

Business Result

Upper-intermediate Czech Wordlist

Unit 1

acquaintance (n) /ə'kweɪntəns/ známý I saw an old **acquaintance** of mine today.

arrogant (adj) /'ærəgənt/ arogantní He's so **arrogant** – he thinks he's the best at everything.

banquet (n) /'bæŋkwɪt/ banket A state **banquet** was held in honour of the visiting President.

bargain (v) /'bɑːgɪn AmE 'bɑːr-/ smlouvat He wasn't prepared to **bargain** over the price.

bound (adj) /baʊnd/ nucen She is **bound** to ask why the report is late.

build a relationship (phrase) /,bɪld ə rɪ'leɪʃnʃɪp/ vybudovat vztah He has **built good relationships** with his clients.

cabinet (n) /'kæbɪnət/ skříňka We need some new kitchen **cabinets**.

caterer (n) /'keɪtərə(r)/ dodavatel jídla Have you booked a **caterer** for the conference?

come across (phr v) /kʌm ə'krɒs AmE -'krɔːs/ udělat dojem She **comes across** well in interviews.

complex (adj) /'kɒmpleks AmE kəm'pleks/ složitý It's a very **complex** problem.

confident (adj) /'kɒnfɪdənt AmE 'kɑːn-/ přesvědčený I'm **confident** he'll do well in the job.

confirm (v) /kən'fɜːm AmE -'fɜːrɪm/ potvrdit She called to **confirm** our reservations.

cover for (phr v) /'kʌvə fə(r) AmE 'kʌvər/ zastoupit I'm **covering for** Tom while he's on holiday.

create an impression (phrase) /kri'eɪt ən ɪm'preʃn/ vytvořit dojem The hotel lobby **creates an impression** of luxury.

creativity (n) /kri'eɪ'tɪvɪti/ kreativita **Creativity** is more important to us than technical skill.

exhibition (n) /,eksɪ'bɪʃn/ výstava We visited an **exhibition** of technological products.

expensive (adj) /ɪk'spensɪv/ drahý He wore an **expensive** watch.

extravagance (n) /ɪk'strævəgəns/ marnotratnost Getting taxis everywhere is an **extravagance**.

favourable (adj) /'feɪvərəbl/ příznivý She made a **favourable** impression on her new team.

forge (v) /fɔːdʒ AmE fɔːrdʒ/ vybudovat He **forged** a successful career in the music business.

functional (adj) /'fʌŋkʃənl/ praktický The office is **functional** rather than stylish.

gain (v) /geɪn/ získat We won't **gain** anything from delaying the decision.

glossy (adj) /'glɒsi AmE 'glɑːsi/ tištěný na lesklém papíře She handed me a **glossy** travel brochure.

have a reputation (phrase) /hæv ə ,repju'teɪʃn/ mít pověst He **has a reputation** for never being on time.

ineffective (adj) /ɪnɪ'fektɪv/ neefektivní The problem was **ineffective** management.

innovation (n) /ɪnə'veɪʃn/ inovace The company is known for technological **innovation**.

interpret (v) /ɪn'tɜːprɪt AmE -'tɜːrɪp-/ tlumočit She couldn't speak much English so I **interpreted** for her.

maternity leave (n) /mə'tɜːnəti li:v AmE -'tɜːrɪn-/ mateřská dovolená Sarah is on **maternity leave** for six months.

modest (adj) /'mɒdɪst AmE 'mɑːd-/ prostý They live in a **modest** apartment.

ostentatious (adj) /,ɒstən'teɪʃəs AmE ,ɑːst-/ okázalý I don't like **ostentatious** gold jewellery.

phenomenon (n) /fɪ'nɒmɪnən AmE -'nɑːm-/ jev Globalization is a 21st century **phenomenon**.

portfolio (n) /pɔːt'fəʊliəʊ AmE pɔːrt'fɔʊliəʊ/ soubor She has put together a very impressive **portfolio**.

premises (n) /'premɪsɪz/ prostory The company has grown and we need to find new **premises**.

principles (n pl) /'prɪnsəplz/ zásady He has strong moral **principles**.

professionalism (n) /prə'feʃənəlɪzɪm/ profesionalismus We were impressed by the **professionalism** of the staff.

project an image (phrase) /prə'dʒekt ən 'ɪmɪdʒ/ vzbudit dojem They want to **project a more positive image** of their company.

proof reading (n) /'pruːf riːdɪŋ/ korektura The text is ready for **proof reading**.

provisionally (adv) /prə'vɪʒənəli/ provizorně The meeting has been **provisionally** arranged for Friday.

rapport (n) /ræ'pɔː(r)/ vztah It's important to build a close **rapport** with clients.

real estate (n) /'riːəl ɪsteɪt/ nemovitost This is a valuable piece of **real estate**.

recent (adj) /'riːsənt/ nedávný Tell me about some of your **recent** successes.

recommend (v) /,rekə'mend/ doporučit Can you **recommend** a good lawyer?

referral (n) /rɪ'fɜːrəl AmE -'fɜːr-/ reference We get a lot of **referrals** from other companies.

regarding (prep) /rɪ'gɑːdɪŋ AmE -'gɑːrd-/ co se týče Call me if you have any information **regarding** this matter.

represent (v) /,reprɪ'zent/ zastupovat Your business card should state your name, job title, and the company you **represent**.

reputation (n) /,repju'teɪʃn/ pověst She has a very good **reputation** among her fellow professionals.

standardized (adj) /'stændədaɪzd/ **jednotný** *All our employees sign a **standardized** contract.*

successful (adj) /sək'sesfl/ **úspěšný** *The project was very **successful**.*

suspicious (adj) /səs'pɪʃəs/ **nedůvěřivý** *His sudden change in behaviour made me **suspicious**.*

switch (v) /swɪtʃ/ **přejít** *We're **switching** to a new system of invoicing.*

synergy (n) /'sɪnədʒi AmE -nərdʒi/ **spolupráce** *We aim to create a **synergy** between members of the team.*

take a dislike to (phrase) /,teɪk ə dɪs'laɪk tə/ **pocítit averzi** *She **took an instant dislike** to her new boss.*

text (n) /tekst/ **sms zpráva** *You can send me the information by e-mail or **text**.*

tradition (n) /trə'dɪʃn/ **tradice** *British people are said to love **tradition**.*

trustworthy (adj) /'trʌstwɜːði AmE -wɜːrði/ **důvěryhodný** *She needs her assistant to be absolutely **trustworthy**.*

wary (adj) /'weəri AmE 'weri/ **opatrný** *Be **wary** of deals that look too good to be true.*

word-of-mouth (adj) /,wɜːd əv 'maʊθ/ **ústní** **Word-of-mouth** *marketing can be very powerful.*

Unit 2

absenteeism (n) /,æbsən'tɪrɪzəm/ **absentérství** *We're looking at new ways to combat **absenteeism**.*

achievement (n) /ə'tʃiːvmənt/ **úspěch** *Finishing the course gave me a real sense of **achievement**.*

acknowledged (adj) /ək'nɒlɪdʒd AmE -'nɑːl-/ **uznávaný** *She is **acknowledged** as an expert in her field.*

alignment (n) /ə'ləɪnmənt/ **soulad** *My values were not in **alignment** with those of the company.*

annual bonus (n) /,ænjʊəl 'bɒʊnəs AmE -'bɒʊn-/ **roční prémie** *The **annual bonus** will be paid at the end of this month.*

appreciation (n) /ə'priːʃi'eɪʃn/ **uznání** *They didn't show any **appreciation** for what we'd done.*

attendance reward (n) /ə'tendəns rɪwɔːd AmE -wɔːrd/ **odměna za účast** *We offer generous **attendance rewards** to our staff.*

autonomy (n) /ɔː'tɒnəmi AmE ɔː'tɑːn-/ **samostatnost** *I get a lot of **autonomy** in my work.*

better (yourself) (v) /'betə(r)/ **polepšit si** *He went to college in an attempt to **better himself**.*

boost morale (phrase) /buːst mə'reɪl AmE -mə'reɪl/ **pozdvihnout morálku** *Sales successes this quarter have really **boosted staff morale**.*

break the ice (phrase) /,breɪk ði 'aɪs/ **prolomit ledy** *He told a few jokes to **break the ice**.*

bump into (phr v) /,bʌmp 'ɪntə/ **narazit na někoho náhodou** *I **bumped into** a friend at the station.*

commission (n) /kə'mɪʃn/ **provize** *You get a 10% **commission** on everything you sell.*

company car (n) /,kʌmpəni 'kɑː(r)/ **firemní auto** *With her new job she gets a **company car**.*

compensation plan (n) /,kɒmpən'seɪʃn plæn AmE ,kɑːm-/ **plat a všechny výhody od zaměstnavatele** *We offer a very attractive **compensation plan**.*

dead-end job (n) /dedend 'dʒɒb AmE -'dʒɑːb/ **neperspektivní práce** *I don't want some **dead-end job** at the factory.*

development (n) /dɪ'veləpmənt/ **rozvoj** *He takes an interest in the career **development** of all his staff.*

discount (n) /'dɪskaʊnt/ **sleva** *There's a 5% **discount** if you pay cash.*

fare (n) /feə(r)/ **jízdné** *Train **fares** have gone up again.*

feel valued (phrase) /,fiːl 'væljuːd/ **cítit se doceněn** *She left her job because she didn't **feel valued**.*

filter through (phr v) /,fɪltə 'θruː AmE fɪltər-/ **prosáknout na povrch** *More details about the crash are **filtering through**.*

foster loyalty (phrase) /,fɒstə 'lɔɪəlti AmE ,fɑːstər-/ **podporovat loajalitu** *Bonuses and rewards help **foster company loyalty**.*

fulfilment (n) /fʊl'fɪlmənt/ **naplnění** *Does your work give you a sense of **fulfilment**?*

generous (adj) /'dʒenərəs/ **velkorysý** *They made me a very **generous** offer.*

