...	All the <b>airport announcements</b> are made in Spanish as well as English.  I couldn't understand the <b>announcement about</b> the flight delays.
<b>approach</b> (v)	/ə'prəʊtʃ/	sich an ... wenden	I <b>have</b> already <b>approached</b> my boss about a pay rise.
<b>baggage</b> (n)	/'bæɡɪdʒ/	Gepäck	Check your <b>baggage</b> in before going through security and passport control.
<b>blame</b> (v)	/bleɪm/	beschuldigen	You can't <b>blame</b> your family for all your problems.
<b>board</b> (v)	/bɔ:d/	an Bord gehen, einsteigen	Will we have time for a coffee before <b>boarding</b> ?
<b>book</b> (v)	/bʊk/	buchen	My assistant can <b>book</b> all the flights and hotels.
<b>bump</b> (v)	/bʌmp/	prallen, stoßen, (hier:) umbuchen	I arrived just two minutes late for check-in but the airline <b>bumped</b> me onto a later flight.
<b>cancel</b> (v)	/'kænsəl/	löschen, annullieren	The 4.05 train <b>has been cancelled</b> .
<b>cancellation</b> (n)	/'kænsə'leɪʃən/	Löschung, Annullierung	This policy includes insurance against flight <b>cancellations</b> , injury and lost luggage.
<b>capacity</b> (n)	/kə'pæsəti/	Kapazität, Fassungsvermögen	The concert hall has a seating <b>capacity</b> of 800.
<b>category</b> (n)	/'kætəgəri/	Kategorie, Klasse	There will be two winners in each <b>category</b> .
<b>charges</b> (n pl) extra charges	/'tʃɑ:ʒəz/ /,ekstrə 'tʃɑ:ʒəz/	Kosten Extrakosten	Airlines should inform passengers about any <b>extra charges</b> they might have to pay.
<b>check-in</b> (n)  check-in desk	/'tʃekɪn/ /'tʃekɪn desk/	Check-in  Abfertigungsschalter	<b>Check-in</b> closes twenty minutes before the flight.  The man at the <b>check-in desk</b> told me I could take

			this bag as hand luggage.
<b>check sth in</b> (phr v)	/tʃek ˌsʌmθɪŋ ˈɪn/	etw. einchecken	<b>Check your baggage in</b> before going through security and passport control.
checked-in luggage	/ˈtʃekɪtɪn ˌlʌɡɪdʒ/	eingechecktes Gepäck	I packed my medication in my <b>checked-in luggage</b> and then our flight was delayed for four hours.
<b>climate control</b> (n)	/'klaɪmət kənˌtrəʊl/	Klimaanlage	My new car comes with heated seats and <b>climate control</b> .
<b>clogged</b> (adj)	/klɒgd/	verstopft	The production line has <b>become clogged with</b> loaves of bread because the conveyor belt stopped for a couple of minutes.
become clogged (with sth)	/bɪˌkʌm klɒgd wɪθ ˌsʌmθɪŋ/	mit etw. verstopfen	
<b>collapse</b> (v)	/kəˈlæps/	einbrechen, zusammenstürzen	The country's economy <b>is collapsing</b> .
<b>comfortable</b> (adj)	/'kʌmfətəbəl/	gemütlich	The bed looked warm and <b>comfortable</b> .
(opposite = <b>uncomfortable</b> )		(Gegenteil = ungemütlich)	
<b>complaint</b> (n)	/kəmˈpleɪnt/	Beschwerde	There's been a <b>complaint</b> about your work.
<b>conveyor belt</b> (n)	/kənˈveɪə belt/	Förderband, Fließband	Factory workers remove faulty devices from the <b>conveyor belt</b> .
<b>crash</b> (v)	/kræʃ/	abstürzen	My laptop <b>crashed</b> just when I was backing up the hard drive.
<b>customer service</b> (n)	/'kʌstəmə 'sɜːvɪs/	Kundenservice	The flights are really cheap but the standard of <b>customer service</b> isn't that high.
<b>damaged</b> (adj)	/'dæmɪdʒd/	beschädigt	I can't use the keyboard. It was <b>damaged</b> when I unpacked it.
<b>delay</b> (n)	/dɪˈleɪ/	Verspätung	After a long <b>delay</b> , the plane finally took off.
<b>depart</b> (v)	/dɪˈpɑːt/	abfahren, abfliegen	The 2.35 to Birmingham New Street <b>will depart</b> from Platform 3.

<b>directions</b> (n pl)	/dar'rekʃənz/	Wegbeschreibung	She gave the driver <b>directions</b> to her house.
<b>disaster</b> (n)	/dɪ'zɑːstə/	Unglück, Unfall	Our party was a complete <b>disaster</b> .
<b>disastrous</b> (adj)	/dɪ'zɑːstrəs/	schrecklich	The spending cuts would be <b>disastrous</b> for schools.
<b>discrimination</b> (n)	/dɪskrɪmɪ'neɪʃən/	Diskriminierung, Ungleichbehandlung	Companies found guilty of <b>discrimination</b> can be fined heavily.
<b>display</b> (n) information display	/dɪs'pleɪ/ /ɪnfə'meɪʃən dɪs'pleɪ/	Bildschirm Informationsdisplay	There was nothing on the <b>information display</b> about a delay to our flight.
<b>distance</b> (n)	/'dɪstəns/	Entfernung	They started to walk the short <b>distance</b> to the camp.
<b>due to</b> (prep)	/'djuː tuː/	wegen, infolge, aufgrund	We had problems <b>due to</b> poor management.
<b>easy</b> (adj) (opposite = <b>difficult</b> ) easy to read/understand	/'iːzi/ /,iːzi tə 'riːd/ ʌndə'stænd/	leicht (Gegenteil = schwer) leicht zu lesen / verstehen	The instructions are <b>easy to understand</b> .
<b>engaged</b> (adj) the lines are engaged	/ɪn'geɪdʒd/ /ðə laɪnz ɑː ɪn'geɪdʒd/	besetzt die Telefonleitungen sind besetzt	All our customer service <b>lines are engaged</b> . Please call back later.
<b>excuse me</b>	/ɪk'skjuːz miː/	entschuldigen Sie (mich)	<b>Excuse me</b> , do you know what time it is?
<b>facilities</b> (n pl)	/fə'sɪlɪtɪz/	Toiletten	There are plans to improve toilet <b>facilities</b> at the station.
<b>failure</b> (n)	/'feɪljə/	Fehler, Defekt	The crash seems to have been caused by engine <b>failure</b> .
<b>fare</b> (n)	/'feə/	Fahrpreis	For more information about <b>fares</b> and payment methods, visit our website.

<b>flight</b> (n)	/flaɪt/	Flug	The <b>flight</b> from New York to Heathrow took about 5 hours.
flight arrangement	/flaɪt ə'reɪndʒmənt/	Flugplan	The tour company looks after all the <b>flight arrangements</b> and hotel bookings.
flight attendant	/flaɪt ə'tendənt/	Flugbegleiter/in	I asked the <b>flight attendant</b> for a drink of water.
<b>full</b> (adj) (opposite = <b>empty</b> )	/fʊl/	voll (Gegenteil = leer)	The lift was completely <b>full</b> so we waited for the next one.
<b>gauge</b> (n)	/geɪdʒ/	(hier:) Waage	You can weigh your own hand luggage by putting it on the <b>gauge</b> .
<b>give up</b> (phr v)	/gɪv 'ʌp/	aufgeben	After waiting an hour for the bus, we <b>gave up</b> and took a taxi.
<b>ground staff</b> (n)	/'graʊnd stɑ:f/	Bodenpersonal	BA <b>ground staff</b> called the strike because of proposed new working conditions.
<b>half-empty</b> (adj)	/hɑ:f 'empti/	halbleer	The fuel tank is <b>half-empty</b> .
<b>hand luggage</b> (n)	/'hænd ,lʌɡɪdʒ/	Handgepäck	I'm only taking <b>hand luggage</b> in order to save time.
<b>home</b> (n) head for home	/həʊm/ /hed fə 'həʊm/	Heim, Zuhause nach Hause fahren	It's been a long day. I think I'll <b>head for home</b> now.
<b>in-flight</b> (adj)	/ɪn'flaɪt/	(hier:) Bordkino	We only provide <b>in-flight</b> entertainment on longer flights.
<b>launch</b> (n)	/lɔ:nʃ/	Einführung, Erscheinen	We've been working late every night this week getting ready for the product <b>launch</b> on Friday.
<b>nationality</b> (n)	/næʃə'næləti/	Nationalität	There may be as many as 20 different <b>nationalities</b> in a school.

<b>online</b> (adj) (opposite = <b>offline</b> )  online booking system	/ˈɒnlaɪn/  /ˌɒnlaɪn ˈbʊkɪŋ sɪstəm/	online, verbunden, im Netz (Gegenteil = offline, nicht verbunden, nicht im Netz Online-Buchungssystem)	You can use our <b>online booking system</b> to check in as well.
<b>opening</b> (n)	/ˈəʊpənɪŋ/	Eröffnung	Our band is playing at the <b>opening</b> of the new shopping centre.
<b>operate</b> (v)	/ˈɒpəreɪt/	arbeiten, laufen, (hier: fliegen)	Flights <b>operate</b> every day from Birmingham.
<b>operation</b> (n)	/ˌɒpəˈreɪʃən/	Einsatz, Funktion, Handhabung	We are here to explain the <b>operation</b> of the new exam system.
<b>organisation</b> (n)	/ˌɔːgənəɪˈzeɪʃən/	Organisation	She belongs to a number of political and charitable <b>organisations</b> .
<b>outgoing</b> (adj) (opposite = <b>incoming</b> )	/ˈaʊtɡəʊɪŋ/	Abgehend, (hier:) abfliegend (Gegenteil = hereinkommend)	<b>Outgoing</b> passengers should go to the check-in desk for information about flight BA1533.
<b>overbooking</b> (n)	/əʊvəˈbʊkɪŋ/	Überbuchung	<b>Overbooking</b> is sometimes a problem with cheaper airlines who sell more tickets than there are seats.
<b>phone line</b> (n) the phone lines are engaged	/ˈfəʊn laɪn/ /ðə ˈfəʊn laɪnz ɑː mˈgeɪdʒd/	Telefonleitung die Telefonleitungen sind belegt	It's hard to speak to anyone directly as <b>the phone lines</b> always seem to <b>be engaged</b> .
<b>price</b> (n) at a reasonable price	/praɪs/ /æt ə ˈriːzənəbəl ˈpraɪs/	Preis zu einem vernünftigen Preis	I managed to buy her this camera <b>at quite a reasonable price</b> .
<b>publicity</b> (n)	/pʌbˈlɪsəti/	Öffentlichkeit, Werbung	Her behaviour during the filming attracted a lot of <b>publicity</b> .
<b>queue</b> (n)	/kjuː/	(Warte-)Schlange	There was a long <b>queue</b> for tickets.

