

Word	Phonetics	Translation (German)	Definition	Example Sentence
Unit 1				
alphabet	/ˈælfəbet/	Alphabet	(noun [countable]) a set of letters in a particular order that are used for writing a language	There are 26 letters in the English alphabet.
capital letter	/ˈkæpɪt(ə)lˌletə(r)/	Großbuchstabe	(noun [countable]) the large form of a letter, for example 'A' or 'B', that you use at the beginning of a sentence or name	Use a capital letter for the first letter of a first name or surname.
chairman	/ˈtʃeə(r)mən/	Vorsitzender	(noun [countable]) the person who is in charge of a meeting or committee	This is Bob Wiley. He's our chairman.
colleague	/ˈkɒliːg/	Kollege/Kollegin	(noun [countable]) someone who works in the same organization or department as you	That's Sara. She's my colleague.
committee	/kəˈmɪti/	Ausschuss, Gremium, Komitee	(noun [countable]) a group of people who represent a larger group or organization and are chosen to do a particular job	It's great to meet you. This is our committee.
company	/ˈkʌmp(ə)ni/	Firma	(noun [countable]) an organization that provides services, or that makes or sells goods for money	My company is Springleigh. It's a design company.
contact	/ˈkɒntækt/	Kontakt aufnehmen	(verb [transitive]) to write to someone or talk to them on the telephone	Our team is ready to help you. Contact us now!
conversation	/ˌkɒnvə(r)ˈseɪʃ(ə)n/	Gespräch, Austausch	(noun [countable]) a talk between two or more people, usually a private and informal one	Let's have a conversation about networking.
correct	/kəˈrekt/	korrekt, richtig	(adjective) right according to the facts, with no mistakes	And your name is Henley. Is that correct?
desk	/desk/	Schalter	(noun [countable]) a place that provides information or a service, for example in a hotel or at an airport	You can register for the networking event at the desk next to the entrance.
enjoy	/ɪnˈdʒɔɪ/	etw. genießen	(verb [transitive]) to get pleasure from something	We hope that you enjoy the networking event!
event	/ɪˈvent/	Veranstaltung	(noun [countable]) an organized occasion such as a party or sports competition	Welcome to our event. Can I take your name please?
first name	/ˈfɜː(r)stˌneɪm/	Vorname	(noun [countable]) the name that comes before your family name	My first name is Javier, and my surname is Santos.
good	/ɡʊd/	gut (good to meet you = ich freue mich, Sie/dich kennenzulernen)	(adjective) giving you a happy or pleasant feeling	Good to meet you, Janek.
introduce	/ɪntrəˈdjuːs/	jmdn. vorstellen	(verb [transitive]) to tell someone another person's name when they meet for the first time	Juan introduces Sara to Carolina.
introduction	/ɪntrəˈdʌk(ə)n/	Vorstellung, Bekanntmachung	(noun [countable]) the process of telling someone another person's name when they meet for the first time	In introductions we use phrases like 'Nice to meet you'.
letter	/ˈletə(r)/	Buchstabe	(noun [countable]) a written symbol that is used to represent a sound used in speech	There are three letters in the word 'yes'.
manager	/ˈmænɪdʒə(r)/	Manager/-in, Führungskraft	(noun [countable]) someone whose job is to organize and control the work of a business or organization or a part of it	Is your manager here?
networking	/ˈnetˌwɜː(r)kɪŋ/	Networking, Kontakte knüpfen	(noun [uncountable]) the activity of meeting and talking to people to exchange information and advice about work or interests	Welcome to our networking event.
nice to meet you	/ˈnaɪs təˌmiːt juː/	ich freue mich, Sie/dich kennenzulernen	(phrase) used for greeting someone when you meet them for the first time, or for saying goodbye to them on that occasion	Nice to meet you. I'm Sebastian.
offer	/ˈɒfə(r)/	anbieten (ermöglichen)	(verb [transitive]) to let someone know that you will give them something if they want it	The Teambuilding Company offers you a great team-building experience.
question	/ˈkwɛstʃ(ə)n/	Frage	(noun [countable]) something that someone asks you when they want information	Please contact us with any questions or ideas for our next networking event.
register	/ˈredʒɪstə(r)/	sich anmelden	(verb [intransitive]) to put your name and other information on an official list in order to be allowed to vote, study, stay in a hotel, etc	Please register at the desk.
remember	/rɪˈmembə(r)/	sich erinnern	(verb [intransitive/transitive]) to bring a fact back into your mind that you knew before	Remember – talk to everyone.
secretary	/ˈsekɹətri/	Sekretär/in	(noun [countable]) the member of a committee who writes letters and keeps records of meetings	This is Jane Gomez. She's our secretary.
spell	/spel/	buchstabieren	(verb [transitive]) to say or write the letters of a word in the correct order	Can you spell that please? Sure, it's K – I – E – R – A – N.
surname	/ˈsɜː(r)ˌneɪm/	Familienname	(noun [countable]) the name that you share with other members of your family. In English it is the last part of your full name	Can you spell your surname please? Certainly. It's G – A – L – E.
team	/tiːm/	Team, Mannschaft	(noun [countable]) a group of people who work together	We can help you with all your team-building needs – from meeting people to building new teams for your company.
welcome	/ˈwelkəm/	willkommen	(interjection) used for saying that you are pleased someone has come to a place	Welcome to A–Z Networking and welcome to our networking event.
Unit 2				

Word	Phonetics	Translation (German)	Definition	Example Sentence
always	/ˈɔ:lweɪz/	immer, stets	(adverb) on every occasion	We always have a team meeting at 10 am.
between	/biˈtwi:n/	zwischen	(preposition) in the period after one time or event and before the next, or within a range of numbers	She has between 6 and 12 meetings a week.
busy	/ˈbɪzi/	beschäftigt	(adjective) having a lot of things to do	I'm busy. I have a lot of emails to read.
calendar	/ˈkælɪndə(r)/	Kalender	(noun [countable]) a set of pages showing the days, weeks and months of a particular year	I check my calendar every day.
check	/tʃek/	prüfen, nachschauen	(verb [transitive]) to look at writing or pictures in order to get information about something	She doesn't check her emails in the morning.
email	/ˈi:meɪl/	E-Mail	(noun [countable]) messages that are sent from one computer to another	I receive 20 emails an hour.
half	/hɔ:f/	halb	(noun [countable]) used in numbers, measurements and ages to mean ½	I finish work at half past five.
have	/hæv/	haben (zu sich nehmen)	(verb [transitive]) to eat or drink something	I have lunch at 12 pm.
hour	/ˈaʊə(r)/	Stunde	(noun [countable]) a period of time that consists of 60 minutes	He receives 40 emails an hour.
important	/ɪmˈpɔ:(r)t(ə)nt/	wichtig	(adjective) something that is important has a major effect on someone or something	Talking is very important for business people.
leave	/li:v/	weggehen, -fahren	(verb [intransitive/transitive]) to go away from a place	I leave work at six o'clock.
long	/lɒŋ/	lang	(adjective) lasting for a large amount of time	I make four phone calls a day, but they're long.
make	/meɪk/	machen, tun	(verb [transitive]) used with some nouns for showing that someone performs the action referred to by the noun	They don't make any phone calls.
meet	/mi:t/	sich treffen, sehen	(verb [intransitive/transitive]) to come together in order to talk to someone who you have arranged to see	Hi Dietmar, can we meet early tomorrow morning?