gossip (n) /'gɒsɪp AmE 'gɑːsɪp/ **klepy** *Don't believe all the **gossip** you hear.*

hire (n) /'haɪə(r)/ **nově přijatý zaměstnanec** *New **hires** get raises after a set period of time.*

horticulture (n) /'hɔːtɪkʌltʃə(r) AmE 'hɔːrt-/ **zahradnictví** *He went to a college of agriculture and **horticulture**.*

improve performance (phrase) /ɪm'pruːv pə'fɔːməns AmE -pə'fɔːrməns/ **zlepšit výkon** *The new management techniques aim to **improve performance**.*

incentive scheme (n) /ɪn'sentɪv skiːm/ **motivační plán** *Under the **incentive scheme** employees will earn prizes for good attendance.*

intervene (v) /,ɪntə'veɪn AmE ,ɪntər-/ **zasáhnout** *She **intervened** in a disagreement between two of her colleagues.*

make the grade (phrase) /,meɪk ðə 'greɪd/ **uspět** *About 10% of trainees fail to **make the grade**.*

misconception (n) /,mɪskən'sepʃən/ **mylná představa** *There are a lot of **misconceptions** about this disease.*

monopolize (v) /mə'nɒpəlaɪz AmE -'nɑːp-/ **ovládnout, dominovat** *As usual, she completely **monopolized** the conversation.*

motivate (v) /'mɒtɪveɪt AmE 'mou-/ **motivovat** *She's very good at **motivating** her staff.*

non-cash rewards (n) /,nɒnkæʃ rɪ'wɔːdz AmE -'wɔːrdz/ **nepeněžní odměny** *Employees appreciate **non-cash rewards** such as free gifts or travel vouchers.*

non-contributory pension plan (n) /nɒn kən'trɪbjətəri 'penʃn plæn/ **bezpříspěvkové penzijní pojištění hrazené zaměstnavatelem** *We offer a **non-contributory pension plan**.*

on-time bonus (n) /ɒn taɪm 'bɒʊnəs AmE ɑːn taɪm 'bɒʊnəs/ **pravidelná prémie** *You are entitled to an **on-time bonus**.*

perceived (adj) /pə'siːvd/ **vnímaný** *The **perceived** benefits of the changes are high.*

perk (n) /pɜːk AmE pɜːrk/ **výhoda** ***Perks** include a car and free health insurance.*

positive feedback (n) /pɒzɪtɪv 'fɪːdbæk AmE pɑːz-/ **pozitivní zpětná vazba** *We need both negative and **positive feedback** from our customers.*

praise (n) /preɪz/ chvála *His manager is full of **praise** for his work.*

private medical insurance (n) /praɪvət 'medɪkl ɪnʃʊərəns/ AmE -'ʃʊr-/ soukromé zdravotní pojištění *All senior employees get **private medical insurance**.*

profit-sharing scheme (n) /'prɒfɪt ʃeərɪŋ ski:m/ AmE 'prɑ:fɪt ʃerɪŋ/ systém podílnictví na zisku *We offer a **profit-sharing scheme**.*

recognition (n) /,rekəg'nɪʃn/ uznání *Teachers deserve more **recognition** for their work.*

remark (n) /rɪ'mɑ:k, AmE -'mɑ:rk/ poznámka *He made a **remark** about the weather.*

remuneration package (n) /rɪ,mju:nə'reɪʃn pækɪdʒ/ balíček odměn *Your **remuneration package** will consist of salary plus cash bonuses.*

satisfaction (n) /sætɪs'fækʃn/ spokojenost *We are trying to improve customer **satisfaction**.*

staff discount (n) /stɑ:f 'dɪskaʊnt/ AmE stɑ:f-/ zaměstnanecká sleva *Everyone who works for the store gets a generous **staff discount**.*

staff retention (n) /stɑ:f rɪ'tenʃn/ AmE stɑ:f-/ udržení zaměstnanců *The company needs to improve its **staff retention**.*

subsidiary (n) /səb'sɪdɪəri/ AmE -dɪəri/ pobočka *She's working for an overseas **subsidiary**.*

time in lieu (phrase) /,taɪm ɪn 'lu:/ náhradní volno *If we work Sundays we get **time in lieu** during the week.*

various (adj) /'veəriəs/ AmE 'ver-/ různý *She left her job for **various** reasons.*

vary (v) /'veəri/ AmE 'veri/ lišit se *House prices **vary** in different parts of the country.*

voucher (n) /'vaʊtʃə(r)/ poukaz *They gave me a **voucher** for a free meal.*

Unit 3

accurate forecast (n) /,ækjərət 'fɔ:kɑ:st/ AmE -'fɔ:rkæst/ přesná předpověď *It is difficult to make **accurate forecasts** for a fast-growing industry.*

ahead of schedule (phrase) /ə,hed əv 'ʃedju:l/ AmE 'skedʒu:l/ v předstihu *The new bridge was completed six months **ahead of schedule**.*

allocate resources (phrase) /,æləkeɪt rɪ'zɔ:sɪs/ AmE 'rɪ:sɔ:rsɪs/ přidělit prostředky *He is in charge of **allocating resources** to our IT projects.*

battery (n) /'bætəri/ baterie *The camera uses a rechargeable **battery**.*

behind schedule (phrase) /bɪ,hænd 'ʃedju:l/ AmE 'skedʒu:l/ se zpožděním *The project has fallen **behind schedule**.*

budget constraints (n pl) /'bʌdʒɪt kɒnstreɪnts/ omezení rozpočtem ***Budget constraints** mean that we will be unable to appoint anyone new to the team.*

capture (v) /'kæptʃə(r)/ ovládnout *The company has **captured** 90% of the market.*

check progress (v) /tʃek 'prɒʊgres/ AmE 'prɒu-/ dohlížet na postup *My manager calls regularly to **check progress**.*

collate (v) /kə'leɪt/ shromáždit *I'll **collate** the figures and get back to you.*

compile (v) /kəm'paɪl/ sestavit *We are **compiling** a list of possible buyers.*

handset (n) /'hændset/ sluchátko *He picked up the **handset** and dialled.*

keep track of spending (phrase) /ki:p ,træk əv 'spendɪŋ/ dohlížet na výdaje *It's important to **keep track of spending** so you don't go over budget.*

lack of planning (phrase) /,læk əv 'plænɪŋ/ nedostatečné plánování *All these problems have been caused by a **lack of planning**.*

life span (n) /'laɪfspæn/ životnost *The light bulb has a **lifespan** of 1,000 hours.*

maintain (v) /meɪn'teɪn/ udržet *We will **maintain** prices at their current level for another six months.*

make contingency plans (phrase) /meɪk kən'tɪndʒənsɪ plænz/ připravit nouzový plán *Let's **make contingency plans** in case it rains.*

make the launch date (phrase) /meɪk ðə 'ləʊnʃ deɪt/ splnit termín uvedení výrobku na trhu *Everyone worked hard to **make the launch date**.*

man-hours (n pl) /'mæn aʊə(r)z/ člověkohodiny *It will take them 2,000 **man-hours** to get the aircraft flying again.*

miss the deadline (phrase) /mɪs ðə 'dedlaɪn/ propásnout termín *I sent my application in too late and **missed the deadline**.*

out of control (phrase) /,aʊt əv kən'trəʊl/ AmE -'trəʊl/ mimo kontrolu *The department's spending was **out of control**.*

over budget (phrase) /,əʊvə 'bʌdʒɪt/ AmE ,əʊvər-/ nad rozpočtem *He was criticized because the project was **over budget**.*

plumbing (n) /'plʌmɪŋ/ instalatérské práce *We need someone to take care of the **plumbing**.*

press release (n) /'pres rɪli:z/ tisková zpráva *The company issued a **press release** about the merger.*

prioritize tasks (phrase) /praɪ,ɒrətaɪz 'tɑ:sks/ AmE praɪ'ɔ:rətaɪz tæks/ určit priority jednotlivých úkolů ***Prioritizing tasks** helps you to work more efficiently.*

resolve conflict (phrase) /rɪ,zɒlv 'kɒnflɪkt/ AmE rɪ,sɑ:lv 'kɑ:nflɪkt/ vyřešit spor *The government has done nothing to **resolve the conflict** over nurses' pay.*

roofing (n) /'ru:fɪŋ/ pokrývačské práce *He runs a **roofing** business.*

run out of money (phrase) /rʌn ,aʊt əv 'mʌni/ vyčerpat peníze *There's a danger we'll **run out of money** before the project is completed.*

site (n) /saɪt/ místo *We've chosen a **site** for the new office block.*

stay on track (phrase) /steɪ ɒn 'træk/ pokračovat se stejným nasazením *If we **stay on track**, we will finish by the end of the month.*

tariff (n) /'tærɪf/ tarif *Our **tariffs** are very competitive.*

unrealistic budget (phrase) /ʌnrɪə'lɪstɪk 'bʌdʒɪt/ nereálný rozpočet *This was an **unrealistic budget** from the beginning.*

upfront planning (phrase) /,ʌpfraʊnt 'plænɪŋ/ plánování předem *They didn't realize the importance of good **upfront planning**.*

vital (adj) /'vaɪtəl/ nezbytný *Accurate financial accounts are **vital**.*

within budget (phrase) /wɪˈdɪn ˈbʌdʒɪt/ v rámci rozpočtu She managed to complete the project on time and **within budget**.

