

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

Elementary

Case study: TOIL

headword	pronunciation	translation/notes	example sentence
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<b>accident</b> (n) have an accident	/ˈæksɪdənt/ /hæv ən ˈæksɪdənt/	Unfall einen Unfall haben	He <b>had an accident</b> on a climbing holiday and broke his leg.
<b>activity</b> (n)	/ækˈtɪvɪti/	Aktivität, Unternehmung	On Saturdays, there's always lots of <b>activity</b> in the streets.
<b>adopt</b> (v)	/əˈdɒpt/	an-/aufnehmen	He decided to <b>adopt</b> a more radical approach to the problem.
<b>afford</b> (v)	/əˈfɔːd/	(sich etw.) leisten	I'm not sure how they are able to <b>afford</b> such expensive holidays.
<b>aim</b> (n)	/eɪm/	Ziel	My main <b>aim</b> on this course is to gain confidence.
<b>arrangements</b> (n pl)	/əˈreɪndʒmənts/	Arrangements, Regelung	Her husband is away, so she'll have to make other childcare <b>arrangements</b> .
<b>attraction</b> (n) tourist attraction	/əˈtrækʃən/ /,tuəɪst əˈtrækʃən/	Attraktion touristische Attraktion	I picked up some leaflets in the hotel reception about local <b>tourist attractions</b> .
<b>balance</b> (n)	/ˈbæləns/	Gleichgewicht, Balance, Ausgleich	We're trying to encourage a <b>balance</b> between fun and learning.
<b>benefit</b> (n)	/ˈbenəfɪt/	Vorteil, Nutzen	Consider the potential <b>benefits</b> of the deal for the company.
<b>budget</b> (n)	/ˈbʌdʒət/	Budget	Two-thirds of their <b>budget</b> goes on labour costs.

<b>busy</b> (adj) (opposite = <b>quiet</b> ) busy period	/'bɪzi/ /'bɪzi ,piəriəd/	(hier:) geschäftig, lebhaft (Gegenteil = ruhig) lebhaftes Zeitspanne / Phase	The garden centre's <b>busiest period</b> is April and May.
<b>case</b> (n) in any case ...	/keɪs/ /ɪn ,eni 'keɪs/	Fall sowieso, auf jeden Fall	The traffic may be bad, but <b>in any case</b> we'll be there in time for dinner.
<b>combination</b> (n)	/kəmbrɪ'neɪʃən/	Kombination, Mix, Mischung	Use a <b>combination</b> of text, illustration, and graphics to give your website impact.
<b>communication</b> (n)	/kə,mju:nɪ'keɪʃən/	Kommunikation	The company has recently made efforts to improve <b>communication</b> among its staff.
<b>complicated</b> (adj) (opposite = <b>simple</b> )	/'kɒmplɪ'keɪtəd/	kompliziert (Gegenteil = einfach)	The film has a very <b>complicated</b> plot.
<b>cooperate</b> (v)	/kəʊ'pɒreɪt/	kooperieren, zusammenarbeiten	Residents are refusing to <b>cooperate</b> with the authorities.
<b>cover</b> (v)	/'kʌvə/	(hier:) übernehmen, abdecken	If I work all weekend, can you <b>cover</b> Monday?
<b>culture</b> (n)	/'kʌltʃə/	Kultur	The two firms have very different corporate <b>cultures</b> .
<b>dangerous</b> (adj) (opposite = <b>safe</b> )	/'deɪndʒərəs/	gefährlich (Gegenteil = sicher)	It's <b>dangerous</b> to walk around here at night.
<b>demand</b> (n) meet demands	/dɪ'mɑ:nd/ /mɪt dɪ'mɑ:ndz/	Forderung, Nachfrage die Nachfrage decken	The farming industry is adapting to <b>meet demands</b> for organic food.
<b>employee</b> (n)	/ɪm'plɔɪi/	Angestellte/r	Over 200 <b>employees</b> lost their jobs at the factory.
<b>encourage</b> (v)	/en'kʌrɪdʒ/	ermutigen, ermuntern, fördern	We <b>encourage</b> student participation in our classes.