<b>race</b> (n)	/reɪs/	Rasse, Gattung	We do not discriminate on the basis of <b>race</b> or gender.
<b>refund</b> (n)	/'ri:fʌnd/	Rückerstattung	If the flight is delayed for more than five hours, the airline will offer you a <b>refund</b> .
<b>regulations</b> (n pl) follow the regulations	/regʊ'leɪʃənz/ /,fɒləʊ ðə regʊ'leɪʃənz/	Regeln, Vorschriften Regeln / Vorschriften (be-)folgen	I'm afraid you can't take photographs. We have to <b>follow the regulations</b> .
<b>reservation</b> (n) hold a reservation	/rezə'veɪʃən/ /həʊld ə rezə'veɪʃən/	Reservierung eine Reservierung halten	We only <b>hold reservations</b> until 20 minutes before boarding.
<b>seat</b> (n)	/si:t/	Platz, Sitz	The <b>seat</b> next to me was empty.
<b>stranded</b> (adj) be stranded at ...	/'strændəd/ /'bi 'strændəd æt/	gestrandet gestrandet sein in / auf	The passengers <b>were stranded at</b> the airport overnight.
<b>suspend</b> (v)	/sə'spend/	aussetzen, auflösen	Operations at the plant <b>have been suspended</b> because of safety concerns.
<b>technical</b> (adj) for technical reasons	/'teknɪkəl/ /fə 'teknɪkəl ,ri:zənz/	technisch aus technischen Gründen	The train has been delayed <b>for technical reasons</b> .
<b>temperature</b> (n)	/'tempərəʃə/	Temperatur	The plants need a <b>temperature</b> of at least 15 degrees centigrade to grow well.
<b>terminal</b> (n)	/'tɜ:mɪnəl/	Terminal	It's a five-minute walk from the car park to the <b>terminal</b> .
<b>treat</b> (v) treat sb well/badly	/tri:t/ /tri:t ,sʌmbədi 'wel/'bædli/	behandeln jdn. gut / schlecht behandeln	They <b>treated</b> the prisoners very <b>badly</b> .

<b>turn up</b> (phr v)	/tʒ:n 'ʌp/	erscheinen	She failed to <b>turn up</b> for work on Monday.
<b>typical</b> (adj) that's typical!	/'tɪpɪkəl/ /ðætʰs 'tɪpɪkəl/	typisch das ist typisch!	The show's been cancelled? <b>That's</b> just <b>typical</b> !
<b>unload</b> (v)	/ʌn'ləʊd/	entladen, ausladen	It took three hours to <b>unload</b> all the furniture from the lorry.
<b>view</b> (n) panoramic views	/vjuː/ /pænə,ræmɪk 'vjuːz/	Aussicht Panorama Aussicht	We had a panoramic <b>view</b> of the mountains from our room.
<b>voucher</b> (n)	/'vaʊtʃə/	Coupon, Gutschein	Airlines sometimes offer their passengers <b>vouchers</b> for hotels when flights are cancelled.
<b>weigh</b> (v)	/weɪ/	abwiegen	<b>Weigh</b> the flour, sugar and butter, beat them thoroughly, and then add the eggs gradually.



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### Unit 17

headword	pronunciation	translation/notes	example sentence
<b>accept</b> (v)	/ək'sept/	annehmen, akzeptieren	They offered her a job, and she <b>accepted</b> without hesitation.
<b>administration</b> (n)	/əd,mɪnɪ'streɪʃən/	Verwaltung	Too much money is spent on <b>administration</b> .
<b>advance</b> (n) years/months/days etc in advance	/əd'vɑ:ns/ /ˌjɪəz/,mʌnθs/,deɪz ɪn əd'vɑ:ns/	Voraus Jahre / Monate / Tage usw. im Voraus	You have to make reservations six <b>months in advance</b> .
<b>advantage</b> (n) (opposite = <b>disadvantage</b> )	/əd'vɑ:ntɪdʒ/	Vorteil (Gegenteil = Nachteil)	The equipment has the additional <b>advantage</b> of being easy to carry.
<b>advertising</b> (n)	/'ædvə,tʌɪzɪŋ/	Werbung	We spend \$5 million a year on <b>advertising</b> .
<b>afraid</b> (adj) I'm afraid ...	/ə'freɪd/ /aɪm ə'freɪd/	verängstigt, ängstlich leider, es tut mir leid ...	<b>I'm afraid</b> Mr Dean is out of the office this morning.
<b>anticipate</b> (v)	/æn'tɪsɪpeɪt/	vorhersehen, rechnen mit	The businesses that survive are those that <b>anticipate</b> changes in technology.
<b>appear</b> (v) appear on television	/ə'pɪə/ /ə'pɪə ɒn ,teləvɪʒən/	auftreten im Fernsehen erscheinen	She is currently <b>appearing</b> in a Broadway musical. She first <b>appeared on television</b> when she was only four years old.
<b>apply for sth</b> (phr v)	/ə'plai fə ,sʌmθɪŋ/	sich bewerben für etw.	I've <b>applied for a place</b> at music college.

<b>assets</b> (n pl)	/'æsets/	Vermögenswerte	The company was forced to sell some its <b>assets</b> to pay its debts.
<b>associated</b> (adj) be associated with sb/sth	/ə'səʊsɪeɪtəd/ /bi: ə'səʊsɪeɪtəd wɪθ ,sʌmbədi/,sʌmθɪŋ/	verbunden, einhergehend verbunden sein mit jdm./etw.	The problem <b>is</b> often <b>associated with heavy drinking</b> .
<b>attractive</b> (adj) (opposite = <b>unattractive</b> )	/ə'træktɪv/	attraktiv / ansprechend / reizvoll (Gegenteil = unattraktiv / reizlos)	The hotel is in an <b>attractive</b> setting at the edge of a lake.
<b>balance sheet</b> (n)	/'bæləns ʃi:t/	Bilanz	He could see from just a quick look at the <b>balance sheet</b> that the company was in trouble.
<b>batch</b> (n)	/bætʃ/	Charge	The whole <b>batch</b> of cakes had to be thrown away.
<b>borrow</b> (v) borrow from a bank	/'bɒrəʊ/ /'bɒrəʊ frəm ə ,bæŋk/	(ent)leihen von einer Bank leihen	We <b>borrowed</b> £20,000 <b>from the bank</b> to start up the business.
<b>boss</b> (n)	/bɒs/	Chef, Boss	Ortega is <b>boss</b> of one of the most successful clothes makers in the world.
<b>brand</b> (n)	/'brænd/	Marke	I tried using a new <b>brand</b> of soap.
<b>branded</b> (adj)	/'brændəd/	Marken-	<b>Branded</b> breakfast cereals cost more than the supermarket's own.
<b>business</b> (n) business life  business school	/'bɪznəs/ /'bɪznəs laɪf/  /'bɪznəs ,sku:l/	Geschäft Geschäftsleben  Wirtschaftsschule	He's new to <b>business life</b> . He used to be a teacher.  I'm attending a management course at the local <b>business school</b> .

on business set up a business	/ɒn 'bɪznəs/  /set ʌp ə 'bɪznəs/	geschäftshalber  eine Firma / ein Unternehmen gründen	I'm going to Frankfurt next week <b>on business</b> .  He <b>set up his</b> first <b>business</b> when he was 19.
<b>central</b> (adj) be central to sth	/'sentrəl/ /bi: 'sentrəl tə ,sʌmθɪŋ/	zentral von zentraler Bedeutung für etw. sein	The ability to copy other people <b>is central to</b> a child's development.
<b>clothes maker</b> (n)	/'kləʊðz ,meɪkə/	Kleidungsfabrikant	Ortega is boss of one of the most successful <b>clothes makers</b> in the world.
<b>collection</b> (n)	/kə'leɪʃən/	Sammlung, (hier:) Kollektion	Our autumn <b>collection</b> will feature animal prints.
<b>compared to sth</b>	/kəm'peəd tə ,sʌmθɪŋ/	verglichen mit etw.	Their results are good <b>compared to</b> other local schools'.
<b>contact</b> (n) be in daily contact (with sb)	/'kɒntækt/ /bi: ɪn ,deɪli 'kɒntækt wɪθ ,sʌmbədi/	Kontakt in täglichem Kontakt (mit jdm.) stehen	<b>I'm in daily contact with the office</b> when I go on a business trip.
<b>control</b> (v)	/kən'trəʊl/	überwachen, kontrollieren	The temperature in the museum <b>is</b> carefully <b>controlled</b> .
<b>cost</b> (n) finance/financial costs  cut costs	/kɒst/ /,fɑɪməns/fɑɪ,nænfəl 'kɒsts/ /kʌt 'kɒsts/	Kosten Finanzkosten  Kosten reduzieren	The company may be forced to sell assets in order to meet its <b>finance costs</b> .  New technology has helped us to <b>cut costs</b> .
<b>counter</b> (n)	/'kaʊntə/	Ladentheke	Jars of local honey were displayed on the <b>counter</b> .
<b>current</b> (adj) (opposite = <b>non-current</b> )	/'kʌrənt/	aktuell (Gegenteil = nicht aktuell/langfristig)	Production is likely to remain at <b>current</b> levels.

<b>customised</b> (adj)	/'kʌstəmaɪzd/	individuell (angefertigt)	His car has <b>customised</b> controls.
<b>deal</b> (n)	/di:l/	Abschluss, Handel, Abkommen	They've set up a lucrative <b>deal</b> with a TV company.
<b>do well</b> (opposite = <b>do badly</b> )	/du: 'wel/	gut abschneiden, erfolgreich sein (Gegenteil = schlecht abschneiden)	He's been <b>doing well</b> recently. He's won several matches.
<b>earn</b> (v) earn a record ... million	/ɜ:n/ /ɜ:n ə 'rekɔ:d ... ,mljən/	verdienen rekordverdächtige ... Millionen verdienen	Their latest album <b>earned a record \$40 million</b> .
<b>earnings</b> (n pl) earnings per share	/'ɜ:nɪŋz/ /'ɜ:nɪŋz pɜ: 'ʃeə/	Einkünfte, Verdienst Aktienrendite	The company's losses will almost certainly cause a drop in the <b>earnings per share</b> .
<b>enjoy</b> (v)	/ɪn'dʒɔɪ/	genießen	Did you <b>enjoy</b> your meal?
<b>equip sb with sth</b> (phr v)	/ɪ'kwɪp sʌmbədi wɪθ ,sʌmθɪŋ/	jdn. mit etw. ausstatten	People who were helping to search for the missing girl <b>were equipped with</b> torches and radios.
<b>exchange sth for sth</b> (phr v)	/ɪk'stʃeɪmʒ sʌmθɪŋ fə ,sʌmθɪŋ/	etw. gegen etw. tauschen	I'd like to <b>exchange</b> this skirt <b>for</b> a smaller size.
<b>expense</b> (n) operating expenses	/ɪk'spens/ /,ɒpəreɪtɪŋ ɪk'spensəz/	Ausgabe Betriebskosten	Our gross profit has increased but our <b>operating expenses</b> have also gone up.
<b>exposure</b> (n)	/ɪk'spəʊʒə/	Präsentation, Publicity	We need to increase our marketing budget to give our products more <b>exposure</b> .
<b>fall</b> (v) (opposite = <b>rise</b> )	/fɔ:l/	fallen, sinken (Gegenteil = steigen)	Inflation <b>has fallen</b> to 3%.

