

Business Result

Intermediate Czech Wordlist

Unit 1

abroad (adv) /ə'brɔ:d/ v zahraničí They both work **abroad**: John's in Peru and Mark's in Italy.

aim (n) /eɪm/ cíl Our **aim** is to modernize the company completely.

application (n) /æplɪ'keɪʃn/ žádost We have received ten **applications** for funds from NGOs.

attendee (n) /ə'ten'di:z/ účastník **Attendees** at the training session will be given lunch.

bureaucracy (n) /bjʊə'rɒkrəsi AmE 'rɑ:k-/ byrokracie This country's **bureaucracy** is terrible: there are too many rules and regulations.

challenging (adj) /'tʃæləndʒɪŋ/ motivující podnětný My work is **challenging** because it is very complicated.

conditions (n pl) /kən'dɪʃnz/ podmínky The work **conditions** are great: we have good salaries and pensions.

consultant (n) /kən'sʌltənt/ konzultant When we need to find new employees we use a recruitment **consultant**.

corruption (n) /kə'rʌpʃn/ korupce **Corruption** is everywhere: everyone in the government wanted money from us.

demanding (adj) /dɪ'mɑ:ndɪŋ AmE 'mæn-/ náročný The work is **demanding** and you have to concentrate all the time.

depressing (adj) /dɪ'presɪŋ/ deprimující I tell people about the problems, but nobody listens: it's really **depressing**.

development (n) /dɪ'veləpmənt/ vývoj There are six new types of shampoo in **development** at the moment.

donation (n) /dəʊ'neɪʃn/ dar Because we don't make a profit, we depend on public **donations**.

dull (adj) /dʌl/ jednotvárný This job is so **dull** because we do the same thing every day.

estimate (v) /'estɪmeɪt/ odhadovat We **estimate** that the work will take six months.

event (n) /ɪ'vent/ akce The company's summer picnic is a popular **event**.

fundraiser (n) /'fʌndreɪzə(r)/ osoba zabývající se získáváním finančních prostředků Carol is our best **fundraiser**: she raised \$600,000 for us last year.

generate (v) /'dʒenəreɪt/ vytvářet The advertising campaign **generated** a lot of interest.

glamorous (adj) /'glæməərəs/ přepychový I was invited to a really **glamorous** party in Hollywood.

grant (n) /grɑ:nt AmE grænt/ grant We've received a £1,000,000 government **grant** to fund schools in Africa.

impression (n) /ɪm'preʃn/ dojem He didn't make a good first **impression** in the interview.

maintenance (n) /'meɪntənəns/ údržba This machine needs a lot of **maintenance** because it often breaks down.

negotiation (n) /nɪ,gəʊʃi'eɪʃn AmE ɡoʊʃ-/ jednání We had a **negotiation** to agree the final price of the products.

networking (n) /'netwɜ:kɪŋ AmE wɜ:rk-/ networking, vytváření sítě pracovních kontaktů Everyone was **networking** at the dinner and I met some possible new clients.

promotion (n) /prə'məʊʃn AmE 'moʊʃ-/ povýšení This job has many opportunities for **promotion**.

recognition (n) /,rekəg'nɪʃn/ uznání It was nice to get some **recognition** for doing a really good job.

recruitment (n) /rɪ'krʊ:tment/ nábor nových zaměstnanců **Recruitment** is easy here because people want to work for us.

results (n pl) /rɪ'zʌltz/ výsledky The project is beginning to show **results**.

rewarding (adj) /rɪ'wɔ:diŋ/ prospěšný, uspokojující My job is very **rewarding** and I feel great when I finish work.

routine (adj) /ru:'ti:n/ rutinní We perform **routine** checks on the company computer system every morning.

series (n) /'sɪəri:z/ řada He gave a **series** of talks on technology at work.

sponsor (n) /'spɒnsə(r) AmE 'spɑ:n-/ sponzor The TV programme's main **sponsor** is a chocolate manufacturer.

statement (n) /'steɪtmənt/ prohlášení I gave them a written **statement** of my opinions.

stressful (adj) /'stresfʌl/ stresující I'm always worrying at work because my job is so **stressful**.

varied (adj) /'veəri:d/ různorodý My work is very **varied** because I speak to different people every day.

target (n) /'tɑ:ɡɪt AmE 'tɑ:rgɪt/ cíl We will meet our sales **target** for the month.

variety (n) /və'reɪti/ rozmanitost The best jobs have a lot of **variety**, where you do many different things.

worthwhile (adj) /wɜ:θ'waɪl AmE wɜ:rθ-/ stojící za to We've changed many people's lives, so the project has been **worthwhile**.

Unit 2

accomplished (adj) /ə'kʌmplɪʃt/ skvělý Kurt is a very **accomplished** piano player.

advice (n) /əd'vaɪs/ rada Can you give me some **advice**?

allocate resources (phrase) /,æləkeɪt rɪ'zɔ:səz AmE 'rɪ:zɔ:rs-/ přidělit zdroje It's difficult to **allocate resources** because we don't have much money.

budget (n) /'bʌdʒɪt/ rozpočet There's a €400,000 **budget** for the new office building.

catch up (phr v) /,kætʃ 'ʌp/ dohnat The report was going to be late so we worked all night to **catch up**.

catering (n) /'keɪtərɪŋ/ catering, zásobování jídlem a pitím We need to organize the **catering** for the Christmas party.

charity (n) /'tʃærɪti/ **charitativní organizace** *I am a member of a **charity** that looks after homeless people.*

committed (adj) /kə'mɪtɪd/ **odhodlaný** *The whole team is **committed** to making this project a success.*

community (n) /kə'mju:nəti/ **společnost, obec** *The **community** will suffer if the factory closes.*

crucial (adj) /'kru:ʃəl/ **rozhodující** *When starting a new project, choosing an effective team leader is **crucial**.*

deadline (n) /'dedlaɪn/ **termín** *We are working to meet the **deadline** on Friday.*

decorating (n) /'dekəreɪtɪŋ/ **vymalování** *I think the office needs **decorating**: the walls need to be painted.*

delegate tasks (phrase) /,delɪgeɪt 'tɑ:skz/ **přidělit úkoly** *I **delegate** tasks to the fifty people who work under me.*

develop (v) /dɪ'veləp/ **vyvíjet** *We **develop** and market software.*

environmentally-friendly (adj) /envaɪrənməntəli 'frendli/ **šetrný vůči životnímu prostředí** *Let's use solar power so we can be more **environmentally-friendly**.*

equip (v) /ɪ'kwɪp/ **vybavit** *We need to **equip** the office with computers, printers, photocopiers, etc.*

essential (adj) /ɪ'senʃl/ **nezbytný** *To survive as a small company, a good business plan is **essential**.*

experience (n) /ɪk'spɪəriəns/ **zkušenost** *I worked in Tanzania in 2001 and it was an incredible **experience**.*

fall behind schedule (phrase) /,fɔ:l bɪhaɪnd 'ʃedju:l AmE 'skedʒu:l/ **být pozadu za plánem** *We need to work fast or we will **fall behind schedule**.*

finish ahead of schedule (phrase) /,fɪnɪʃ əhed əv 'ʃedju:l AmE 'skedʒu:l/ **skončit v předstihu před plánem** *We could **finish ahead of schedule** because we worked so quickly.*

get on with a job (phrase) /get ,ɒn wɪð ə 'dʒɒb/ **pokračovat v práci** *I've no time for a break as I have to **get on with a job**.*

get updates (phrase) /,get 'ʌpdets/ **dostat aktuální informace** *Rob's going to **get updates** on the project from the Jamaica office.*

invitation (n) /,ɪnvɪ'teɪʃn/ **pozvánka** *You have received **an invitation** to give a presentation in New York.*

issue (v) /'ɪʃu:/ **vydat** *We will **issue** a new identity card to everyone in the company.*

leaflet (n) /'li:flət/ **leták** *I'd like to make a **leaflet** to advertise our new nightclub.*

loan (n) /ləʊn AmE loʊn/ **půjčka** *They are asking the bank for a **loan** of \$14,000.*

meet a deadline (phrase) /,mi:t ə 'dedlaɪn/ **dodržet termín** *Do we need to **meet a deadline** this week?*

objectives (n) /əb'dʒektɪvz/ **cíle** *The main **objectives** are to increase sales and decrease costs.*

on track (adj) /,ɒn 'træk AmE ,ɑ:n-/ **na správné cestě** *The project is **on track** and we're sure it will finish on time.*

organic (adj) /ɔ:'gæɪnɪk AmE ɔ:rg-/ **organický** *The restaurant serves healthy food and only uses **organic** ingredients.*

plastering (n) /'plɑ:stərɪŋ AmE 'plæs-/ **omítání** *The walls are still wet because the **plastering** isn't finished yet.*

plumbing (n) /'plʌmɪŋ/ **potrubí** *The **plumbing** will be installed tomorrow so we don't have any water yet.*

predicted (adj) /prɪ'dɪktɪd/ **předpokládaný** *Do you think the **predicted** schedule will work?*

profitable (adj) /'prɒfɪtəbl/ **ziskový** *We made £2,000,000 last year so the company is very **profitable**.*

progress (n) /'prɒʊgres AmE 'pra:ɡ-/ **pokrok** ***Progress** has been made this week and the project is going well.*

raise awareness (phrase) /,reɪz ə'veənəs AmE ə'wer-/ **zvýšit povědomí** *There was a campaign to **raise awareness** of the dangers of alcohol.*