meeting	/ˈmi:tiŋ/	Besprechung, Termin	(noun [countable]) an occasion when people gather to discuss things and make decisions, either in person or using phones, the Internet, etc	She has a meeting every morning.
past	/pɑ:st/	nach	(preposition) used for saying what time it is when it is not more than thirty minutes after one, two, etc o'clock	The time is ten past three.
phone call	/ˈfəʊn.kɔ:l/	Anruf	(noun [countable]) an act of telephoning someone	She also makes and receives around 15 phone calls a day.
quarter	/ˈkwɔ:(r)tə(r)/	Viertel	(noun [countable]) one of four periods of 15 minutes that an hour is divided into when you are telling the time	I start work at quarter past nine.
receive	/rɪˈsi:v/	erhalten, bekommen	(verb [transitive]) to get something that someone gives or sends to you	I receive ten emails a day.
reply	/rɪˈplai/	antworten, erwidern	(verb [transitive]) to say, write or do something as an answer	She receives about 20 emails an hour but only replies to ten.
research	/rɪˈsɑ:(r)tʃ/	(wiss.) Untersuchung, Forschung	(noun [uncountable]) the detailed study of something in order to discover new facts	Research shows that business people spend 18 minutes an hour at work talking.
routine	/ruːˈti:n/	Routine	(noun [countable/uncountable]) your usual way of doing things, especially when you do them in a fixed order at the same time	The only routine with me is no routine at all.
send	/send/	(ver)schicken	(verb [transitive]) to arrange for a message to be delivered to a person by email	I send 30 emails a day.
start	/stɑ:(r)t/	anfangen, beginnen	(verb [intransitive/transitive]) used for saying that someone begins to do something	When do you start work?
talk	/tɔ:k/	sprechen, reden	(verb [transitive]) to use words to communicate	With all this time talking, how do business people have time to work?
text message	/ˈtekst_mesɪdʒ/	SMS	(noun [countable]) a written message that you send or receive using a mobile phone	I receive three text messages an hour from Dietmar.
week	/wi:k/	Woche	(noun [countable]) a period of seven days, usually counted from a Sunday	How many meetings do you have a week?
work	/wɜ:(r)k/	Arbeit	(noun [uncountable]) a job that someone is paid to do	I start work at 8 am.
Scenario E				
airport	/ˈeə(r),pɔ:(r)t/	Flughafen	(noun [countable]) a place where planes arrive and leave	A taxi will meet you at the airport.
arrive	/əˈraɪv/	ankommen	(verb [intransitive]) to reach a place, after having been somewhere else	You arrive at London Heathrow Airport on Monday 16th May at 11.30 am.
breakfast	/ˈbrekfəst/	Frühstück	(noun [countable/uncountable]) the first meal you have in the morning	Breakfast starts at 7.30 and finishes at 10 am.
café	/ˈkæfeɪ/	Café	(noun [countable]) an informal restaurant where you can get simple cheap meals and drinks	There's a café on the ground floor.
close	/kləʊz/	schließen	(verb [intransitive/transitive]) to stop doing business at regular times or temporarily	The restaurant closes at 11.30.
detail	/ˈdi:teɪl/	Einzelheit	(noun [countable]) one of many small facts or pieces of information relating to a situation	I've now got the details about your visit to London.
guest	/gest/	Gast	(noun [countable]) someone who is paying to stay at a hotel or eat in a restaurant	I'm a guest at The Western Hotel.

Word	Phonetics	Translation (German)	Definition	Example Sentence
gym	/dʒɪm/	Fitnessstudio, -raum (Turnhalle)	(noun [countable]) a building or club where you go to do physical exercises, swim and play sports	Is the gym open now?
hotel	/həʊ'tel/	Hotel	(noun [countable]) a building where you pay to stay in a room and have meals	Good afternoon sir. Welcome to The Western Hotel.
lift	/lɪft/	Aufzug	(noun [countable]) a machine that carries people up or down between different levels of a tall building	The restaurant is next to the lifts.
open	/'əʊpən/	öffnen	(verb [intransitive/transitive]) if a shop or public building opens at a particular time, or if someone opens it, it regularly becomes available for people to visit or use at that time	The restaurant opens at seven o'clock this evening.
product	/'prɒdʌkt/	Produkt	(noun [countable]) something that is made, grown or obtained in large quantities so that it can be sold	Our new product is Bubble tea.
receptionist	/'rɪ'sep(ə)nɪst/	Empfangschef, -dame	(noun [countable]) someone who works in reception at a hotel or office	I'm a hotel receptionist.
restaurant	/'rest(ə)rɒnt/	Restaurant	(noun [countable]) a building or room where meals and drinks are sold to customers sitting at tables	The restaurant is on the fifth floor.
Unit 3				
answer	/'ɑ:nsə(r)/	(be)antworten (Tür: aufmachen)	(verb [intransitive/transitive]) to come to the door when someone calls at your house, or pick up the phone when it rings	She answers the phone.
big	/'bɪg/	groß	(adjective) large in size	How big is your company?
boss	/'bɒs/	Boss, Chef/-in	(noun [countable]) the person who is in charge of you at work	I have a meeting with my boss in the morning.
construction	/'kɒn'strʌk(ə)n/	Bau	(noun [uncountable]) the work or business of building things, especially houses and other buildings	I'm in the construction sector.
current	/'kʌrənt/	gegenwärtig, derzeit(ig)	(adjective) happening or existing now	My current job is in human resources.
customer	/'kʌstəmə(r)/	Kunde/Kundin	(noun [countable]) a person or company that buys goods or services	I serve customers in first class.
designer	/'dɪ'zʌɪnə(r)/	Designer/-in	(noun [countable]) someone whose job is to decide how to make things or to decide their shape or appearance	I'm a website designer.
drive	/'draɪv/	fahren	(verb [intransitive/transitive]) to control a vehicle so that it moves somewhere	He drives people around the city.
driver	/'draɪvə(r)/	Fahrer/-in	(noun [countable]) someone who drives a vehicle, especially as their job	I'm a taxi driver. I drive people around the city.
employee	/'ɪm'plɔɪ:/	Arbeitnehmer/-in, Mitarbeiter/-in	(noun [countable]) someone who is paid regularly to work for a person or an organization	The company has 100 employees.
energy	/'enə(r)dʒi/	Energie, Versorgung	(noun [uncountable]) a form of power such as electricity, heat or light that is used for making things work	I work in the energy sector. I'm a gas engineer.
engineer	/'endʒɪ'nɪə(r)/	Ingenieur/-in	(noun [countable]) someone who designs or builds things such as roads, railways, bridges or machines	Marco is an engineer. He fixes computer systems.
finance	/'faɪnæns/	Finanzen	(noun [uncountable]) decisions on how money is spent or invested	I work in finance. I work for Acorn Bank.
fix	/'fɪks/	reparieren	(verb [transitive]) to repair something	He fixes computers.
flight attendant	/'flaɪt ə'tendənt/	Flugbegleiter/-in	(noun [countable]) someone whose job is to look after passengers on a plane	I'm a flight attendant. I serve customers in first class.
human resources	/'hju:mən rɪ'zɔ:(r)ɪsɪz/	Personal(bereich)	(noun [uncountable]) the department within a company that is responsible for employing and training people, and for looking after workers who have problems	Liv is a human resources manager. She trains new staff.
marketing	/'mɑ:(r)kɪtɪŋ/	Marketing	(noun [uncountable]) the ways in which a company encourages people to buy its products by deciding on price, type of customer and advertising policy	I work in the marketing department of a large bank.