<b>famous</b> (adj) be famous for sth	/'feɪməs/ /bi: 'feɪməs fə ,sʌməθɪŋ/	berühmt berühmt für etw. sein	The town of Gouda <b>is famous for its cheese</b> .
<b>fashion</b> (n)	/'fæʃən/	Mode	I'd love to be a <b>fashion</b> photographer.
<b>found</b> (v)	/faʊnd/	gründen	The newspaper <b>was founded</b> in 1909.
<b>founder</b> (n)	/'faʊndə/	Gründer	Paul Allen was one of the <b>founders</b> of Microsoft.
<b>go up</b> (phr v) (opposite = <b>go down</b> )	/gəʊ 'ʌp/	steigen, hochgehen (Gegenteil = fallen)	The price <b>has gone up</b> since we last stayed here.
<b>gross</b> (adj) (opposite = <b>net</b> )	/grəʊs/	brutto (Gegenteil = netto)	Our <b>gross</b> profit has increased but our operating expenses have also gone up.
<b>grow</b> (v)	/grəʊ/	wachsen	The economy <b>has grown</b> by 7 per cent over the past year.
<b>headquarters</b> (n)	/hed'kwɔ:təz/	Hauptquartier, Zentrale	We have a weekly meeting at <b>headquarters</b> .
<b>improve</b> (v)	/ɪm'pru:v/	verbessern	More money is needed to <b>improve</b> airline security.
<b>including</b> (prep)	/ɪn'klu:dɪŋ/	einschließlich	Four more countries applied to join the EU, <b>including</b> Sweden and Austria.
<b>income</b> (n) income statement	/'ɪnkʌm/ /'ɪnkʌm ,steɪtmənt/	Einkommen Einkommenserklärung	We should compare this year's <b>income statement</b> with last year's.
<b>increase</b> (n) (opposite = <b>decrease</b> ) increase/decrease in sth	/'ɪnkri:s/ /'ɪnkri:s/'di:kri:s ɪn ,sʌməθɪŋ/	ansteigen, erhöhen (Gegenteil = verringern, zurückgehen)	There has been a significant <b>increase in</b> the number of young people who smoke.
<b>innovative</b> (adj)	/'ɪnəvətɪv/	neuartig/innovativ	The company has won awards for <b>innovative</b> design.

<b>interest</b> (n) pay interest	/'ɪntərəst/ /peɪ 'ɪntərəst/	Zinsen Zinsen zahlen	At first you only <b>pay interest</b> on the loan. After two years you start repaying the capital as well.
<b>interested</b> (adj) (opposite = <b>uninterested</b> ) be/seem interested in sth	/'ɪntərəstəd/ /bi:./si:m 'ɪntərəstəd ɪn ɪsʌmθɪŋ/	interessiert (Gegenteil = nicht interessiert) interessiert an etw. sein / scheinen	They <b>seem interested in buying that house.</b>
<b>item</b> (n)	/'aɪtəm/	Gegenstand / Artikel / Sache	Several <b>items</b> of equipment needed to be repaired.
<b>liabilities</b> (n pl)	/laɪə'bɪlətɪz/	Verpflichtung / Verbind- lichkeit	I'm not sure whether our net profit will be enough to meet all our <b>liabilities.</b>
<b>licence</b> (n)	/'laɪsəns/	Genehmigung/Lizenz	He was charged with possessing a shotgun without a <b>licence.</b>
<b>lucrative</b> (adj)	/'lu:kɹətɪv/	rentabel/lukrativ	They've set up a <b>lucrative</b> deal with a TV company.
<b>luxury</b> (adj) luxury goods	/'lʌkʒəri/ /'lʌkʒəri gʊdz/	Luxus-/luxuriös Luxuswaren	They sell leather furniture and other <b>luxury goods.</b>
<b>manufacture</b> (v)	/mænju:'fæktʃə/	herstellen	The firm <b>manufactures</b> women's clothing.
<b>manufacturer</b> (n)	/mænju:'fæktʃərə/	Hersteller	The quality of our goods has improved since we started using a new <b>manufacturer.</b>
<b>marketing</b> (n)	/'mɑ:kɪtɪŋ/	Marketing	We need to increase our <b>marketing</b> budget to give our products more exposure.
<b>message</b> (n) take a message	/'mesɪdʒ/ /teɪk ə 'mesɪdʒ/	Nachricht eine Nachricht annehmen	She's not here at the moment - can I <b>take a message?</b>
<b>miss</b> (v) miss a train	/mɪs/	verpassen einen Zug verpassen	Jack's just phoned to say he <b>missed the train.</b>

	/'mɪs ə kə,nekʃən/ ,flaɪt/,treɪn/		
<b>modern</b> (adj) (opposite = <b>old-fashioned</b> )	/'mɒdən/	modern (Gegenteil = unmodern, altmodisch)	We should replace the equipment with something more <b>modern</b> .
<b>money</b> (n) make money	/'mʌni/ /meɪk 'mʌni/	Geld Geld verdienen	The business has <b>made</b> more <b>money</b> this year.
<b>net</b> (adj) (opposite = <b>gross</b> )	/net/	netto (Gegenteil = brutto)	I'm not sure whether our <b>net</b> profits will be enough to meet all our liabilities.
<b>non-controversial</b> (adj) (opposite = <b>controversial</b> )	/nɒnkɒntrə,vɜ:ʃəl/	unumstritten (Gegenteil = umstritten)	Try to stick to <b>non-controversial</b> topics of conversation at dinner.
<b>nuisance</b> (n)	/'nju:səns/	Ärgernis, Plage	It's a real <b>nuisance</b> that George can't join us.
<b>over</b> (prep) (opposite = <b>under</b> ) just over	/'əʊvə/ /dʒʌst ,əʊvə/	über (Gegenteil = unter) gerade eben über	He earns <b>just over</b> £50,000 a year.
<b>owe</b> (v) owe money	/əʊ/ /əʊ 'mʌni/	schulden Geld schulden	We still <b>owe</b> the builders some <b>money</b> .
<b>per cent</b> (n)	/pə 'sent/	Prozent	The economy grew by 7 <b>per cent</b> last year.
<b>performance</b> (n)	/pə'fɔ:məns/	Leistung	A healthy diet can improve a child's <b>performance</b> in school.
<b>potential</b> (adj)	/pə'tenʃəl/	möglich, potenziell	The disease is a <b>potential</b> killer.
<b>predict</b> (v)	/prə'dɪkt/	voraussagen	They're <b>predicting</b> heavy rain for tomorrow.
<b>president</b> (n) (AmE) (BrE = <b>managing director</b> )	/'prezɪdənt/	Präsident/in, (hier:) Geschäftsführer/in	The <b>president</b> of Citibank Corporation is due to retire next year.

<b>process</b> (n) every stage of the process	/'prəuses/ /evri steɪdʒ əv ðə 'prəuses/	Verfahren, Prozess jede Verfahrensstufe	The sensors need to be carefully checked after <b>every stage of the process</b> .
<b>product</b> (n) product placement  product preference	/'prɒdʌkt/ /ɪprɒdʌkt 'pleɪsmənt/  /ɪprɒdʌkt 'prefərəns/	Produkt Productplacement  Produktvorlieben	<b>Product placement</b> is the use of a particular company's products during a film as a way of advertising.  The article "Live and Let Buy" describes changes in Bond's <b>product preferences</b> .
<b>production</b> (n)	/prə'dʌkʃən/	Herstellung, Produktion	Our department is in charge of the <b>production</b> of goods for sale in the Far East.
<b>profit</b> (n) (opposite = <b>loss</b> )	/'prɒfɪt/	Gewinn (Gegenteil = Verlust)	I'm not sure whether our net <b>profits</b> will be enough to meet all our liabilities.
<b>promote</b> (v)	/prə'məʊt/	bewerben, promoten	They are going on tour to <b>promote</b> their new album.
<b>record</b> (adj)	/'rekɔ:d/	Rekord-	I made it back to the office in <b>record</b> time.
<b>record</b> (n) break the previous record	/'rekɔ:d/ /breɪk ðə ,pri:vɪəs 'rekɔ:d/	Rekord den bestehenden Rekord brechen	She <b>broke the previous record</b> for javelin.
<b>results</b> (n pl)	/rɪ'zʌltz/	Ergebnis	Last quarter's <b>results</b> show that we were right to restructure the company.
<b>retailer</b> (n)	/'ri:teɪlə/	Einzelhandelsunternehmen	A major sportswear <b>retailer</b> has gone bankrupt.
<b>return</b> (n) in return	/rɪ'tɜ:n/ /ɪn rɪ'tɜ:n/	Ausgleich zum Ausgleich	What can we do <b>in return</b> for your kindness?
<b>revenue</b> (n)	/'revənju:/	Einnahmen/Einkünfte	Most of our <b>revenue</b> comes from ticket sales.



<b>rise</b> (v) (opposite = <b>fall</b> )	/raɪz/	ansteigen (Gegenteil = fallen, sinken)	Interest rates <b>rise</b> and fall according to the health of the economy.
<b>run</b> (v) run a business	/rʌn/ /rʌn ə 'bɪznɪs/	(hier:) führen, leiten ein Geschäft führen	He always wanted to <b>run</b> his own <b>business</b> .
<b>sales</b> (n pl)	/seɪlz/	Verkäufe, Umsatz	Aston Martin is hoping to increase <b>sales</b> to 5,000 vehicles a year.
<b>same</b> (adv) stay the same	/seɪm/ /steɪ də 'seɪm/	gleich gleich bleiben	The Government's policy has <b>stayed the same</b> since 1991.
<b>seat</b> (n) Have a seat.	/si:t/ /hæv ə 'si:t/	Sitz, Platz Setz dich. / Setzen Sie sich.	Come in, Viv, and <b>have a seat</b> .
<b>sell</b> (v)	/sel/	verkaufen	These handbags aren't <b>selling</b> .
<b>share</b> (n)	/'ʃeə/	Aktie	The scheme allows employees to buy <b>shares</b> in the company.
<b>shareholder</b> (n)	/'ʃeəhəʊldə/	Aktionär/in	All the <b>shareholders</b> voted against the merger.
<b>simplify</b> (v) (opposite = complicate)	/'sɪmplɪfaɪ/	vereinfachen (Gegenteil = verkomplizieren)	The format of the exam <b>has been simplified</b> .
<b>stable</b> (adj) (opposite = <b>unstable</b> ) remain stable	/'steɪbəl/ /ɪ,meɪn 'steɪbəl/	stabil (Gegenteil = instabil) stabil bleiben	If the political situation <b>remains stable</b> , we may succeed.
<b>startup</b> (n) dotcom startup	/'stɑ:tʌp/ /dɒt,kɒm 'stɑ:tʌp/	Neugründung Dotcom-Neugründung, Gründung einer Internet- firma	Many <b>dotcom startups</b> failed within two years.