resources (n pl) /rɪ'sɔ:sɪz AmE 'rɪ:sɔ:rsɪz/ **zdroje** *Large companies have lot of **resources** in terms of staff and money.*

schedule (n) /'ʃedju:l AmE 'skedʒu:l/ **časový plán** *We have a very tight **schedule** because we must finish by Tuesday.*

skill (n) /skɪl/ **dovednost** *You need **skill** to operate this machine: it's not easy.*

staff (n) /stɑ:f AmE stæf/ **zaměstnanci** *We have international **staff** with employees from sixteen different countries.*

stationery (n) /'steɪʃənri/ **psací potřeby** *Your secretary will order **stationery**, pens, papers etc., from a catalogue.*

sustainable (adj) /səs'teɪnəbl/ **trvale udržitelný** *We want to use **sustainable** energy like wind power.*

teamwork (n) /'ti:mwɜ:k AmE wɜ:rk/ **týmová práce** *There's great **teamwork** here – everyone works together well.*

tiling (n) /'taɪlɪŋ/ **obkládání** *We need someone to do the **tiling** on the bathroom walls.*

update (n) /'ʌpdeɪt/ **nejnovější informace** *My boss gets an **update** every week on recent progress.*

volunteer (v) /vɒlən'tiə(r) AmE vɑ:lən'tɪr/ **dobrovolník** *The clinic is staffed by **volunteers**.*

volunteerism (n) /vɒlən'ti:ɪzɪz/ **dobrovolnictví** ***Volunteerism** is very popular among students and young people.*

wiring (n) /'waɪrɪŋ/ **elektroinstalace** *An electrician will install new **wiring** this afternoon.*

Unit 3

accommodation (n) /ə,kɒmə'deɪʃn AmE kɑ:m-/ **ubytování** *We have arranged **accommodation** for our visitors in a local hotel.*

assignment (n) /ə'samɪnt/ **úkol** *I have a difficult **assignment**: to redesign the structure of the company.*

bored (adj) /bɔ:d AmE bɔ:rd/ **znuděný** *Mark left the company because he was **bored** of working here.*

boring (adj) /'bɔ:ɪŋ/ **nudný** *This job is **boring** because we do the same thing every day.*

contact (n) /'kɒntækt AmE 'kɑ:n-/ **kontaktní osoba** *I've got one **contact** in the TV business: she works for the BBC.*

corridor (n) /'kɒrɪdɔ:(r)/ **chodba** *There are sixteen offices on this **corridor**.*

department (n) /dɪ'pɑ:tmənt AmE 'pɑ:rt-/ **oddělení** *We have a production **department**, a HR **department**, and a finance **department**.*

do exercise (phrase) /du 'eksəsaɪz AmE sɜ:s-/ **cvičit** *I **do exercise** in the gym on Mondays after work.*

do overtime (phrase) /du 'əʊvətaɪm AmE 'oʊvər-/ **pracovat přesčas** *Most people here **do overtime** because you get paid extra.*

do work (phrase) /du 'wɜ:k AmE 'wɜ:rk/ **pracovat** *Sean can't go camping because he has to **do work** at the weekend.*

emphasis (n) /'emfəsis/ důraz The **emphasis** of our training is on learning management skills.

employee (n) /'m'plɔ:ɪ/ zaměstnanec A new **employee** will start working for the company today.

enjoyable (adj) /ɪn'dʒɔɪəbl/ příjemný We went on a really **enjoyable** walk in the country.

excited (adj) /ɪk'saɪtɪd/ vzrušený Everybody is **excited** about our new products.

exciting (adj) /ɪk'saɪtɪŋ/ vzrušující We need an **exciting** advertisement to make people notice the new car.

exercise (n) /'eksəsaɪz/ cvičení Swimming is the best **exercise** you can do.

exhilarated (adj) /ɪg'zɪləreɪtɪd/ rozjařený After rock-climbing in the mountains, we all felt **exhilarated**.

exhilarating (adj) /ɪg'zɪləreɪtɪŋ/ opojný Travelling in a helicopter was an **exhilarating** experience.

fascinating (adj) /'fæsɪneɪtɪŋ/ fascinující Visiting Istanbul was **fascinating**.

flexitime (n) /'fleksɪtaɪm/ flexibilní pracovní doba We work **flexitime** so I can choose when I work my hours.

frightened (adj) /'fraɪtənd/ vyděšený I am **frightened** that we will lose a lot of money.

frightening (adj) /'fraɪtənɪŋ/ hrozivý The news is **frightening**: our business is disappearing.

hard work (adj) /,hɑ:d 'wɜ:k AmE 'wɜ:rk/ tvrdá práce This job is **hard work** and I feel exhausted when I get home.

human resources (n) /,hju:mən rɪ'sɔ:sɪz AmE 'ri:sɔ:sɪz/ human resources, lidské zdroje The **human resources** department is in charge of recruitment.

interested (adj) /'ɪntrestɪd/ zajímat se o něco Are you **interested** in working with new technology?

interesting (adj) /'ɪntrestɪŋ/ zajímavý This project is **interesting** because it's completely new.

make progress (phrase) /,meɪk 'prəʊgres AmE 'pra:g-/ učinit pokrok We will **make progress** next week and finish a lot of work.

make time (phrase) /,meɪk 'taɪm/ udělat si čas You need to **make time** to meet all your visitors.

make useful contacts (phrase) /meɪk 'ju:sfl 'kɒntæktz AmE 'kɑ:n-/ vybudovat si užitečné pracovní kontakty You can **make useful contacts** at trade fairs and conferences.

novel (n) /'nɒvl AmE 'nɑ:vl/ román I always read a **novel** when I'm travelling by plane.

overtime (n) /'əʊvətaɪm AmE ɔʊvər-/ přesčas Everyone gets paid extra when they work **overtime**.

paid leave (n) /,peɪd 'li:v/ placená dovolená In this company employees get twenty-five days **paid leave** every year.

plenty (pron) /'plenti/ dostatek Piotr has **plenty** of time to meet everyone.

politely (adv) /pə'laɪtli/ zdvořile I don't know how to say 'goodbye' **politely** in English.

progress (n) /'prəʊgres AmE 'pra:g-/ pokrok We can't make **progress** until we solve these problems.

relaxing (adj) /rɪ'læksɪŋ/ odpočinkový You should go on a **relaxing** holiday in a spa.

take holiday (phrase) /,teɪk 'hɒlɪdeɪ/ vzít si dovolenou Before you **take holiday**, agree the dates with your manager.

take paid leave (phrase) /teɪk peɪd 'li:v/ vzít si placenou dovolenou You can **take paid leave** any time in the summer months.

take time off (phrase) /teɪk taɪm 'ɒf AmE 'ɑ:f/ vzít si volno I want to **take time off** next month and go to Switzerland.

time off (n) /,taɪm 'ɒf AmE 'ɑ:f/ volno I can't take **time off** because there's too much work to do.

tired of (adj) /'taɪəd əv AmE 'taɪərd-/ unavený něčím We are **tired of** talking to angry customers.

tiring (adj) /'taɪərɪŋ/ unavující They worked all night and it was very **tiring**.

work flexitime (phrase) /,wɜ:k 'fleksɪtaɪm AmE ,wɜ:rk-/ pracovat s flexibilní pracovní dobou Everyone can work **flexitime** and choose when they start work.

work from home (phrase) /,wɜ:k frəm 'həʊm AmE ,wɜ:rk frəm 'həʊm/ pracovat z domova They **work from home** and only come to the office on Tuesdays.

work late (phrase) /,wɜ:k 'leɪt AmE ,wɜ:rk-/ pracovat dlouho do noci I don't often **work late**, but yesterday I left at 2.00 a.m.

Unit 4

access (n) /'ækses/ přístup You will have **access** to your bank details online.

account (n) /ə'kaʊnt/ účet The company has a bank **account** with UBS.

accurate (adj) /'ækjərət/ přesný This information must be **accurate**.

allow (v) /ə'laʊ/ dovolit Will you **allow** me to make a suggestion?

cashier (n) /kæ'ʃɪə(r)/ pokladník A **cashier** at the bank counted my money.

categorize (v) /'kætəgəraɪz/ rozřídít The computer will **categorize** the information for you.

choice (n) /tʃɔɪs/ výběr The shop is successful because there is a large **choice** of goods.

combine (v) /kəm'baɪn/ kombinovat Can we **combine** the Western Europe and North Africa departments?

consumer (n) /kən'sju:mə(r) AmE su:m-/ zákazník Who is the **consumer** for this new MP3 player?

continuously (adv) /kən'tɪnjuəsli/ nepřetržitě I've been trying to contact him **continuously** for the last two hours.

convenient (adj) /kən'vi:nɪənt/ příhodný I'm happy to have the meeting when it is **convenient** for you.

cost-effective (adj) /'kɒst ɪ'fektɪv AmE 'kɑ:st-/ efektivní vzhledem k nákladům The production process is not **cost-effective**: it's very expensive.

customize (v) /'kʌstəmaɪz/ upravit na míru We can **customize** the design for individual customers.

database (n) /'deɪtəbeɪs/ databáze There is a new **database** to record everybody's personal details.

deal (n) /di:l/ dohoda We've got a great **deal** with a distributor in Beijing.

deliver (v) /dɪ'lɪvə(r)/ dodat When can you **deliver** the order?

