

# Business Result

## Elementary Czech Wordlist

### Unit 1

**assistant** (n) /ə'sɪstənt/ asistent My **assistant** will get us some coffee.

**boss** (n) /bɒs/ nadřízený He asked his **boss** for some time off.

**CEO, Chief Executive Officer** (n) /,si: i: 'əʊ/ 'tʃi:f ɪg'zɛkjətɪv 'ɒfɪsə(r)/ výkonný ředitel Tom is the **CEO** of a large media company.

**colleague** (n) /'kɒli:g/ kolega She went for a drink after work with her **colleagues**.

**director** (n) /də'rektə(r)/ ředitel Jenny is our new sales **director**.

**employee** (n) /ɪm'plɔ:ni:/ zaměstnanec The company has nearly 200 **employees**.

**engineering** (n) /,ɛndʒɪ'niəriŋ/ inženýrství He works in electronic **engineering**.

**friendly** (adj) /'frendli/ přátelský My new colleagues are very **friendly**.

**head** (n) /hed/ vedoucí Maria is **head** of Human Resources.

**introduce** (v) /,ɪntrə'dju:s/ představit Let me **introduce** our software developer, Pierre.

**journey** (n) /'dʒɜ:ni/ cesta Did you have a good **journey**?

**manager** (n) /'mænɪdʒə(r)/ manažer The marketing **manager** gave a presentation.

**MD, managing director** (n) /,em 'di:/ 'mænɪdʒɪŋ də'rektə(r)/ výkonný ředitel A new **MD** is taking over next month.

**PA, personal assistant** (n) /,pi: 'eɪ/ ,pɜ:sənl ə'sɪstənt/ osobní asistent She is the **PA** to the finance director.

**receptionist** (n) /rɪ'sɛpʃənɪst/ recepční The **receptionist** asked me to wait in the lobby.

**sales rep** (n) /'seɪlz rep/ obchodní zástupce A **sales rep** called to set up a meeting.

**team leader** (n) /,ti:m 'li:də(r)/ vedoucí týmu The **team leader** should always be willing to listen to ideas.

**technician** (n) /tek'nɪʃn/ technik Jacob is a **technician** in a pharmaceutical lab.

**technology** (n) /tek'nɒlədʒi/ technologie We use a lot of modern **technology** in our business.

**website** (n) /'websaɪt/ webová stránka For more information and some great special offers, visit our **website**.

### Unit 2

**abroad** (adv) /ə'brɔ:d/ do zahraničí Do you ever travel **abroad** for work?

**automobile** (n) /'ɔ:təmɔbi:l/ automobil Sales of **automobiles** have gone down.

**book** (v) /bʊk/ rezervovat si Can I **book** the conference room for next Friday, please?

**buy** (v) /baɪ/ koupit We need to **buy** a new printer.

**chain** (n) /tʃeɪn/ řetězec She works for a large hotel **chain**.

**confirm** (v) /kən'fɜ:m/ potvrdit Please send me an email to **confirm** the time of the meeting.

**customer** (n) /'kʌstəmə(r)/ zákazník Some **customers** complained about the product.

**delivery** (n) /dɪ'livəri/ dodávka We offer free **delivery** within five working days.

**develop** (v) /dɪ'veləp/ vyvinout We **develop** educational software.

**electronics** (n) /ɪ'lek'trɒnɪks/ elektrotechnika He wants to work in **electronics**.

**employ** (v) /ɪm'plɔɪ/ zaměstnávat The company **employs** over 200 people.

**equipment** (n) /ɪ'kwɪpmənt/ vybavení We need some new office **equipment**.

**export** (v) /ɪks'pɔ:t/ vyvážet The country **exports** oil.

**financial services** (n) /faɪ'næŋʃl 'sɜ:vɪsɪz/ finanční služby We develop software used in the **financial services** industry.

**flexible** (adj) /'fleksɪbl/ flexibilní He's always very **flexible** and helpful.

**hospitality** (n) /,hɒsprɪ'tæləti/ pohostinství She has always worked in the **hospitality** industry, mainly in hotel management.

**industry** (n) /'ɪndəstri/ průmysl The tourist **industry** is very important to this area.

**job fair** (n) /'dʒɒb feə(r)/ veletrh práce A major **IT job fair** is held here in March.

**million** (n) /'mɪljən/ milion The population of the city is almost 2 **million**.

**office supplies** (n) /,ɒfɪs sə'plaɪz/ kancelářské potřeby Ruby is in charge of ordering **office supplies**.

**order** (v) /'ɔ:də(r)/ objednat si A customer **ordered** three suits.

**pharmaceuticals** (n) /,fɑ:mə'su:tɪklz/ farmaceutický průmysl Ana is a research scientist working in **pharmaceuticals**.