<b>stock</b> (n) unsold stock	/stɒk/ /ʌn,səʊld 'stɒk/	Lagerbestand, -ware unverkaufte Lagerware	Any <b>unsold stock</b> will be sold at a discount in other stores.
<b>store</b> (n) open a store	/stɔː/ /,əʊpən ə 'stɔː/	Ladengeschäft, auch: Verkaufsniederlassung ein Geschäft eröffnen	Ikea recently <b>opened a store</b> in our local town.
<b>supply sb with sth</b> (phr v)	/sə'plai sʌmbədi wɪθ ˌsʌmθɪŋ/	jdn. mit etw. versorgen	They used the money to <b>supply</b> the school <b>with</b> new textbooks.
<b>tax</b> (n)	/tæks/	Steuer	I was earning £1,500 a month after <b>tax</b> .
<b>taxation</b> (n)	/tæks'teɪʃən	Besteuerung	The government has promised to lower <b>taxation</b> after the election.
<b>top</b> (v)	/tɒp/	übersteigen	The costs for the project may <b>top</b> £50 million.
<b>turnover</b> (n)	/'tɜːnəʊvə/	Umsatz	The recent marketing campaign has boosted our <b>turnover</b> .
<b>under</b> (prep) (opposite = <b>over</b> ) just under	/'ʌndə/ /dʒʌst 'ʌndə/	unter (Gegenteil = über) gerade unter	His car cost <b>just under</b> \$40,000.
<b>value</b> (n)	/'væljuː/	Wert	The <b>value</b> of the painting is not known.
<b>worldwide</b> (adv)	/wɜːld'waɪd/	weltweit	Michael Jackson was known as a singer <b>worldwide</b> .
<b>worth</b> (adj) be worth millions	/wɜːθ/	wert Millionen wert sein	That hotel group must <b>be worth millions</b> .

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

## Elementary

### Unit 18

headword	pronunciation	translation/notes	example sentence
<b>access</b> (n) have access to sth	/ˈæksɪs/ /hæv ˈæksɪs tuː ˌsʌmθɪŋ/	Zugang, Zutritt Zugang zu etw. haben	Only a small number of our students <b>have access</b> to the Internet.
<b>according to</b> (prep)	/əˈkɔːdɪŋ tuː/	gemäß, laut, zufolge	<b>According to</b> newspaper reports, fighting has broken out in the northern provinces.
<b>agree</b> (v) (opposite = <b>disagree</b> )  I don't agree.	/əˈɡriː/  /aɪ ˌdəʊnt əˈɡriː/	übereinstimmen, einverstanden sein (Gegenteil = nicht zustimmen, ablehnen) Ich bin nicht einverstanden.	<b>I don't agree.</b> I think we should advertise online.
<b>alternative</b> (adj)	/ɔːlˈtɜːnətɪv/	alternativ	We are now looking for an <b>alternative</b> method.
<b>balance</b> (n)	/ˈbæləns/	Gleichgewicht, Ausgleich, ausgewogene Mischung	A healthy diet is about getting the correct <b>balance</b> of a variety of foods.
<b>block</b> (v)	/blɒk/	be-, verhindern	She accused him of <b>blocking</b> her promotion.
<b>blog</b> (n)	/blɒɡ/	Internet-Tagebuch, Blog	Have you read Sara's latest holiday <b>blog</b> ?
<b>brand</b> (n)	/brænd/	Marke, Sorte	I tried using a new <b>brand</b> of soap.
<b>calculate</b> (v)	/ˈkælkjuːleɪt/	berechnen	<b>Calculate</b> the size of the angle.

<b>check on sth</b> (phr v)	/ˈtʃek ɒn ˌsʌmθɪŋ/	etw. überprüfen, nach etw. sehen	I sent Michael to <b>check on</b> the kids.
<b>commission</b> (n) pay sb a commission	/kəˈmɪʃən/ /peɪ ˌsʌmbədi ə kəˈmɪʃən/	(hier:) Provision jdm. eine Provision zahlen, jdn. auf Provisionsbasis bezahlen	All our salespeople <b>are paid a commission</b> .
<b>communication</b> (n)	/kəˌmjuːnɪˈkeɪʃən/	Kommunikation	The company is making efforts to improve <b>communication</b> among its staff
<b>compensation</b> (n)	/kɒmpənˈseɪʃən/	Entschädigung	She was awarded £200,000 <b>compensation</b> for her injuries.
<b>competition</b> (n)	/ˌkɒmpəˈtɪʃən/	Wettbewerb, Konkurrenz	There is fierce <b>competition</b> between the two schools.
<b>complicated</b> (adj) (opposite = <b>simple</b> )	/ˌkɒmplɪˈkeɪtəd/	kompliziert (Gegenteil = einfach)	His instructions for using the central heating were quite <b>complicated</b> .
<b>configuration</b> (n)	/kɒnfigəˈreɪʃən/	Konfiguration	This new <b>configuration</b> has made my PC boot up faster.
<b>configure</b> (v)	/kɒnˈfɪgə/	konfigurieren	I downloaded some software to <b>configure</b> my mobile.
<b>connect</b> (adj) (opposite = <b>disconnect</b> )	/kəˈnekt/	verbinden (Gegenteil = unterbrechen)	Your modem enables you to <b>connect</b> to the Internet.
<b>connection</b> (n) data connection	/kəˈneɪʃən/ /ˌdeɪtə kəˈneɪʃən/	Verbindung Datenverbindung	The procedure depends on good <b>data connection</b> .
<b>consumer</b> (n)	/kənˈsjuːmə/	Verbraucher	The technology means better service for <b>consumers</b> .
<b>contact</b> (n) keep in contact with sb	/'kɒntækt/ /ki:p ɪn 'kɒntækt	Kontakt, Verbindung Kontakt zu jdm. halten	I still <b>keep in contact</b> with Jo.

	wɪθ ˌsʌmbədi/		
<b>control</b> (n)	/kən'trəʊl/	Kontrolle, Leitung, Herrschaft	The island is now under French <b>control</b> .
<b>control</b> (v)	/kən'trəʊl/	(hier:) im Griff haben, unter Kontrolle halten	New teachers often find it difficult to <b>control</b> their classes.
<b>costs</b> (n pl)	/kɒsts/	Kosten	The company needs to reduce its <b>costs</b> or it will fail.
<b>courier service</b> (n)	/'kʊrɪə ˌsɜ:vɪs/	Kurierdienst	We started using a <b>courier service</b> during the postal strike and we've used it ever since.
<b>cover</b> (v)	/'kʌvə/	(ab-)decken	The programme <b>covers</b> all aspects of health and safety at work.
<b>creativity</b> (n)	/'kri:ɪvətɪ/	Kreativität	We want to encourage <b>creativity</b> in our employees.
<b>currency</b> (n)	/'kʌrənsɪ/	Währung	They paid for the equipment in Russian <b>currency</b> .
<b>cut</b> (v) cut costs/interest rates	/kʌt/ /kʌt 'kɒsts/'ɪntərəst reɪts/	(be-, ab-)schneiden Kosten / Zinsen senken	We have <b>cut</b> our <b>costs</b> by 33%.
<b>database</b> (n)	/'deɪtəbeɪs/	Datenbestand	I can't access the <b>database</b> of all our client details.
<b>deal</b> (n) make a deal with sb	/di:l/ /meɪk ə 'di:l wɪθ ˌsʌmbədi/	(Geschäfts-)Abschluss, Abkommen, Vereinbarung mit jdm. einen (Geschäfts-) Abschluss tätigen	They've <b>made a deal with</b> a TV company.
<b>deliver</b> (v) deliver the goods on time	/də'lɪvə/ /də'lɪvə ðə ˌɡʊdz ɒn taɪm/	liefern Ware pünktlich liefern	They promise to refund you if they don't <b>deliver the goods on time</b> .

<b>delivery method</b> (n)	/dɪ'lɪvəri/ /dɪ'lɪvəri ,meθəd/	Versand-, Liefermethode	Click here to choose a <b>delivery method</b> .
<b>demand</b> (n)	/dɪ'mɑ:nd/	(hier:) Nachfrage	<b>Demand</b> for organic food is increasing.
<b>demand</b> (v)	/dɪ'mɑ:nd/	(hier:) fordern	The demonstrators <b>demanded</b> the release of all prisoners.
<b>design</b> (n)	/dɪ'zɑ:m/	Design, Aufbau	We looked at <b>designs</b> for the new bridge.
<b>disease</b> (n)	/dɪ'zi:z/	Krankheit	Smoking can cause fatal <b>diseases</b> .
<b>double</b> (v)	/'dʌbəl/	verdoppeln	The number of people without work <b>has doubled</b> in the last five years.
<b>download</b> (v)	/daʊn'ləʊd/	herunterladen	I <b>downloaded</b> some software to <b>configure</b> my mobile.
<b>economics</b> (n)	/,i:ke'nɒmɪks/	Wirtschaftswissenschaften, Volkswirtschaftslehre	<b>Economics</b> is the study of how goods are produced and sold and how money is managed.
<b>economy</b> (n)	/i:'kɒnəmi/	Wirtschaft	The <b>economy</b> grew at about 3 per cent per year.
<b>education</b> (n)	/edju:'keɪʃən/	Bildung	<b>Education</b> is a major concern for voters.
<b>electricity</b> (n)	/elek'trɪsəti/	Elektrizität	The machines run on <b>electricity</b> .
<b>e-mail</b> (n) send an e-mail	/'i:meɪl/ /send ən 'i:meɪl/	E-Mail eine E-Mail schicken	I <b>sent</b> Kim <b>an e-mail</b> with directions to the office.
<b>encourage sb to do sth</b> (phr v)	/en'kʌrɪdʒ sʌmbədi tə du: ,sʌmθɪŋ/	jdn. ermutigen etw. zu tun, jdn. in etw. bestärken	Mum always <b>encouraged us to take exercise</b> .
<b>energy</b> (n)	/'enədʒi/	Energie	Switching off lights is a good way to save <b>energy</b> .
<b>enquiry</b> (n)	/ɪn'kwɪəri/	Anfrage	

answer an enquiry	/,ɑ:nʒə ən ɪn'kwɪəri/	eine Anfrage bearbeiten / beantworten	I've already <b>answered</b> 300 <b>enquiries</b> about the mains gas leak.
<b>environment</b> (n) the environment	/ɪn'vaɪrənmənt/ /ðə ɪn'vaɪrənmənt/	Umgebung, Umwelt die Umwelt	Industrial development is causing widespread damage to <b>the environment</b> .
<b>essential</b> (adj)	/ɪ'senʃəl/	wesentlich, äußerst wichtig	It is <b>essential</b> to involve your staff in the decision.
<b>expert</b> (n)	/'ekspɜ:t/	Fachmann, -frau, Experte	We've taken advice from an <b>expert</b> in radio communications.
<b>fall</b> (v) (opposite = <b>rise</b> )	/fɔ:l/	fallen, sinken (Gegenteil = (an-)steigen)	The temperature <b>has been falling</b> all day.
<b>figures</b> (n pl)	/'fɪgəz/	Zahlen	Last month's <b>figures</b> show an improvement in this department's performance.
<b>forecast</b> (v)	/'fɔ:kɑ:st/	vorhersagen, prognosti- zieren	Experts <b>are forecasting</b> that oil prices will rise again within a few months.
<b>fundamental</b> (adj) be fundamental to sth	/'fʌndəməntəl/ /bi: 'fʌndəməntəl tə ,sʌmθɪŋ/	elementar (wichtig), wesentlich elementar wichtig für etw. sein	Women farmers <b>are fundamental to</b> China's economic development.
<b>genetics</b> (n)	/dʒə'netɪks/	Genetik	<b>Genetics</b> is the study of how living things pass their features on to their children through genes.
<b>global</b> (adj)	/'glɔ:ʊbəl/	global, weltweit	The <b>global</b> economy has become increasingly unstable.
<b>globalisation</b> (n)	/'glɔ:ʊbəlaɪ'zeɪʃən/	Globalisierung	Multinationals play a huge role in <b>globalisation</b> .
<b>goods</b> (n pl)	/'gʊdz/	Waren	Wilkins was found in possession of £8,000 worth of stolen <b>goods</b> .
<b>go up</b> (phr v) (opposite = <b>go down</b> )	/'gəʊ 'ʌp/	(an-)steigen, hochgehen (Gegenteil = sinken, fallen)	The price of petrol <b>has gone up</b> by over 30 per cent in less than a year.