demand (v) /dɪ'ma:nd AmE dɪ'mænd/ požadovat They **demand** immediate payment.

efficient (adj) /ɪ'fɪʃnt/ efektivní Our production process is **efficient** because it's quick and easy to organize.

encourage (v) /ɪnˈkʌrɪdʒ AmE ˈkɜːr-/ přimět, přilákat
The hotel wants to **encourage** their guests to use the fitness room.

functionality (n) /ˌfʌŋkʃəˈnæləti/ funkce The new computer system has more **functionality**.

help (v) /help/ pomoci I asked Jemima if she could **help** me.

immediate (adj) /ɪˈmiːdiət/ okamžitý If you send us an email, you'll get an **immediate** reply.

incentive (n) /ɪnˈsentɪv/ pobídka There are tax **incentives** to encourage saving.

let (v) /let/ nechat, dovolit The office furniture was expensive, but my boss **let** me buy it.

local (adj) /ˈləʊkl AmE ˈloʊkl/ místní Our children go to the **local** school.

make it easier (phrase) /ˌmeɪk ɪt ɪˈiːziə(r)/ usnadnit The new website will **make it easier** for customers to order online.

multiple (adj) /ˈmʌltɪpl/ vyhotovený ve větším množství We need **multiple** copies of the report.

promotion (n) /prəˈmɔʊʃn AmE ˈmoʊʃn/ propagace The supermarket has a special **promotion** on ice cream.

queue (n) /kjuː/ fronta The **queue** was terrible: there was a long line of people.

relationship (n) /rɪˈleɪʃnʃɪp/ vztah We want to have a good **relationship** with every customer.

relevant (adj) /ˈreləvənt/ relevantní Only put the **relevant** information in your report.

relocate (v) /ˌriːləʊˈkeɪt AmE ˌriːˈloʊkeɪt/ přemístit The company **relocated** to Houston.

review (n) /rɪˈvjuː/ recenze Our new website got an excellent **review** in the newspaper.

screen (n) /skriːn/ obrazovka TVs with a flat **screen** are selling very well.

secure (adj) /sɪˈkjʊə AmE səˈkjʊr/ zabezpečený This system is **secure** from hackers and viruses.

separately (adv) /ˈseprətli/ odděleně We work **separately** because Sue's in Rome and I'm in Chicago.

site (n) /saɪt/ místo A new shopping mall will be built on this **site**.

store (v) /stɔː(r)/ uložit You can **store** a lot of information on this computer.

suburb (n) /ˈsʌbɜːb AmE bɜːrb/ předměstí They live in a **suburb** of London.

time-saving (adj) /ˈtaɪm seɪvɪŋ/ časově úsporný We have introduced **time-saving** methods in our production process.

user-friendly (adj) /ˌjuːzə ˈfrendli AmE ˌjuːzər-/ uživatelsky příjemný, snadno ovladatelný The system isn't very **user-friendly**: nobody understands it.

voucher (n) /ˈvaʊtʃə(r)/ poukaz We won a **voucher** for two cinema tickets.

Unit 5

assess (v) /əˈses/ ohodnotit Your line manager will **assess** your work.

assist (v) /əˈsɪst/ asistovat A senior employee will **assist** you if you have problems.

attend (v) /əˈtend/ zúčastnit se Everyone should **attend** the meeting this afternoon.

based in (adj) /ˈbeɪst ɪn/ umístěný Our company is **based in** Santa Monica.

care (n) /keə(r) AmE ker/ péče There is a department in charge of customer **care**.

check (v) /ˈtʃek/ kontrolovat We **check** every product before it leaves the factory.

comment (v) /ˈkɒment AmE ˈkɑːm-/ okomentovat The managing director wants to **comment** on the report.

confirm (v) /kənˈfɜːm AmE ˈfɜːrm/ potvrdit Can we **confirm** the meeting for 4th January at 9.15 a.m.?

current (adj) /ˈkʌrənt/ současný The **current** offices are not big enough for our business.

customer (n) /ˈkʌstəmə(r)/ zákazník One **customer** provides 90% of our business.

discount (n) /ˈdɪskaʊnt AmE koʊnt/ sleva Do you have a **discount** for students?

ensure (v) /ɪnˈʃʊə(r) AmE ˈʃʊr/ ujistit se We will **ensure** that your order arrives on time.

equipment (n) /ɪˈkwɪpmənt/ vybavení Do we have any money for new fitness **equipment**?

evaluate (v) /ɪˈvæljuːeɪt/ ohodnotit We always have a meeting to **evaluate** the needs of new customers.

expect (v) /ɪkˈspekt/ očekávat I **expect** that Glenda Murray will be the new CEO.

expectations (n pl) /ɪˌekspekˈteɪʃnz/ očekávání Our customers spend a lot of money and have high **expectations**.

external (adj) /ɪkˈstɜːnl AmE ˈstɜːrnl/ externí The company has five main **external** customers.

instructions (n pl) /ɪnˈstrʌkʃnz/ instrukce Do you have **instructions** for how to operate this machine?

internal (adj) /ɪnˈtɜːnl AmE ˈtɜːrnl/ interní Tony wrote an **internal** report explaining what went wrong.

issue (n) /ˈɪʃuː/ problém I have an **issue** with the late arrival of our orders.

layout (n) /ˈleɪaʊt/ rozmístění A consultant told us the best **layout** for the fitness equipment.

monitor (v) /ˈmɒnɪtə(r) AmE ˈmɑːn-/ monitorovat An architect will **monitor** the construction of the new building.

provide (v) /prəˈvaɪd/ poskytovat We **provide** a complete service for our customers.

receive (v) /rɪˈsiːv/ obdržet Did you **receive** my email yesterday?

recently (adv) /ˈriːsəntli/ nedávno **Recently** the company has been very successful.

refurbish (v) /ˌrɪːˈfɜːbɪʃ AmE ˈfɜːrb-/ modernizovat The theatre had been completely **refurbished**.

rehabilitation (n) /ˌrɪːəˈbɪlɪˈteɪʃn/ rehabilitace He needed a lot of **rehabilitation** after his injury in car accident.

require (v) /rɪˈkwaɪə(r)/ vyžadovat Do your customers **require** any more information?

requirements (n pl) /rɪˈkwaɪəmənts AmE ˈkwaɪər-/ požadavky What **requirements** do our customers have?

satisfaction (n) /sætɪsˈfækʃn/ spokojenost Customer **satisfaction** is very important to us.

service (n) /ˈsɜːvɪs AmE ˈsɜːrv-/ služba A company in Mumbai provides our IT-helpline **service**.

specific (adj) /spəˈsɪfɪk/ specifický Is there a **specific** reason for launching the product on 16 May?

support (n) /səˈpɔːt AmE ˈpɔːrt/ podpora Our customers expect twenty-four hour **support**.

tailor (v) /'teɪlə(r)/ **připravit na míru** *We can **tailor** our software for individual clients.*

treadmill (n) /'tredmɪl/ **a jednotvárnou práci** *Karl goes running on the **treadmill** every day.*

unique (adj) /juː'nɪk/ **unikátní** *We have built a **unique** hotel on a Pacific island.*

Unit 6

admit /əd'mɪt/ **připustit** *I **admit** I was wrong.*

assemble (v) /ə'sembəl/ **sestavit** *We **assemble** the TVs in a factory in Vietnam.*

bunny suit (n) /'bʌni su:t/ **montérky** *In the factory you have to wear a **bunny suit**.*

chamber of commerce (n) /tʃeɪmbər əv 'kɒmə:s AmE 'kɑ:mɜ:rs/ **obchodní komora** *Small businesses should join the local **chamber of commerce**.*

check in (phr v) /tʃek 'ɪn/ **zaregistrovat se** *I'd like to **check in** please – I'm on the flight to Bogotá.*

conference (n) /'kɒnfrəns AmE 'kɑ:n-/ **konference** *There is an international **conference** in Boston this week.*

delay (n) /dɪ'leɪ/ **zpoždění** *Your flight has a two-hour **delay** because of bad weather.*

delegate (n) /'deləgət/ **delegát** *There are 600 **delegates** at the conference.*

drop (sb) off (phr v) /drɒp 'ɒf AmE ,drɑ:p 'ɑ:f/ **vysadit někde, dovézt někam** *Do you want to me to **drop** you **off** at your hotel?*

dust (n) /dʌst/ **prach** *We clean the factory carefully to prevent **dust**.*

eat out (phr v) /i:t 'aʊt/ **dát si jídlo v restauraci** *Shall we **eat out** or have dinner at home?*

enemy (n) /'enəmi/ **nepřítel** *Rising prices are our biggest **enemy**.*

entertainment (n) /entə'teɪnmənt AmE entər-/ **zábava** *Can you arrange some evening **entertainment** for our visitors?*

equivalent (adj) /'kwɪvələnt/ **stejný, odpovídající** *If you order in dollars, we charge the **equivalent** price in euros.*

etiquette (n) /'etɪkət/ **etiketa, pravidla chování** *He gave me some advice on **etiquette** in his country.*

excursion (n) /ɪk'skɜ:ʒn AmE 'skɜ:rʒn/ **exkurze** *We are going on an **excursion** to the Alps on Saturday afternoon.*

exhibition (n) /,eksɪ'bɪʃn/ **výstava** *There is a wonderful Aztec **exhibition** at the National Museum.*