**produce** (v) /prə'dju:s/ vyrábět The factory **produces** microchips.

**provide** (v) /prə'vaɪd/ poskytovat We **provide** legal advice to small companies.

**real estate** (n) /'ri:əl ɪsteɪt/ nemovitost Her dad sells **real estate**.

**recruitment** (n) /rɪ'kru:tmənt/ nábor The company operates a graduate **recruitment** program.

**repeat** (v) /rɪ'pi:t/ opakovat I'm sorry, could you **repeat** that?

**sell** (v) /sel/ prodat He **sold** her his car.

**service** (n) /'sɜ:vɪs/ služba Do they offer a free delivery **service**?

**slowly** (adv) /'sləʊli/ pomalu He speaks very **slowly**.  
**software** (n) /'sɒftweə(r)/ software This **software** can help you organize your accounts.  
**staff** (n) /stɑːf/ personál The hotel **staff** were very helpful.  
**stock** (n) /stɒk/ sklad We don't have that size in **stock**, but we can order it for you.  
**transport** (n) /'trɑːnspɔːt/ doprava The country's **transport** networks are very poor.

## Unit 3

**area** (n) /'eəriə/ oblast There are a lot of schools in this **area**.  
**call (sb) back** (phr v) /,kɔːl 'bæk/ zatelefonovat zpět He was out, so I left a message asking him to **call me back**.  
**canteen** (n) /kæn'tiːn/ jídelna We usually go to the **canteen** for lunch.  
**conference** (n) /'kɒnfərəns/ konference We are holding our sales **conference** in Madrid this year.  
**consumer product** (n) /kən,sjuːmə 'prɒdvɪkt/ spotřební zboží The demand for **consumer products** is increasing.  
**contact number** (n) /'kɒntækt nʌmbə(r)/ kontaktní telefon Here's my **contact number** in New York.  
**continent** (n) /'kɒntɪnənt/ kontinent Their products are sold on four **continents**.  
**destination** (n) /,destɪ'neɪʃn/ destinace Florida is a popular holiday **destination**.  
**distribution centre** (n) /,dɪstrɪ'bjuːʃn sentə(r)/ distribuční středisko Our **distribution centre** is north-east of Prague.  
**exhibition** (n) /eksɪ'biʃn/ výstava This is the largest UK **exhibition** for people starting small businesses.  
**factory** (n) /'fæktəri/ továrna This **factory** produces 12,000 cars a year.  
**global** (adj) /'glɒʊbl/ globální She works for a **global** IT company.  
**head office** (n) /,hed 'ɒfɪs/ ústředí Their **head office** is in Delhi.  
**international** (adj) /,ɪntə'næʃnəl/ mezinárodní We can advise your company on **international** trade.  
**leave a message** (phrase) /,li:v ə 'mesɪdʒ/ zanechat vzkaz I **left a message** on his voicemail.  
**leisure** (n) /'leɪʒə(r)/ volný čas What sort of **leisure** activities do you enjoy?  
**location** (n) /ləʊ'keɪʃn/ lokalita The new offices are in a very pleasant **location**.  
**market** (n) /'mɑːkɪt/ trh They sell very well in the Japanese **market**.  
**nearby** (adv) /nɪə'baɪ/ poblíž The car was parked **nearby**.  
**region** (n) /'riːdʒən/ region This is one of the hottest **regions** of the world.  
**sales office** (n) /'seɪlz ɒfɪs/ odbytové oddělení She works in our Mexico **sales office**.  
**take a message** (phrase) /,teɪk ə 'mesɪdʒ/ převzít vzkaz Saira isn't here at the moment. Can I **take a message**?  
**technical centre** (n) /'teknɪkl sentə(r)/ technické oddělení Please contact our **technical centre** with any queries.  
**unlike** (prep) /ʌn'laɪk/ na rozdíl od čeho **Unlike** most systems, this one is very easy to install.

**workplace** (n) /'wɜːkpleɪs/ pracoviště Safety standards are important in the **workplace**.  
**worldwide** (adv) /,wɜːld'waɪd/ po celém světě The company has 50,000 employees **worldwide**.