plan	/'plæn/	planen	(verb [intransitive/transitive]) to think carefully about a series of actions that you need to take in order to do something	She plans sales and works with marketing staff.
retail	/'ri:teɪl/	Einzelhandel	(noun [uncountable]) the sale of goods directly to the public for their own use	I'm in retail. My company has 5,000 stores worldwide.
sales	/'seɪlz/	Absatz, Vertrieb, Verkauf	(noun [plural]) the total number of things that a company sells within a particular period of time, or the money that it earns by selling things	I work in sales. I sell our company's products all around the country.
speak	/'spi:k/	sprechen, reden	(verb [transitive]) to be able to talk in a particular language	Can you speak Spanish?
staff	/'stɑ:f/	Mitarbeiter, Personal	(noun [singular/uncountable]) the people who work for a particular company, organization, or institution	She trains new staff.
technician	/'tek'nɪj(ə)n/	Techniker/-in	(noun [countable]) someone with technical training whose job involves using special equipment or machines	I'm a technician. I fix computers.
telecoms	/'telɪkɒmz/	Telekommunikation	(noun [uncountable]) the business and technology of sending information by telephone, radio, or television	I work in telecoms.
tourism	/'tʊəɪz(ə)m/	Tourismus	(noun [uncountable]) the business of providing services for people who are travelling for their holiday	I'm in tourism. I work for Gulf Air.
train	/'treɪn/	ausbilden, schulen	(verb [transitive]) to learn how to do a particular job or activity	I'm a human resources manager. I train staff.

Word	Phonetics	Translation (German)	Definition	Example Sentence
training	/ˈtreɪnɪŋ/	Ausbildung, Schulung	(noun [uncountable]) the process of training people or of being trained for a profession or activity	I organize company training sessions.
website	/ˈwebˌsaɪt/	Webseite	(noun [countable]) a place on the Internet where information is available about a subject or organization	The company has a new website.
work	/wɜː(r)k/	arbeiten	(verb [intransitive]) to have a job, usually one that you are paid to do	Where do you work?
Unit 4				
afternoon	/ˌɑːftə(r)ˈnuːn/	Nachmittag	(noun [countable/uncountable]) the period of time between the middle of the day and the beginning of the evening	Can we meet in the afternoon?
anniversary	/ˌæniˈvɜː(r)s(ə)ri/	Jahrestag, Jubiläum	(noun [countable]) a date when you celebrate something that happened in a previous year that is important to you	My wedding anniversary is on the 18th of August.
anything	/ˈeniˌθɪŋ/	(irgend)etwas	(pronoun) used instead of 'something' when saying or asking whether there is one thing or even a small amount of something	Is there anything else I can help you with?
available	/əˈveɪləb(ə)l/	verfügbar	(adjective) not too busy to do something	I'll just check if he's available.
back	/bæk/	zurück/wieder da (sein)	(adverb) returning to a place or position	When will Mr González be back?
birthday	/ˈbɜː(r)θdeɪ/	Geburtstag	(noun [countable]) the day each year that has the same date as the one on which you were born	My birthday's on the 3rd of April.
bonus	/ˈbɒnəs/	Bonus, Erfolgszahlung	(noun [countable]) extra money that you are paid in addition to your usual salary	I get my bonus on the 6th of November.
call	/kɔːl/	anrufen	(verb [intransitive/transitive]) to telephone someone	Can I ask who's calling?
change	/tʃeɪndʒ/	ändern	(verb [intransitive/transitive]) to become different, or to make someone or something different	Can I change the date for our next meeting?
check	/tʃek/	prüfen, nachschauen	(verb [transitive]) to examine something in order to find out whether it is how it should be	The 18th of August. I think that's okay. Let me check.
cook	/kʊk/	kochen	(verb [intransitive/transitive]) to prepare food and heat it so that it is ready to eat	I cook dinner every Wednesday evening.
double	/ˈdʌb(ə)l/	zweimal, doppelt	(adjective) consisting of two things or parts of the same type	The number is zero one six four three two zero six double four nine.
early	/ˈɜː(r)li/	früh(er)	(adjective) near the beginning of a period of time	It's okay for you to leave early tomorrow.
evening	/ˈiːvnɪŋ/	Abend	(noun [countable/uncountable]) the part of the day between the end of the afternoon and night, including the time when the sun goes down	I'm available in the evening of the 18th. John is going to be late today. I get the feeling the meeting will be cancelled.
feeling	/ˈfiːlɪŋ/	Gefühl, Eindruck	(noun [countable]) an opinion that you have about something	I'm free on Thursday morning.
free	/friː/	frei, verfügbar	(adjective) available to see someone, do something, or go somewhere	Good morning, Parasol, how can I help you?
help	/help/	helfen	(verb [intransitive/transitive]) to give someone support or information so that they can do something more easily	Good morning, international sales. How can I help you?
international	/ˌɪntə(r)ˈnæʃ(ə)nəl/	international	(adjective) involving several countries, or existing between countries	I can't meet in the morning. I have a meeting.
morning	/ˈmɔː(r)nɪŋ/	Morgen	(noun [countable/uncountable]) the part of the day from when the sun rises until midday	See you on Tuesday night.
night	/naɪt/	Nacht (Abend)	(noun [countable/uncountable]) the part of each 24-hour period when it is dark	A: Can I change the date for our meeting? B: Sure, no problem.
no problem	/ˈnəʊˌprɒbləm/	kein Problem	(phrase) used for saying that you will be happy to do what someone is asking you to do	Okay, I'll just repeat that number. It's 01643 206449.
number	/ˈnʌmbə(r)/	Nummer	(noun [countable]) a telephone number	Mr Smith is out of the office today.
out	/aʊt/	weg (nicht im Büro, Haus ...)	(adverb) used for saying that someone leaves their home or place of work in order to visit someone, have a meal or buy something	I pay my bills on Monday morning.
pay	/peɪ/	(be)zahlen	(verb [intransitive/transitive]) to give money in order to buy something	I'm sorry, I can't meet tomorrow. It isn't possible.
possible	/ˈpɒsəb(ə)l/	möglich, machbar	(adjective) if something is possible, it can be done	It's a public holiday on the 1st of January.
public holiday	/ˌpʌblɪkˈhɒlɪdeɪ/	Feiertag	(noun [countable]) a day when shops, businesses and banks are closed	Can you repeat that, please?
repeat	/riˈpi:t/	wiederholen	(verb [transitive]) to say or write something again	I want to talk to you about an order.
want	/wɒnt/	wollen	(verb [transitive]) to feel that you would like to have, keep or do something	
Scenario B				
address	/əˈdres/	Adresse, Anschrift	(noun [countable]) the name of the place where you live or work, including the house or office number and the name of the street, area and town	The address is 4 Bedford Street.
avenue	/ˈævəˌnjuː/	Allee	(noun [countable]) a wide straight road, especially one with trees on each side	The library is on Grand Avenue.
bank	/bæŋk/	Bank	(noun [countable]) a financial institution that people or businesses can keep their money in or borrow money from	The bank is between the library and the hospital.
hospital	/ˈhɒspɪt(ə)l/	Krankenhaus	(noun [countable]) a place where people stay when they are ill or injured and need a lot of care from doctors and nurses	The hospital is next to the bank.
kitchen	/ˈkɪtʃən/	Küche	(noun [countable]) a room where you prepare and cook food and wash dishes	It's across from the kitchen. It's very easy to find.