facilities (n pl) /fə'sɪlətɪz/ **zařízení** *The hotel had all the **facilities**: pool, sauna, mini-bar, restaurant.*

freshen up (phr v) /,frefʃn 'ʌp/ **osvěžit se** *I'd like to go back to the hotel and **freshen up**.*

go out (phr v) /,gəʊt 'aʊt AmE ,gou-/ **vyrazit si** *What time shall we **go out** this evening?*

guest (n) /gest/ **host** *We have a **guest** from Taiwan visiting us.*

hospitality (n) /hɒspɪ'tælɪti/ **pohostinnost** *Thank you for your wonderful **hospitality** during my visit.*

jewellery (n) /'dʒu:ələri/ **šperky** *We manufacture **jewellery** such as rings, bracelets, and necklaces.*

look around (phr v) /,lʊk ə'raʊnd/ **prohlédnout si** *Would you like to **look around** our factory this afternoon?*

meet up with (phr v) /mi:t 'ʌp wɪð/ **setkat se s někým** *I am going to **meet up with** Eija at the Oulo conference.*

nightlife (n) /'naɪtlaɪf/ **noční život** *The **nightlife** in the city is great.*

off-limits (adj) /,ɒf 'lɪmɪts AmE ,ɑ:f-/ **zakázaný, nepřístupný** *I'm sorry, but this part of the factory is **off-limits** to visitors.*

outcome (n) /'aʊtkʌm/ **výsledek** *What was the **outcome** of the negotiations?*

pick (sb) up (phr v) /,pɪk 'ʌp/ **vyzvednout někoho** *We will send a driver to **pick** you **up** at the airport.*

pleasure (n) /'pleʒə(r)/ **radost** *Are you here on business or for **pleasure**?*

prohibition (n) /,prəʊ'bɪʃn AmE ,prəʊə'b-/ **prohibice** *There is a **prohibition** against drinking alcohol at work.*

show (sb) around (phr v) /,ʃəʊ ə'raʊnd AmE ,ʃou-/ **provést někoho** *Could you **show** the visitors **around** this afternoon?*

sightseeing (n) /'saɪtsi:ɪŋ/ **prohlížení památek** *It's my first time in Budapest and I'd like to go **sightseeing**.*

souvenir (n) /,su:və'ni:ə(r)/ **suvenýr** *We'd like to offer a **souvenir** of your visit.*

speciality (n) /,speʃi'ælɪti/ **specialita** *The lobster is this restaurant's **speciality**.*

subordinate (n) /sə'bɔ:dɪnət AmE 'bɔ:rd-/ **podřízený** *She treats her **subordinates** with respect.*

synthetic (adj) /sɪn'tetɪk/ **syntetický** *Don't wear **synthetic** materials such as nylon or polyester.*

tour (n) /tuə(r) AmE tu/ **prohlídka** *There is a **tour** of our office building this afternoon.*

uncommon (adj) /ʌn'kɒmən AmE 'kɑ:mən/ **neobvyklý** *They work carefully, and mistakes are **uncommon**.*

venue (n) /'venju:/ **místo konání** *A Greek restaurant will be the **venue** for our office party.*

virtual (adj) /'vɜ:tʃuəl AmE 'vɜ:rtʃ-/ **virtuální** *We use our computer system to hold **virtual** meetings.*

Unit 7

advantage (n) /əd'vɑ:ntɪdʒ AmE 'vænt-/ **výhoda** *What is the main **advantage** of updating our security system?*

announce (v) /ə'naʊns/ **oznámit** *The company **announced** plans to cut 200 jobs.*

aware (adj) /ə'weə(r)/ **vědomý** *Is everyone **aware** of the recent changes in the company?*

breach (n) /brɪ:tʃ/ **pouštění** *There's been a security **breach** at the bank.*

deter (v) /dɪ'tɜ:(r)/ **odstrašit** *How can we **deter** people from trying to break into our system?*

disadvantage (n) /,dɪsəd'vɑ:ntɪdʒ AmE ne'východa *One **disadvantage** of our new computer system is that it's expensive.*

fraud (n) /frɔ:d/ **podvod** *The property had been obtained by **fraud**.*

gain access (phrase) /,geɪn 'ækses/ **získat přístup** *You need a security code to **gain access** to the system.*

identity theft (n) /aɪ'dentɪti θeft/ **krádež osobních údajů** *To prevent **identity theft**, be very careful with personal information.*

illegal (adj) /ɪ'li:gl/ **ilegální** *It's **illegal** to drive without a licence.*

lift (n) /lɪft/ **výtah** *I've broken my leg so I got the **lift** to the tenth floor.*

load (v) /ləʊd AmE ləʊd/ **naložit** Can you help me **load** my car with these boxes?

measure (n) /'meʒə(r)/ **opatření** We are introducing identity cards as a new security **measure**.

monitor (v) /'mɒnɪtə(r) AmE 'mɑ:n-/ **monitorovat** We **monitor** our offices twenty-four hours a day to prevent crime.

network (n) /'netwɜ:k AmE wɜ:rk/ **sít** The office **network** allows users to share files.

notify (v) /'nəʊtɪfaɪ AmE 'nəʊt-/ **uvědomit** **Notify** the security staff when visitors come into the building.

pass (n) /pɑ:s AmE pæs/ **propustka** You can get a **pass** to enter the building from reception.

password (n) /'pɑ:swɜ:d AmE 'pæsɜ:rd/ **heslo** Your **password** should contain ten letters and numbers.

procedure (n) /prə'si:dʒə(r)/ **postup** The normal fire **procedure** is to exit the building immediately.

review (v) /rɪ'vju:/ **přezkoumat** The manager wants to **review** the project.

safeguard (v) /'seɪfɡɑ:d AmE ɡɑ:rd/ **ochránit** How can you **safeguard** the computer system against hackers?

security breach (n) /sɪ'kjʊ:ərətɪ brɪ:tʃ/ **porušení bezpečnostních pravidel** We have had one major **security breach** this year.

security camera (n) /sɪ'kjʊ:ərətɪ kæmərə/ **bezpečnostní kamera** The **security camera** recorded the criminals entering the company.

security pass (n) /sɪ'kjʊ:ərətɪ pɑ:s AmE pæs/ **bezpečnostní legitimace** This card is your **security pass** with your photo and ID number.

security procedures (n pl) /sɪ'kjʊ:ərətɪ prə'si:dʒə(r)/ **bezpečnostní pravidla** You have to follow a number of **security procedures**.

security staff (n) /sɪ'kjʊ:ərətɪ stɑ:f AmE stæf/ **zaměstnanci bezpečnostní služby** Most of our **security staff** were in the police before working here.

swipe (v) /swaɪp/ **projet kartu/kód... čtecím zařízením** **Swipe** your security pass through the card reader.

transaction (n) /træn'zækʃn/ **transakce** There is an extra charge for credit card **transactions**.

unauthorized access (n) /ʌn,ɔ:θəraɪzd 'ækses/ **neoprávněný přístup** It is everyone's responsibility to prevent **unauthorized access** to the company.

Unit 8

blame (v) /bleɪm/ **vinit** They are going to **blame** you for the mistake.

candidate (n) /'kændɪdeɪt/ **kandidát** There is one very strong **candidate** for the design manager job.

chart (n) /tʃɑ:t AmE tʃɑ:rt/ **tabulka** The **chart** shows sales this quarter.

common ground (n) /,kɒmən 'graʊnd/ **společné východisko** Different departments are arguing and we need to find some **common ground**.

complementary skills (n pl) /,kɒmplɪmentri 'skɪlz/ **doplňující se dovednosti a znalosti** Rob is creative and Eric is organized so they have **complementary skills**.

conduct business (phrase) /kən,dʌkt 'bɪznəs/ **obchodovat** This is a useful guide to **conducting business** on-line.

continent (n) /'kɒntɪnənt/ **kontinent** Our products are sold in four **continents**.

detail (n) /'di:teɪl/ **detail** Rachel is very good on **detail**: she doesn't make mistakes.

form alliances (phrase) /,fɔ:m ə'laɪənsɪz AmE ,fɔ:rm-/ **vytvářet spojení** We need to **form alliances** with companies in Bulgaria.

freelancer (n) /'fri:lɑ:nsə(r) AmE lænsər/ **najatý pracovník** A **freelancer** in Ohio designed the company catalogue.

join forces (phrase) /,dʒɔɪn 'fɔ:sɪz AmE 'fɔ:rsɪz/ **spojit své síly s někým** We need to **join forces** with a multinational.

joint venture (n) /,dʒɔɪnt 'ventʃə(r)/ **společný projekt** Two Japanese companies set up a **joint venture** to design a digital camera.

merge (v) /mɜ:dʒ AmE mɜ:rdʒ/ **fúzovat** We want to **merge** with our German competitor.

mutual benefit (n) /,mju:tʃuəl 'benɪfɪt/ **vzájemný prospěch** For their **mutual benefit** the two companies should make different products.

prediction (n) /prɪ'dɪkʃn/ **předpověď** What is your **prediction** for the next year?

premises (n) /'premɪsɪz/ **prostory** We need bigger **premises** because our factory is too small.

response (n) /rɪ'spɒns/ **odpověď** He gave a strange **response** to the question.

shared goals (n pl) /,ʃeəd 'ɡəʊlz AmE ,ʃeərd 'ɡoʊlz/ **společné cíle** We work together because we have **shared goals**.

suspicion (n) /səs'pɪʃn/ **podezření** There's a lot of **suspicion** between the different departmental managers.

take responsibility (phrase) /,teɪk rɪ'spɒnsɪ'bɪlɪti/ **převzít odpovědnost** We need a senior manager to **take responsibility** for this project.

team player (n) /,ti:m 'pleɪə(r)/ **týmový hráč** Justin isn't a **team player** – he prefers to work on his own.

work closely (phrase) /,wɜ:k 'kləʊsli AmE ,wɜ:rk 'kləʊsli/ **úzce spolupracovat s někým** You'll **work closely** with a senior member of staff.

worrying (adj) /'wɒrɪɪŋ/ **znepokojující** It's **worrying** that Dana and Olaf are arguing all the time.