## Unit 4

**always** (adv) /ɔːlweɪz/ vždy I **always** lock my car.  
**battery** (n) /'bætəri/ baterie The **battery** on my laptop needs recharging.  
**button** (n) /'bʌtən/ tlačítko Press the Play **button** to start the movie.  
**click on** (phr v) /'kɪk ɒn/ kliknout na co **Click on** OK to start.  
**connect** (v) /kə'nekt/ připojit se You need a password to be able to **connect** to the Internet.  
**electronic device** (n) /ɪlek'trɒnɪk dɪ'vaɪs/ elektronické zařízení Games consoles and other **electronic devices** must be switched off during the flight.  
**enter** (v) /'entə(r)/ zadat **Enter** your password and click OK.  
**key in** (phr v) /,kiː 'ɪn/ zadat pomocí klávesnice All this information gets **keyed in** to the database.  
**landing** (n) /'lændɪŋ/ přistání Please keep your seat belts fastened during **landing**.  
**laptop** (n) /'læptɒp/ notebook She did some work on her **laptop** on the train.  
**log on** (phr v) /,lɒg 'ɒn/ přihlásit se You need a password to **log on**.  
**microphone** (n) /'maɪkrəfəʊn/ mikrofon The machine has a built-in **microphone** that records your voice.  
**mobile phone** (n) /,məʊbaɪl 'fəʊn/ mobilní telefon Please switch your **mobile phones** off during the movie.  
**never** (adv) /'nevə(r)/ nikdy We have **never** worked together before.  
**often** (adv) /'ɒfən/ často She **often** has to travel abroad on business.  
**password** (n) /'pɑːswɜːd/ heslo Never tell anyone your **password**.  
**photocopier** (n) /'fəʊtəʊkɒpiə(r)/ kopírka I was waiting to use the **photocopier**.  
**power points** (n pl) /'paʊə pɔɪnts/ zásuvky There aren't enough **power points** in my office.  
**press** (v) /pres/ stisknout To start the machine, just **press** this button.  
**printer** (n) /'prɪntə(r)/ tiskárna The **printer** has run out of paper.  
**put in** (phr v) /,pʊt 'ɪn/ vložit You just **put in** your credit card and the ticket comes out.  
**rarely** (adv) /'reəli/ zřídka He **rarely** makes a mistake.  
**recharge** (v) /riː'tʃɑːdʒ/ dobít Is there somewhere I can **recharge** my phone?  
**record** (v) /rɪ'kɔːd/ nahrát I'm **recording** a message for my voicemail.  
**screen** (n) /skriːn/ obrazovka Choose the ticket you want by touching the **screen**.  
**sometimes** (adv) /'sʌmtaɪmz/ někdy **Sometimes** I drive to work and sometimes I cycle.  
**start menu** (n) /'stɑːt menjuː/ úvodní nabídka Go to the **start menu** and click 'Search'.

**switch off** (*phr v*) /,swɪtʃ 'ɒf/ **vypnout** Please **switch all computers off** before you leave the office.

**switch on** (*phr v*) /,swɪtʃ 'ɒn/ **zapnout** How do you **switch this phone on**?

**take-off** (*n*) /'teɪkɒf/ **vzlet** Please remain seated during **take-off**.

**ticket machine** (*n*) /'tɪkɪt məʃɪn/ **automat na lístky** None of the **ticket machines** at the station were working.

**username** (*n*) /'juːzənɛɪm/ **užívateľské jméno** Please enter your **username**.

**usually** (*adv*) /'juːʒuəli/ **obvykle** I **usually** get to work around 8.45.

**warehouse** (*n*) /'weəhaʊs/ **sklad** The goods had been shipped from a **warehouse** in Holland.

**wireless** (*adj*) /'waɪələs/ **bezdrátový** Our hotels offer free **wireless** Internet connection for guests.

## Unit 5

**apologize** (*v*) /ə'pɒlədʒaɪz/ **omlúvit se** We **apologize** for the late departure of this flight.

**apply for a job** (*phr v*) /ə'plai fɔː(r)/ **ucházet se o práci** He **applied for a senior job** in the Marketing Department.

**appointment** (*n*) /ə'pɔɪntmənt/ **schůzka** She made an **appointment** to see her lawyer.

**attach** (*v*) /ə'tætʃ/ **připojit, přiložit** I have **attached** the agenda for next week's meeting.

**attachment** (*n*) /ə'tætʃmənt/ **příloha** I got the email, but for some reason I didn't get the **attachment**.

**bill** (*v*) /bɪl/ **fakturovat** Her job is to **bill** customers and chase unpaid invoices.

**branding** (*n*) /'brændɪŋ/ **obchodní známka** We use corporate **branding** on all our letters.

**business card** (*n*) /'bɪznəs kɑːd/ **vizitka** They exchanged **business cards**.

**correspondence** (*n*) /,kɒrɪ'spɒndəns/ **korespondence** The first thing I do every day is look through my **correspondence**.