Word	Phonetics	Translation (German)	Definition	Example Sentence
late	/leɪt/	verspätet	(adjective) if you are late, you arrive somewhere after the correct or usual time	My train is late again!
library	/ˈlaɪbrəri/	Bibliothek	(noun [countable]) a place where books, documents, CDs, etc are available for you to look at or borrow	The library is next to the bank.
near	/nɪə(r)/	in der Nähe von	(preposition) close to someone or something	I want to get to the office. I think it's near here.
next to	/ˈnekst tə/	neben	(preposition phrase) used for referring to the place that is closest to where you are	I think 4 Bedford Street is next to a cafe.
office	/ˈɒfɪs/	Büro	(noun [countable]) a room or building where the people in an organization or department work	The meeting room is between Caroline's office and Julie's office.
opposite	/ˈɒpəzɪt/	gegenüber	(adjective) across from or on the other side of someone or something	Caroline's office is opposite the lift.
post office	/ˈpəʊst ˌɒfɪs/	Post	(noun [countable]) a place where you can buy stamps, send letters and parcels	The post office is next to the station.
station	/ˈsteɪʃ(ə)n/	Haltestelle, Bahnhof	(noun [countable]) a building or place where buses, trains or other public vehicles stop so that passengers can get on or off	The station is opposite the bank.
straight	/streɪt/	gerade(wegs)	(adverb) without a bend or curve	Please go straight to the BetterDrinks office at 10 am.
street	/stri:t/	Straße	(noun [countable]) a road in a town or city with houses or other buildings along it	The hospital is on South Street.
Unit 5				
administration	/ədˌmɪnɪˈstreɪʃ(ə)n/	Verwaltung	(noun [uncountable]) the activities involved in managing a business, organization, or institution	And here's the main administration office.
assistant	/əˈsɪst(ə)nt/	Assistent/-in	(noun [countable]) someone whose job is to help another person in their work, for example by doing the easier parts of it	Angela, this is Alex Kantar, the Marketing Assistant at EuroClass Paris.
brand	/brænd/	Marke	(noun [countable]) a product or group of products that has its own name and is made by one particular company	Alex has a plan for marketing our hotel brand through social media.
building	/ˈbɪldɪŋ/	Gebäude	(noun [countable]) a structure made of a strong material such as stone or wood that has a roof and walls, for example a house	This is a nice building.
business	/ˈbɪznəs/	Geschäft	(noun [uncountable]) used for talking about how well a company or industry is doing	So, how's business?
but	/bət/	aber, jedoch	(conjunction) used for joining two ideas or statements when the second one is different from the first one	The hotel is quiet, but it's very expensive.
campaign	/kæmˈpeɪn/	Kampagne	(noun [countable]) a series of things such as television advertisements or posters that try to persuade people to buy a product	Alex has an idea to use social media in our next marketing campaign.
coffee	/ˈkɒfi/	Kaffee	(noun [uncountable]) a hot, slightly bitter drink made by pouring hot water over brown powder consisting of coffee beans that have been ground	There's a coffee area on the first floor next to meeting room one.
comfortable	/ˈkɒmfətəb(ə)l/	angenehm, bequem	(adjective) a comfortable place is pleasant to spend time in, for example because it has nice furniture or is not too hot or too cold	The train was comfortable, but it was late.
contact	/ˈkɒntækt/	Kontakt aufnehmen	(verb [transitive]) to write to someone or talk to them on the telephone	My mobile number is 07432 869 681 if you need to contact me.
corridor	/ˈkɒrɪdɔː(r)/	Flur, Gang	(noun [countable]) a long passage inside a building with doors on each side	The HR department is down the corridor.
department	/dɪˈpɑː(r)tment/	Abteilung	(noun [countable]) one of the sections in a government, organization or business that deals with one type of work	This is Angela, she works in our finance department.
finally	/ˈfaɪn(ə)li/	schließlich	(adverb) as the last thing that you want to say	Oh, and finally this is Roberta – she's Head of HR.
friendship	/ˈfren(d)ʃɪp/	Freundschaft	(noun [countable]) a relationship between people who are friends	All lasting business is built on friendship.
great	/greɪt/	groß(artig)	(adjective) very good, enjoyable or attractive	You have some great ideas.
journey	/ˈdʒɜː(r)ni/	Reise, (An-)Fahrt	(noun [countable]) an occasion when you travel from one place to another	How was your journey?
just a moment	/ˌdʒʌst ə ˈməʊmənt/	einen Augenblick, bitte	(phrase) used for asking someone to wait for a short time	'll see if she's in her office. Just a moment please.
look forward to	/ˌlʊk ˈfɔː(r)wə(r)d tə/	sich auf etw. freuen, auf etw. hoffen	(phrasal verb [transitive]) to feel happy and excited about something that is going to happen	I look forward to meeting you soon.
lovely	/ˈlʌvli/	schön, angenehm, gut	(adjective) enjoyable, or pleasant	Lovely coffee, thank you.
plan	/plæn/	Plan	(noun [countable]) a series of actions that you think about carefully to help you to achieve something	I like your plan for marketing our hotel brand through Facebook and Twitter.
seat	/si:t/	Platz	(noun [countable]) something you can sit on	Please take a seat.
show	/ʃəʊ/	zeigen	(verb [transitive]) to lead someone somewhere, for example because they do not know where to go	My office is also on this floor. Let me show you.
social media	/ˌsəʊʃəl ˈmiːdiə/	soziale Medien	(noun [plural]) computer applications that people use in order to create and share information, through social networking	Social media is an important part of brand marketing.
soon	/suːn/	bald, zeitnah	(adverb) within a short time from now	We need to meet soon and write a marketing plan.
toilet	/ˈtɔɪlət/	Toilette	(noun [countable]) a room in a house or public building that contains a seat over a hole where you get rid of waste from your body	The toilets are here, next to Reception.

Word	Phonetics	Translation (German)	Definition	Example Sentence
useful	/ˈjuːsf(ə)l/	nützlich	(adjective) helpful for doing or achieving something	The training day was very useful.
yesterday	/ˈjestə(r)deɪ/	gestern	(adverb) on the day before today	Good to talk to you on the phone yesterday.
Unit 6				
advert	/ˈædvɜː(r)t/	Werbespot	(noun [countable]) a short film on television or short article on radio that is intended to persuade people to buy something	A lot of people watch TV, and TV adverts can become popular.
advertising	/ˈædvə(r)taɪzɪŋ/	Werbung	(noun [uncountable]) the business of making adverts	Many more people watch TV, so we should focus on TV advertising.
agenda	/əˈdʒendə/	Tagesordnung	(noun [countable]) a list of things that people will discuss at a meeting	There are three items on the agenda.
beginning	/bɪˈɡɪnɪŋ/	Anfang	(noun [countable]) the first part of something	Do you always read the agenda at the beginning?
budget	/ˈbʌdʒɪt/	Budget, Etat	(noun [countable]) the amount of money a person or organization has to spend on something	We need to decide on the advertising budget first.
chair	/tʃeə(r)/	leiten (Sitzung, Firma ...)	(verb [transitive]) to be the person in charge of a meeting, committee, or company	I'm going to chair the meeting and Judy Foster is going to take the minutes.
cheap	/tʃiːp/	kostengünstig	(adjective) not expensive	Internet adverts are cheap to make.
discuss	/dɪˈskʌs/	besprechen, diskutieren	(verb [transitive]) to talk about something with someone	We always discuss problems but we never find solutions.
