

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

## Case Study: Virtual Working Solutions

headword	pronunciation	translation/notes	example sentence
<b>accident</b> (n)	/ˈæksɪdənt/	Unfall	The <b>accident</b> was caused by ice on the road.
<b>balance</b> (v)	/ˈbæləns/	(hier:) berücksichtigen	We have to <b>balance</b> the needs and tastes of all our customers.
<b>beat</b> (v)	/bi:t/	(hier:) etw. umgehen	I set off for work at 6.30 to <b>beat</b> the morning rush hour.
<b>Buddhist</b> (n)	/ˈbʊdɪst/	Buddhist	Many <b>Buddhists</b> do physical exercise to help them meditate.
<b>candidate</b> (n)	/ˈkændɪdeɪt/	Kandidat/in; Bewerber/in	We are interviewing two <b>candidates</b> for the post tomorrow.
<b>career</b> (n)	/kəˈrɪə/	Beruf, Arbeit (Karriere)	I'm just discovering the problems of combining a <b>career</b> and a family.
<b>child care</b> (n)	/ˈtʃaɪld ˌkeə/	Kinderbetreuung	I spend more than half my salary on <b>child care</b> .
<b>close sth down</b> (phr v)	/kləʊz ˌsʌmθɪŋ ˈdaʊn/	etw. schließen, zumachen	We had to <b>close down</b> the factory.
<b>colleague</b> (n)	/ˈkɒli:g/	Kollege, Kollegin	Friends and <b>colleagues</b> will remember him with affection.
<b>commission</b> (v)	/kəˈmɪʃən/	beauftragen, in Auftrag geben, anfordern	We have <b>commissioned</b> a full survey of the property.

<b>communication</b> (n) face-to-face communication	/kə,mju:ni'keɪʃən/ /feɪstə'feɪs kəmju:ni,keɪʃən/	Kontakt, Verbindung Gespräch unter vier Augen, direkter Austausch	She has no <b>communication</b> with her family. My job involves a lot of <b>face-to-face communication</b> so my drama degree has been useful.
<b>commute</b> (v)	/kə'mju:t/	pendeln (zwischen Orten)	He <b>commutes</b> from York to London three times a week.
<b>conduct</b> (v)	/kən'dʌkt/	aus-, durchführen	The interview <b>was conducted</b> by telephone.
<b>connect to sth</b> (phr v)	/kə'nekt tə ˌsʌmθɪŋ/	sich mit etw. verbinden	Your modem enables you to <b>connect to the Internet</b> .
<b>corporation</b> (n)	/ˌkɔ:pə'reɪʃən/	Unternehmen, Firma, Gesellschaft	Many of the teams are sponsored by American tobacco <b>corporations</b> .
<b>costs</b> (n pl) cut costs	/kɒsts/ /kʌt 'kɒsts/	Kosten Kosten senken	New technology has helped us to <b>cut costs</b> .
<b>credit crunch</b> (n) beat the credit crunch	/'kredɪt krʌŋʃ/ /bi:t ʔə 'kredɪt krʌŋʃ/	Kreditklemme die Kreditklemme umgehen	<b>Beat the credit crunch</b> with this fantastic holiday deal!
<b>danger</b> (n) a danger of (doing) sth	/'deɪŋdʒə/ /ə 'deɪŋdʒə əv du:ɪŋ ˌsʌmθɪŋ/	Gefahr die Gefahr, dass etw. eintritt	There's <b>a danger of Anja losing her job</b> because she's been late so many times this month.
<b>disabled</b> (adj)	/dɪs'eɪbəld/	behindert	These spaces are reserved for <b>disabled</b> drivers and passengers.
<b>distraction</b> (n)	/dɪs'trækʃən/	Ablenkung	I can't do my homework in the living room - there are too many <b>distractions</b> .
<b>employee</b> (n)	/ɪm'plɔ:ɪ/	Angestellte/r	All <b>employees</b> will receive a bonus next month.