**CV** (*n*) /,siː 'viː/ **životopis** Complete the application form and attach your **CV**.

**delivery note** (*n*) /dɪ'lɪvəri nəʊt/ **dobací list** Don't sign the **delivery note** until you have checked the order is complete.

**folder** (*n*) /'fəʊldə(r)/ **složka** I keep copies of all my invoices in this **folder**.

**forward** (*v*) /'fɔːwəd/ **přeposlat** He got a complaint from a customer, which he **forwarded** to me.

**hard copy** (*n*) /,hɑːd 'kɒpi/ **výtisk** Can you send everyone a **hard copy** of the report?

**invoice** (*n*) /'ɪnvoɪs/ **faktura** A supplier called to ask why her **invoice** had not been paid.

**item** (*n*) /'aɪtəm/ **položka** Can I pay for each **item** separately?

**meeting** (*n*) /'miːtɪŋ/ **schůze** We have a team **meeting** every Monday morning.

**mistake** (*n*) /mɪs'teɪk/ **chyba** I made a **mistake** and sent the email to the wrong person.

**order form** (*n*) /'ɔːdə fɔːm/ **objednávkový formulář** Don't forget to put the delivery address on the **order form**.

**paperwork** (*n*) /'peɪpəwɜːk/ **administrativní práce** I have an assistant to help me with my **paperwork**.

**presentation** (*n*) /,prezən'teɪʃn/ **prezentace** The sales manager will give a **presentation** on the new line of products.