discussion	/dɪˈskʌʃ(ə)n/	Besprechung, Diskussion	(noun [countable]) a conversation about something, usually something important	Let's have a discussion about the problem in France.
effective	/ɪˈfektɪv/	wirksam, effektiv	(adjective) someone or something that is effective works well and produces the result that was intended	TV and Internet advertising are expensive, but not very effective.
expensive	/ɪkˈspensɪv/	teuer	(adjective) something that is expensive costs a lot of money	TV adverts are expensive and take a long time to make.
finalize	/ˈfaɪnəlaɪz/	festlegen, abschließen	(verb [transitive]) to make the final decisions or arrangements concerning something	First, we need to finalize the product launch date.
find	/faɪnd/	finden	(verb [transitive]) to discover something, or to see where it is by searching for it	Let's find a solution to this problem.
focus	/ˈfəʊkəs/	sich konzentrieren auf, fokussieren	(verb [intransitive/transitive]) to concentrate on something and pay particular attention to it	We need to focus on bringing down delivery costs.
item	/ˈaɪtəm/	Punkt, Thema, Gegenstand	(noun [countable]) an individual thing, usually one of several things in a group or on a list	The first item is the problem in Japan.
jump in	/dʒʌmp ˈɪn/	dazwischenreden	(phrasal verb [intransitive]) to interrupt someone while they are talking	Could I jump in here?
law	/ləː/	Gesetz, Recht	(noun [countable]) an official rule that people must obey	The second item on the agenda is changes to the law in France.
lead	/liːd/	führen, leiten	(verb [intransitive/transitive]) to be in control of the way in which a discussion or conversation develops	My boss always leads the discussion in meetings.
minutes	/ˈmɪnɪts/	Protokoll	(noun [plural]) an official written record of what is discussed or decided at a formal meeting	I never take the minutes.
never	/ˈnevə(r)/	nie(mals)	(adverb) not in any situation	I usually chair meetings.
often	/ˈɒf(ə)n/	oft(mals)	(adverb) on many occasions, or in many situations	I often watch TV in the evenings.
opinion	/əˈpɪnjən/	Meinung, Ansicht	(noun [countable]) the attitude that you have towards something, especially your thoughts about how good it is	Well, in my opinion, we should advertise in several types of media.
point	/pɔɪnt/	Aspekt, Seite	(noun [countable]) an idea or opinion among a number of others	So, let's look at the good and bad points of different types of advertising.
read	/riːd/	lesen	(verb [intransitive/transitive]) to look at and understand words in a letter, book or newspaper	I'll just read the agenda.
solution	/səˈluːʃ(ə)n/	Lösung	(noun [countable]) a way to solve a problem or to deal with a bad situation	We need to find solutions to the problems in France.
sometimes	/ˈsʌmtaɪmz/	manchmal	(adverb) on some occasions or in some situations, but not always	I sometimes chair meetings, about once a month.
strategy	/ˈstrætədʒi/	Strategie	(noun [countable]) a plan or method for achieving something, especially over a long period of time	A mixed advertising strategy costs too much money.
take	/teɪk/	nehmen, machen, ausführen	(verb [transitive]) to perform a particular action or series of actions	I sometimes take the minutes in meetings.
usually	/ˈjuːʒʊəli/	normaler-, üblicherweise	(adverb) used for saying what happens, or what people do in most situations	I usually chair the meeting, about three or four times a week.
Scenario C				
as soon as possible	/əz ˈsuːn əz ˌpɒsəb(ə)l/	so bald wie möglich	(phrase) used for asking someone to do something quickly	We need it as soon as possible.
borrow	/ˈbɒrɒʊ/	(aus)leihen	(verb [transitive]) to receive and use something that belongs to someone else, and promise to give it back to them later	Can I borrow your pen?
don't mention it	/ˈdɒnt ˌmenʃ(ə)n ɪt/	gerne, nicht der Rede wert	used as a polite answer to someone who has just thanked you for something	A: Thanks for all your help B: Don't mention it.
explain	/ɪkˈspleɪn/	erklären, erläutern	(verb [transitive]) to tell someone something in a way that helps them understand it better	Explain the problem. Tell the other person why you need to use meeting room one.
favour	/ˈfeɪvə(r)/	Gefallen	(noun [countable]) something that you do for someone in order to help them	I need to ask you a favour.
lend	/lend/	(ver)leihen	(verb [transitive]) to give someone something for a short time, expecting that they will give it back to you later	Can you lend me some money?

Word	Phonetics	Translation (German)	Definition	Example Sentence
polite	/pə'laɪt/	höflich	(adjective) someone who is polite behaves towards other people in a pleasant way that follows all the usual rules of society	Be polite. Remember to say please and thank you.
popular	/'pɒpjələ(r)/	beliebt	(adjective) a popular activity, place or thing is one that many people like	Antonio loved the Bubble tea. He thinks it will be very popular in Spain.
stressed	/strest/	gestresst, unter Druck	(adjective) affected by a nervous feeling that stops you relaxing	Don't ask someone for a favour when the other person is busy or stressed.
success	/sək'ses/	Erfolg	(noun [uncountable]) the achievement of something that you planned to do or attempted to do	Thanks to you, the meeting was a success.
supplier	/sə'plaɪə(r)/	Lieferant	(noun [countable]) a company, organization, or country that supplies or sells a product or a service	Can you go to the supplier and get three packets of Bubble tea?
training	/'treɪnɪŋ/	Schulung, Ausbildung	(noun [uncountable]) the process of training people or of being trained for a profession or activity	I had the training last week.
try	/traɪ/	(aus)probieren, testen	(verb [transitive]) to do something in order to find out what happens, or to find out whether something is good	Antonio is here to try the Bubble tea.
waste	/weɪst/	verschwenden	(verb [transitive]) to use more of something than is necessary, or to use it in a way that does not produce the best results	Don't waste time or talk for too long before you ask for the favour.
Unit 7				
access	/'ækses/	(auf Daten) zugreifen	(verb [transitive]) to get information, especially from a computer	Cloud computing means that people can access their work 'on the move'.
app	/æp/	App	(noun [countable]) a piece of software that is designed to do a particular job, especially one that people use on a smartphone	I use apps to message my friends.
B2B	/'bi:tə'bi:/	B2B, Geschäftsbeziehungen	(adjective) used for describing a type of business activity in which companies use the Internet to trade with each other	Most business-to-business (B2B) communication today is mobile, using phone and email.
change	/tʃeɪndʒ/	(ver)ändern, tauschen	(noun [uncountable]) the process by which things become different	At the end of this month, I will change job roles.
cloud computing	/'klaʊd,kəm'pjʊ:tɪŋ/	Cloud-Computing	(noun [uncountable]) the use of computer programs that are on the Internet rather than on your own computer	I use cloud computing to keep all my photos and documents in one place.
communicate	/kə'mju:nikeɪt/	kommunizieren, sich austauschen	(verb [intransitive/ transitive]) to express thoughts, feelings, or information to another person or animal, for example by speaking or writing	Today, people communicate by phone and email.
communication	/kə,mju:nɪ'keɪʃ(ə)n/	Kommunikation, Austausch	(noun [uncountable]) the process of giving information or of making emotions or ideas known to someone	Communication in business is easier today than it was 30 years ago.
document	/'dɒkjʊmənt/	Dokument	(noun [countable]) a piece of paper or a set of papers containing official information, or a computer file that you can write in	I use my laptop to write Word documents.