<b>go wrong</b> (phr v) (opposite = <b>go right</b> )	/gəʊ 'rɒŋ/ 	falsch laufen (Gegenteil = richtig laufen)	Then something <b>went wrong</b> with the engine.
<b>guarantee</b> (v)	/gæərən'ti:/	garantieren, gewährleisten	The government provides help for small businesses, but it cannot <b>guarantee</b> their success.
<b>health</b> (n)	/helθ/ 	Gesundheit	She's had serious <b>health</b> problems.
<b>honest</b> (adj) (opposite = <b>dishonest</b> )	/'ɒnəst/ 	ehrllich, aufrichtig (Gegenteil = unehrllich, unaufrichtig)	I want you to give me an <b>honest</b> answer.
<b>implant</b> (n)	/'ɪmplɑ:nt/ 	Implantat	Scientists are developing insulin <b>implants</b> for diabetics.
<b>improve</b> (v)	/'ɪm'pru:v/ 	(ver-)bessern	More money is needed to <b>improve</b> airline security.
<b>increase</b> (n) pay increase	/'ɪnkri:s/ /peɪ 'ɪnkri:s/ 	Erhöhung, Steigung Gehaltserhöhung	After six months in my new job, I'll receive a <b>pay increase</b> .
<b>infect</b> (v)	/'ɪnfekt/ 	einen Virus einfangen	My computer <b>got infected</b> when I opened an e-mail attachment.
<b>infection</b> (n)	/'ɪnfekʃən/ 	Virus(Infektion)	The article gives you five hints to help protect your computer against <b>infection</b> by a virus.
<b>inflation</b> (n)	/'ɪnfleɪʃən/ 	Inflation	<b>Inflation</b> has risen again this month.
<b>innovation</b> (n)	/'ɪnəʊ'veɪʃən/ 	Innovation, grundlegende Neuerung	The exhibition includes this year's <b>innovations</b> in the motor industry.
<b>innovative</b> (adj)	/'ɪnəvətɪv/ 	innovativ	An <b>innovative</b> young Swedish architect designed the hotel.
<b>install</b> (v)	/'ɪnstɔ:l/ 	einrichten, installieren	It's important to <b>install</b> a virus checker.
<b>interest rate</b> (n)	/'ɪntərəst reɪt/ 	Zinssatz	<b>Interest rates</b> are low, so it's a good time to buy a house.



<b>Internet</b> (n) the Internet	/ˈɪntənɛt/ /d̥ə ˈɪntənɛt/	Internet das Internet	The group posted the names of the men on <b>the Internet</b> .
<b>interview</b> (v)	/ˈɪntəvjuː/	Interview	He <b>was interviewed</b> on the radio this morning.
<b>invest</b> (v)	/ɪnˈvest/	investieren	Banks <b>invested</b> £20 million in the scheme.
<b>involve</b> (v)	/ɪnˈvɒlv/	einbeziehen, mitwirken	The goal is to <b>involve</b> workers in the decision-making process.
<b>involvement</b> (n)	/ɪnˈvɒlvmənt/	Mitwirkung, Einbindung, Beteiligung	Our <b>involvement</b> with this project started in 1989.
<b>kill</b> (v)	/kɪl/	vernichten, töten	The proposed laws could <b>kill</b> British dairy farming.
<b>labour</b> (n)	/ˈleɪbə/	Arbeitskräfte, Personal (skilled labour = Facharbeitskräfte)	We have had to go abroad to recruit skilled <b>labour</b> .
<b>law</b> (n)	/lɔː/	Gesetz	Several traffic <b>laws</b> had been broken.
<b>legal system</b> (n)	/ˈliːgəl ˌsɪstəm/	Rechtssystem	Many countries admire the Scottish <b>legal system</b> .
<b>limit</b> (v)	/ˈlɪmɪt/	begrenzen, einschränken	The new laws should <b>limit</b> environmental damage.
<b>limitation</b> (n)	/ˌlɪmɪˈteɪʃən/	Einschränkung	There are several <b>limitations</b> to this method.
<b>link</b> (n) video link	/lɪŋk/ /ˈvɪdɪəʊ lɪŋk/	Link (Verbindung) Videoverbindung	Click on this <b>link</b> to find out more. Our director joined in the meeting via a <b>video link</b> .
<b>malware</b> (n)	/ˈmælwɛə/	Malware (Computerprogramm mit offener oder Schadfunktion)	This virus-checker also protects you against <b>malware</b> .

<b>measure</b> (n) take measures to do sth	/ˈmeɪʒə/ /teɪk ˈmeɪʒəz tə duː ˌsʌmθɪŋ/	Maßnahme Maßnahmen ergreifen	Stronger <b>measures will have to be taken to</b> bring down unemployment.
<b>medicine</b> (n)	/ˈmedəsn̩/	Medizin	He went on to study <b>medicine</b> at Edinburgh University.
<b>microscopic</b> (adj)	/ˌmaɪkrəʊˈskɒpɪk/	mikroskopisch	The disease is spread by <b>microscopic</b> organisms in drinking water.
<b>mobile</b> (n) (= <b>mobile phone</b> )	/ˈməʊbaɪl/	Mobiltelefon, Handy	I used my <b>mobile</b> to take a photo of them.
<b>network</b> (n)	/ˈnetwɜːk/	Netzwerk	I can connect to the company's <b>network</b> from my home computer.
<b>notebook</b> (n)	/ˈnəʊtbʊk/	Notebook	I bought this <b>notebook</b> because I needed a computer that would fit in my briefcase.
<b>online</b> (adj)	/ˈɒnlaɪn/	online	<b>Online</b> banking is very convenient.
<b>opinion</b> (n)	/əˈpɪnjən/	Meinung	The students all gave their <b>opinions</b> .
<b>outdated</b> (adj)	/aʊtˈdeɪtəd/	veraltet, überholt	After three years, the company's computer system has become <b>outdated</b> .
<b>page</b> (n)	/peɪdʒ/	Seite	Click 'Back' to return to the previous <b>page</b> .
<b>party</b> (n)	/ˈpɑːti/	Partei (Gruppe)	On tonight's programme, we speak to key figures from the two main political <b>parties</b> .
<b>PDA</b> (n) (= <b>personal digital assistant</b> )	/piːdiːˈeɪ/	PDA (handflächengroßer Computer)	I looked up the train timetable on my <b>PDA</b> .
<b>pension</b> (n)	/ˈpenʃən/	Pension	He receives a <b>pension</b> from the navy.
<b>permission</b> (n)	/pəˈmɪʃən/	Genehmigung, Erlaubnis	You are not allowed to camp here without <b>permission</b> .

<b>policy</b> (n)	/ˈpɒləsi/	Richtlinie, Grundsatz	What is the party's <b>policy</b> on immigration?
<b>politics</b> (n pl)	/ˈpɒlətiks/	Politik	She's heavily involved in local <b>politics</b> .
<b>population</b> (n)	/ˈpɒpjʊːleɪʃən/	Bevölkerung	Less than 40% of the <b>population</b> voted in the last election.
<b>positively</b> (adv) think positively about sth	/ˈpɒzətɪvli/ / ˌθɪŋk ˈpɒzətɪvli əˈbaʊt ˌsʌmθɪŋ/	positiv, optimistisch positiv über etw. denken	Studies show that patients who <b>think positively about their recovery</b> respond better to treatment.
<b>power</b> (n) in power	/ˈpaʊə/ /ɪn ˈpaʊə/	Macht an der Macht	The ruling Social Democratic party has been <b>in power</b> for ten years.
<b>predict</b> (v)	/prɪˈdɪkt/	vorhersagen, voraussagen	Industry leaders <b>predict</b> that another 8,000 jobs could be lost by the end of the year.
<b>prediction</b> (n) make a prediction	/prɪˈdɪkʃən/ /meɪk ə prɪˈdɪkʃən/	Prognose, Vorhersage eine Prognose / Vorhersage machen	She <b>made a prediction</b> that the king would die that year.
<b>priority</b> (n)	/praɪˈbræti/	Priorität, Vorrang	Health insurance will be our top <b>priority</b> .
<b>product</b> (n)	/ˈprɒdʌkt/	Produkt	The company manufactures hair care <b>products</b> .
<b>program</b> (n)	/ˈprəʊgræm/	Programm	It's taken me a couple of days to learn how to use this new spreadsheet <b>program</b> .
<b>programme</b> (v)	/ˈprəʊgræm/	programmieren	The doors <b>are programmed</b> to lock if the alarm goes off
<b>provide</b> (v)	/prəʊˈvaɪd/	zur Verfügung stellen, anbieten	We <b>provide</b> legal advice to our clients.
<b>publicity</b> (n)	/ˈpʌbˌlɪsəti/	öffentliche Aufmerksamkeit	Her behaviour during the filming attracted a lot of <b>publicity</b> .