**print** (*v*) /prɪnt/ **tisknout** I **printed** a copy of the order for my files.

**receipt** (*n*) /rɪ'siːt/ **příjmový doklad** Keep the **receipt**, so you can claim your expenses.

**receive** (*v*) /rɪ'siːv/ **obdržet** Did you **receive** the files I sent you?

**save** (*v*) /seɪv/ **uložit** Don't forget to **save** your work regularly.

**scan** (*v*) /skæn/ **skenovat** How do I **scan** a photo and attach it to an email?

**send** (*v*) /send/ **poslat** Could you **send** me some pricing information please?

**task** (*n*) /tɑːsk/ **úkol** Our first **task** is to set up the computer and printer.

## Unit 6

**boring** (*adj*) /'bɔːrɪŋ/ **nudný** He gave a long, **boring** talk.

**comfortable** (*adj*) /'kɒmfətəbl/ **pohodlný** The hotel bed was not very **comfortable**.

**course** (*n*) /kɔːs/ **chod (jídla)** The first **course** was soup.

**delicious** (*adj*) /dɪ'lɪʃəs/ **lahodný** Try the cakes – they're **delicious**.

**dessert** (*n*) /dɪ'zɜːt/ **dezert** I'll have ice cream for **dessert**.

**dinner** (*n*) /'dɪnə(r)/ **večeře** She took her team out to **dinner** to celebrate.

**dish** (*n*) /dɪʃ/ **jídlo** The restaurant is known for its fish **dishes**.

**fine** (*adj*) /faɪn/ **dobrý** The flight was **fine**, but I'm quite tired now.

**lunch** (*n*) /lʌnʃ/ **oběd** Jenny has gone to **lunch** but she'll be back soon.

**manufacturer** (*n*) /,mænju'fæktʃərə(r)/ **výrobce** He works for a well-known computer **manufacturer**.

**meal** (*n*) /miːl/ **jídlo** What time do you usually have your evening **meal**?

**meet** (*v*) /miːt/ **setkat se** We've talked on the phone, but I've never **met** her.

**menu** (*n*) /'menjuː/ **jídelní lístek** Can we see the **menu**, please?

**nice** (*adj*) /naɪs/ **pěkný** We had a really **nice** time at the party.

**soft drink** (*n*) /,sɒft 'drɪŋk/ **nealkoholický nápoj** Would you like a glass of wine, or a **soft drink**?

**sparkling water** (*n*) /,spɑːkɪŋ 'wɔːtə(r)/ **perlivá voda** Do you prefer still or **sparkling water**?

**still water** (*n*) /,stɪl 'wɔːtə(r)/ **neperlivá voda** A bottle of **still water**, please.

**supplier** (*n*) /sə'plaɪə(r)/ **dodavatel** We are a leading **supplier** of office stationery.

**terrible** (*adj*) /'terəbl/ **hrozný** The weather has been **terrible** all week.

**textiles** (*n*) /'tekstaɪlz/ **textilie** The factory produces a range of **textiles**.

**tip** (*n*) /tɪp/ **spropitné** Should I leave a **tip**?

**trade fair** (*n*) /'treɪd feə(r)/ **veletrh** This is the biggest travel **trade fair** in Europe.

**waiter** (n) /'weɪtə(r)/ **číšník** The **waiter** brought us a basket of bread.

**waitress** (n) /'weɪtrəs/ **číšnice** A **waitress** showed us to our table.

## Unit 7

**above** (prep) /ə'boʊv/ **nad** The canteen is on the floor **above** my office.

**be in charge of** (phrase) /,bi: ɪn 'tʃɑ:dʒ əv/ **řídit, vést** co Lucy **was in charge of** the store while the manager was out.

**be responsible for** (phrase) /bi: rɪ'spɒnsɪbl fɔ:(r)/ **být zodpovědný za** **I'm responsible for** making sure everyone gets paid on time.

**behind** (prep) /bɪ'hænd/ **za** The railway station is just **behind** our offices.

**below** (prep) /bi'ləʊ/ **pod** The toilets are on the floor **below** this one.

**between** (prep) /bi'twi:n/ **mezi** My desk is **between** Raj's and Greg's.

**cafeteria** (n) /kæfə'tɛəriə/ **bufet, bistro** The building has a gym and a **cafeteria** for staff.

**check** (v) /tʃek/ **zkontrolovat** **Check** the figures before you send off the report.

**control** (v) /kən'trəʊl/ **řídit, vést, ovládat** With these switches you can **control** the heating for the whole building.

**customer services** (n) /,kʌstəmə 'sɜ:vɪsɪz/ **zákaznické služby** If you have any problems with our products, call **customer services**.

**deal with** (phr v) /'di:l wɪð/ **vypořádat se s čím** **I deal with** all the invoices that come into the office.

**department** (n) /dɪ'pɑ:tmənt/ **oddělení** He works in the **IT Department**.

**Finance** (n) /'famaɪns/ **finanční oddělení** Gerard is the head of **Finance**.

**HR, Human Resources** (n) /,eɪtʃ 'ɑ: /'hju:mən rɪsɔ:sɪz/ **oddělení lidských zdrojů, oddělení personalistiky** Susanna is the new **HR** director.

**in front of** (prep) /ɪn 'frʌnt əv/ **před** There is a big fountain **in front of** the building.

**IT, Information Technology** (n) /,aɪ 'ti:/ 'ɪnfə'meɪʃn tek'nɒlədʒi/ **oddělení IT, oddělení informačních technologií** If you can't log on to the network, call **IT**.

**lift** (n) /lɪft/ **výtah** She got into the **lift** and pressed the button for the tenth floor.

**logistics** (n) /lə'dʒɪstɪks/ **logistika** Rafa is in charge of **logistics**.

**manage** (v) /'mænɪdʒ/ **řídit, vést (tým, lidi)** **I manage** a small team of software developers.

**marketing** (n) /'mɑ:kɪtɪŋ/ **marketing** You have to be creative to work in **marketing**.

**next to** (prep) /'nekst tu:/ **vedle** The coffee machine is **next to** the door.

**plan** (v) /plæn/ **plánovat** We need to **plan** our marketing strategy.

**Production** (n) /prə'dʌkʃən/ **oddělení výroby** Sami is **Production** Manager at a publishing company.

**R&D, Research and Development** (n) /,ɑ: ən 'dɪ:/ rɪ'sɜ:tɪŋ ən dɪ'veləpmənt/ **oddělení výzkumu a vývoje** We spend a lot of money on **R&D** to keep ahead of the competition.

**reception** (n) /rɪ'sepʃən/ **recepce** Ask at **reception** and they will tell you where to find my office.

**responsibility** (n) /rɪ'spɒnsɪ'bɪlɪti/ **odpovědnost** We are recruiting a sales manager with **responsibility** for the European market.