Unit 9

appropriate (adj) /ə'prəʊpriət AmE ə'prəʊ-/ **vhodný** Do we have the **appropriate** stock levels for the Christmas season?

average (adj) /'ævərɪdʒ/ **průměrný** On **average** we deliver the goods in two to three weeks.

bill (n) /bɪl/ **faktura** There's a **bill** from our suppliers in Pakistan.

breathtaking (adj) /'breθteɪkɪŋ/ **cyrážící dech** Our advertisement looks like a Hollywood movie – it's **breathtaking**.

challenge (n) /'tʃælɪndʒ/ **výzva** I'm enjoying the **challenge** of my new job.

client (n) /'klaɪənt/ **klient** We have just had an order from a **client** in South Korea.

component (n) /kəm'pəʊnənt AmE 'pəʊn-/ **součástka** Our main product is a **component** which is used in aeroplanes.

container (n) /kən'teɪnə(r)/ **kontejner** We have 10,000 books travelling in a **container** on a Chinese ship.

courier (n) /'kʊriə(r)/ kurýr We'll send the package by **courier**.

demand (n) /di'mænd/ AmE 'mænd/ **poptávka** The **demand** for organic food is increasing.

dispatch (v) /dis'pætʃ/ odeslat They will **dispatch** your order in the next week.

distribute (v) /dis'tribju:t/ distribuovat We found someone to **distribute** our products in the Far East.

distributor (n) /dis'tribjutə(r)/ **distributor** A local **distributor** sends our products to supermarkets.

enormous (adj) /ɪ'nɔ:məs/ AmE 'nɔ:rm-/ **obrovský** We have got an **enormous** order for 20,000 computer monitors.

home improvement (n) /həʊm ɪm'pru:vmənt/ AmE hʊm-/ **modernizace domu** They sell tools and products for **home improvement**.

in stock (adj) /ɪn 'stɒk/ **na skladě** The product is **in stock**.

inventory (n) /ɪn'ventri/ AmE tɔ:ri/ **inventář** I keep an **inventory** of what products we have.

keep track of (phrase) /ki:p 'træk əv/ sledovat The computer system can **keep track of** what is in stock.

manufacturer (n) /mænju'fæktʃərə(r)/ **výrobce** BMW is a major car **manufacturer**.

motherboard (n) /'mʌðəbɔ:d/ AmE 'mʌðəbɔ:rd/ **základní deska počítače** Every computer uses a **motherboard** made in South Korea.

out of stock (adj) /aʊt əv 'stɒk/ **rozebraný** We don't have any phones in the shop: they're **out of stock**.

performance (n) /pə'fɔ:məns/ AmE pə'fɔ:rm-/ **výkon** I'm not happy with the **performance** of my computer.

raw material (n) /rə mə'ti:riəl/ **suroviny** Steel is an important **raw material**.

retailer (n) /'ri:teɪlə(r)/ **maloobchodník** Ikea is a major furniture **retailer**.

run low on (phr v) /rʌn 'ləʊ ɒn/ AmE 'ləʊ ɑ:n/ **docházet** We mustn't **run low on** ink so we should order some today.

run out of (phr v) /rʌn 'aʊt əv/ **zcela vyčerpán** The printer's **run out of** paper.

solution (n) /sə'lu:ʃn/ **řešení** Can you think of a **solution**?

stock up on (phr v) /stɒk 'ʌp ɒn/ AmE ɑ:n/ **zásobit sklad** We should **stock up on** paper.

streamlin (v) /'stri:mli:n/ **zefektivnit** A Japanese consultant **streamlined** the system and it's much faster now.

supplier (n) /sə'plaiə(r)/ **dodavatel** Our main **supplier** of flowers is in the Netherlands.

supply chain (n) /sə'plai tʃeɪn/ **řetězec dodávek** In our **supply chain** we have one distributor and five main retailers.

ultimately (adv) /'ʌltɪmətli/ **nakonec** A poor diet will **ultimately** lead to illness.

urgently (adv) /'ɜ:dʒəntli/ AmE 'ɜ:rdʒ-/ **naléhavě** We haven't had a manager for months and we need one **urgently**.

warehouse (n) /'weəhaʊs/ AmE 'wer-/ **sklad** We store all our parts and components in a **warehouse** near Cologne.

Unit 10

amount (n) /ə'maʊnt/ částka We spend large **amounts** on marketing.

atmosphere (n) /'ætməsfɪə(r)/ **atmosféra** I love this office because it has a really friendly **atmosphere**.

autism (n) /'ɔ:tɪzəm/ autismus Their son suffers from **autism**.

badly-equipped (adj) /,bædli r'kwɪpt/ špatně vybavený This office is very **badly-equipped**: it doesn't have anything we need.

beautifully maintained (adj) /,bju:tɪfli meɪn'teɪnd/ skvěle udržovaný Although this building is very old, it is **beautifully maintained**.

breast cancer (n) /'brest kænsə(r)/ **rakovina prsu** We have developed a new drug treatment for **breast cancer**.

canteen (n) /kæn'ti:n/ **jídelna** We have an office **canteen** which serves hot meals, salads, and sandwiches.

complain (v) /kəm'pleɪn/ **stěžovat si** I'm not happy about the factory noise and I'm going to **complain**.

complex (n) /'kɒmpleks/ **komplex** All of the motorbikes are built in a **complex** near Detroit.

co-operation (n) /kəʊɒpə'reɪʃn/ AmE kooɑ:p-/ **spolupráce** We encourage **co-operation** between schools and local businesses.

cramped (adj) /kræmpt/ **přecpaný** There are too many people in this office: it's too **cramped**.

crèche (n) /kreʃ/ **jesle** We leave our son in the **crèche** while we are at work.

extremely (adv) /ɪk'stri:mli/ **nesmírně** Our office building is **extremely** modern.

fairly (adv) /'feərli/ AmE 'ferli/ **docela** We are **fairly** busy, but we could start another job, if necessary.

initial (adj) /ɪ'nɪʃl/ **počáteční** The expert's **initial** suggestions weren't very good, so he changed them.

interactive (adj) /,ɪntər'æktɪv/ **interaktivní** Our visitor centre is now completely **interactive**.

interior (n) /ɪn'tɪəriə(r)/ AmE 'tɪr-/ **interiér** The **interior** of the building was designed by a famous architect.

lid (n) /lɪd/ **víko** She lifted the **lid** and looked inside the box.

locker (n) /'lɒkə(r)/ **uzamykatelná skříňka** Put your personal possessions in this **locker** while you are at work.

maintained (adj) /meɪn'teɪnd/ **udržovaný** The city museum is very well **maintained**.

not exactly (adv) /,nɒt ɪg'zæktli/ **ne zcela** They are efficient, but they're **not exactly** cheap.

old-fashioned (adj) /,əʊld 'fæʃənd/ AmE ,oʊld-/ **staromódní** They are very **old-fashioned**: they don't use computers for anything!

pretty (adv) /'prɪti/ **docela** We have been **pretty** successful this year.

productivity (n) /,prɒdæk'tɪvɪti/ AmE ,praɪd-/ **produktivita** A lot of workers have been sick so our **productivity** has fallen.

profit (n) /'prɒfɪt/ AmE 'pra:f-/ **zisk** The sale produced a large **profit**.

quite (adv) /kwɑ:t/ **docela** I've heard some **quite** good news.

really (adv) /'ri:əli/ **opravdu** There's a **really** amazing story in the newspaper.

recommendation (n) /,rekəmen'deɪʃn/ **doporučení** Let's ask the consultant for her **recommendation**.

run down (adj) /rʌn 'daʊn/ **zchátralý** The factory is **run down**: all the equipment is old, dirty, or broken.

spacious (adj) /'speɪʃəs/ **prostorný** We have a very **spacious** office with plenty of room for everyone.

state-of-the-art (adj) /,steit əv ði 'ɑ:t AmE 'ɑ:rt/
nejmodernější We use a **state-of-the-art** system to monitor
the factory.

successful (adj) /sʌk'sesfəl/ úspěšný The new MP3 player
has been very **successful** so far - a lot of people have bought it.

up-to-date (adj) /,ʌp tə 'deɪt/ nejnovější Our customers
need the most **up-to-date** information.

well-equipped (adj) /wel r'kwɪpt/ dobře vybavený
The office is very **well-equipped**: we use the latest Japanese
machinery.