<b>rating</b> (n)	/ˈreɪtɪŋ/	Beurteilung, Einschätzung	You can read other customers' <b>ratings</b> before you buy.
<b>reduce</b> (v) (opposite = <b>increase</b> )	/rɪˈdjuːs/	verringern (Gegenteil = erhöhen, steigern)	Try to <b>reduce</b> the amount of fat in your diet.
<b>relax</b> (v)	/rɪˈlæks/	entspannen	Just sit down and try to <b>relax</b> for half an hour.
<b>reliable</b> (adj)	/rɪˈlaɪəbəl/	zuverlässig	This car is much more <b>reliable</b> . I had trouble starting the engine on my last one
<b>religion</b> (n)	/rɪˈlɪdʒən/	Religion	The problem is not merely a conflict of <b>religion</b> , but of culture and values as well.
<b>resources</b> (n pl)	/rɪˈzɔːsəz/	Ressourcen, Mittel	Many of these countries are rich in mineral <b>resources</b> .
<b>restrict</b> (v)	/rɪˈstrɪkt/	begrenzen	Doctors <b>have restricted</b> the number of visits to two per day.
<b>right</b> (adj) (opposite = wrong)	/raɪt/	richtig (Gegenteil = falsch)	The first thing we teach our sales reps is that the customer is always <b>right</b> .
<b>risk</b> (n)	/rɪsk/	Risiko	There is a <b>risk</b> that the virus can be transferred from patient to doctor.
<b>risky</b> (adj)	/ˈrɪski/	riskant	It's a <b>risky</b> procedure for an elderly patient.
<b>search engine</b> (n)	/ˈsɜːtʃ ˌendʒɪn/	Suchmaschine	I can't find it using Google. I'll try a different <b>search engine</b> .
<b>security</b> (n)	/sɪˈkʊərəti/	Sicherheit	The information received is highly confidential and relates to national <b>security</b> .
<b>seller</b> (n)	/ˈselə/	Verkäufer	I've bought a lawnmower in an online auction. I'm going to pick it up from the <b>seller</b> .
<b>service</b> (n)	/ˈsɜːvɪs/	Service, Wartung	

after sales service	/ɑ:ftə,seɪlz 'sɜ:vɪs/	Kundendienst	Two years of <b>after-sales service</b> is included in the purchase price of the car.
<b>set-up</b> (n)	/'setʌp/	Konfiguration	My laptop is running much faster now that the <b>set-up</b> has been changed.
<b>share price</b> (n)	/'ʃeə praɪs/	Aktienkurs	The <b>share price</b> fell dramatically yesterday.
<b>society</b> (n)	/sə'saɪəti/	(die) Gesellschaft	<b>Society</b> has to be prepared to support its elderly people.
<b>software</b> (n)	/'sɒftweə/	Software, Computer-programm	You can download the <b>software</b> from our website.
<b>source</b> (n)	/sɔ:s/	Quelle	We are investigating wind power and other renewable energy <b>sources</b> .
<b>specialised</b> (adj)	/'speʃəlaɪzd/	spezialisiert	The biology degree course becomes much more <b>specialised</b> in the third year.
<b>spyware</b> (n)	/'spaɪweə/	Spionage-Software, Spyware	This virus-checker also protects you against <b>spyware</b> .
<b>standard</b> (n) living standards	/'stændəd/ /'lɪvɪŋ ,stændədz/	Niveau, Standard Lebensstandard	Something needs to be done urgently to improve <b>living standards</b> in these remote villages.
<b>state</b> (n) a perfect state	/'steɪt/ /ə ,pɜ:fekt 'steɪt/	Staat ein perfekter Staat	Experts believe the painting can be restored to a <b>perfect state</b> .
<b>stock market</b> (n)	/'stɒk ,mɑ:kɪt/	Aktienmarkt	I can receive <b>stock market</b> updates on my mobile.
<b>strict</b> (adj)	/'strikt/	streng, eng	They operate within <b>strict</b> time limits.
<b>strong</b> (adj) (opposite = weak)	/'strɒŋ/	stark (Gegenteil = schwach)	The euro is currently <b>strong</b> against the dollar.
<b>supply</b> (n)	/sə'plaɪ/	Versorgung, Belieferung	The crops need a constant <b>supply</b> of water.

<b>surf</b> (v) surf the Internet	/sɜ:f/ /'sɜ:f ðə ˌɪntənət/	surfen im Internet surfen	She spends hours just <b>surfing</b> the Internet.
<b>technology</b> (n)	/tek'nɒlədʒi/	Technologie	Military <b>technology</b> is developing all the time.
<b>trade</b> (v)	/treɪd/	handeln	The company will continue to <b>trade</b> under its original name.
<b>training</b> (n)	/'treɪnɪŋ/	Fortbildung	Employees are given <b>training</b> in the use of safety equipment.
<b>transport</b> (n) public transport	/'trænsɒ:t/ /ˌpʌblɪk 'trænsɒ:t/	Verkehrssystem öffentliches Verkehrs- system	Auckland's <b>public transport</b> system is excellent.
<b>unemployment</b> (n)	/ʌnɪm'plɔɪmənt/	Arbeitslosigkeit	<b>Unemployment</b> rose last month to its highest level in five years.
<b>union</b> (n)	/'ju:njən/	Gewerkschaft	We encourage all employees to join a <b>union</b> .
<b>universal</b> (adj)	/'ju:ni'vɜ:səl/	umfassend, allgemein	Our priority over the next five years is to establish <b>universal</b> free education of a high standard.
<b>urban</b> (adj) (opposite = <b>rural</b> )	/'ɜ:bən/	städtisch (Gegenteil = ländlich)	<b>Urban</b> poverty is on the increase.
<b>values</b> (n pl)	/'vælju:z/	Werte(system)	The problem is not merely a conflict of religion, but of culture and <b>values</b> as well.
<b>video conferencing</b> (n)	/'vɪdɪəʊ ,kɒnfərənsɪŋ/	Videokonferenz	<b>Video conferencing</b> has dramatically reduced the cost of business trips for our company.
<b>virus</b> (n) anti-virus software/program	/'vaɪrəs/ /æntɪ'vaɪrəs ,sɒftweə/,prəʊgræm/	Virus Anti-Virus Software / Programm	The first thing you should do is install good <b>anti-virus software</b> .
<b>vote</b> (v)	/'vəʊt/	wählen	68 per cent of the union <b>voted</b> against striking.

<b>weak</b> (adj) (opposite = <b>strong</b> )	/wi:k/	schwach (Gegenteil = stark)	The pound is <b>weak</b> against the dollar at the moment.
<b>webpage</b> (n)	/'webpeɪdʒ/	Webpage, Internetseite	With this package it is simple to design a <b>webpage</b> .
<b>wi-fi</b> (n)	/'waɪfaɪ/	= wireless fidelity WLAN (wireless local area network)	<b>Wi-fi</b> is available at most modern hotels.
<b>wireless</b> (adj) wireless communication	/'waɪələs/ /'waɪələs /kəmju:nɪ,keɪʃən//	per Funk, drahtlos drahtlose Kommunikation	More and more users are opting for <b>wireless communication</b> because it's so flexible.

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

## Elementary

### Unit 19

headword	pronunciation	translation/notes	example sentence
<b>afraid</b> (adj) I'm afraid ...	/ə'freɪd/ /aɪm ə'freɪd/	ängstlich leider, es tut mir leid	<b>I'm afraid</b> we don't have any red ones left.
<b>answer</b> (v) answer the phone	/'ɑ:nsə/ /,ɑ:nsə ðə 'fəʊn/	antworten ans Telefon gehen	I hung up because nobody <b>was answering</b> . I'm in the shower. Can someone else <b>answer the phone?</b>
<b>answerphone</b> (n)	/'ɑ:nsəfəʊn /	Anrufbeantworter	I left a message on Luigi's <b>answerphone</b> .
<b>attachment</b> (n) send sth as an attachment	/ə'tætʃmənt/ /send ,sʌmθɪŋ æz ən ə'tætʃmənt/	Anhang im / als Anhang schicken	<b>I'm sending</b> you a map of Rome <b>as an attachment</b> .
<b>back sth up with sth</b> (phr v)	/'bæk sʌmθɪŋ ʌp wɪθ ,sʌmθɪŋ/	etw. mit etw. bekräftigen, unterstützen	It's a good idea to <b>back up</b> your telephone order <b>with an e-mail</b> .
<b>book</b> (v)	/bʊk/	buchen, reservieren	Shall I <b>book</b> a room for you?
<b>call</b> (n) get a call put through a call	/kɔ:l/ /get ə 'kɔ:l/ /put θru: ə 'kɔ:l/	Anruf einen Anruf bekommen einen Anruf durchstellen	Was it an important <b>call</b> ? I <b>get a call</b> from Anna about three times a week. When Simon Andrews rings, can you <b>put his call</b> straight <b>through</b> to me?



<b>call</b> (v) call sb about sth  call sb back  Who's calling?	/kɔ:l/ /'kɔ:l sʌmbədi əbaʊt sʌmθɪŋ/ /,kɔ:l sʌmbədi 'bæk/  /hu:z 'kɔ:lɪŋ/	anrufen jdn. wegen etw. anrufen  jdn. zurückrufen  Wer spricht? Wer ist dran?	Could you <b>call the dentist about</b> my appointment?  I'll <b>call you back</b> this afternoon when I know the date of the meeting.  "I'd like to speak to Mr Roberts." " <b>Who's calling</b> , please?"
<b>caller</b> (n)	/'kɔ:lə/	Anrufer/in	The <b>caller</b> hung up without saying anything.
<b>clause</b> (n)	/kla:z/	Klausel	We'll have to reword the <b>clause</b> about payments.
<b>conferencing</b> (n)	/'kɒnfərənsɪŋ/	Konferenz-	I can use the <b>conferencing</b> facility to take part in meetings even when I'm away on a trip.
<b>confirm</b> (v)	/kən'fɜ:m/	bestätigen	You can make an appointment now, and then call nearer the time to <b>confirm</b> .
<b>contact</b> (v)	/'kɒntækt/	Kontakt aufnehmen, "kontaktieren"	Please <b>contact</b> us if you have any information.
<b>conversation</b> (n)	/kɒnvə'seɪʃən/	Gespräch	She had a long telephone <b>conversation</b> with her mother.
<b>cubicle</b> (n)	/'kju:bɪkəl/	(Ankleide-)Kabine	I've left my keys in a <b>cubicle</b> at the sports centre.
<b>dial</b> (v)	/'daɪəl/	wählen	<b>Dial</b> 0 to speak to a receptionist.
<b>direct line</b> (n)	/daɪ'rekt laɪn/	Durchwahl	I only give the number of my <b>direct line</b> to very important clients.
<b>disconnect</b> (v) disconnect the phone	/dɪskə'nekt/ /dɪskə,nekt ðə 'fəʊn/	unterbrechen den Telefonstecker rausziehen	When I'm very tired I <b>disconnect the phone</b> and go to bed.
<b>disturb</b> (v)	/dɪs'tɜ:b/	stören	Sorry to <b>disturb</b> you, but do you know where Miss