Unit 4

appropriate (adj) /əˈprəʊpɪət AmE -ˈprəʊ-/ vhodný Now that the problem has been identified, we can take **appropriate** action.

bring (sth) about (phr v) /brɪŋ əˈbaʊt/ způsobit What **brought about** the change in his attitude?

bring (sth) down (phr v) /brɪŋ ˈdaʊn/ snížit We aim to **bring down** prices on all our computers.

canvas (n) /ˈkænvəs/ plátno The bag was made of **canvas**.

carry (sth) out (phr v) /ˌkæri ˈaʊt/ provádět We **carried out** a survey of our customers.

cement (n) /sɪˈment/ cement They covered the floor with **cement**.

come up with (phr v) /ˌkʌm ˈʌp wɪð/ přijít s něčím She **came up with** a new idea for increasing sales.

commercially-viable proposition (phrase) /kəˈmɜːʃəliː ˌvɪəbəl prɒpəˈzɪʃn AmE mɜːrʃəliː ˌpraːp-/ obchodně realizovatelný návrh It's very creative, but it's not a **commercially-viable proposition**.

concrete (adj) /ˈkɒnkriːt AmE ˈkɑːn-/ betonový The garage has a **concrete** floor.

contract (n) /ˈkɒntrækt/ smlouva They signed a **contract** with the supplier.

cutting-edge technology (phrase) /kʌtɪŋ ˌedʒ tekˈnɒlədʒi AmE -ˈnɑːl-/ nejnovější technologie Our labs are full of **cutting-edge technology**.

delicious (adj) /dɪˈlɪʃəs/ vynikající The soup was **delicious**.

demonstrate (v) /ˈdemənstreɪt/ projevit He **demonstrated** great qualities of leadership.

dung (n) /dʌŋ/ hnůj They use cow **dung** as fertilizer.

earthquake (n) /ˈɜːθkweɪk AmE ˈɜːrθ-/ zemětřesení Their village was destroyed in an **earthquake**.

enable (v) /ɪˈneɪbəl/ umožnit The device **enables** you to access the Internet anywhere.

enhanced (adj) /ɪnˈhɑːnst AmE -ˈhænst/ zdokonalený The new system has brought **enhanced** efficiency.

fertilizer (n) /ˈfɜːtɪlaɪzə(r) AmE ˈfɜːrt-/ hnojivo We do not use chemical **fertilizers**.

get round (phr v) /ˌget ˈraʊnd/ vyřešit His lawyer found a way of **getting round** the issue.

impressive (adj) /ɪmˈpresɪv/ působivý Her performance at the meeting was very **impressive**.

inflatable (adj) /ɪnˈfletəbəl/ nafukovací He slept on an **inflatable** mattress.

innovative concept (phrase) /ɪˌnɒvətɪv ˈkɒnsept AmE -ˈkɑːns-/ novátorská myšlenka She's come up with a very **innovative concept** for the design.

inspire (v) /ɪnˈspaɪə(r)/ inspirovat He **inspired** us all with his determination.

insulation (n) /ɪˌnsjuːleɪʃn/ izolace Good **insulation** will save money on your heating bills.

key feature (phrase) /ki ˈfi:tʃə/ klíčový znak Teamwork is a **key feature** of the training programme.

major advantage (phrase) /ˈmeɪdʒər ədˈvɑːntɪdʒ AmE -ˈvænt-/ hlavní výhoda The **major advantage** of working from home is you don't waste time travelling.

patent (n) /ˈpeɪtənt/ patent He applied for a **patent** on his invention.

pay off (phr v) /ˌpeɪ ˈɒf AmE -ˈɑːf/ vyplatit se We took a risk, and it **paid off**.

pitch (n) /pɪtʃ/ snažit se udat (prodat) He's making an important sales **pitch** today.

policy (n) /ˈpɒləsi AmE ˈpɑː/ politika, postoj What is the government's **policy** on road taxing?

potential benefit (phrase) /pəˈtenʃl ˈbenəfɪt/ potenciální výhoda Encouraging employees to stay healthy has many **potential benefits**.

practical solution (phrase) /ˌpræktɪkl səˈluːʃn/ praktické řešení Can anyone suggest a **practical solution**?

R & D (n) /ɑːr ænd ˈdiː/ oddělení výzkumu a rozvoje He's a researcher working in **R & D**.

radical (adj) /ˈrædɪkl/ radikální Some of her ideas sounded a little too **radical**.

raise awareness (phrase) /ˌreɪz əˈweənəs AmE -ˈwɜːr-/ zvýšit povědomí We are keen to **raise awareness** of environmental issues among our staff.

refrigeration (n) /rɪˈfrɪdʒəˈreɪʃn/ chlazení These products need **refrigeration**.

refugee (n) /ˌrefjuːˈdʒiː/ uprchlík Thousands of **refugees** are arriving across the border.

remote (adj) /rɪˈməʊt AmE -ˈmoʊt/ vzdálený They live in a **remote** part of Canada.

revolutionary idea (phrase) /revəˈluːʃənri aɪˈdɪə/ revoluční nápad He had a simple, but **revolutionary idea**.

rigid (adj) /ˈrɪdʒɪd/ pevný The poles form a **rigid** support for the tent.

sealed (adj) /siːld/ zalepený The samples are kept in **sealed** plastic bags.

set up (phr v) /ˌset ˈʌp/ založit She **set up** a catering company.

specification (n) /ˌspesɪfɪkeɪʃn/ specifikace These are the technical **specifications** of the new computer.

state-of-the-art design (phrase) /steɪt ʌv ðɪ ˌɑːt dɪˈzɑːn AmE -,ɑːr-/ moderní design The ads emphasized the car's **state-of-the-art** design.

sustainable (adj) /səsˈteɪnəbəl/ udržitelný We are researching the use of **sustainable** energy.

take (sth) forward (phr v) /ˌteɪk ˈfɔːwəd AmE -ˈfɔːrwəd/ posunout kupředu We are looking for a new manager to **take the business forward**.

take (sth) up (phr v) /ˌteɪk ˈʌp/ chopit se něčeho She was offered a promotion and decided to **take up** the challenge.

tank (n) /tæŋk/ cisterna This is the hot water **tank**.

technological breakthrough (n) /tekˌnɒlədʒɪkl ˈbreɪkθruː AmE -,lɑːdʒ-/ průlom v technologii We made a **technological breakthrough** that allowed us to work twice as fast.

turbines (n pl) /ˈtɜːbaɪnz AmE ˈtɜːrb-/ turbíny The engine is powered by wind **turbines**.

unique (adj) /juːˈniːk/ jedinečný Every one of our products is hand-made and **unique**.

vaccine (n) /'væksɪ:n/ **vakcína** *There is currently no vaccine against HIV.*

vibration (n) /vaɪ'breɪʃn/ **vibrace** *We have managed to reduce the level of vibration in the engine.*

Unit 5

accounts (n pl) /ə'kaʊnts/ **účtárna** *She works in accounts.*

agitated (adj) /'ædʒɪteɪtəd/ **nervózní** *Calm down! Don't get so agitated.*

approval (n) /ə'pru:vəl/ **schválení** *The plan will be submitted to the committee for approval.*

attentive (adj) /ə'tentɪv/ **pozorný** *The hotel staff are friendly and attentive.*

attitude (n) /'ætɪtju:d AmE -tu:d/ **přístup** *The receptionist did not have a very helpful attitude.*

blame (v) /bleɪm/ **vinit** *Everyone blames the project manager when things go wrong.*

bulb (n) /bʌlb/ **žárovka** *We need a new bulb in the corridor.*

bulk (n) /bʌlk/ **velký objem** *Buying in bulk is often cheaper.*

cashier (n) /kæ'ʃɪə(r)/ **pokladní** *The cashier gave him his receipt.*

confectionery (n) /kən'fekʃənəri/ **cukrářství** *Confectionery is a multimillion-pound business.*

count for (phr v) /'kaʊnt fɔ:(r)/ **znamenat** *The fact that she apologized counts for nothing with him.*

courteous (adj) /'kɜ:tɪəs AmE 'kɜ:rt-/ **zdvořilý** *The airport staff were very courteous.*

deducted (v past participle) /dɪ'dʌktɪd/ **odečteno** *The cost of your uniform is deducted from your wages.*

discontinued (adj) /dɪskən'tɪnju:d/ **výrobky, které se už nebudou dále vyrábět** *There are big reductions on our discontinued products.*

discourteous (adj) /dɪs'kɜ:tɪəs AmE -'kɜ:rt-/ **neslušný** *There's no excuse for being discourteous to a customer.*

dissatisfied (adj) /dɪs'sætɪsfɑɪd/ **nespokojený** *A dissatisfied customer called to complain.*

efficient (adj) /ɪ'fɪʃənt/ **efektivní** *We offer a fast, friendly, and efficient service.*

encounter (n) /ɪn'kaʊntə(r)/ **setkání** *I had an unpleasant encounter with a pushy salesman.*

exceed customers' expectations (phrase) /ɪk'si:ð kʌstəməz ɛkspek'teɪʃnz/ **překonat očekávání zákazníků** *We aim to not only meet but to exceed customers' expectations.*

existing (adj) /ɪg'zɪstɪŋ/ **stávající** *Under existing rules this is not allowed.*

existing customer (n) /ɪg'zɪstɪŋ 'kʌstəmə(r)/ **stávající zákazník** *We need to keep existing customers as well as attract new ones.*

find your feet (phrase) /'faɪnd 'fɪ:t/ **zorientovat se** *I only recently joined the firm so I'm still finding my feet.*

get feedback (phrase) /get 'fɪ:dbæk/ **mít zpětnou vazbu** *I'd like to get some feedback on my work.*

high-quality (adj) /'haɪ 'kwɒlɪti/ **vysoce kvalitní** *We are known for our high-quality products.*

literally (adv) /'lɪtərəli/ **doslova** *There are literally hundreds of prizes to win.*

lose customers (phrase) /'lu:z 'kʌstəmə(r)z/ **přijít o zákazníky** *We have lost too many customers to our competitors.*

loyal (adj) /lɔɪəl/ **loajální** *His clients have all been very loyal to him.*

measure customer satisfaction (phrase) /meʒə(r) 'kʌstəmə(r) sætɪs'fækʃn/ **zjistit spokojenost zákazníků** *We are looking at new ways to measure customer satisfaction.*

meet customers' needs (phrase) /mi:t 'kʌstəmə(r)z 'ni:dz/ **naplnit potřeby zákazníků** *Stores are opening longer hours to meet customers' needs.*