<b>experiment</b> (n)	/ek'sperɪmənt/	Experiment	We're running an <b>experiment</b> to see how many students are colour-blind.
<b>face-to-face</b> (adj) face-to-face meeting	/feɪstə'feɪs/ /feɪstə'feɪs ,mi:tɪŋ/	unter vier Augen, direkt ein Treffen unter vier Augen	I don't like conference calls. I prefer <b>face-to-face meetings</b> .
<b>flexibility</b> (n) (opposite = <b>inflexibility</b> )	/ˌfleksɪ'bɪləti/	Flexibilität (Gegenteil = mangelnde Flexibilität, Starrheit)	<b>Flexibility</b> is a very important quality for a teacher.
<b>flexible</b> (adj) (opposite = <b>inflexible</b> )	/'fleksɪbəl/	flexible (Gegenteil = unflexibel, starr)	The job offers <b>flexible</b> working hours.
<b>gossip</b> (n)	/'ɡɒsɪp/	Klatsch, Tratsch	Most office <b>gossip</b> isn't true.
<b>hot desking</b> (n)	/hɒt 'deskɪŋ/	Arbeitsplatzoptimierung, bei der Mitarbeiter keine festen Büroarbeitsplätze haben, sondern die jeweils freien Plätze belegen	<b>Hot desking</b> has not been very popular because people object to clearing their desk at the end of the day.
<b>interruption</b> (n)	/ɪntə'rʌpʃən/	Unterbrechung	I haven't done any work this morning. There's been one <b>interruption</b> after another!
<b>isolation</b> (n)	/aɪsə'leɪʃən/	Isolierung, Trennung	<b>Isolation</b> from family and friends can lead to feelings of anxiety.
<b>IT</b> (n) (= Information Technology)	/aɪ'ti:/	IT (= Informations- technologie)	I had to ring the <b>IT</b> department because I couldn't pick up my e-mail.
<b>journey</b> (n)	/'dʒɜːni/	Reise	It's a seven-hour <b>journey</b> to Boston from here.
<b>laptop</b> (n)	/'læptɒp/	Laptop	I often work on my <b>laptop</b> on the train home from work.
<b>life and soul</b> (n) be the life and soul of sth	/laɪf ən 'səʊl/	Leben und Seele die Stimmungskanone sein	I'm glad Mike's coming. <b>He's</b> always <b>the life and</b>

	/bi: ðə laɪf ən 'səʊl əv ˌsʌmθɪŋ/		<b>soul of any occasion.</b>
<b>meditate</b> (v)	/'medɪteɪt/	meditieren, nachdenken	I like to <b>meditate</b> for ten minutes before starting work.
<b>monitor</b> (v)	/'mɒnɪtə/	verfolgen, überwachen	Staff will <b>monitor</b> his progress.
<b>multinational</b> (n)	/mʌltnɪ'næʃənəl/	multinationale Unternehmensgruppe, Multi	<b>Multinationals</b> such as Opel and Siemens market their products all over the world.
<b>network</b> (n)	/'netwɜ:k/	Netzwerk, Network	I can log on to the company's <b>network</b> from my home computer.
<b>office space</b> (n)	/'ɒfɪs speɪs/	Bürofläche	Hot desking can help companies make more efficient use of <b>office space</b> .
<b>online</b> (adv) (opposite = <b>offline</b> )	/'ɒnlaɪn/	online (Gegenteil = offline)	Just go <b>online</b> and order it.
<b>organiser</b> (n)	/'ɔ:gənəɪzə/	Organisierer/in	You should ask Zara to help - she's a great <b>organiser</b> .
<b>performance</b> (n)	/pə'fɔ:məns/	(hier:) Leistung	A healthy diet can improve a child's <b>performance</b> in school.
<b>pilot project</b> (n)	/'paɪlət ˌprɒdʒekt/	Pilotprojekt	In a <b>pilot project</b> 100 people received the vaccination.
<b>politics</b> (n) office politics	/'pɒlətɪks/ /,ɒfɪs 'pɒlətɪks/	Politik Büroklüngelei	Now that I'm self-employed, I don't have to worry about <b>office politics</b> .
<b>priority</b> (n) in order of priority	/praɪ'ɒrəti/ /ɪn ˌɔ:də əv praɪ'ɒrəti/	Priorität, Dringlichkeit nach Dringlichkeit bzw. Wichtigkeit	List the jobs that still need to be done <b>in order of priority</b> .
<b>promotional</b> (adj)	/'prɒ'məʊʃənəl/	werblich, Werbe-	Working from home gives you more flexibility but can mean you reduce your <b>promotional</b>