Unit 11

argument (n) /'ɑ:gjʊmənt AmE 'ɑ:rg-/ hádka Everyone
was angry in the meeting and there was a terrible **argument**.

avoid confrontation (phrase) /ə'vɔɪd ,kɒnfrən'teɪʃn
AmE ,kɑ:nfrən-/ vyhnout se konfrontacím To **avoid
confrontation**, discuss the ideas with everyone before the
meeting.

backing (n) /'bækɪŋ/ podpora I will win the argument
because I have management **backing**.

brainstorm (v) /'breɪnstɔ:m AmE stɔ:rn/ kolektivně
řešit Let's **brainstorm** ideas to think of every possible solution.

branch (n) /brɑ:ntʃ AmE bræntʃ/ pobočka The bank has
opened a new **branch** near my house.

carry out a decision (phrase) /,kæri ,aʊt ə dɪ'sɪzən/
realizovat rozhodnutí We discuss changes with everyone
before we **carry out a decision**.

celebrate (v) /'selɪbreɪt/ oslavit I'd like to invite everyone
out to dinner to **celebrate** our success.

collaborative (adj) /kə'læbrətɪv/ vytvářený ve
spolupráci Campaign organization is a **collaborative** process
between staff in Italy and France.

competition (n) /,kɒmpə'tɪʃn AmE ,kɑ:m-/ soutěž
Denise has won the employee of the month **competition**.

complaint (n) /kəm'pleɪnt/ stížnost There's been a very
serious **complaint** from a customer in New Zealand.

compromise (n) /'kɒmprəmaɪz AmE 'kɑ:m-/
kompromis As a **compromise**, I reduced the price by 7.5%.

consensus (n) /kən'sensəs/ konsenzus There is general
consensus that we need more staff.

concession (n) /kən'seɪʃn/ ústupek There was one
concession: they agreed to wait another month for delivery.

confrontation (n) /,kɒnfrən'teɪʃn AmE ,kɑ:nfrən-/
konfrontace There was a **confrontation** between the
customers and our representative.

consultation (n) /,kɒnsəl'teɪʃn AmE ,kɑ:n-/ konzultace
We need a period of **consultation** before we make a decision.

co-operative (n) /kəʊ'ɒpərətɪv AmE kou'ɑ:p-/
družstvo The farm is a **co-operative**, run by all the people
working there.

democratic (adj) /demə'krætɪk/ demokratický
Everybody had a vote so the decision was completely **democratic**.

dress code (n) /'dres kəʊd AmE kou'd/ pravidla
oblékání In our **dress code**, male employees should wear a
suit and tie.

evaluate ideas (phrase) /ɪ,væljueɪt aɪ'diəz AmE 'dɪ:əz/
zvážit nápady When making a change, you should employ a
consultant to **evaluate ideas**.

express an opinion (phrase) /ɪk,sprez ən ə'pɪniən/
vyjádřit názor How can staff **express an opinion** on the
new changes?

go for (phr v) /'gəʊ fɔ:(r) AmE 'gou-/ vybrat si If
everyone's happy, we'll **go for** Kate Timmis as the new CEO.

have a say (phrase) /,hæv ə 'seɪ/ spolurozhodovat I want
to **have a say** in the reorganization.

hierarchy (n) /'haɪərə:ki AmE rɑ:rkɪ/ hierarchie We
have a complicated **hierarchy** with many different levels of
management.

in favour (phrase) /,ɪn 'feɪvə(r)/ ve prospěch 50% of
employees are **in favour** of moving to Seattle.

independent (adj) /ɪn'dɪpendənt/ nezávislý This is an
independent bookshop: we're not owned by another company.

instinct (n) /'ɪnstɪkt/ instinkt When I have an important
decision, I always trust my **instinct**.

investigate (v) /ɪn'vestɪgeɪt/ vyšetřovat We should
investigate all the possibilities.

leak (v) /li:k/ prozradit I didn't **leak** the story to the
newspapers.

magnet (n) /'mægnət/ magnet This new mall will be a
magnet for shoppers.

majority (n) /mə'dʒɔ:riti AmE ədʒɔ:r-/ většina The
majority of our employees come from Canada.

make a suggestion (phrase) /,meɪk ə sə'dʒestʃən/
navrhnout I'd like to **make a suggestion** about the company
canteen.

make up your mind (phrase) /meɪk ,ʌp jɔ 'maɪnd AmE
jɔ:r-/ rozhodnout se When will you **make up your mind**
about our job offer?

maximum (n) /'mæksɪməm/ maximum The **maximum**
salary for your job is £330,000 a year.

option (n) /'ɒpʃən AmE 'ɑ:p-/ možnost The best **option** is
to recruit more staff.

panic (n) /'pænik/ panika The news about job cuts caused
a **panic**.

patriotic (adj) /pætri'ɒtɪk AmE 'ɑ:tɪk/ vlastenecký
Because we're **patriotic**, we want to manufacture in our own
country.

persuasive (adj) /pə'sweɪsɪv AmE pər's-/ přesvědčivý
I took his advice because he was so **persuasive**.

praise (v) /preɪz/ chválit People should **praise** the company
for giving training to young people.

proposal (n) /prə'pəʊzəl AmE 'pou:z-/ návrh Steven has
made a **proposal** to expand our company.

put (sth) forward (phr v) /,pʊt 'fɔ:wəd AmE 'fɔ:rwəd/
přednést (v diskuzi) John **put** his suggestion **forward** at
the meeting.

reach a consensus (phrase) /,ri:tʃ ə kən'sensəs/
dosáhnout shody If everyone agrees, we can **reach a
consensus** and end the meeting.

reconsider (v) /,ri:kən'sɪdə(r)/ znovu zvážit Everyone
was angry with the idea so we're going to **reconsider** it.

regret (v) /rɪ'gret/ litovat I **regret** leaving school at sixteen.

salary (n) /'sæləri/ plat The job has long hours, but it also
has a very high **salary**.

soda (n) /'səʊdə AmE 'sou-/ nealkoholický nápoj
Coca-cola is type of **soda**.

strike (n) /straɪk/ **stávka** *There was a **strike** because the company cut 600 jobs.*

tabloid (adj) /'tæblɔɪd/ **bulvární plátek** *There's an unbelievable story in the **tabloid** newspapers.*

union (n) /'juːniən/ **odborní** *There is a **union** which represents the workers in the factory.*

vacant (adj) /'veɪkənt/ **neobsazený** *They're recruiting a Finance Manager because the job is currently **vacant**.*

vote (n) /vəʊt AmE ˈvoʊt/ **právo** *Who has a **vote** in the election?*

willingly (adv) /'wɪlɪŋli/ **ochotně** *They **willingly** agreed to help because we have a good working relationship.*

workforce (n) /'wɜːkfoːs AmE 'wɜːrkfɔːrs/ **pracovní síla** *There are over 2,000 people in our **workforce**.*

Unit 12

a-ha moment (n) /ɑː'hɑː ˌməʊmənt AmE ˌmoʊm-/
okamžik uvědomění si *The **a-ha moment** came at the end of the brainstorming session.*

asset (n) /'æset/ **majetek** *Our skilled workforce is our most valuable **asset**.*

badge (n) /bædʒ/ **visačka** *Everybody on the training course has to wear a name **badge**.*

brainchild (n) /'breɪntʃaɪld/ **myšlenka, nápad** *The telephone was the **brainchild** of Alexander Graham Bell.*

catalyst (n) /'kætəlɪst/ **katalyzátor** *The new contract was the **catalyst** for recruiting new staff.*

come up with (phr v) /kʌm 'ʌp wɪð/ **vymyslet něco** *You'll **come up with** an answer to the problem.*

concept (n) /'kɒnsept AmE 'kɑːn-/
koncept *The café has a new **concept**: customers choose how much they pay.*

convince (v) /kən'vɪns/ **přesvědčit** *How can we **convince** people that this is a good idea?*

dynamic (adj) /daɪ'næmɪk/ **dynamický** *It's a **dynamic** job with lots of travel, stress, and excitement.*

facilitator (n) /fə'sɪlɪteɪtə(r)/ **sparing-partner, osoba, která něco usnadňuje** *A consultant worked as a **facilitator** in our discussions.*

graduate (n) /'grædʒʊət/ **absolvent** *Lisa is a business **graduate**.*

income (n) /'ɪnkʌm/ **příjem** *I'm very happy with my **income**.*

independence (n) /ˌɪndɪ'pendəns/ **nezávislost** *Children need a certain amount of **independence**.*

innovative (adj) /'ɪnəvətɪv/ **inovativní** *It's a completely **innovative** idea: nobody has seen anything like it before.*

invention (n) /ɪn'venʃn/ **vynález** *I have a new **invention** and I want to market my idea.*

joystick (n) /'dʒɔɪstɪk/ **řídící páka** *The pilot pushed the **joystick** forward.*

mission statement (n) /'mɪʃn steɪtmənt/ **prohlášení o poslání** *The **mission statement** explains why we're in business.*

obstacle (n) /'ɒbstəkl AmE 'ɑːb-/
překážka *Government paperwork is one **obstacle** when doing business in this country.*

original (adj) /ə'ɒrɪdʒɪnəl/ **originální** *We need some **original** ideas.*

pension (n) /'penʃn/ **důchod** *Erica retired last year and got her **pension**.*

prototype (n) /'prəʊtətaɪp AmE 'prəʊt-/ **prototyp** *We don't have a finished product, only a **prototype**.*

reliable (adj) /rɪ'laɪəbl/ **spolehlivý** *Give the job to Alice: she's completely **reliable**.*

represent (v) /ˌreprɪ'zent/ **zastupovat** *Wolfram is going to **represent** the company at the international conference.*

retire (v) /rɪ'taɪə(r)/ **odejít do důchodu** *In this country men and women **retire** at 65.*

revolutionary (adj) /revə'ljuːʃənəri AmE ˈnerɪ/
revoluční *The Internet was a **revolutionary** idea.*

roll (v) /rɒl AmE ˈroʊl/ **sunout se (na kolech)** *The car **rolled** forward.*

simple (adj) /'sɪmpl/ **jednoduchý** *We need **simple** instructions to operate the machine.*

sophisticated (adj) /sə'fɪstɪkeɪtɪd/ **sofistikovaný** *We are using a **sophisticated** videoconferencing system.*

steering wheel (n) /'stiəriŋ wi:l AmE 'stɪr-/
volant *Put both hands on the **steering wheel**.*

traditional (adj) /trə'dɪʃənl/ **tradiční** *People like our clothes because they are **traditional**.*

wheelchair (n) /'wi:lʃeə(r) AmE tʃer/
invalidní vozík *Our offices have easy access for **wheelchairs**.*