<b>event</b> (n) special event	/ɪ'vent/ /,speʃəl ɪ'vent/	Ereignis, Event besonderes Ereignis	Staff at the hospital occasionally organise concerts and other <b>special events</b> .
<b>full-time</b> (adj) (opposite = <b>part-time</b> ) full-time staff	/fʊl'taɪm/ /fʊl'taɪm stɑ:f/	Vollzeit (Gegenteil = Teilzeit) Vollzeitangestellte	We only employ three <b>full-time staff</b> , the rest work weekends only.
<b>fundamental</b> (adj)  be fundamental to sth	/'fʌndəməntəl/ /bi: 'fʌndəməntəl tə ˌsʌmθɪŋ/	(hier:) unerlässlich, elementar wichtig für etw. unerlässlich sein, von großer Wichtigkeit sein	Our mail order service <b>is fundamental to</b> the success of the business.
<b>health</b> (n) be bad for your health	/helθ/ /bi: ,bæd fə jə 'helθ/	Gesundheit schlecht für Ihre Gesundheit sein	We all know smoking <b>is bad for your health</b> .
<b>healthy</b> (adj) (opposite = <b>unhealthy</b> )	/'helθi/	gesund (Gegenteil = ungesund)	Nursery schools are encouraging young children to have a <b>healthy</b> lifestyle.
<b>hours</b> (n pl) extra hours  unsocial/unusual hours  working hours	/'aʊəz/ /,ekstrə 'aʊəz/  /ʌn,səʊʃəl/ʌn,jʊ:ʒʊəl 'aʊəz/ /'wɜ:kɪŋ ,aʊəz/	Stunden Überstunden  außerhalb der normalen Arbeitszeit  Arbeitszeit/-stunden	We'll need everyone in the department to work <b>extra hours</b> to get this order ready by the end of the week.  We get paid extra for working <b>unsocial hours</b> .  Staff aren't supposed to leave the hotel during <b>working hours</b> .
<b>including</b> (prep)	/ɪn'klu:dɪŋ/	einschließlich, inklusive	Four more countries applied to join the EU, <b>including</b> Sweden and Austria.
<b>labour</b> (n)	/'leɪbə/	(hier:) Arbeitskräfte	We want to locate the factory where there is a plentiful supply of cheap <b>labour</b> .

<b>limit</b> (v)	/'lɪmɪt/	begrenzen, beschränken	The new laws should <b>limit</b> environmental damage.
<b>lorry</b> (n)	/'lɒrɪ/	LKW, Lastwagen	The southbound M42 has been blocked by an overturned <b>lorry</b> .
<b>maintenance</b> (n)	/'meɪntənəns/	Instandhaltung(sarbeiten)	A wooden boat requires much more <b>maintenance</b> than a fibreglass one.
<b>management</b> (n)	/'mænɪdʒmənt/	Management, Handhabung	Today's Herald includes an attack on the government's <b>management</b> of the economy.
<b>monastery</b> (n)	/'mɒnəstri/	Kloster	The honey comes from a local <b>monastery</b> .
<b>opportunity</b> (n) opportunity for sth	/ɒpə'tju:nəti/ /ɒpə'tju:nəti fə sʌmθɪŋ/	Gelegenheit, Chance Chance für etw., Gelegenheit für etw.	The programme gives employees an <b>opportunity</b> for career advancement.
<b>outside</b> (prep) (opposite = <b>inside</b> ) outside normal working hours	/aʊt'saɪd/ /aʊt,sɑɪd nɔ:məl 'wɜ:kɪŋ ,aʊəz/	außerhalb (Gegenteil = innerhalb) außerhalb der normalen Arbeitszeit	We back up the computer network <b>outside normal working hours</b> .
<b>overtime</b> (n)	/'əʊvətɑɪm/	Überstunden	Last week I worked fifteen hours <b>overtime</b> .
<b>participate in sth</b> (phr v)	/pɑ:'tɪsɪpeɪt ɪn sʌmθɪŋ/	teilnehmen an etw.	The rebels have agreed to <b>participate in</b> the peace talks.
<b>part-time</b> (adj) (opposite = <b>full-time</b> ) part-time workers	/pɑ:t'taɪm/ /pɑ:t'taɪm ,wɜ:kəz/	Teilzeit (Gegenteil = Vollzeit) Teilzeitarbeiter/in	We employ <b>part-time workers</b> at weekends and for special events like concerts.
<b>personal life</b> (n)	/'pɜ:sənəl/ /,pɜ:sənəl 'laɪf/	Privatleben	I've worked with Helen for five years but I know nothing about her <b>personal life</b> .
<b>policy</b> (n)	/'pɒləsi/	Strategie, Grundsatz, Leit-	What is the party's <b>policy</b> on immigration?