negotiation (n) /nɪgəʊ'ʃɪeɪʃn AmE -gʊ-/ **vyjednávání** *Management and unions are involved in pay negotiations.*

originate (v) /ə'ɪdʒɪneɪt/ **vzniknout** *The word originated as a term used in marketing.*

quibble (v) /'kwɪbl/ **hašteřit se** *It isn't worth quibbling over such a small amount of money.*

reassure (v) /rɪə'ʃʊ:(r)/ **znovu ujistit** *They reassured her, telling her it was normal to find things difficult at first.*

receipt (n) /rɪ'si:t/ **příjmový doklad** *Can I have a receipt, please?*

refund (v) /rɪ'fʌnd/ **proplatit zpět** *We will refund your money if you are not satisfied.*

repeat (adj) /rɪ'pi:t/ **opakovaný** *We got a repeat order for more of the bags.*

responsive (adj) /rɪ'spɒnsɪv/ **vnímavý** *Firms have to be responsive to consumer demand.*

rule of thumb (phrase) /'ru:l əv 'θʌm/ **podle zkušeností** *As a rule of thumb, allow half a bottle of water per person.*

satisfied (adj) /'sætɪsfɑɪd/ **spokojený** *We are confident you will be satisfied with our service.*

specifically (adv) /spə'sɪfɪkli/ **speciálně** *I specifically told you not to touch those files.*

stuff (n) /stʌf/ **věci** *You can put your stuff on my desk for now.*

sub-standard (adj) /sʌb'stændəd AmE -dɔ:d/ **podřadný** *The goods were returned because they were sub-standard.*

superb (adj) /su 'pɜ:b AmE -'pɜ:rb/ **skvělý** *The car is in superb condition.*

sympathize (v) /'sɪmpəθaɪz/ **soucítit** *I sympathize, but I don't know what I can do to help.*

take notice (phrase) /'teɪk 'nəʊtɪs AmE -'nəʊt-/ **dbát něčeho** *I made a suggestion but they took no notice.*

tills (n pl) /tɪlz/ **pokladna** *There was a long queue at the tills.*

tough (adj) /tʌf/ **smůla** *If you miss the plane, that's just tough – you won't get a refund.*

turn (sb) away (phr v) /'tɜ:n ə'weɪ AmE 'tɜ:rn-/ **odmítnout** *They were turning away customers because the place was so full.*

uncaring (adj) /ʌn'keərɪŋ AmE -'ker-/ **necitlivý** *She came across as cold and uncaring.*

unpublicized rule (n) /ʌn,pʌblɪsaɪzd 'ru:l/ **nepsané pravidlo** *It's a kind of unpublicized rule that we finish work early on Fridays.*

upset (adj) /ʌp'set/ **rozčilený** *He got very upset because I was late.*

Unit 6

act responsibly (phrase) /'ækt rɪ'spɒnsəbli AmE -'spɑ:ns-/ **chovat se zodpovědně** *Businesses must **act responsibly** when it comes to the environment.*

affiliated (adj) /ə'fɪliətɪd/ **přidružený** *The institute is **affiliated** to the university.*

bribery (n) /'braɪbəri/ **podpláčení** *He was accused of **bribery** of government officials.*

by-product (n) /'baɪprɒdʌkt AmE -prɑ:d-/ **vedlejší produkt** *When burnt, plastic produces dangerous **by-products**.*

cheer (n) /tʃɪə AmE tʃɪr/ **veselí** *There was a **cheer** as she came out.*

claim (v) /kleɪm/ **tvrdit** *He **claims** to be an expert in the subject.*

combat (v) /'kɒmbæt AmE 'kɑ:m-/ **potírat, bojovat proti něčemu** *We are introducing measures to **combat** inflation.*

comply with regulations (phrase) /kəm'plaɪ wɪð regjʊ'leɪʃnz/ **řídít se pravidly** *The new offices must **comply with safety and fire regulations**.*

contributor (n) /kən'trɪbjʊtə(r)/ **příspěvateľ** *Sulphur dioxide is a major **contributor** to acid rain.*

corroded (adj) /kə'rɒdɪd AmE -'rɒʊ-/ **zrezivělý** *The metal was badly **corroded** in places.*

corruption (n) /kə'rʌpʃn/ **korupce** *He promised to fight police **corruption**.*

counteract (v) /,kaʊntər'ækt/ **potlačít** *Exercise can help **counteract** stress.*

credibility (n) /kredɪ'bɪlɪti/ **důvěryhodnost** *The company has lost **credibility** because of the scandal.*

deception (n) /dɪ'sepʃn/ **podvod** *He was accused of obtaining property by **deception**.*

discreet (adj) /dɪ'skri:t/ **diskrétní** *I made some **discreet** enquiries about him with his former colleagues.*

discrimination (n) /dɪskrɪ'mɪneɪʃn/ **diskriminace** ***Discrimination** on the grounds of race or sex is illegal.*

donate time (phrase) /dəʊ'neɪt 'taɪm AmE doʊ-/ **věnovat čas** *Our employees are encouraged to **donate time** to charity.*

dye (v) /daɪ/ **barvit** *They **dye** the fabric using natural substances.*

ethics (n pl) /'eθɪks/ **etika** *Our profession has a strong code of **ethics**.*

ethos (n) /'i:θɒs AmE -θɑ:s/ **étos** *She grew up with an **ethos** of public service.*

Exotic (adj) /ɪg'zɒtɪk AmE -'zɑ:t-/ **exotický** *She travels to all kinds of **exotic** locations.*

exploit (v) /ɪk'splɔɪt/ **vykořisťovat** *What is being done to stop employers from **exploiting** young people?*

fairness (n) /'feənəs AmE 'fer-/ **spravedlnost** *She defended the **fairness** of the judicial system.*

feature (n) /'fi:tʃə(r)/ **reportáž** *I saw a special **feature** on education in India.*

generosity (n) /dʒenə'rɒsɪti AmE -'rɑ:s-/ **velkorysost** *He behaved with great **generosity** towards us.*

greed (n) /gri:d/ **nenasytnost** *He acted out of pure **greed**.*

initiative (n) /ɪ'nɪʃɪətɪv/ **podnět** *We have come up with a new **initiative** for tackling youth unemployment.*

itinerary (n) /aɪ'tɪnəri/ **itinerář** *Her **itinerary** includes visits to several suppliers in the region.*

livelihood (n) /'laɪvlihud/ **živobytí** *Communities on the island depend on fishing for their **livelihood**.*

methane (n) /'mi:θeɪn/ **metan** *Natural gas consists mainly of **methane**.*

organic (adj) /ɔ:'gænɪk AmE ɔ:r-/ **organický** *All the ingredients used in our cakes are **organic**.*

paddling (n) /'pædlɪŋ/ **pádlování** *He likes **paddling** and rafting in his spare time.*

pesticide (n) /'pestɪsaɪd/ **pesticid** *Our vegetables are grown without the use of **pesticides**.*

poverty (n) /'pɒvəti AmE 'pɑ:vəerti/ **chudoba** *They live in conditions of extreme **poverty**.*

prejudice (n) /'predʒədɪs/ **předsudek** *He felt he was the victim of racial **prejudice**.*

pretend (v) /prɪ'tend/ **předstírat** *Don't **pretend** you don't know anything about this!*

rare (adj) /reə(r) AmE rer/ **vzácný** *It is very **rare** for it to snow here.*

reduce the impact (phrase) /rɪ'dju:s ðɪ 'ɪmpækt/ **snížit dopad** *We aim to **reduce** the impact of tourism on this beautiful wilderness.*

reforestation (n) /rɪ:'fɒrɪ'steɪʃn AmE -fɑ:r-/ **znovuzalesnění** *She worked for a **reforestation** project in Costa Rica.*

responsibility (n) /rɪ'spɒnsə'bɪlɪti AmE -spɑ:ns-/ **odpovědnost** *I think we have a moral **responsibility** to help people in these countries.*

sample (v) /'sɑ:mpl AmE 'sæmpl/ **ochutnat** *We **sampled** some of the local cooking while we were there.*

share a strong commitment (phrase) /,ʃeər ə strɒŋ kə'mɪtmənt AmE ,ʃer ə strɑ:ŋ-/ **sdílet pevný závazek vůči něčemu** *All our stores **share a strong commitment** to quality and value.*

source (v) /sɔ:s AmE sɔ:rs/ **mít dodavatele** *We **source** all our meat from local farms.*

spontaneous (adj) /spɒn'teɪniəs AmE spɑ:n/ **spontánní** *She made a **spontaneous** offer of help.*

stay true to (its) principles (phrase) /steɪ tru tə 'prɪnsəplz/ **zůstat věrný principům** *Many were jailed for **staying true to their principles** and refusing to fight.*

take an active part (phrase) /teɪk ən 'æktɪv 'pɑ:t AmE -'pɑ:rt/ **aktivně se zapojit** *He still owns shares, but no longer **takes an active part** in the business.*

turtle (n) /'tɜ:tl AmE 'tɜ:rtl/ **želva** *Many species of **turtles** are endangered.*

values (n pl) /'vælju:z/ **hodnoty** *She's very sure of her **values**.*

Unit 7

abstract (adj) /'æbstrækt/ **abstraktní** *The challenge is to apply **abstract** concepts to real-life situations.*

actual (adj) /'æktʃʊəl/ **skutečný** *The **actual** cost was higher than we expected.*

apparent (adj) /ə'pærənt/ **zjevný** *She was worried by his **apparent** lack of interest.*

argue (v) /'ɑ:gju: AmE ɑ:rg-/ **obhajovat** *They **argued** for the right to strike.*

associated (adj) /ə'səʊsɪeɪtɪd AmE -'sɒʊ-/ **spojený** *There are a lot of costs **associated** with employing someone.*

cashflow (n) /'kæʃfləʊ AmE -fləʊ/ **cashflow, hotovostní tok** *Many companies fail through poor **cash-flow**.*

compliment (v) /'kɒmplɪmənt AmE 'kɑ:m-/ složit poklonu, udělat kompliment *She **complimented** him on his excellent English.*