**Sales** (n) /seɪlz/ **obchodní oddělení** Marika works in **Sales**.

## Unit 8

**arrange a meeting** (v) /ə'reɪndʒ ə'mi:tɪŋ / **domluvit si schůzku** I've **arranged a meeting** for next Friday.

**busy** (adj) /'bɪzi/ **zaneprázdněný** She's really **busy** at work at the moment.

**careful** (adj) /'keəfl/ **opatrný** Be **careful** not to enter the password wrongly.

**currently** (adv) /'kʌrəntli/ **v současné době** The charge per hour is **currently** \$35.

**employment** (n) /ɪm'plɔɪmənt/ **zaměstnání** He was having difficulty finding **employment**.

**energetic** (adj) /,enə'dʒetɪk/ **energický** She is very **energetic** and will get things done.

**experienced** (adj) /ɪks'pɪəriənst/ **zkušený** We are looking for an **experienced** project manager.

**focused** (adj) /'fəʊkəst/ **cílevědomý** He is very **focused** and will work hard towards a goal.

**free** (adj) /fri:/ **volný, mající čas** Are you **free** for lunch tomorrow?

**imaginative** (adj) /ɪ'mædʒɪnətɪv/ **vynalézavý** We want our marketing people to be **imaginative** and innovative.

**invest** (v) /ɪn'vest/ **investovat** We have **invested** heavily in new equipment.

**knowledge** (n) /'nɒlɪdʒ/ **znalosti** You need a good **knowledge** of computers in this job.

**nowadays** (adv) /'naʊədeɪz/ **v současnosti** **Nowadays** I work at home more.

**patient** (adj) /'peɪʃənt/ **trpělivý** She was very **patient** with me when she was training me.

**practical** (adj) /'præktɪkl/ **praktický** We are looking for **practical** people with hands-on experience.

**qualification** (n) /,kwɒlɪfɪ'keɪʃn/ **kvalifikace** Do you have any professional **qualifications**?

**quality** (n) /'kwɒlɪti/ **kvalita** I admired her leadership **qualities**.

**recruit** (v) /rɪ'kru:t/ **provádět nábor zaměstnanců** We are currently **recruiting** new graduates.

**skill** (n) /skɪl/ **dovednost** We are looking for people with **IT skills**.

**training course** (n) /'treɪnɪŋ kɔ:s/ **školicí kurz** She was sent on a management **training course**.

## Unit 9

**advice** (n) /əd'vaɪs/ **rada** You should follow your doctor's **advice**.

**cheap** (adj) /tʃi:p/ **levný** Some airlines offer incredibly **cheap** fares.

**comfort** (n) /'kʌmfət/ **pohodlí** The hotel has all modern **comforts**.

**competition** (n) /,kɒmpə'tɪʃn/ **konkurence** There was intense **competition** for the contract.

**competitive** (adj) /kəm'petitiv/ konkurenční We need to cut prices to remain **competitive**.

**competitor** (n) /kəm'petitə(r)/ konkurence, konkurenční firma They claim to be 10% cheaper than their closest **competitor**.

**discount** (n) /'diskaunt/ sleva If you order online you get a 10% **discount**.

**expensive** (adj) /ik'spensiv/ drahý Gas is getting more and more **expensive**.

**facilities** (n) /fə'silətiz/ zařízení, vybavení The hotel has great sports and leisure **facilities**.

**fast** (adj) /fɑ:st/ rychlý I need a **faster** broadband connection.

**high quality** (adj) /,haɪ 'kwɒləti/ vysoce kvalitní Our stores sell only **high quality** produce.

**low price** (adj) /,ləʊ 'praɪs/ levný We're looking for a **low price** option.

**mail order** (n) /,meɪl 'ɔ:də(r)/ zásilkový obchod All our products are available by **mail order**.

**major** (adj) /'meɪdʒə(r)/ hlavní, významný She works for a **major** international company.

**market segment** (n) /,mɑ:kɪt 'segmənt/ tržní segment Schools are a growing **market segment**.

**model** (n) /'mɒdl/ model The latest **models** will be on display at the motor show.

**slow** (adj) /sləʊ/ pomalý They were very **slow** to answer my query.

**storage space** (n) /'stɔ:ridʒ speɪs/ skladovací prostory The building has a large amount of **storage space** at the back.

**up-to-date** (adj) /,ʌp tə 'deɪt/ moderní We are using the most **up-to-date** technology.

**wide choice** (adj) /waɪd tʃɔɪs/ se širokým výběrem Our furniture is available in a **wide choice** of styles and colours.