Unit 13

approve (v) /ə'pruːv/ **schválit** *You must ask your manager to **approve** this contract.*

benefit (v) /'benɪfɪt/ **mít užitek** *The change in the law will **benefit** small businesses.*

break down (phr v) /ˌbreɪk 'daʊn/
mít poruchu *If the lorry **breaks down**, you should call the office immediately.*

bug (n) /bʌg/ **programová chyba** *The computer program isn't working because of a **bug**.*

capital (n) /'kæpɪtl/ **kapitál** *He took his business plan to the bank to try to raise **capital**.*

damaged (adj) /'dæmɪdʒd/ **poškozený** *It doesn't work because it's **damaged**.*

defect (n) /'dɪfekt/ **vada** *None of the machines work because of a **defect**.*

defective (adj) /dɪ'fektɪv/ **poruchový** *I think this unit is **defective**.*

domestic appliance (n) /də'mestɪk ə'plaɪəns/
domácí spotřebič *Our best-selling **domestic appliance** is this refrigerator.*

down (adj) /daʊn/ **nefunkční** *I can't read my email because the system's **down**.*

failure (n) /'feɪljə(r)/ **porucha** *There has never been a **failure** in this system.*

faulty (adj) /'fɔlti/ **vadný** *My swipe card's **faulty** and I can't get into the building.*

fix (v) /fɪks/ **opravit** *We'll **fix** the problem this afternoon.*

flaw (n) /flɔː/ **závada** *There's a **flaw** in the machine and it often suddenly stops working.*

go wrong (phr v) /ˌgəʊ 'rɒŋ AmE ˌgoʊ 'rɑːŋ/
pokazit se *We don't think anything will **go wrong**.*

incident (n) /'ɪnsɪdənt/ **nehoda** *There was an **incident** in the factory which almost started a fire.*

incompatible (adj) /ˌɪnkəm'pætɪbl/
nekompatibilní *This software is **incompatible** with my computer.*

lead (n) /li:d/ kabel *I can't fix this engine because an electrical **lead** is missing.*

let (sb) down (phr v) /,let 'daʊn/ *nechat napospas* *They really **let us down** because they didn't come to help us.*

misunderstanding (n) /,mɪsʌndə'stændɪŋ AmE ʌnder's-/ *nedorozumění* *The argument was the result of a **misunderstanding**.*

out of order (phrase) /,aʊt əv 'ɔ:də(r) AmE 'ɔ:rdər/ *mimo provoz* *You have to walk up the stairs because the lift is **out of order**.*

policy (n) /'pɒləsi AmE 'pɑ:l-/ *strategie* *It's our **policy** to replace all damaged products within twenty-four hours.*

quality (n) /'kwɒləti AmE 'kwɑ:l-/ *kvalita* *We pride ourselves on the **quality** of our products.*

reboot (v) /ri:'bu:t/ *restartovat* *You need to **reboot** your computer after installing this software.*

relieve (v) /ri:'li:v/ *ulevit* *We need to make efforts to **relieve** traffic congestion in the city.*

remotely (adv) /ri'məʊtli AmE 'məʊt-/ *vzdáleně* *I can investigate the problem **remotely** from my home computer.*

report (n) /ri'pɔ:t AmE 'pɔ:rt/ *zpráva* *Can you give me a **report** on the situation in Chile?*

unreliable (adj) /,ʌnrɪ'laɪəbl/ *nespolehlivý* *These suppliers are completely **unreliable**: they never deliver on time.*

workload (n) /'wɜ:kləʊd AmE 'wɜ:rkloʊd/ *pracovní zatížení* *I have got an enormous **workload** in my new job.*

Unit 14

apologize (v) /ə'pɒlədʒaɪz AmE ə'pɑ:l-/ *omluvit se* *I **apologize** for the inconvenience.*

apply (v) /ə'plai/ *ucházet se* *Are you going to **apply** for that job in the newspaper?*

attention (n) /ə'tenʃn/ *pozornost* *Could I ask for your **attention**, please?*

available (adj) /ə'veɪləbl/ *k dispozici* *Is there a room **available** for the meeting?*

basic procedure (n) /,beɪsɪk prə'sɪ:dʒə(r)/ *základní postup* *The **basic procedure** of manufacturing olive oil is very simple.*

competitive (adj) /kəm'petətɪv/ *konkurenční* *We stock a wide range of goods at **competitive** prices.*

competitor (n) /kəm'petɪtə(r)/ *konkurence* *The company has won market share from its **competitors**.*

contract (n) /'kɒntrækt AmE 'kɑ:n-/ *smlouva* *Could you sign and return the **contract**, please?*

disciplinary procedures (n) /dɪsɪ'plɪnəri prə'sɪ:dʒə(r)z/ *disciplinární řízení* *Normally, a senior manager would begin **disciplinary procedures**.*

essentially (adv) /ɪ'senʃəli/ *v podstatě* ***Essentially**, our company manufactures paper products.*

fare (n) /feə(r) AmE fer/ *jízdné* *The airline offers low **fares** and convenient routes.*

feed (sth) into (phr v) /,fi:d 'ɪntə/ *vložit do něčeho* *To start manufacturing coffee, you **feed** the coffee beans **into** the grinder.*

finally (adv) /'faɪnəli/ *nakonec* ***Finally**, we put the finished products into boxes.*

first of all (phrase) /,fɜ:st əv 'ɔ:l AmE ,fɜ:rst-/ *především* ***First of all**, ensure that you have all the necessary equipment.*

fuel (n) /'fju:əl/ *palivo* *We want to use biodiesel **fuel** instead of oil.*

having (auxiliary) /'hævɪŋ/ *užívá se v polovětných konstrukcích odpovídajících větám s „Jakmile, když, až apod.“* ***Having** completed the production process, we are ready to package the products.*

ink (n) /ɪnk/ *inkoust* *We manufacture **ink** for fountain pens.*

proceed (v) /prə'si:d/ *postoupit dál* *Now we have all the information, we can **proceed** with your proposal.*

investor (n) /ɪn'vestə(r)/ *investor* *We got the money for the project from an **investor** in Greece.*

make (sth) out of (phr v) /,meɪk 'aʊt əv/ *vyrábět z něčeho* *We are going to **make** the bottles **out of** plastic.*

once (conjunction) /wʌns/ *jakmile* ***Once** we receive your order, we can dispatch the goods to you.*

passenger (n) /'pæsɪndʒə(r)/ *pasážér* ***Passengers** should place their luggage in the overhead lockers.*

pick (sth) up (phr v) /pɪk 'ʌp/ *zdvihnout* *You need trucks to **pick** the coal **up** because it's very heavy.*

put (sth) in (phr v) /,pʌt 'ɪn/ *vložit do něčeho* *We **put** our wine **in** special bottles.*

refinery (n) /ri'faɪnəri/ *rafinérie* *We own an oil **refinery** in Scotland.*

research (n) /ri'sɜ:tʃ AmE 'rɪ:sɜ:rtʃ/ *průzkum* *Can you do some **research** on a new market for us?*

revenue (n) /'revənju: AmE nu:/ *tržba* *We are looking for ways to increase **revenue**.*

short notice (n) /,ʃɔ:t 'nəʊtɪs AmE ,ʃɔ:rt 'nəʊtɪs/ *narychlo* *I know it's **short notice**, but could you visit us tomorrow?*

stage (n) /steɪdʒ/ *fáze* *This is the **main stage** of the process.*

take (sth) out (phr v) /,teɪk 'aʊt/ *vyjmout z něčeho* ***Take** the seeds **out** of the oranges before you make the juice.*