			opportunities.
<b>recession</b> (n)	/rɪ'seʃən/	Rezession	It will be much harder to sell your house in this <b>recession</b> .
<b>remotely</b> (adv)	/rə'məʊtli/	aus der Ferne, Fern-	We held the interviews <b>remotely</b> and saved the cost of the candidates' plane fares.
<b>remote working</b> (n)	/rə,məʊt 'wɜ:kɪŋ/	(hier:) Heimarbeit	More and more companies are reducing their office costs by encouraging staff to try <b>remote working</b> .
<b>run</b> (v) run smoothly	/rʌn/ /rʌn 'smu:ðli/	(ab-)laufen, funktionieren glatt laufen	How did the seminar go? Did everything <b>run smoothly</b> ?
<b>satisfaction</b> (n) (opposite = <b>dissatisfaction</b> )  work satisfaction	/sætɪs'fækʃən/ /,wɜ:k sætɪs'fækʃən/	Zufriedenheit (Gegenteil = Unzufriedenheit) Zufriedenheit mit der Arbeit	<b>Work satisfaction</b> has always been more important to me than a large salary.
<b>shortlist</b> (n)	/'ʃɔ:tlɪst/	Liste derjenigen, die in der engeren Wahl sind	There are six authors on the <b>shortlist</b> for this year's prize.
<b>sick</b> (adj) time off sick	/sɪk/ /taɪm ɒf 'sɪk/	krank krankheitsbedingt bei der Arbeit fehlen	Over half our employees have had <b>time off sick</b> this week.
<b>stress</b> (n)	/stres/	Stress	Carol's been under a lot of <b>stress</b> lately.
<b>survey</b> (n)	/'sɜ:veɪ/	Erhebung, (Markt-)Umfrage	We carried out a <b>survey</b> of local housing needs.
<b>survive</b> (v)	/sɜ:'vaɪv/	überleben, -stehen	Only one of the museum's paintings <b>survived</b> the fire.
<b>telecommuting</b> (n)	/,telɪkə'mju:tɪŋ/	Pendeln zwischen Anbietern von Telekommunikation	The recent increase in <b>telecommuting</b> has created more work for our IT department.
<b>telework</b> (n)	/'telɪwɜ:k/	Telearbeit	<b>Telework</b> is becoming more popular as employees

			realise how much time they save by not having to travel to and from work.
<b>time</b> (n) in difficult times	/taɪm/ /ɪn ˌdɪfɪkəlt 'taɪmz/	Zeit In schwierigen Zeiten	This is our chance to repay him for all the help he gave us <b>in difficult times</b> .
<b>traffic jam</b> (n)	/'træfɪk jæm/	Verkehrsstau	I had to drive home the long way because there was a <b>traffic jam</b> on the motorway.
<b>video-conference</b> (n)	/'vɪdɪəʊ,kɒnfərəns/	Videokonferenz	Every Tuesday we hold a <b>video-conference</b> with our US sales department.
<b>virtual</b> (adj)	/'vɜːtʃʊəl/	virtuell	The game has become very popular with the <b>virtual</b> community.
<b>web conferencing</b> (n)	/web 'kɒnfərənsɪŋ/	Webkonferenzen durchführen	A company which specialises in <b>web conferencing</b> set us up with all the technology we needed to communicate remotely.