concern (n) /kən'sɜ:n AmE -'sɜ:rn/ starost *We share a great **concern** for the environment.*

consider all the options (phrase) /kən'sɪdər ɔ:l ði 'ɒpʃənz AmE -'ɑ:pʃənz/ zvážit všechny možnosti *After **considering all the options**, we decided to extend the deadline.*

conventional (adj) /kən'venʃənl/ konvenční *He's very **conventional** in his views.*

courtroom (n) /'kɔ:tru:m AmE 'kɔ:rt-/ soudní síň *Everyone stood as the judge entered the **courtroom**.*

creative (adj) /kri'eɪtɪv/ kreativní *She has lots of very **creative** ideas.*

decide between (v) /dɪ'saɪd bɪtwi:n/ rozhodnout se mezi čím *It was difficult to **decide between** the two candidates.*

deficit (n) /'defɪsɪt/ deficit *The department has a serious budget **deficit**.*

detached (adj) /dɪ'tætʃt/ nestranný *Doctors have to remain **detached** from their patients.*

determined (adj) /dɪ'tɜ:mɪnd AmE -'tɜ:rn-/ odhodlaný *I'm **determined** to succeed.*

emerge (v) /ɪ'mɜ:dʒ AmE -'mɜ:rdʒ/ vynořit se *The truth is slowly **emerging** about what happened.*

emotion (n) /ɪ'məʊʃn AmE -'moʊ-/ cit *The decision was based on **emotion** rather than careful thought.*

evidence (n) /'eɪdɪns/ důkaz *There is convincing **evidence** that he knew about the documents.*

expenditure (n) /ɪk'spendɪtʃə(r)/ výdaje *The budget allowed for an **expenditure** of \$27 million.*

expressive (adj) /ɪk'spresɪv/ výrazný *She has wonderfully **expressive** eyes.*

extrovert (n) /'ekstrəvɜ:t AmE -vɜ:rt/ extrovert *She describes herself as an **extrovert**.*

flexible (adj) /'fleksɪbl/ flexibilní *He's very **flexible** about how we get the job done.*

focused (adj) /'fəʊkəst AmE 'foʊ-/ cílevědomý *She should do well - she's very **focused**.*

freeze on recruitment (phrase) /fri:z ɒn rɪ'krutmənt/ zastavení nábory nových zaměstnanců *We are now able to end our **freeze on recruitment**.*

get a different perspective (phrase) /get ə ,dɪfrənt pə'spektɪv AmE -pər-/ získat jiný pohled na něco *Travel can help you **get a different perspective** on your own country.*

have confidence in (your) judgment (phrase) /hæv ,kɒnfɪdəns ɪn 'dʒʌdʒmənt/ důvěřovat vlastnímu úsudku *As a manager, you need to **have confidence in your own judgment**.*

impulsive (adj) /ɪm'pʌlsɪv/ impulzivní *She's very **impulsive** and unpredictable.*

indecisive (adj) /ɪndɪ'saɪsɪv/ nerozhodný *The problem was we had a weak and **indecisive** manager.*

innate (adj) /ɪ'neɪt/ vrozený *He has an **innate** sense of fairness.*

instinctive (adj) /ɪn'stɪŋktɪv/ instinktivní *She's an **instinctive** saleswoman.*

introvert (n) /'ɪntrəvɜ:t AmE -vɜ:rt/ introvert *He was described as an **introvert**.*

intuition (n) /,ɪntju:'ɪʃn AmE -tu-/ intuice *He was guided by **intuition**.*

judge (v) /dʒʌdʒ/ soudit *Schools should not be **judged** only on their exam results.*

lay-off (n) /'leɪɒf AmE -ɑ:f/ propuštění z práce *There may be **lay-offs** at the factory.*

make up (your) mind (phrase) /meɪk ʌp 'maɪnd/ rozhodnout se *I couldn't **make up my mind** whether to accept the offer.*

methodical (adj) /mə'θɒdɪkəl AmE -'θɑ:d-/ metodický *She is slow, but **methodical** in her work.*

overheads (n pl) /'əʊvəhedz AmE 'oʊvər-/ režijní náklady *The **overheads** in running a hotel are very high.*

pragmatic (adj) /præg'mætɪk/ pragmatický *She takes a **pragmatic** approach to management.*

provider (n) /prə'vaɪdə(r)/ poskytovatel *We are one of the largest training **providers** in the country.*

rational (adj) /'ræʃənl/ rozumný *He is the **rational** choice for the job.*

reject (v) /rɪ'dʒekt/ zamítnout *The committee **rejected** all his arguments.*

rely on feelings (phrase) /rɪˌlaɪ ɒn 'fi:lɪŋz/ spoléhat na dojmy *When making decisions, do you tend to **rely on your feelings**?*

self-contained (adj) /,self kən'teɪnd/ soběstačný *She's very **self-contained**.*

sensor (n) /'sensə(r)/ vnímavý člověk *I would describe him as a **sensor** rather than someone who is intuitive.*

stick with (phr v) /'stɪk wɪð/ držet se čeho *They decided to **stick with** their original plan.*

stock (n) /stɒk AmE stɑ:k/ zásoby *We don't carry a large **stock** of furniture.*

subsidy (n) /'sʌbsədi/ podpora *The government wants to cut agricultural **subsidies**.*

tactful (adj) /'tæktfl/ taktní *I tried to find a **tactful** way of saying I didn't like it.*

thorough (adj) /'θʌrə AmE 'θɜ:roʊ/ důkladný *He was very **thorough** in his research.*

thoughtful (adj) /'θɔ:tfəl/ přemýšlivý *She was a very **thoughtful** person.*

trouble-shooter (n) /'trʌbl ʃu:tə(r)/ poradce pro odstraňování problémů *He works as a freelance **trouble-shooter**.*

trust your instincts (phrase) /,trʌst jɔ:r 'ɪnstɪŋkts/ důvěřovat instinktům *I just **trusted my instincts** and offered him the job.*

ultimately (adv) /'ʌltɪmətli/ nakonec ***Ultimately**, you'll have to make the decision yourself.*

unconventional (adj) /ʌnkən'venʃənl/ nezvyklý *She dressed in a very **unconventional** way for a businesswoman.*

USP (n) /,ju es 'pi:/ jedinečná prodejní vlastnost *What's the **USP** of this product?*

vertical (adj) /'vɜ:tɪkəl AmE 'vɜ:rt-/ vertikální *The hard disk can be placed in a **vertical** position.*

weigh up information (phrase) /weɪ ʌp ɪnfə'meɪʃn AmE -ɪnfər-/ zhodnotit informace *Take a few moments to **weigh up the information** you've been given.*

wisdom (n) /'wɪzdəm/ moudrost *I respected her **wisdom**.*

Unit 8

achieve lower overheads (phrase) /ə,tʃi:v ləʊər 'əʊvəhedz/ **dosáhnout nižších režijních nákladů**
By changing premises, we can **achieve lower overheads**.

Afford (v) /ə'fɔ:d AmE -'fɔ:rd/ **moci si dovolit** We cannot **afford** to lose any more staff.

booming (adj) /'bʊ:miŋ/ **prosperující** Business is **booming**.

buoyant (adj) /'bɔiənt AmE 'bu:jənt/ **rostoucí** Demand for new homes is **buoyant**.

business process outsourcing (n) /,biznəs ,prəʊses 'aʊtsɔ:sɪŋ/ **najímání externích pracovníků** **Business process outsourcing** is a growth area.

competitive edge (phrase) /kəm,petətɪv 'edʒ/ **konkurenční výhoda** We can get a **competitive edge** by cutting our prices.

controversial (adj) /,kɒntrə'vɜ:ʃl AmE kɑ:ntrə'vɜ:rʃl/ **kontroverzní** There are **controversial** plans to build a new road.

core activity (phrase) /,kɔ:r æk'tɪvɪti/ **hlavní činnost** We need to focus on our **core activities**.

cost-cutting measures (phrase) /'kɒstkʌtɪŋ ,meʒəz/ **opatření pro snížení výdajů** The company has taken **cost-cutting measures** to improve profitability.

create jobs (phrase) /kri,eɪt 'jɒbz AmE -'jɑ:bz/ **vytvářet pracovní příležitosti** The government plans to **create more jobs** for young people.

cultural affinity (phrase) /,kʌltʃərəl ə'fɪnəti/ **příslušnost k určité kultuře** Most European countries share a basic **cultural affinity**.

develop strategies (phrase) /dɪ,vələp 'strætədʒɪz/ **rozvíjet strategie** We are **developing strategies** for dealing with unemployment.

distinguish (v) /dɪs'tɪŋɡwɪʃ/ **rozlišit** Can you **distinguish** what sense of the word 'train' is meant?

establishment (n) /ɪs'tæblɪʃmənt/ **založení** The speaker announced the **establishment** of a new institute.

expertise (n) /,ekspə'ti:z AmE ,ekspər-/ **odborná znalost** They have a lot of **expertise** in high-tech areas.

export growth (n) /'eksɔ:t ,grəʊθ AmE 'ekspɔ:rt ,grəʊθ/ **růst exportu** **Export growth** has helped the country's balance of payments.

free up human resources (phrase) /,fri ʌp ,hju:mən rɪ'zɔ:sɪs/ **uvolnit lidské zdroje** Automation **frees up human resources**.

fuel by (v) /'fju:əl baɪ/ **zvyšit** Inflation is **fuelled by** pay increases.

get through (phr v) /,get 'θru:/ **zvládnout** I **got through** a lot of work this morning.

graduate (n) /'grædʒu:ət/ **absolvent** Employment prospects for science **graduates** are good.

indirect employment (n) /ɪndəɪ'rekt ɪm'plɔimənt/ **nepřímá zaměstnanost** **Indirect employment** has increased rapidly.

infrastructure (n) /'ɪnfɹəstrʌktʃə(r)/ **infrastruktura** The country needs to invest in **infrastructure**.