download	/'daʊn'ləʊd/	herunterladen	(verb [intransitive/transitive]) to move information to your computer from another computer system or the Internet	I download music onto my laptop.
fast	/fɑ:st/	schnell	(adjective) able to move quickly	Twenty years later, in the 1980s, computers were not very small, but they were quite fast.
favourite	/'feɪv(ə)rət/	Liebblings-	(adjective) your favourite person or thing of a particular kind is the one that you like the best	Maths was my favourite subject at school.
function	/'fʌŋkʃ(ə)n/	Funktion	(noun [countable]) the purpose of a computer program or piece of computer equipment	Smartphones have many functions.
hands-free	/'hændz'fri:/	Freihand-, Freisprech-	(adjective) hands-free equipment can be operated without using your hands, for example by using a headset or a remote control	I use a hands-free phone to make phone calls when I'm driving.
happy	/'hæpi/	glücklich, sehr zufrieden	(adjective) feeling pleased and satisfied	I was happy when I was a student in Berlin.
heavy	/'hevi/	schwer	(adjective) a heavy object weighs a lot	The old model is 2.8kg, which is heavy.
important	/'ɪm'pɔ:(r)t(ə)nt/	wichtig, bedeutsam	(adjective) something that is important has a major effect on someone or something	This computer is an important new development in technology.
introduce	/'ɪntrə'dju:s/	einführen, vorstellen	(verb [transitive]) to bring something into existence or use for the first time	Simon Sinek introduced the idea of the 'golden circle'.
laptop	/'læp_tɒp/	Laptop	(noun [countable]) a small computer that you can carry with you	At that time, laptops were popular for small and big businesses.
leadership	/'li:də(r)ʃɪp/	Führung(sverhalten)	(noun [uncountable]) the qualities and skills of a good leader	Simon Sinek is a writer and teacher in business and leadership.
lecture	/'lektʃə(r)/	Vortrag, Vorlesung	(noun [countable]) a talk to a group of people about a particular subject, especially at a college or university	He works in the USA and gives talks and lectures.
light	/laɪt/	leicht	(adjective) not weighing much	The new computer is only 1.12kg, which is light.

Word	Phonetics	Translation (German)	Definition	Example Sentence
move	/mu:v/	umziehen	(verb [intransitive/transitive]) to begin to live in a different house or area	I moved to Mexico City after university.
send	/send/	send, schicken	(verb [transitive]) to post a letter or parcel to someone, or to arrange for a message to be delivered to a person by email	I send emails with my tablet.
smartphone	/ˈsmɑ:(r)t fəʊn/	Smartphone	(noun [countable]) a mobile phone that also works as a small computer, allowing you to store information and write letters and reports	I use my smartphone to make phone calls.
tablet	/ˈtæblət/	Tablet(-PC)	(noun [countable]) a small computer which you use by touching the screen rather than using a keyboard	I use my tablet to check my emails when I go on holiday.
topic	/ˈtɒpɪk/	Thema	(noun [countable]) a subject that you write or speak about	This is the topic of the book – its title is Start With Why.
university	/ˌju:niˈvɜ:(r)səti/	Universität	(noun [countable/ uncountable]) an educational institution where students study for degrees and where academic research is done	I studied Mathematics at Leeds University.
Wi-Fi	/ˈwai faɪ/	WLAN	(noun [uncountable]) a set of standards for wireless local area networks	I use Wi-Fi to access my documents when travelling.
Unit 8				
confidence	/ˈkɒnfɪd(ə)ns/	Vertrauen	(noun [uncountable]) the belief that someone or something is good and that you can trust them	I'd like to ask about investor confidence.
cost	/kɒst/	Kosten	(noun [countable/uncountable]) the amount of money that is needed in order to buy, pay for or do something	Costs didn't rise last year.
debt	/det/	Schulden, Verbindlichkeiten	(noun [uncountable]) the total amount of money that the government of a country owes to banks and to other countries that it has borrowed from	Did the government debt rise?
decrease	/diːˈkri:s/	fallen, sinken	(verb [intransitive]) to become less	Sales decreased across Europe.
economic	/ˌekəˈnɒmɪk/	wirtschaftlich	(adjective) relating to the economy of a particular country or region	The economic situation got better last month.
economy	/iˈkɒnəmi/	Wirtschaft	(noun [countable]) the system by which a country's trade, industry and money are organized	The global economy got better last month.
fall	/fɔ:l/	fallen, sinken	(verb [intransitive]) to become lower in level, amount, or value	They fell from £13 million to £9 million.
global	/ˈglɔ:b(ə)l/	global, weltweit	(adjective) including or affecting the whole world	Global inflation fell last month, from seven per cent to five per cent.
government	/ˈgʌvə(r)nəmənt/	Regierung	(noun [countable/uncountable]) the people who control a country, region or town and make decisions about its laws and taxes	What about government debt?
grow	/grəʊ/	wachsen, steigen	(verb [intransitive]) if a business or the economy grows, more money is used in it and it becomes more successful	They grew from £11 million to £13 million.
increase	/ɪnˈkri:s/	erhöhen, steigen	(verb [intransitive]) to become larger in amount or number	Sales in North America increased.
inflation	/ɪnˈfleɪʃ(ə)n/	Inflation	(noun [uncountable]) an economic process in which prices increase so that money becomes less valuable	Inflation decreased last month.
investment	/ɪnˈves(t)mənt/	Investition	(noun [countable/ uncountable]) money used in a way that may earn you more money	Investment increased last year.
investor	/ɪnˈvestə(r)/	Investor, Geldgeber	(noun [countable]) a person or organization that invests money	Did investor confidence get worse?
key	/ki:/	Schlüssel-, zentral, wichtig	(adjective) very important	Today, I'd like to present the sales results for key regions and show changes from last year.
launch	/lɔ:ntʃ/	auf den Markt bringen	(verb [transitive]) to start selling a new product or service to the public	This is because we launched new products in this market.
market share	/ˈmɑ:(r)kɪt ˌʃeə(r)/	Marktanteil	(noun [countable/ uncountable]) the percentage of the total amount of sales of a particular product that a company has	Market share in my company grew in the last six months.
outline	/ˈaʊtlaɪn/	Überblick über etw. geben, skizzieren	(verb [transitive]) to give the main ideas of a plan or a piece of writing without giving all the details	Now, I'll outline performance in North America.
overall	/ˌəʊvəˈɔ:l/	insgesamt	(adverb) when everything is considered	Overall, the global economy went up.
profit	/ˈprɒfɪt/	Gewinn, Profit	(noun [countable/uncountable]) money that you make by selling something or from your business	Profits fell last year.
recap	/ˈri: kæp/	zusammenfassen	(verb [intransitive/transitive]) to describe what has already been done or decided, without repeating the details	So to recap, sales in the USA and Asia got better, but sales in Europe got worse.
region	/ˈri:dʒ(ə)n/	Region	(noun [countable]) a large area of land whose politics, geography, or culture is different from other areas	Europe is one of our key regions.