			Springer is?
<b>e-mail</b> (n)	/ˈiːmeɪl/	E-Mail	My first task of the day is to read my <b>e-mails</b> .
<b>emergency</b> (n)	/ɪˈmɜːdʒənsi/	Notfall, -situation	The club is now facing a financial <b>emergency</b> .
<b>engaged</b> (adj) (opposite = <b>free</b> )	/ɪnˈɡeɪdʒd/	besetzt (Gegenteil = frei)	Dave's line was <b>engaged</b> , so I phoned Anja.
<b>extension</b> (n)  try sb's extension	/ɪkˈstɛnʃən/  /traɪ ˌsʌmbədɪz ɪkˈstɛnʃən/	Durchwahl, Nebenstelle  jds. Durchwahl probieren	My <b>extension</b> is 3474.  I think Mr Doyle has just left the office but I'll <b>try his extension</b> for you.
<b>forward</b> (v) forward a call	/ˈfɔːwəd/  /ˈfɔːwəd ə ˌkɔːl/	weiterleiten einen Anruf weiterleiten	Please <b>forward</b> all Tom's <b>calls</b> to me this morning.
<b>free</b> (adj) (opposite = <b>engaged</b> )	/friː/	frei (Gegenteil = besetzt)	I'll see if Mr Makeev's line is <b>free</b> yet.
<b>function</b> (n)	/ˈfʌŋkʃən/	Funktion	Use the silent ring <b>function</b> on your mobile.
<b>further</b> (adv) further to ...	/ˈfɜːðə/  /ˈfɜːðə tu/	weiter Bezug nehmend auf ...	<b>Further to</b> our conversation last week, I'm sending you our company's brochure.
<b>get through (to sb)</b> (phr v)	/get ˈθruː tə ˌsʌmbədi/	zu jdm. durchkommen	After phoning several times I finally <b>got through to her</b> .
<b>give sth up</b> (phr v)	/ɡɪv ˌsʌmθɪŋ ˈʌp/	etw. aufgeben	I <b>gave my job up</b> when my first child was born.
<b>handset</b> (n) replace the handset	/ˈhændset/  /rɪˌpleɪs ðə ˈhændset/	Hörer den Hörer auflegen	Lisa had forgotten to <b>replace the handset</b> so the line was engaged for six hours.
<b>hang up</b> (phr v)	/hæŋ ˈʌp/  /hæŋ ˈʌp ən	auflegen	There was no reply so I <b>hung up</b> .

hang up on sb	ˌsʌmbədi/	bei jdm. einfach auflegen	It was yet another person trying to sell me an alarm system so I <b>hung up on her</b> .
<b>headset</b> (n)	/'hedset/	Kopfhörer mit integriertem Mikrofon, Headset	I use a <b>headset</b> at work so that I can work on the computer while I'm on the phone.
<b>help</b> (v) How can I help you?	/help/ /haʊ kən aɪ 'help juː/	helfen Wie kann ich Ihnen helfen? Was kann ich für Sie tun?	Pharmatech SA, Adriana speaking. <b>How can I help you?</b>
<b>hook</b> (n) take the phone off the hook	/hʊk/ /teɪk ðə 'fəʊn ɒf ðə ,hʊk/	Haken, "Aufhänger" den Hörer daneben legen	We always <b>take the phone off the hook</b> before we sit down to eat.
<b>ignore</b> (v)	/ɪg'nɔː/	ignorieren	He completely <b>ignored</b> her and kept on walking.
<b>including</b> (prep) not including ...	/ɪn'kluːdɪŋ/ /nɒt ɪn'kluːdɪŋ/	einschließlich, mitsamt außer	There were nine of us, <b>not including</b> our teacher.
<b>instead</b> instead of ...	/ɪn'sted/ /ɪn'sted əv/	(an)statt	Can't we deal with this now <b>instead of</b> waiting until tomorrow?
<b>interested</b> (adj) be interested (in sth)	/'ɪntərestəd/ /biː 'ɪntərestəd ɪn ˌsʌmθɪŋ/	interessiert an etw. interessiert sein	We're going to the cinema. <b>Are you interested?</b>
<b>interrupt</b> (v)	/ɪntə'rʌpt/	unterbrechen, stören	Please don't <b>interrupt</b> her while she's working.
<b>intrude (into)</b> (v)	/ɪn'truːd ɪntə/	sich negativ auswirken	I try not to let my work <b>intrude into</b> our home life.
<b>irritate</b> (v)	/'ɪrɪteɪt/	ärgern, irritieren, auf die Nerven gehen	That little noise he makes really <b>irritates</b> me.
<b>let</b> (v)	/let/	lassen	

let sb know ...	/let ˌsʌmbədi 'nəʊ/	jdn. etw. wissen lassen	<b>Let me know</b> if I can do anything to help. When I hear about the contract I'll <b>let you know</b> .
<b>line</b> (n) I'll try the line.	/laɪn/ /aɪl traɪ ðə 'laɪn/	Verbindung eine Verbindung probieren	One moment, please. <b>I'll try the manager's line</b> .
<b>message</b> (n) message form leave a (spoken) message	/'mesɪdʒ/ /'mesɪdʒ fɔ:m/  /li:v ə ,spəʊkən 'mesɪdʒ/	Botschaft, (hier:) Nachricht  Formular für telefonische Nachrichten  mündliche (hier: telefonische) Nachricht	She's just left the office. Can I take a <b>message</b> ?  I see from this <b>message form</b> that Mr Wilks called again about his order.  I left a note on his keyboard. Maybe I should <b>leave</b> <b>a spoken message</b> on his answerphone as well.
<b>moment</b> (n) one moment, ...	/'məʊmənt/ /wʌn 'məʊmənt/	Moment, Augenblick einen Augenblick ...	<b>One moment</b> , I'll just put you through.
<b>number</b> (n) call a number  try sb's number	/'nʌmbə/ /'kɔ:l ə ,nʌmbə/  /traɪ ˌsʌmbədɪz ,nʌmbə/	Nummer eine (Telefon-)Nummer wählen  es unter jds. (Telefon-) Nummer versuchen	The <b>number you have called</b> has not been recognised.  I'll <b>try Dave's number</b> again. Maybe the line'll be free now.
<b>participant</b> (n)	/pɑ:'tɪsɪpənt/	Teilnehmer/in	All <b>participants</b> need to register half an hour before the race.
<b>phone</b> (n) answer the phone	/'fəʊn/ /,ɑ:nsə ðə 'fəʊn/	Telefon ans Telefon gehen	I'm in the shower. Can someone else <b>answer the</b> <b>phone</b> ?
<b>prepared</b> (adj) be prepared to do sth	/prɪ'peəd/ /bi: prɪ'peəd tə du:	vorbereitet, (hier:) bereit bereit / willens sein etw. zu tun	<b>I'm not prepared to listen</b> to excuses.

	ˌsʌmθɪŋ/		
<b>presentation</b> (n)	/prezən'teɪʃən/	Präsentation	Can I borrow your laptop for my <b>presentation</b> ?
<b>regard</b> (n) best regards  with regard to ...	/rɪ'gɑ:d/ /best rɪ'gɑ:dz/  /wɪθ rɪ'gɑ:d tə/	(hier:) Gruß beste / freundliche Grüße  (hier:) Bezug nehmend auf	I look forward to hearing from you. <b>Best regards</b> , Sam Page.  I am writing <b>with regard to</b> your advertisement for the post of hotel receptionist.
<b>regarding</b> (prep)	/rɪ'gɑ:dɪŋ /	(hier:) bezüglich, hinsichtlich	I need to speak to you <b>regarding</b> my appraisal.
<b>replace</b> (v) replace the handset	/rɪ'pleɪs/ /rɪ,pleɪs ðə 'hændset/	ersetzen den Hörer ersetzen / austauschen	The phone rang again as soon as he'd <b>replaced</b> <b>the handset</b> .
<b>researcher</b> (n)	/rɪ'sɜ:tʃə/	Rechercheur/in	She works as a <b>researcher</b> for a TV company.
<b>reservation</b> (n)	/rezə'veɪʃən/	Reservierung	I have a <b>reservation</b> in the name of Pedersen for a table for four.
<b>ring</b> (v) the phone rings	/rɪŋ/ /ðə 'fəʊn rɪŋz/	läuten, klingeln das Telefon läutet / klingelt	<b>The phone</b> nearly always <b>rings</b> when we're having a meal.
<b>sorry</b> (adj) I'm sorry ...	/'sɒri/ /aɪm 'sɒri/	leid, betrübt es tut mit leid	<b>I'm sorry</b> , could you repeat that, please.
<b>speak</b> (v) Can I speak to ...?	/spi:k/ /kən aɪ 'spi:k tə/	sprechen, reden Kann ich mit ... sprechen?	Good afternoon, <b>can I speak to</b> Richard Barlow?
<b>stock</b> (n) have sth in stock	/stɒk/ /hæv ˌsʌmθɪŋ ɪn 'stɒk/	Lager im / am Lager haben	We only <b>have</b> two more of these cameras <b>in stock</b> .

<b>stress</b> (n) cause stress  suffer from stress	/stres/ /kɔːz 'stres/ /ˌsʌfə frəm 'stres/	Stress Stress verursachen  unter Stress leiden	Working late every night can <b>cause stress</b> .  Carol's <b>been suffering from stress</b> since she started her new job.
<b>stressed</b> (adj) (opposite = relaxed)	/strest/	gestresst (Gegenteil = entspannt)	If I'm feeling <b>stressed</b> after work I listen to classical music on the way home in the car.
<b>supplier</b> (n)	/sə'plaiə/	Lieferant	Colombia is our main <b>supplier</b> of coffee beans.
<b>telephone</b> (n) telephone exchange (n)  telephone use (n)	/'telɪfəʊn/ /'telɪfəʊn ɪk'stʃeɪndʒ/  /'telɪfəʊn juːs/	Telefon Telefonvermittlung  Telefonnutzung(sverhalten)	The new receptionist can't operate the <b>telephone exchange</b> very well yet.  Has owning a mobile affected your <b>telephone use</b> in any way?
<b>telephonist</b> (n)	/tə'leɪfənɪst/	Telefonistin	Sorry about that, the new <b>telephonist</b> must have cut us off.
<b>transparency</b> (n)	/træns'pærənsi/	Folien	My laptop won't switch on and all the <b>transparencies</b> for my presentation are on it!
<b>urgently</b> (adv)	/'ɜːdʒəntli/	dringend	Pete, I need to talk to you <b>urgently</b> about the Pixmatic order. Can you call me back?

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

## Elementary

### Unit 20

headword	pronunciation	translation/notes	example sentence
<b>abroad</b> (n) go abroad	/ə'brɔ:d/ /gəʊ ə'brɔ:d/	Ausland ins Ausland gehen	We try to <b>go abroad</b> at least once a year.
<b>accident</b> (n) have an accident	/'æksɪdənt/ /hæv ən 'æksɪdənt/	Unfall einen Unfall haben	He <b>had an accident</b> on a skiing holiday.
<b>advice</b> (n)	/æd'vaɪs/	Rat	We are here to give people <b>advice</b> about health issues.
<b>ambulance</b> (n) call an ambulance	/'æmbjʊləns/ /kɔ:l ən 'æmbjʊləns/	Krankenwagen einen Krankenwagen rufen	The <b>ambulance</b> arrived within five minutes. We'd better <b>call an ambulance</b> . I think his leg is broken.
<b>assistance</b> (n)	/ə'sɪstəns/	Hilfe, Unterstützung	The airline offers <b>assistance</b> to people with disabilities.
<b>avoid</b> (v)	/ə'vɔɪd/	vermeiden	I want to <b>avoid</b> being drawn into the argument.
<b>backache</b> (n) have/have got backache	/'bækɪk/ /hæv/hæv ɡɒt 'bækɪk/	Rückenschmerzen Rückenschmerzen haben	Dave has <b>had backache</b> since lifting that sofa.
<b>bandage</b> (n)	/'bændɪdʒ/	Verband	The <b>bandages</b> should be changed every two days.
<b>better</b> (adv)	/'betə/	besser	