job losses (n pl) /'dʒɒb lɒsɪz AmE 'dʒɑ:b lɑ:sɪz/ **ztráty pracovních míst** The closure of the plant will lead to hundreds of **job losses**.

knock-on effect (n) /,nɒkɒn ɪ'fekt AmE ,nɑ:kɑ:n-/ **řetězová reakce** The increase in the price of oil had a **knock-on effect** on the cost of many other goods.

legal (adj) /'li:gəl/ **právní** You should get **legal** advice about the contract.

nickname (n) /'nɪkneɪm/ **přezdívka** Her determination earned her the **nickname** 'The Iron Lady'.

offshore (adj) /,ɒf'ʃɔ:(r) AmE ,ɑ:f-/ **zahraniční (ve smyslu zámořský)** India has become the largest **offshore** supplier of software to US organizations.

payroll (n) /'peɪrəʊl AmE -rəʊl/ **výplatní páska** Support services include legal, human resources, and **payroll**.

productivity (n) /,prɒdʌk'tɪvɪti AmE ,prɑ:d-/ **produktivita** Better training leads to greater **productivity**.

protectionism (n) /prə'tekʃənɪzəm/ **protekcionismus** The president denied he was practising **protectionism**.

pursue (v) /pə'sju: AmE pər'su:/ **věnovat se něčemu** She wishes to **pursue** a medical career.

quality of life (n) /,kwɒləti əv laɪf AmE ,kwɑ:-/ **kvalita života** Their **quality of life** improved when they moved out to the countryside.

recruit (v) /rɪ'kru:t/ **nabírat (zaměstnance)** We are currently **recruiting** new administrative staff.

repeal (v) /rɪ'pi:l/ **zrušit** The ban was **repealed** in 2006.

sector (n) /'sektə(r)/ **sektor** Many jobs have been lost in the manufacturing **sector**.

shortfall (n) /'ʃɔ:tfɔ:l AmE 'ʃɔ:rt-/ **schodek** There was a **shortfall** of over 500,000 tonnes in the grain supply.

skilled worker (n) /,skɪld 'wɜ:kə(r) AmE 'wɜ:rk-/ **kvalifikovaný pracovník** The company employs 10,000 **skilled and unskilled workers**.

spill (v) /spɪl/ **rozlít** I **spilled** coffee on my skirt.

streamline (v) /'stri:mlaɪn/ **zefektivnit** We are going to **streamline** our operation.

subsequently (adv) /'sʌbsəkwentli/ **následně** **Subsequently**, new guidelines were issued to all employees.

threefold (adv) /'θri:fəʊld AmE -foʊld/ **tříkrát** Prices have gone up **threefold**.

training facilities (n pl) /'treɪnɪŋ fəsɪlətɪz/ **školicí prostory** Teaching hospitals also serve as **training facilities**.

treble (v) /'trebl/ **ztrojnásobit se** Average earnings have **trebled** in fifteen years.

volume of work (phrase) /,vɒljʊ:m əv 'wɜ:k/ **množství práce** She gets through a huge **volume of work** in a week.

work ethic (n) /'wɜ:k eθɪk AmE 'wɜ:rk-/ **pracovní morálka** He was brought up by his parents with a strong **work ethic**.

Unit 9

ability (n) /ə'bɪləti/ **schopnost** Someone of her **ability** will easily find a new job.

abroad (adv) /ə'brɔ:d/ **v zahraničí** She worked **abroad** for a year.

acquire (v) /ə'kwɪə(r)/ **získat** They have **acquired** a very good reputation.

appoint (v) /ə'pɔɪnt/ **jmenovat** We have **appointed** a new head of Human Resources.

challenge (n) /'tʃælɪndʒ/ **výzva** Managing this project will be the biggest **challenge** of her career.

change of direction (phrase) /tʃeɪndʒ əv daɪ'rekʃn/ změna I'm ready for a **change of direction**.

coincide (v) /kəʊɪn'saɪd AmE ˌkɔʊ-/ konat se ve stejnou dobu jako His visit was timed to **coincide** with the annual conference.

commodity (n) /kə'mɒdətɪ AmE -'mɑ:d-/ komodita Crude oil is the world's most important **commodity**.

compromise (n) /'kɒmprəmaɪz AmE 'kɑ:mp-/ kompromis After talks the two sides finally reached a **compromise**.

consultant (n) /kən'sʌltənt/ poradce I work for a firm of management **consultants**.

corporate culture (n) /ˌkɔ:pəreɪt 'kʌltʃə(r) AmE kɔ:rp-/ podniková kultura She's an original thinker who doesn't really fit in with **corporate culture**.

deployment (n) /dɪ'plɔɪmənt/ rozmístění pracovních sil We need to rethink the **deployment** of our resources.

expendable (adj) /ɪk'spendəbl/ nahraditelný They seem to regard human lives as **expendable**.

get on (phr v) /ˌget 'ɒn AmE -'ɑ:n/ dařit se Parents are always anxious for their children to **get on**.

glass ceiling (n) /ˌglɑ:s 'si:lɪŋ AmE ˌglæs-/ skleněný strop Part-time workers are the victims of a **glass ceiling** in many companies.

incompetent (adj) /ɪn'kɒmpɪtənt AmE -'kɑ:m-/ nekompetentní He's **incompetent** and should be sacked.

invest (v) /ɪn'vest m/ investovat The company has **invested** \$2 million in new equipment.

job mobility (n) /ˌdʒɒb mə'bilɪtɪ AmE ˌdʒɑ:b-/ pracovní mobilita People today have more **job mobility** than in the past.

key vacancy (n) /ki 'veɪkənsɪ/ uvolněná klíčová pracovní pozice We have a **key vacancy** in the marketing department.

laid off (adj) /ˌleɪd 'ɒf AmE -'ɑ:f/ dočasně propuštěný pro nedostatek práce 100 workers at the factory were **laid off**.

living expenses (n pl) /'lɪvɪŋ ɪkspensəs/ životní náklady The charity pays a small salary plus **living expenses**.

make (sb) redundant (phrase) /meɪk rɪ'dʌndənt/ propustit z práce pro nadbytečnost As a result of the reorganization ten managers were **made redundant**.

monotonous (adj) /mə'nɒtənəs AmE -'nɑ:t-/ monotónní The work is easy, but very **monotonous**.

native (adj) /'neɪtɪv/ rodný He longed to return to his **native** land.

no-no (n) /'nəʊ nəʊ AmE 'nəʊ nəʊ/ zakázaný Jeans at work were a definite **no-no**.

opportunity for advancement (phrase) /ɒpə'tju:nəti fɔ:r æd'vɑ:nsmənt/ možnosť kariérního postupu I left because I felt there was no **opportunity for advancement**.

opt (v) /ɒpt AmE ɑ:pt/ vybrat si They **opted** for a pay cut rather than lose their jobs.

personal development (n) /ˌpɜ:sənl dɪ'veləpmənt AmE ˌpɜ:ts-/ osobní rozvoj **Personal development** is more important to her than making money.

promote (v) /prə'məʊt AmE -'mou/ povýšit někoho She worked hard and was soon **promoted**.

prospects (n pl) /'prɒspekts AmE 'pra:s-/ vyhlídky At 25 he was unemployed with no qualifications and no career **prospects**.

recurring (adj) /rɪ'kɜ:ɪŋ/ opakující se This is a **recurring** problem in our industry.

red tape (n) /ˌred 'teɪp/ úřední šiml You have to go through so much **red tape** when taking on new staff.

redeploy (v) /ˌri:di'plɔɪ/ přeřadit Most of the employees will be **redeployed** to other parts of the company.

regret (v) /rɪ'gret/ litovat If you make a hasty decision, you may **regret** it.

relocation (n) /ˌri:ləʊ'keɪʃn/ přeložení (zaměstnance) The firm will pay the costs of your **relocation**.

resource (v) /rɪ'zɔ:s AmE -'zɔ:rs/ mít zdroje The business is inadequately **resourced**.

restless (adj) /restləs/ netrpělivý After five years in the job, he was beginning to feel **restless**.

retain (v) /rɪ'teɪn/ udržet si We are looking at ways to **retain** staff.

retirement (n) /rɪ'taɪəmənt AmE -'taɪə-/ důchod At 60, he was approaching **retirement**.

repatriation (n) /ˌri:pætri'eɪʃn AmE -peɪt-/ repatriace, návrat do vlasti The insurance will cover **repatriation** costs if you are ill abroad.

roster (n) /'rɒstə(r) AmE 'rɑ:s-/ rozpis služeb I've drawn up the duty **roster** for this week.

secondment (n) /sɪ'kɒndmənt AmE -'kɑ:nd-/ dočasné přeložení She's here on **secondment** from head office.

sideways move (n) /ˌsaɪdweɪz 'mu:v/ přeložení v rámci tarifní skupiny It's not a promotion for him – more a **sideways move**.

staff development (n) /ˌstɑ:f dɪ'veləpmənt AmE ˌstɑ:f dəl'sɪ rozvoj pracovních sil **Staff development** is an important part of a manager's job.

staff turnover (n) /ˌstɑ:f 'tɜ:nəʊvə(r) AmE ˌstɑ:f 'tɜ:rnəʊvə/ fluktuace zaměstnanců Our **staff turnover** is too high.

stretch (v) /stretʃ/ vyčerpat We are **stretched** to the limit and can't take on any more work.

suitable (adj) /'suɪtəbl/ vhodný Do you think she is a **suitable** candidate for the post?

take early retirement (phrase) /ˌteɪk ɜ:lɪ rɪ'taɪəmənt AmE -ɜ:rlɪ rɪ'taɪə-/ odejít předčasně do důchodu She **took early retirement** in order to travel the world.

team spirit (n) /ˌti:m 'spɪrɪt/ týmový duch We did some exercises to build **team spirit**.

temporary secondment (phrase) /ˌtempərəri sɪ'kɒndmənt/ dočasné přeložení I got a **temporary secondment** to our offices in Paris.

tentative (adj) /'tentətɪv/ provizorní We made a **tentative** arrangement to meet on Friday.

training (n) /'treɪnɪŋ/ školení Few employees had received any **training** in management.

transferable skills (phrase) /trɑ:nsˌfɜ:rəbl 'skɪlz AmE trɑ:ns-/ přenositelné znalosti He wanted to learn **transferable skills** such as IT skills.

unemployed (adj) /ˌʌnɪm'plɔɪd/ nezaměstnaný He had been **unemployed** for six months.

update skills (phrase) /ʌpˌdeɪt 'skɪlz/ doplňovat si znalosti o nejnovější poznatky Teachers have regular training days to **update their skills**.

vast (adj) /vɑ:st AmE væst/ obrovský Your help made a **vast** amount of difference.