## Unit 10

**amazing** (adj) /ə'meɪzɪŋ/ úžasný What an **amazing** story!

**attend meetings** (v) /ə'tend'mi:tɪŋz/ účastnit se schůzí He has to **attend regular team meetings** in London.

**average** (adj) /'ævərɪdʒ/ průměrný **Average** earnings here are around £20,000 per year.

**complain** (v) /kəm'pleɪn/ stěžovat si People were **complaining** about waiting too long for their meals.

**component** (n) /kəm'pəʊnənt/ složka, komponenta They sell replacement machine **components**.

**develop ideas** (v) /dɪ'veləp aɪdɪəz/ rozvíjet a realizovat myšlenky We are **developing a lot of new ideas**.

**disappointing** (adj) /dɪsə'pɔɪntɪŋ/ neuspokojivý The sales figures this month were **disappointing**.

**excellent** (adj) /'eksələnt/ vynikající Her presentation was **excellent**.

**face-to-face** (adj) /,feɪs tə 'feɪs/ osobní I prefer to have **face-to-face** meetings with clients.

**fantastic** (adj) /fæn'tæstɪk/ fantastický That's **fantastic** news – well done!

**figures** (n pl) /'fɪgə(r)z/ čísla Can you send me the sales **figures** for this month?

**find solutions** (phrase) /,faɪnd sə'lju:ʃnz/ nalézt řešení Our job is to identify problems and then **find solutions**.

**make decisions** (phrase) /,meɪk dɪ'sɪʒnz/ rozhodnout You have to be able to **make decisions** quickly.

**opinion** (n) /ə'pɪniən/ názor We always want to hear our customers' **opinions**.

**overtime** (n) /'əʊvətaɪm/ přesčas We get double pay for **overtime**.

**permanent** (adj) /'pɜ:mənənt/ trvalý They offered him a **permanent** job.

**popular** (adj) /'pɒpjələ(r)/ oblíbený Their products are very **popular** with young people.

**production line** (n) /prə'dʌkʃn laɪn/ výrobní linka She works on the **production line** at the chocolate factory.

**salary** (n) /'sæləri/ plat Her annual **salary** is €28,000.

**solve problems** (phrase) /,sɒlv 'prɒbləmz/ vyřešit problémy He is very good at **solving technical problems** quickly.