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<b>popular</b> (adj) (opposite = <b>unpopular</b> ) be popular/unpopular with sb	/ˈpɒpjʊ:lə/ /bi: 'pɒpjʊ:lə wɪθ ɪˌsʌmbədi/	beliebt (Gegenteil = unbeliebt) beliebt / unbeliebt bei jdm. sein	The new incentive scheme <b>is not very popular</b> with some of our staff.
<b>potential</b> (adj)	/pə'tenʃəl/	potenziell, möglich	The disease is a <b>potential</b> killer.
<b>pressure</b> (n) take the pressure off sb	/'preʃə/ /teɪk ɒf 'preʃə ɒf ɪˌsʌmbədi/	Druck den Druck von jdm. nehmen	Steve rang to say they don't need the sensors till next week so that should <b>take the pressure off us</b> .
<b>productive</b> (adj) (opposite = <b>unproductive</b> )	/prə'dʌktɪv/	produktiv (Gegenteil = unproduktiv)	You'll be a lot more <b>productive</b> when you've had a good night's sleep.
<b>professional</b> (adj) (opposite = <b>unprofessional</b> )	/prəˌfeʃənəl/	professionell (Gegenteil = unprofessionell)	They did a thoroughly <b>professional</b> job.
<b>public holiday</b> (n)	/ˌpʌblɪk 'hɒlɪdeɪ/	gesetzlicher Feiertag	The office is closed on <b>public holidays</b> .
<b>qualify for sth</b> (phr v)	/'kwɒlɪfaɪ fə ɪˌsʌmθɪŋ/	sich für etw. qualifizieren	To <b>qualify for</b> Olympic status, a sport must be played in 50 countries and on three continents.
<b>rates</b> (n pl)	/reɪts/	(hier:) Gebühr, Geldbetrag	They charge reduced <b>rates</b> for children and senior citizens.
<b>record</b> (n) keep a record	/'rekɔ:d/ /ki:p ə 'rekɔ:d/	Aufzeichnung Aufzeichnung machen	Try to <b>keep a record</b> of everything you eat this week.
<b>record</b> (v)	/re'kɔ:d/	aufzeichnen, festhalten	They were asked to <b>record</b> the time at which the attack happened.
<b>recruit</b> (v)	/rɪ'kru:t/	einstellen	We're currently <b>recruiting</b> part-time workers for the summer season.

<b>representative</b> (n)	/reprɪ'zɛntətɪv/	(Stell-)Vertreter/in, Repräsentant/in	The new government sent a <b>representative</b> to the talks.
<b>responsible</b> (adj) (opposite = <b>irresponsible</b> )	/rɪs'pɒnsəbəl/	(hier:) verantwortungs- bewusst (Gegenteil = verant- wortungslos)	She may be only 14, but she's very <b>responsible</b> .
<b>retired</b> (adj)	/rɪ'taɪəd/	pensioniert, in Rente	The ticket office is run by a <b>retired</b> teacher.
<b>review</b> (v)	/rɪ'vjuː/	(über)prüfen	The progress of each child must be regularly <b>reviewed</b> .
<b>reward</b> (v)	/rɪ'wɔːd/	belohnen	I'd like to <b>reward</b> Sam for all his hard work.
<b>save sth up, save up sth</b> (phr v)	/'seɪv ɪsəmθɪŋ ʌp, 'seɪv ʌp ɪsəmθɪŋ/	sammeln, sparen	You <b>save up</b> the tokens to get a prize.
<b>season</b> (n)	/'siːzən/	Saison, Zeitraum	It's the peak of the holiday <b>season</b> , so the roads will be busy.
<b>see</b> (v) see how it goes	/siː/ /siː haʊ ɪt 'gəʊz/	schauen, sehen, verstehen schauen wie es läuft	I think he should start going to school by bus and we'll <b>see how it goes</b> .
<b>share</b> (v)	/'ʃeə/	teilen, gemeinsam nutzen	There's only one copy left, so we'll have to <b>share</b> .
<b>strict</b> (adj)	/strikt/	streng, strikt	They operate within <b>strict</b> time limits.
<b>time off</b> (n)  time off in lieu	/taɪm 'ɒf/  /taɪm 'ɒf ɪn ljuː/	(arbeits)freie Zeit  Freizeitausgleich	Can I have some <b>time off</b> next week? My mother is coming to stay.  If you work this weekend, you can have some <b>time off in lieu</b> .
<b>traditionally</b> (adv)	/trə'dɪʃənli/	traditionell, üblicherweise	<b>Traditionally</b> , the bride's parents pay for a wedding.

<b>training</b> (n)	/'treɪnɪŋ/	Schulung, Einweisung, Instruktionen	Employees are given <b>training</b> in the use of safety equipment.
<b>try sth out</b> (phr v)	/traɪ ˌsʌmθɪŋ 'aʊt/	etw. ausprobieren	We're <b>trying out</b> a new security system.
<b>vary</b> (v)	/'veəri/	variieren	Prices <b>vary</b> according to the size of the job.
<b>workforce</b> (n)	/'wɜ:kf ɔ:s/	Belegschaft, (Gesamtheit der) Mitarbeiter	Over 70% of the company's <b>workforce</b> commutes by train.
<b>working conditions</b> (n pl)	/'wɜ:kɪŋ kən,dɪʃənz/	Arbeitsbedingungen	The strikers are demanding better <b>working conditions</b> .
<b>working hours</b> (n pl)	/'wɜ:kɪŋ ,aʊəz/	Arbeitszeit/-stunden	I earn more in my new job but the <b>working hours</b> are much longer.