Unit 10

absolutely (adv) /ˌæbsəˈlu:tli/ **absolutně** *She's an absolutely brilliant organizer.*

bagel (n) /ˈbeɪɡəl/ **druh slaného pečiva** *We had coffee and bagels.*

borrow (v) /ˈbɒrəʊ AmE ˈbɑ:rou/ **vypůjčit si** *How much did you borrow to start your business?*

bow to (phr v) /ˈbaʊ tu/ **ustoupit** *She bowed to public pressure and resigned.*

branch out (phr v) /ˌbrɑ:ntʃ ˈaʊt AmE ˌbræntʃ/ **pustit se do něčeho nového** *I decided to branch out on my own.*

business angel (n) /ˈbɪznəs ˌeɪndʒəl/ **business angel, investor, obchodní anděl** *The project received £300,000 from the Wellcome Trust and £100,000 from a business angel.*

business model (n) /ˈbɪznəs ˌmɒdəl AmE -,ma:dəl/ **obchodní model** *We have to decide on a business model for using electronic commerce.*

business plan (n) /ˈbɪznəs ˌplæn/ **obchodní plán** *The bank wanted to see our business plan.*

collapsible (adj) /kəˈlæpsɪbl/ **skládací** *He takes his collapsible bike on the train to work.*

commuter (n) /kəˈmju:tə(r)/ **dojíždějící** *The morning trains are packed with commuters.*

completely (adv) /kəmˈpli:tli/ **zcela** *I'm completely fed up.*

crunchy (adj) /ˈkrʌntʃi/ **křupavý** *The apples were lovely and crunchy.*

day's leave (phrase) /ˌdeɪz ˈli:v/ **den volna** *He took a day's leave to visit his mother.*

differentiate (v) /ˌdɪfəˈrenʃiət/ **odlišit** *We need something that differentiates our product from others on the market.*

drawback (n) /ˈdrɔ:bæk/ **nevýhoda** *The main drawback of the plan is its cost.*

extremely (adv) /ɪkˈstri:mli/ **nesmírně** *It's extremely important that you listen to these instructions.*

favour (n) /ˈfeɪvə(r)/ **laskavost** *Can I ask a favour – would you check this for me?*

fee (n) /fi:/ **poplatek** *Users pay a monthly subscription fee for the service.*

financial backing (phrase) /faɪˌnænsjəl ˈbækɪŋ/ **finanční krytí** *We asked a group of investors for financial backing.*

gap in the market (phrase) /ˌɡæp ɪn ðə ˈmɑ:kɪt AmE -ˈmɑ:rk-/ **díra na trhu** *We think we've identified a gap in the market.*

get (sb) on board (phrase) /ˌɡet ɒn ˈbɔ:d AmE -ɑ:n ˈbɔ:rd/ **přidat někoho ke spolupráci** *We've got Tim on board to design the website.*

go public (phrase) /ˌɡəʊ ˈpʌblɪk AmE ˌɡoʊ-/ **nabídnout akcie ke koupi na burze** *Since the company went public, its stock price has soared.*

gradual (adj) /ˈɡrædʒuəl/ **postupný** *The upturn in the economy has been very gradual.*

grant (v) /ˈɡrɑ:nt AmE ˈgrænt/ **poskytnout** *All his requests were granted immediately.*

head hunter (n) /ˈhed hʌntə(r)/ **lovec mozků, konzultant pro nábor pracovníků** *A head hunter called her about a job in Paris.*

hectic (adj) /ˈhektɪk/ **hektický** *I've had a very hectic week.*

hugely (adv) /hju:dʒli/ **ohromně** *Their new product has been extremely popular.*

incredibly (adv) /ɪnˈkredəbli/ **neuvěřitelně** *The software is incredibly hard to use.*

insurance (n) /ɪnˈʃʊərəns AmE -ˈʃʊr-/ **pojištění** *Our company sells household insurance.*

loan (n) /ləʊn AmE loʊn/ **půjčka** *He took out a loan to start a restaurant business.*

network of contacts (phrase) /ˌnetwɜ:k əv ˈkɒntæktz/ **sít obchodních kontaktů** *Over the years she has built up a large network of contacts.*

on-call shift (phrase) /ˌɒn kɔ:l ˈʃɪft AmE ˌɑ:n-/ **služba na telefonu** *I'm doing the on-call shift tonight.*

outrageous (adj) /əʊtˈreɪdʒəs AmE ɒt-/ **přemrštěný** *The prices they charge are outrageous.*

put (sb) in touch (phrase) /ˌpʊt ɪn ˈtʌtʃ/ **dát kontakt na někoho** *We'll put you in touch with your nearest supplier.*

quote (n) /kwəʊt AmE kwout/ **cenová nabídka** *Their quote for the job was far too high.*

rave review (phrase) /ˌreɪv rɪˈvju:/ **naděšená recenze** *The new restaurant got rave reviews from food critics.*

really (adv) /ˈri:əli/ **skutečně** *He was really friendly.*

reputable (adj) /ˈrepjətəbl/ **renomovaný** *They are a reputable company that has been running for many years.*

resign (v) /rɪˈzaɪn/ **rezignovat** *He resigned as chairman after eight years.*

retailer (n) /ˈri:teɪlə(r)/ **maloobchodník** *She works for one of the country's largest food retailers.*

return on investment (phrase) /rɪˈtɜ:n ɒn ɪnˈvestmənt AmE rɪˈtɜ:n ɑ:n-/ **návratnost investic** *They are looking for a good return on their investment.*

reunion (n) /riˈju:niən/ **setkání** *We are holding a school reunion for the class of '95.*

ridiculous (adj) /rɪˈdɪkjələs/ **směšný** *It's ridiculous to charge £10 for a cup of coffee.*

scooter (n) /ˈsku:tə(r)/ **skútr** *Scooters are a good way of getting around town.*

shareholder (n) /ˈʃeəhəʊldə(r) AmE ˈʃerhoʊld-/ **akcionář** *The company has called a meeting of its shareholders.*

solicitor (n) /səˈlɪsɪtə(r)/ **právní poradce** *We asked a solicitor to look over the contract.*

stake (n) /steɪk/ **podíl** *She has a 20% stake in the business.*

start-up capital (n) /ˈstɑ:tʌp ˌkæpɪtəl AmE ˈstɑ:rt-/ **počáteční kapitál** *He borrowed the start-up capital from his father.*

stock taking (n) /ˈstɒkteɪkɪŋ AmE ˈstɑ:k-/ **inventura** *The shop was closed for stock taking.*

struggle (v) /ˈstrʌɡl/ **potýkat se s něčím** *They struggled to pay their bills.*

sweep (v) /ˈswi:p/ **zametat** *Every morning he sweeps the floor.*

tight (adj) /taɪt/ **těsný** *The deadline for finishing the project is very tight.*

totally (adv) /ˈtəʊtəli AmE ˈtoʊt-/ **zcela** *They come from totally different cultures.*

tough (adj) /tʌf/ **obtížný** *It can be tough trying to juggle a career and a family.*

turnover (n) /'tɜːnəʊvə(r) AmE 'tɜːrnəʊvər/ obrát *The company has an annual **turnover** of \$75 million.*

venture capitalist (n) /,ventʃə(r) ,kæpɪtəlɪst/ rizikový investor *We raised the money from **venture capital** investors.*

viable (adj) /'vaɪəbl/ realizovatelný *His proposals did not seem financially **viable**.*

Unit 11

access (n) /'ækses/ přístup *You need a password to get **access** to the computer system.*

according to (prep) /ə'kɔːdɪŋ tə/ podle *You've been absent six times **according to** our records.*

analyse (v) /'ænaləɪz/ analyzovat *The job involves collecting and **analysing** data.*

chaos (n) /'keɪɔs AmE -ɑːs/ chaos *Heavy snow caused **chaos** on the roads.*

collaborate (v) /kə'læbəreɪt/ spolupracovat *She agreed to **collaborate** with him on the report.*

communication (n) /kə,mjuːnɪ'keɪʃn/ komunikace *There is regular email **communication** between the departments.*

connect (v) /kə'nekt/ připojit se *Click 'Continue' to **connect** to the Internet.*

connection (n) /kə'nekʃn/ připojení *I'm having problems with my Internet **connection**.*

consultation (n) /,kɒnsəl'teɪʃn AmE ,kɑːn-/ konzultace *A 30-minute **consultation** will cost £50.*

counterpart (n) /'kaʊntəpɑːt AmE -tərpɑːt/ protějšek *The Foreign Minister held talks with his Chinese **counterpart**.*

crowded (adj) /'kraʊdɪd/ přeplněný *The train was very **crowded**.*

demo (n) /'deməʊ AmE -moʊ/ demo *Can you give us a **demo** of the software?*

development (n) /dɪ'veləpmənt/ vývoj *He keeps us informed about the latest **developments** in the market.*

devise (v) /dɪ'veɪz/ vyvinout *A new system has been **devised** to control traffic in the city.*

diagnosis (n) /daɪəg'nɔːsɪs AmE -'noʊs-/ diagnóza *They are waiting for the doctor's **diagnosis**.*

economy (n) /ɪ'kɒnəmi AmE -'kɑːn-/ ekonomika *We are all part of the world **economy**.*