Word	Phonetics	Translation (German)	Definition	Example Sentence
result	/rɪˈzʌlt/	Ergebnis, Folge	(noun [countable]) something that is caused directly by something else that has happened previously	First, let me explain the results for Europe.
rise	/raɪz/	steigen, wachsen	(verb [intransitive]) to increase in size, amount, quality, or strength	Sales also rose in Asia.
sales	/seɪlz/	Absatz, Verkauf	(noun [plural]) the total number of things that a company sells within a particular period of time, or the money that it earns by selling things	Sales in the UK increased.
tax	/tæks/	Steuer	(noun [countable/uncountable]) an amount of money that you have to pay to the government that it uses to provide public services and pay for government institutions	Taxes didn't go down last year.
unemployment	/ˌʌnɪmˈplɔɪmənt/	Arbeitslosigkeit, Unterbeschäftigung	(noun [uncountable]) a situation in which some people do not have work and do not have an income	Global unemployment also went down, from eight per cent to six per cent.
Scenario D				
area code	/ˈeəriəˌkəʊd/	Vorwahl	(noun [countable]) a group of numbers at the beginning of a telephone number that represents a particular town or area	After that, dial the area code, but take off the first zero.
click	/kɪk/	klicken	(verb [intransitive/transitive]) to make a computer do something by pressing a button on the mouse	Click on the icon and a password screen opens.
confused	/kənˈfjuːzd/	verwirrt, durcheinander	(adjective) unable to understand something or think clearly about it	Can you help me? I'm confused.
cursor	/ˈkɜː(r)sə(r)/	Cursor, Mauszeiger	(noun [singular]) a small flashing line on a computer screen that you move to mark the point where you are going to type or do something	Move the cursor over the icon at the bottom of the screen.
dial	/ˈdaɪəl/	wählen	(verb [intransitive/transitive]) to press the buttons, or to turn the dial on a telephone in order to call someone	I know I dialled the right number.
icon	/ˈaɪkɒn/	Bildzeichen, Symbol	(noun [countable]) a small picture on a computer screen that you choose by pressing a button with the mouse in order to open a particular program	It's an icon. It has a small picture of a sunbed and it says Time Off at the bottom.
keyboard	/ˈkiːbɔː(r)d/	Tastatur	(noun [countable]) a piece of computer equipment with keys on it, used for putting information into a computer	Use the keyboard to type your password.
log in	/lɒg ˈɪn/	sich einloggen, anmelden	(phrasal verb [intransitive/transitive]) to start using a computer system, for example by typing a particular word	I don't know how to log in to the program.
log out	/lɒg ˈaʊt/	sich ausloggen, abmelden	(phrasal verb [intransitive/transitive]) to finish using a computer system, for example by typing a particular word	Don't forget to log out when you finish using the program.
mouse	/maʊs/	Maus	(noun [countable]) a small object that you move in order to do things on a computer screen	Use the mouse to click on the icon.
outside line	/ˈaʊtˈsaɪdˌlaɪn/	externe Verbindung	(noun [countable]) a telephone line/call that is connected to people in other places or organizations	For an outside line, press nine.
password	/ˈpɑːsˌwɜː(r)d/	Passwort	(noun [countable]) the numbers or letters that you have to put into a computer in order to be able to use the system	It's the same password that you use for all of the other programs.
press	/pres/	drücken, wählen	(verb [transitive]) to push something such as a button or switch in order to make a piece of equipment start working	You press nine to get an outside line.
program	/ˈprəʊgræm/	Programm	(noun [countable]) a series of instructions that makes a computer perform an action or a particular type of work	The program tells you the dates that are available.
type	/taɪp/	tippen, eingeben	(verb [intransitive/transitive]) to write something using a keyboard	Type your password in the box at the top of the screen.
Unit 9				
art gallery	/ˈɑː(r)tˌgæləri/	Kunstgalerie	(noun [countable]) a building where people go to see paintings and other art	There's a popular art gallery in the city centre.
bazaar	/bəˈzɑː(r)/	Basar	(noun [countable]) a market, especially in the Middle East and South Asia	Well, you could go to the bazaar in the Old City.
beach	/biːtʃ/	Strand	(noun [countable]) an area of sand or small stones beside the sea or a lake	You could go to the beach on your day off.
book	/bʊk/	buchen, reservieren	(verb [intransitive/transitive]) to buy tickets, or to arrange to use something at a particular time in the future	Okay, let's book the Regent Hotel.
cake	/keɪk/	Kuchen	(noun [countable/uncountable]) a sweet food made by baking a mixture that usually contains sugar, eggs, flour, and butter or oil	You could have some cake. Everyone likes cake.
castle	/ˈkɑːs(ə)/	Burg, Schloss	(noun [countable]) a large strong building with thick walls, built in the past to protect the people inside from being attacked	You could go to the castle in the city centre.
chicken	/ˈtʃɪkɪn/	Hühnchen	(noun [uncountable]) the meat of a chicken	Most people like chicken, don't they?
city centre	/ˈsɪtiˌsentə(r)/	Stadtzentrum	(noun [countable]) the part of a city where the main shops and businesses are	You should visit the city centre.

Word	Phonetics	Translation (German)	Definition	Example Sentence
dessert	/di'zɜ:(r)t/	Nachtsch	(noun [countable/uncountable]) sweet food that you eat after the main part of a meal	I'd like cheesecake for dessert.
diary	/'daɪəri/	Terminkalender	(noun [countable]) a book that has spaces for each day of the year, where you can make a note of things you plan to do	Well, September 25th looks good. There's nothing in the diary.
event	/'i:vent/	Ereignis, Zusammenkunft, Veranstaltung	(noun [countable]) an organized occasion such as a party or sports competition	You know, I think we should have a launch event for SE1 Training.
fish	/fɪʃ/	Fisch	(noun [uncountable]) fish eaten as food	I eat a lot of fish.
invitation	/'ɪnvi'teɪʃ(ə)n/	Einladung	(noun [countable]) a written or spoken request asking someone to spend time with you socially or to come to a social event	I got an invitation to a launch party.
invite	/'ɪn'vaɪt/	einladen	(verb [transitive]) to formally ask someone to do something or go somewhere	You are invited to the launch of our new training business SE1 Training.
launch	/'lɔ:ntʃ/	Einführungsveranstaltung	(noun [countable]) an event at which a company or organization officially announces that it is starting to do or to sell something	What date is good for the launch?
match	/'mætʃ/	Spiel (gegeneinander)	(noun [countable]) a game in which players or teams compete against each other, especially in a sport	You can watch a football match on Saturday.
museum	/'mju:zi:əm/	Museum	(noun [countable]) a building where many valuable and important objects are kept so that people can go and see them	can see lots of museums and galleries.
organize	/'ɔ:(r)gənaɪz/	organisieren	(verb [transitive]) to prepare or arrange an activity or event	I think I'll organize the party myself.
pasta	/'pæstə/	Pasta, Teigwaren	(noun [uncountable]) an Italian food made from flour and water, and sometimes eggs	What kind of pasta do you like?
pizza	/'pi:tʃə/	Pizza	(noun [countable/uncountable]) a food that consists of flat round bread with tomato, cheese, vegetables or meat on it	Let's have a vegetarian pizza.
reply	/'ri'plai/	antworten, erwidern	(verb [intransitive/transitive]) to say, write, or do something as an answer	Please reply to Sophie@se1training.co.uk.
salad	/'sæləd/	Salat	(noun [countable/uncountable]) a food containing a mixture of raw vegetables such as lettuce, tomatoes, and cucumbers, usually served with a salad dressing	Salad can be difficult to eat.
sandwich	/'sæn(d)wɪdʒ/	belegtes Brot	(noun [countable]) a light meal that you make by putting a layer of food such as meat, cheese, or egg between two pieces of bread	Can I have a cheese sandwich, please?
shopping centre	/'ʃɒpɪŋ_sentə(r)/	Einkaufszentrum	(noun [countable]) an area where a group of different shops and businesses such as banks and restaurants are all built next to each other	The bazaar is great for shopping, better than the shopping centres.
should	/'ʃʊd/	sollten	(modal verb) used for saying or asking about the right or sensible thing to do or the right way to behave	What should I see in Istanbul?
vegetarian	/'vedʒə'teəriən/	Vegetarier/-in	(noun [countable]) someone who chooses not to eat meat or fish	My sister is a vegetarian, she doesn't eat any meat or fish.
venue	/'venju:./	(Veranstaltungs-)Ort	(noun [countable]) the place where an activity or event happens	And for the venue you said a hotel was a good idea.