**surprising** (adj) /sə'praɪzɪŋ/ překvapivý It's **surprising** how easy it is to operate the machine.

**teamwork** (n) /'ti:mwɜ:k/ týmová práce She stressed the importance of good **teamwork**.

**temporary** (adj) /'tempərəri/ dočasný I did a few **temporary** jobs while I was at college.

**turnover** (n) /'tɜ:nəʊvə(r)/ obrat They are worried about high staff **turnover**.

## Unit 11

**aisle seat** (n) /,aɪl 'si:t/ sedadlo do uličky I prefer an **aisle seat**.

**board** (v) /bɔ:d/ nastoupit do letadla It's time to **board**.

**boarding card** (n) /'bɔ:dɪŋ kɑ:d/ palubní vstupenka Please have your **boarding card** ready.

**business class** (n) /'bɪznəs kla:s/ obchodní třída, druhá třída There were no seats available in **business class**.

**cancel** (v) /'kænsəl/ zrušit All flights have been **cancelled** because of bad weather.

**change** (n) /tʃeɪndʒ/ změna Here's your **change** and your receipt, sir.

**check-in** (n) /'tʃekɪn/ odbavení There was a long queue at the **check-in**.

**credit card** (n) /'kredɪt kɑ:d/ kreditní karta The hotel accepts all major **credit cards**.

**delay** (n) /dɪ'leɪ/ zpoždění Airport passengers suffered long **delays** after a security scare.

**economy class** (n) /ɪ'kɒnəmi kla:s/ turistická třída, třetí třída We had to travel in **economy class**.

**exchange rate** (n) /ɪks'tʃeɪndʒ reɪt/ směnný kurz The **exchange rate** is currently 1.3 euros to the pound.

**expiry date** (n) /ɪk'spaɪəri deɪt/ datum platnosti Check the **expiry date** on your credit cards.

**gate** (n) /geɪt/ brána Your flight is now boarding at **Gate** 6.

**hand luggage** (n) /'hænd lʌdʒɪdʒ/ příruční zavazadlo You can carry that on as **hand luggage**.

**miss a flight** (v) /mɪs ə 'flaɪt/ zmeškat let If we don't leave now, we'll **miss our flight**.

**pack** (v) /pæk/ zabalit si zavazadlo I still haven't **packed** for my trip.

**passport control** (n) /ˌpɑːspɔːt kənˈtrəʊl/ pasová kontrola You have to go through **passport control**.

**queue** (n) /kjuː/ fronta There was a long **queue** at check-in.

**reservation** (n) /ˌrezəˈveɪʃn/ rezervace I bought the tickets and made the hotel **reservations**.

**room service** (n) /ˈruːm sɜːvɪs/ pokojová služba She ordered a sandwich from **room service**.

**security** (n) /sɪˈkjʊərəti/ bezpečnost Airlines introduced new checks to improve **security**.

**sightseeing** (n) /ˈsaɪtsiːɪŋ/ prohlídka památek Did you have time for any **sightseeing** while you were in Prague?

**stressful** (adj) /ˈstresfl/ stresující He has a very **stressful** job.

**terminal** (n) /ˈtɜːmɪnəl/ terminál Flights to Europe leave from **Terminal 2**.

**tour guide** (n) /ˈtʊə gaɪd/ průvodce (osoba) The **tour guide** pointed out the cathedral and the palace.

**vacancy** (n) /ˈveɪkənsɪ/ volné místo I'm sorry, we have no **vacancies**.

**wake-up call** (n) /ˈweɪkʌp kɔːl/ budíček po telefonu I'd like a **wake-up call** at 7 tomorrow morning.

**window seat** (n) /ˈwɪndəʊ siːt/ sedadlo u okna I prefer a **window seat**.

## Unit 12

**aim** (n) /eɪm/ cíl Our main **aim** is to increase sales.

**annual leave** (n) /ˌænjʊəl ˈliːv/ řádná dovolená za rok We get twenty days' **annual leave**.

**autumn** (n) /ˈɔːtəm/ podzim The fruits are ready to pick in **autumn**.

**busy period** (n) /ˈbɪzi piəriəd/ rušné období We take on extra staff during **busy periods**.

**database** (n) /ˈdeɪtəbeɪs/ databáze We keep a **database** of all our customers' names, addresses, and past orders.

**deadline** (n) /ˈdedlaɪn/ konečný termín The **deadline** for applications is 30 April.

**event** (n) /ɪˈvent/ událost His 50th birthday is going to be a very special **event**.

**expect** (v) /ɪkˈspekt/ očekávat I **expect** he will arrive about 9.30.

**launch** (n) /lɔːnʃ/ uvedení (výrobku na trh) The publishers held a big book **launch** for his first novel.

**long weekend** (n) /ˌlɒŋ wiːkend/ prodloužený víkend We're planning a **long weekend** in Amsterdam.

**packaging** (n) /ˈpækɪdʒɪŋ/ obal Attractive **packaging** can help sell your product.

**predict** (v) /prɪˈdɪkt/ předpovědět It's difficult to **predict** who will win the election.

**public holiday** (n) /ˌpʌblɪk ˈhɒlɪdeɪ/ státem uznaný svátek They created a **public holiday** in his honour.

**quiet period** (n) /ˈkwaɪət piəriəd/ klidné období I catch up with my paperwork during **quiet periods** in the shop.

**raw materials** (n) /ˌrɔː məˈtɪəriəlz/ suroviny One of our biggest costs is **raw materials**.

**reminder** (n) /rɪˈmaɪndə(r)/ upomínka If you do not pay within 14 days, we will send a **reminder**.

**schedule** (n) /ˈʃedjuːl/ rozvrh I have a very full **schedule** this week.

**shelf** (n) /ʃelf/ policička The top **shelf** was too high for customers to reach.

**ship** (v) /ʃɪp/ odeslat zboží The company **ships** its products all over the world.

**spring** (n) /sprɪŋ/ jaro I love Paris in the **spring**.

**summarize** (v) /ˈsʌməraɪz/ shrnout, sumarizovat The results are **summarized** at the end of this document.

**summer** (n) /ˈsʌmə(r)/ léto They often spend the **summer** by the sea.

**tight deadline** (n) /ˌtaɪt ˈdedlaɪn/ šibeniční termín We are working to a very **tight deadline**.

**time off** (n) /ˌtaɪm ˈɒf/ volno (z práce) He took some **time off** to visit his sick mother.

**timetable** (n) /ˈtɪmtetɪbl/ časový plán, harmonogram, jízdní řád Here's a **timetable** for the training session.

**update** (v) /ʌpˈdeɪt/ aktualizovat Our website is **updated** every day.

**winter** (n) /ˈwɪntə(r)/ zima We usually go skiing every **winter**.