get better	/get 'betə/	gesund werden	If you want to <b>get better</b> , you must take your medicine.
<b>bleed</b> (v)	/bli:d/	bluten	He <b>was bleeding</b> from a wound in his shoulder.
<b>broken</b> (adj)	/'brəʊkən/	gebrochen	I think his leg is <b>broken</b> .
<b>bruise</b> (n)	/bru:z/	Prellung, Quetschung	Paul had a large <b>bruise</b> over his eye.
<b>business</b> (n) business traveller  business trip	/'biznəs/ /'biznəs ,trævələ/  /'biznəs tri:p/	Wirtschaft, Unternehmen Geschäftsreisende/r  Geschäftsreise	The 6.15 flight is usually full of <b>business travellers</b> .  I'm going on a <b>business trip</b> to Singapore next week.
<b>capsule</b> (n)	/'kæpsju:l/	Kapsel	I can swallow these <b>capsules</b> without any water.
<b>cash-point</b> (n)	/'kæʃpɔɪnt/	Geldautomat	You can use your debit card at any <b>cash-point</b> in Europe.
<b>catch</b> (v)	/kætf/	(ver-)fangen, hier: hängen bleiben	I <b>caught</b> my knee on that box as I fell.
<b>check</b> (v)	/tʃek/	(über-)prüfen	First, <b>check</b> that you have everything you need.
<b>chemist</b> (n)  chemist's	/'kemɪst/  /'kemɪsts/	Apotheker  Apotheke	You can only obtain these pills from a <b>chemist</b> .  Can you buy more vitamins while you're at the <b>chemist's</b> ?
<b>contact</b> (v)	/'kɒntækt/	Kontakt aufnehmen	Please <b>contact</b> us if you have any information.
<b>cover</b> (v)	/'kʌvə/	(ab-)decken	I need to ring the insurance company to check whether our policy <b>covers</b> lost baggage.
<b>cut</b> (n)	/kʌt/	Schnitt	My son's face was covered in <b>cuts</b> and bruises.



<b>cut</b> (v)	/kʌt/	schneiden	Be careful not to <b>cut</b> your finger.
<b>details</b> (n pl) insurance details  take sb's details	/'di:teɪlz/ /ɪn'ʃʊərəns ,di:teɪlz/ /teɪk ,sʌmbədi:z ,di:teɪlz/	Angaben Versicherungsdaten, - angaben jds. Daten aufnehmen	Please enter your <b>insurance details</b> below.  The police stopped him and <b>took his details</b> .
<b>doctor</b> (n)	/'dɒktə/	Doktor, Arzt	Consult your <b>doctor</b> before trying these exercises.
<b>emergency</b> (n)  emergency department/service	/ɪ'mɜ:dʒənsi/  /ɪ'mɜ:dʒənsi /də,pɑ:tmənt/,sɜ:vɪs/	Notfall  Notaufnahme	Don't worry, it isn't an <b>emergency</b> but I'd like a doctor to have a look at it.  This hospital doesn't have an <b>emergency department</b> .
<b>first aid</b> (n)	/fɜ:st eɪd/	Erste Hilfe	I've got a certificate in <b>first aid</b> .
<b>form</b> (n) fill out a form	/fɔ:m/ /fɪl aʊt ə 'fɔ:m/	Formular ein Formular ausfüllen	I've already <b>filled out</b> three <b>forms</b> about my missing luggage.
<b>headache</b> (n) have/have got a headache	/'hedeɪk/ /hæv/hæv gɒt ə 'hedeɪk/	Kopfschmerzen Kopfschmerzen haben	Do you have any paracetamol? <b>I've got a headache</b> .
<b>health</b> (n)  health care  health insurance	/helθ/ /'helθ ,keə/  /'helθ m,ʃʊərəns /	Gesundheit  medizinische Versorgung, Gesundheitsfürsorge  Krankenversicherung	He's had <b>health</b> problems ever since he was 15.  With this card you can receive free <b>health care</b> in EU member states.  As part of your salary package, you will receive a pension and <b>health insurance</b> .
<b>hospital</b> (n) take sb to hospital	/'hɒspɪtəl/	Krankenhaus jdn. ins Krankenhaus	Anita's <b>taken Laura to hospital</b> . It looks like she's

	/teɪk ˌsʌmbədɪ tə 'hɒspɪtəl/	bringen	broken her arm.
<b>hurt</b> (v)	/hɜ:t/	weh tun (verletzen)	Show me where it <b>hurts</b> .
<b>ill</b> (adj) (opposite = well)	/ɪl/	krank (Gegenteil = gesund)	You're too <b>ill</b> to go to work.
<b>insurance</b> (n) insurance company  insurance details  insurance policy  travel insurance	/ɪn'ʃʊərəns/ /ɪn'ʃʊərəns ˌkʌmpəni/  /ɪn'ʃʊərəns ˌdi:teɪlz/  /ɪn'ʃʊərəns ˌpɒləsi/  /'trævəl ɪn'ʃʊərəns/	Versicherung Versicherung(sgesellschaft)  Versicherungsdaten  Versicherungspolice  Reiseversicherung	I need to ring the <b>insurance company</b> to check whether our policy covers lost baggage.  Please enter your <b>insurance details</b> below.  My <b>insurance policy</b> clearly states that you will reimburse me for emergency hospital treatment.  Our company's policy includes <b>travel insurance</b> for all business trips.
<b>invoice</b> (v)	/'ɪnvɔɪs/	in Rechnung stellen	The hotel usually <b>invoices</b> my company directly.
<b>look</b> (n) have a look at sth	/lʊk/ /hæv ə 'lʊk ət ˌsʌmθɪŋ/	Blick einen Blick auf etw. werfen, ansehen	I'd better <b>have a look at that cut</b> on your head.
<b>medication</b> (n)	/medɪ'keɪʃən/	medikamentöse Behand- lung, Medizin	Eric takes <b>medication</b> for high blood pressure.
<b>move</b> (v)	/mu:v/	bewegen	I can't <b>move</b> my left leg.
<b>name</b> (n) under a different name	/neɪm/ /ʌndər ə ˌdɪfrənt 'neɪm/	Name unter einem anderen Namen	He had booked into the hotel <b>under a different name</b> .

<b>nasty</b> (adj) (opposite = nice)  that looks nasty	/ˈnɑːsti/  /ðæt lʊks ˈnɑːsti/	übel, gemein, fies (Gegenteil = nett, ange- nehm) das sieht übel aus	<b>That cut looks nasty.</b> I think you need stitches.
<b>need</b> (v)	/niːd/	müssen	I <b>need</b> to sit down for a moment, I'm feeling faint.
<b>pain</b> (n) have a pain in your back/ shoulder etc	/peɪn/ /hæv ə ˌpeɪn ɪn jə 'nekʃəʊldə/	Schmerz(en) Schmerzen im Rücken / in der Schulter usw. haben	<b>I've had a bad pain in my shoulder</b> for about a week.
<b>painkiller</b> (n)	/'peɪnkɪlə/	Schmerzmittel	I'm taking <b>painkillers</b> because my knee is hurting.
<b>pill</b> (n)	/pɪl/	Tablette	Take two <b>pills</b> every four hours before food.
<b>plaster</b> (n)	/'plɑːstə/	Gips	The teacher put a <b>plaster</b> on Harry's cut finger.
<b>plaster cast</b> (n)	/'plɑːstə kɑːst/	Gipsabdruck	We'll remove the <b>plaster cast</b> after three weeks.
<b>prescription</b> (n)	/prə'skrɪpʃən/	Rezept	You can buy the drug without a <b>prescription</b> .
<b>reception</b> (n)	/rɪ'sepʃən/	Anmeldung	Visitors must report to <b>reception</b> first.
<b>receptionist</b> (n)	/rɪ'sepʃənɪst/	Empfangsmitarbeiter/in (Empfangsdame)	Katja is working as a hotel <b>receptionist</b> before going to university.
<b>recommend</b> (v)	/rekə'mend/	empfehlen	Can you <b>recommend</b> a good restaurant?
<b>reimburse</b> (v)	/riːm'bɜːs/	entschädigen	The policy clearly states that you will <b>reimburse</b> me for emergency hospital treatment.
<b>sell</b> (v) be sold	/sel/ /biː 'səʊld/	verkaufen verkauft werden	These spices <b>are sold</b> in most supermarkets.
<b>settle</b> (v)	/'setəl/	(hier:) (Rechnung)	He has 30 days to <b>settle</b> his bill.

		begleichen	
<b>sprain</b> (n)	/spreɪn/	Verstauchung	Rest is the best treatment for a <b>sprain</b> .
<b>sprained</b> (adj)	/spreɪnd/	verstaucht	Bruno can't type because he has a <b>sprained</b> wrist.
<b>stitch</b> (n) need stitches	/stɪtʃ/ /ni:d 'stɪtʃəz/	Stich genäht werden müssen	That cut looks nasty. I think you <b>need stitches</b> .
<b>stretcher</b> (n)	/'stretʃə/	Trage	McGregor was carried off the pitch on a <b>stretcher</b> .
<b>surgery</b> (n)	/'sɜ:dʒəri/	Behandlungsraum, Sprechzimmer	I had to wait an hour at the dentist's <b>surgery</b> .
<b>swollen</b> (adj)	'swɒlən/	geschwollen	My knee is very <b>swollen</b> after that fall.
<b>symptom</b> (n)	/'sɪmptəm/	Symptom	The <b>symptoms</b> include fever and vomiting.
<b>toothache</b> (n) have/have got toothache	/'tu:θeɪk/ /hæv/hæv ɡɒt 'tu:θeɪk/	Zahnschmerzen Zahnschmerzen haben	I can't concentrate because <b>I've got toothache</b> .
<b>traveller</b> (n)	/'trævələ/	Reisende/r	Rail <b>travellers</b> are furious at the increase in fares.
<b>treatment</b> (n)	/'tri:tmənt/	Behandlung	She was receiving <b>treatment</b> for breast cancer.
<b>trip</b> (n) business/leisure trip	/trɪp/ /'bɪznəs/'leɪʒə trɪp/	Reise (Ausflug) Geschäfts-/Freizeitreise	"Are you going to Italy on business?" "No, my wife and I are taking a <b>leisure trip</b> ."
<b>twist</b> (v)	/twɪst/	verdrehen	I've <b>twisted</b> my ankle so I won't be able to play.
<b>urgent care</b> (n)	/'ɜ:dʒənt ,keə/	dringende (Not-) Behandlung	You must tell the insurance company if you suffer from a condition that may require <b>urgent care</b> .
<b>way out</b> (n)	/weɪ 'aʊt/	Ausgang, Hinausgehen	

on the way out	/ɒn ðə weɪ 'aʊt/	beim Hinausgehen	I bumped into Rachel <b>on my way out</b> .
<b>weight</b> (n) put weight on sth	/weɪt/ /pʊt 'weɪt ɒn sʌmθɪŋ/	Gewicht etw. belasten	I'm trying not to <b>put</b> any <b>weight on my sore foot</b> .
<b>X-ray</b> (n) take an X-ray	/'eksreɪ/ /teɪk ən 'eksreɪ/	röntgen eine Röntgenaufnahme machen	We need to <b>take an X-ray</b> of your wrist to see if it's broken.