Unit 10				
agreed	/'ə'grɪ:d/	vereinbart	(adjective) an agreed price, limit, date, etc is one that people have talked about and accepted	Okay, that's agreed. We'll pay in cash.
attached	/'ə'tætʃt/	angehängt, beigefügt	(adjective) joined or fixed to something	The contract is attached to this email.
bank transfer	/'bæŋk_t'rænsfɜ:(r)/	Banküberweisung	(noun [countable]) the process of moving money from one bank account to another	Okay, we'll pay in 90 days. Is bank transfer okay?
cash	/'kæʃ/	Bargeld	(noun [uncountable]) money in the form of notes and coins	We'd like to pay in cash.
confirm	/'kən'fɜ:(r)m/	bestätigen	(verb [intransitive/transitive]) to tell someone, usually by writing or telephoning, that something will definitely happen at the time or in the way that has been arranged	I'll phone you in the morning to confirm.
deliver	/'di'lɪvə(r)/	liefern	(verb [transitive]) to take something, especially goods or letters, to a place	And will you deliver on Thursday the 19th of May?
deliverable	/'di'lɪv(ə)rəb(ə)l/	Liefergegenstand	(noun [countable]) something that can be achieved or delivered as the result of a plan or process	The deliverables are 30 office chairs.
delivery	/'di'lɪv(ə)ri/	(An-)Lieferung	(noun [countable/uncountable]) the process of bringing goods or letters to a place	We want to buy 30 new chairs and we'd like to discuss prices and delivery times.
details	/'di:teɪlz/	Einzelheiten, Bedingungen	(noun [plural]) information	Please check you are happy with the details.
difficult	/'dɪfɪk(ə)lt/	schwierig	(adjective) not convenient, or involving a lot of problems	Sorry, but a ten per cent discount is difficult. We only give a five per cent discount.

Word	Phonetics	Translation (German)	Definition	Example Sentence
discount	/ˈdɪs kaʊnt/	Nachlass, Rabatt	(noun [countable]) a reduction in the price of something	We'd like a ten per cent discount.
easy	/ˈi:zi/	leicht	(adjective) not difficult to do, or not needing much work	I'm afraid it won't be easy to give you a discount.
fight	/faɪt/	streiten	(verb [intransitive]) to disagree or argue about something	Why do you always have to fight with me?
furniture	/ˈfɜ:(r)nɪtʃə(r)/	Möbiliar	(noun [uncountable]) the chairs, tables, beds, cupboards, etc that you put in a room or house so that you can live in it	We'd like to buy some new office furniture.
give	/gɪv/	geben, einräumen	(verb [intransitive/transitive]) to do something good or helpful for someone	We don't usually give discounts.
hire	/ˈhaɪə(r)/	einstellen	(verb [intransitive/transitive]) to pay someone to work for you, especially for a short time	We won't hire any new staff this year.
I'm afraid	/ˈaɪm əˈfreɪd/	leider	(phrase) used for politely telling someone something that might make them sad, disappointed, or angry, for example when you cannot do what they want or do not agree with them	I'm afraid that's too long for us, what about 90 days?
method	/ˈmeθəd/	Art, Verfahren	(noun [countable]) a way of doing something	The payment method is bank transfer.
negotiation	/nɪ ɡəʊʃiˈeɪʃ(ə)n/	Verhandlung	(noun [countable/ uncountable]) formal discussions in which people or groups try to reach an agreement, especially in a business	We will win the negotiation.
option	/ˈɒpʃ(ə)n/	Option, Variante	(noun [countable]) something that you can choose in a particular situation	Can we meet next week to talk about the different options?
party	/ˈpɑ:(r)ti/	Beteiligte, Partei	(noun [countable]) a person or group involved in something such as an agreement or disagreement, especially a contract or legal case, with another person or group	Kelly & Sons and Hardings are the parties in the contract.
pay	/peɪ/	zahlen	(verb [intransitive/transitive]) to give money in order to buy something	Can we pay by bank transfer?
payment	/ˈpeɪmənt/	Zahlung	(noun [countable]) an amount of money that you pay or receive	Let's talk about the payment of the delivery costs.
period	/ˈpɪəriəd/	Zeitfenster (payment period = Zahlungsziel)	(noun [countable]) an amount of time during which something happens	The payment period is 90 days.
price	/praɪs/	Preis	(noun [countable]) the amount of money that you have to pay in order to buy something	Okay, that's agreed. Can we talk about price now?
receive	/rɪˈsi:v/	erhalten, empfangen	(verb [transitive]) to get something that someone gives or sends to you	We need to receive cash.
sign	/saɪn/	unterschreiben	(verb [intransitive/transitive]) to write your name on something in your own personal way	Please sign the contract
Scenario E				
delicious	/dɪˈlɪʃəs/	köstlich	(adjective) with a very pleasant taste or smell	Oh it's delicious, it's made with egg and sugar. It's French, I think.
fresh	/frefʃ/	frisch	(adjective) fresh food has been recently picked, caught, or prepared	I eat a lot of fresh fruit and vegetables.
healthy	/ˈhelθi/	gesund	(adjective) helping you to stay physically strong and not ill	It's important to eat healthy food.
heavy	/ˈhevi/	schwer (bekömmlich)	(adjective) food that is heavy is rather solid and very filling	British food can be a bit heavy.
ingredient	/ɪnˈɡri:diənt/	Zutat	(noun [countable]) one of the foods or liquids that you use in making a particular meal	Beetroot is the main ingredient of borscht.
kind	/kaɪnd/	Art, Sorte	(noun [countable]) a type of person or thing	Pasta is a kind of Italian food.
main course	/ˈmeɪn ˌkɔ:(r)s/	Hauptgang	(noun [countable]) the biggest part of a meal	I think I'll have beef Wellington for my main course.
pastry	/ˈpeɪstri/	(Blätter-)Teig	(noun [uncountable]) a food made by mixing flour, fat, and water	Pastry is used to make pies.
paté	/ˈpæteɪ/	Pastete	(noun [countable/uncountable]) a soft food made from meat, fish, or vegetables that you spread on bread	I want to try the mackerel paté.
salty	/ˈsɔ:lti/	salzig	(adjective) containing salt, or tasting like salt	I think the fish pie at the Golden Goose is a little salty.
sour	/ˈsaʊə(r)/	sauer	(adjective) with a taste like a lemon	Gooseberries are very sour.
spicy	/ˈspeɪsi/	würzig	(adjective) spicy food has a strong hot flavour	Kimchi is a spicy food from Korea.
starter	/ˈstɑ:(r)tə(r)/	Vorspeise	(noun [countable]) a small amount of food eaten at the start of a meal	I want to try the soup of the day for my starter.
sweet	/swi:t/	süß	(adjective) tasting like sugar	Let's have dessert, I want to eat something sweet.