Unit 15

ambition (n) /æm'bɪʃn/ *ambice* *She had lots of **ambition** and became the Managing Director.*

ambitious (adj) /æm'bɪʃəs/ *ambiciózní* *If you are an **ambitious** person, you'll succeed in business.*

annoying (adj) /ə'nɔɪɪŋ/ *protivný* *I can't work because there's been an **annoying** noise all day!*

anticipate (v) /æn'tɪsɪpeɪt/ *předvídat* *Try to **anticipate** what the interviewer will ask you.*

appearance (n) /ə'prɪərəns/ *vzhled* *If you work in sales, your **appearance** is very important.*

appraisal (n) /ə'preɪzəl/ *posouzení* *I've just had a two-hour performance **appraisal** with my line manager.*

assume (v) /ə'sju:m AmE ə'su:m/ *předpokládat* *I **assumed** you would be at work today.*

audience (n) /ɔ:diəns/ *publikum* *The **audience** clapped for ten minutes at the end of her talk.*

award (n) /ə'wɔ:d AmE 'wɔ:rd/ *ocenění* *The company won an **award** for providing staff training.*

bring (sb) up to speed (phrase) /,brɪŋ ʌp tə 'spi:d/ *informovat o nejnovějším vývoji* *Let me **bring you up to speed** with what happened at yesterday's meeting.*

caring (adj) /'keərɪŋ AmE 'ker-/ *starostlivý* *Olga's a very **caring** person and she wants to be a nurse.*

confidence (n) /'kɒnfɪdəns AmE 'kɑ:n-/ *sebedůvěra* *Karen doesn't have much **confidence**.*

confident (adj) /'kɒnfɪdənt AmE 'kɑ:n-/ *sebevědomý*
We need a **confident** person to be the manager.

confused (adj) /kən'fju:zd/ *zmatený* I'm **confused** about this graph – what does it show?

creative (adj) /kri'eɪtɪv/ *kreativní* Harriet works in design and she's a very **creative** person.

creativity (n) /kri'eɪtɪvɪ/ *kreativita* **Creativity** is important in the advertising business.

dedicated (adj) /'dedɪkeɪtɪd/ *oddaný* They are a **dedicated** team who work really hard together.

dedication (n) /dedɪ'keɪʃn/ *oddanost* We succeeded because of the **dedication** of our staff.

dependability (n) /dɪpendə'bɪlɪti/ *spolehlivost* They have a reputation for **dependability**.

dependable (adj) /dɪ'pendəbl/ *spolehlivý* Let's give this job to Alphonse because he's completely **dependable**.

enthusiasm (n) /ɪn'θju:zɪəzəm AmE 'θu:z-/ *nadšení*
We have a young team with a lot of **enthusiasm**.

enthusiastic (adj) /ɪn'θju:zɪ'æstɪk AmE 'θu:z-/ *nadšený*
Ursula got the job because she was the most **enthusiastic** applicant.

flexibility (n) /fleksɪ'bɪlɪti/ *flexibilita* **Flexibility** is important here because the hours change all the time.

factory (n) /'fæktəri/ *továrna* We have built a new **factory** in Wales to manufacture shoes.

flexible (adj) /'fleksɪbl/ *flexibilní* The start date is **flexible**: it could be January, February, or March.

hardworking (adj) /hɑ:d'wɜ:kɪŋ AmE hɑ:rd'wɜ:rk-/ *tvrdě pracující* He's in the office every weekend: he's very **hardworking**.

health (n) /helθ/ *zdraví* I go running and do sport because I care about my **health**.

helpful (adj) /'helpfl/ *nápomocný* You need to be **helpful** to customers.

launch (n) /lɔ:ntʃ/ *unedení na trh* I thought the new product **launch** was very successful.

map (n) /mæp/ *mapa* He stopped the car to look at his **map**.

motivated (adj) /'mɔ:tɪveɪtɪd AmE 'mɔ:t-/ *motivovaný*
People here are highly **motivated** because they love their work.

motivation (n) /mɔ:tɪ'veɪʃn AmE 'mɔ:t-/ *motivace*
We give a bonus every year to keep the **motivation** of our employees high.

nominate (v) /'nɒmɪneɪt AmE 'nɑ:m-/ *nominovat* We'd like to **nominate** you for the employee of the year award.

patience (n) /'peɪʃəns/ *trpělivost* It's a slow project and you need **patience** to work on it.

patient (adj) /'peɪʃənt/ *trpělivý* He waited for hours, but he was very **patient** and didn't complain.

punctual (adj) /'pʌŋktʃuəl/ *dochvilný* He's always **punctual** and never late.

punctuality (n) /pʌŋktʃu'æləti/ *dochvilnost* **Punctuality** is important: we expect people to start on time.

raise (n) /reɪz/ *zvýšení platu* I got a 5% **raise**.

serious (adj) /'sɪəriəs AmE 'sɪr-/ *vážný* There is a problem in the factory and it's **serious**.

shaft (n) /ʃɑ:ft AmE ʃæft/ *hřídel* The factory is producing a new type of car **shaft**.

slide (n) /slaɪd/ *diapozitiv* He gave a talk illustrated with colour **slides**.

submit (v) /səb'mɪt/ *podat* Jake is going to **submit** an application for the manager's job.

subsidiary (n) /səb'sɪdiəri AmE diəri/ *pobočka společnosti* This is the main company, but we also have a Belgian **subsidiary**.

wealth (n) /welθ/ *bohatství* Many people dream of finding **wealth** in the future.

Unit 16

absolute (adj) /'æbsəlu:t/ *absolutní* The product was an **absolute** disaster: nobody bought it.

achievement (n) /ə'tʃi:vmənt/ *úspěch* Opening our first branch in the USA has been a real **achievement**.

amazing (adj) /ə'meɪzɪŋ/ *úžasný* We have sold 100,000 books – it's **amazing**!

breakthrough (n) /'breɪkθru:/ *průlom* We've just made a major breakthrough in our **research**.

chaotic (adj) /keɪ'ɔ:tɪk AmE 'ɑ:t-/ *chaotický* The office was **chaotic**: I couldn't find anything.

come across (phr v) /,kʌm ə'krɒs AmE 'kra:s/ *náhodou najít* Where did you **come across** the job advertisement?

complete (adj) /kəm'pli:t/ *úplný* The presentation was a **complete** waste of time – I didn't learn anything.

concern (n) /kən'sɜ:n AmE 'sɜ:rɪn/ *starost* Our main **concern** is that we don't know anything about this market.

cosmetic (adj) /kɒz'metɪk AmE kɑ:z-/ *kosmetický* L'Oréal is a major producer of **cosmetic** products.

disaster (n) /dɪ'zɑ:stə(r) AmE 'zæs-/ *katastrofa* The business was a **disaster** and I lost £300,000.

discover (v) /dɪs'kʌvə(r)/ *objevit* When did you **discover** the problem?

endanger (v) /en'deɪndʒə(r)/ *ohrozit* The changes in the law could **endanger** our business.

expertise (n) /ekspɜ:'tɪ:z AmE spɜ:rt-/ *odborná znalost* There's a company in India which has the **expertise** we need.

find out about (phr v) /faɪnd 'aʊt ə'baʊt/ *zjistit si podrobnosti o něčem* You can **find out about** the country on the Internet.

flop (n) /flɒp AmE flɑ:p/ *propadák* The concert was a complete **flop**: only twenty people came.

founded (v past participle) /'faʊndɪd/ *založený* The college was **founded** in 1889.

gain (v) /geɪn/ *získat* She managed to **gain** access to the files.

great (adj) /greɪt/ *ohromný* Winning the export award was a **great** success for the company.

instant coffee (n) /,ɪnstənt 'kɒfi AmE 'kɑ:fɪ/ *instantní káva* He made me a cup of **instant coffee**.

know-how (n) /'nəʊ haʊ AmE 'noʊ-/ *know-how* You can't produce silk without specialist **know-how**.

look for (phr v) /'lʊk fɔ:(r)/ *poohlédnout se po něčem* We need to **look for** a way of improving our products.

manage (v) /'mænɪdʒ/ *zvládnout* We did **manage** to finish the work on time.

moisturizer (n) /'mɔɪstjəraɪzə(r)/ *hydratační krém* I use **moisturizer** on my face every morning.

potential (adj) /pə'tenʃl/ *potenciální* Although everything looks OK, there are some **potential** problems.

rank (v) /ræŋk/ *řadit se* The company is **ranked** third in market share.

real (adj) /ri:əl/ skutečný Your changes have made a **real** difference to the company.

search (v) /sɜ:tʃ/ AmE sɜ:rtʃ/ hledat Why don't you **search** for the information online?

share (v) /ʃeə(r) AmE ʃer/ podělit se o něco In this meeting I'd like to **share** some ideas with you.

shareholder (n) /'ʃeəhəʊldə(r) AmE 'ʃerhəʊ-/ akcionář **Shareholders** voted to accept the merger.

significant (adj) /sɪg'nɪfɪkənt/ znatelný There is a **significant** difference between the US and the UK prices.

silk (n) /sɪlk/ hedvábí He bought an expensive **silk** shirt.

smuggle (v) /'smʌɡl/ pašovat We know that criminals **smuggle** weapons into the country.

spread (v) /spred/ šířit se The knowledge of silk production **spread** across Europe.

succeed in (v) /sək'sɪd m/ uspět v něčem I hope to **succeed** in opening a new restaurant in the town.

success (n) /sək'ses/ úspěch We have had a lot of **success** this year.

sweater (n) /'swetə(r)/ svetr I've bought you a hand-knitted **sweater**.

total (adj) /'təʊtəl AmE 'toʊ-/ totální The conference was a **total** disaster: it was so badly organized.

triumph (n) /'traɪʌmf/ úspěch, triumf Our business is a **triumph**: we've made millions of dollars.

turnover (n) /'tɜ:nəʊvə(r) AmE 'tɜ:rnoʊ-/ obrat The company has an annual **turnover** of \$75 million.

verdict (n) /'vɜ:dɪkt AmE 'vɜ:rdɪkt/ mínění What's your **verdict** on the factory in Manchester?

waste of time (phrase) /,weɪst əv 'taɪm/ ztráta času The visit was a **waste of time**: nobody knew who I was!