excluded (adj) /ɪk'skludɪd/ vyloučený *Women have been **excluded** from certain professions in the past.*

faint (adj) /feɪnt/ slabý *The radio signal was very **faint**.*

filtering (n) /'fɪltərɪŋ/ filtrace *The test is used for **filtering** during the interview process.*

flag (v) /flæɡ/ označit *I've **flagged** the paragraphs that we need to look at in more detail.*

fleet (n) /fliːt/ flotila *A fishing **fleet** left the harbour.*

focus on (phr v) /'fəʊkəs ɒn AmE 'fəʊkəs ɑːn/ zaměřit se na něco *The discussion **focused on** three main problems.*

hang up (phr v) /,hæŋ 'ʌp/ zavěsit (telefon) *After I **hung up** I remembered what I'd wanted to say.*

have an impact (phrase) /,hæv ən 'ɪmpækt/ mít dopad na něco *Tourism has **had a profound impact** on the region.*

innovative (adj) /'ɪnəvətɪv/ novátorský *There will be a prize for the most **innovative** design.*

integrated (adj) /'ɪntəgreɪtɪd/ integrovaný *We have an **integrated** recruitment and training strategy.*

interact (v) /,ɪntər'ækt/ vzájemně se ovlivňovat *The website allows users to **interact** with each other.*

involved (adj) /ɪn'vɒlvd AmE -'vɑːlvd/ zapojený *He was **involved** in setting up the company's Hong Kong office.*

landline (n) /'lændlɪn/ pevná telefonní linka *I'll call you later on the **landline**.*

microscope (n) /'maɪkrəskəʊp AmE -skoʊp/ mikroskop *The bacteria were viewed under a **microscope**.*

obligatory (adj) /ə'blɪɡətəri/ povinný *It is **obligatory** for all employees to wear protective clothing.*

participation (n) /pɑːtɪ'sɪpeɪʃn AmE pɑːr-/ účast *A back injury prevented any **participation** in active sports.*

procedure (n) /prə'sɪːdʒɪər/ postup *There are security **procedures** in place that we all follow.*

regardless (adv) /rɪ'ɡɑːdləs AmE -'ɡɑːrd-/ bez ohledu na něco *The bonus will be paid to all employees **regardless** of grade.*

rotate (v) /rəʊ'teɪt AmE roʊ-/ střídát se *We **rotate** the night shift so no one has to do it all the time.*

run over (phr v) /,rʌŋ 'əʊvə(r) AmE -'oʊv-/ protáhnout se (časově) *I'm sorry I'm late – my meeting **ran over**.*

rural (adj) /'rʊərəl AmE 'rʊr-/ venkovský ***Rural** areas often lack adequate public transport.*

seldom (adv) /'seldəm/ zřídka *I **seldom** leave work before 7 o'clock.*

speculation (n) /,spekjə'leɪʃn/ spekulace *There was a lot of **speculation** that she might resign.*

spread (v) /spred/ rozšířit se *His confidence quickly **spread** to the rest of the team.*

subscribe (v) /sʌb'skraɪb/ předplatit si *We **subscribe** to several cable TV sports channels.*

surgeon (n) /'sɜːdʒən AmE 'sɜːrd-/ chirurg *She is a heart **surgeon**.*

tissue (n) /'tɪʃuː tkáň *They took a sample of his skin **tissue**.*

tool (n) /tuːl/ nástroj *Questionnaires are a valuable research **tool**.*

transferable (adj) /trɑːns'fɜːrəbl AmE træns-/ přenositelný *We aim to provide our trainees with **transferable** skills.*

tremendous (adj) /trɪ'mendəs/ nesmírný *A **tremendous** amount of work has gone into the project.*

urgent (adj) /'ɜːdʒənt AmE 'ɜːrd-/ okamžitý *This problem requires **urgent** attention.*

volunteer (n) /vɒlən'tɪə(r) AmE vɑːlən'tɪr/ dobrovolník *Schools need **volunteers** to listen to children read.*

wider (adj) /'waɪdə(r)/ širší *Let's discuss the **wider** aims of the project.*

Unit 12

accept (v) /ək'sept/ přijmout *He **accepted** all the changes we proposed.*

adapt (v) /ə'dæpt/ přizpůsobit se *We had to **adapt** quickly to the new system.*

affect (v) /ə'fekt/ ovlivnit *How will these new rules **affect** us?*

against (prep) /ə'geɪnst/ proti *Are you for or **against** the death penalty?*

ambivalent (adj) /æm'bɪvələnt/ rozpolcený *She seems to feel **ambivalent** about her new job.*

antagonistic (adj) /æantægə'nɪstɪk/ nepřátelský I don't know why he was so **antagonistic** towards me.

anxious (adj) /'æŋkʃəs/ zneklidněný He seemed **anxious** about the meeting.

apathy (n) /'æpəθi/ apatie There is widespread **apathy** among voters.

apprehensive (adj) /,æpri'hensɪv/ znepokojený I was a little **apprehensive** about the presentation.

assure (v) /ə'sʃʊ:(r)/ ujistit They **assured** us they would do everything possible to solve the problem.

bottom-up (adj) /,bɒtəm 'ʌp AmE ,bɑ:t-/ přístup zdola nahoru We favour a **bottom-up** approach to decision making.

bring (sth) in (phr v) /,brɪŋ 'ɪn/ zavést We're **bringing in** limits on overtime.

committed (adj) /kə'mɪtɪd/ oddaný She showed herself to be a **committed** member of the team.

concerned (adj) /kən'sɜ:nd AmE -'sɜ:nd/ znepokojený We are deeply **concerned** about the impact of air travel on the environment.

considerably (adv) /kən'sɪdərəbli/ značně Interest rates on bank loans have increased **considerably**.

count (sth) out (phr v) /,kaʊnt 'aʊt/ vyloučit This is not our preferred solution, but we haven't **counted it out**.

critical (adj) /'krɪtɪkəl/ kritický Cost is a **critical** factor in deciding which plan to adopt.

crucial (adj) /'krʊ:ʃəl/ rozhodující Winning this contract is **crucial** to the success of the company.

deal with (phr v) /'di:l wɪð/ zabývat se He **deals with** customer complaints.

distraction (n) /dɪs'trækʃn/ rozptýlení I find it hard to work at home because there are too many **distractions**.

doubt (n) /daʊt/ pochyba I have some **doubts** about how effective a manager she is.

drop out (phr v) /,drɒp 'aʊt AmE ,drɔ:p-/ nedokončit He **dropped out** of college after one year.

empowerment (n) /ɪm'paʊəmənt AmE -'paʊər-/ zplnomocnění We are working towards the greater **empowerment** of our employees.

enthusiastic (adj) /ɪn,θju:zɪ'æstɪk/ nadšený You don't sound very **enthusiastic** about the idea.

genuinely (adv) /'dʒenjuɪnli/ skutečně I'm **genuinely** sorry about what happened.

get rid of (phr v) /,get 'rɪd əv/ zbavit se I tried to think of an excuse to **get rid of** my visitors.

hostile (adj) /'hɒstəl AmE 'hɑ:stl/ nevlídný The speaker got a **hostile** reception from the audience.

in favour (phrase) /,ɪn 'feɪvə(r)/ ve prospěch He argued **in favour** of a strike.

keen (adj) /ki:n/ dychtivý I'm not very **keen** on the idea of a breakfast meeting.

loose ends (phrase) /,lu:s 'endz/ nedořešená situace There are still a few **loose ends** to tie up with the contract.

majority (adj) /mə'dʒɔ:ɪtɪ AmE -'dʒɑ:r-/ většinový It was a **majority** decision.

modify (v) /'mɒdɪfaɪ AmE 'mɑ:d-/ pozměnit We **modified** the software to make it more suitable for our purposes.

natural wastage (n) /,nætʃrəl 'weɪstɪdʒ/ přirozený úbytek pracovních sil Savings will be made through **natural wastage**.

nervous (adj) /'nɜ:vəs AmE 'nɜ:rv-/ nervózní Consumers are very **nervous** about the future.

nominate (v) /'nɒmɪneɪt AmE 'nɑ:m-/ nominovat She has been **nominated** for the presidency.

oppose (v) /ə'pəʊz AmE -'pouz/ oponovat We **oppose** any change to the existing regulations.

optimistic (adj) /,ɒptɪ'mɪstɪk AmE ,ɑ:pt-/ optimistický He's **optimistic** about the outcome of the talks.

outweigh (v) /aʊt'wei/ převážit nad něčím The advantages **outweigh** the disadvantages.

petty theft (n) /,peti 'θeft/ drobná krádež She was sacked for **petty theft** from the stockroom.

positive (adj) /'pɒzətɪv AmE 'pɑ:z-/ pozitivní I'm trying to be **positive** about my new job.

put (sth) on (phr v) /,pʊt 'ɒn AmE -'ɑ:n/ nasadit We are **putting on** special buses to take delegates to the conference hall.

query (n) /'kwɪ:ri/ dotaz Our assistants will be happy to answer your **queries**.

react (v) /rɪ'ækt/ reagovat He **reacted** angrily to the news.

rebellious (adj) /rɪ'belɪəs/ vzdorovitý As a child he was difficult and **rebellious**.

receptive (adj) /rɪ'septɪv/ vnímavý She was always **receptive** to new ideas.

resentful (adj) /rɪ'zentfʊl/ rozzlobený She was **resentful** at having been left out of the team.

resist (v) /rɪ'zɪst/ bránit se They are **resisting** pressure to change the rules.

resistant (adj) /rɪ'zɪstənt/ odporující Older people are not necessarily **resistant** to change.

rumoured (adj) /'ru:məd AmE -mɔ:d/ probíraný v pomluvách a domněnkách o statných He left the company after a **rumoured** love affair with a colleague.

run into (phr v) /,rʌn 'ɪntu/ zabřednout do něčeho. Be careful not to **run into** debt.

sabotage (v) /'sæbətɑ:ʒ/ sabotovat He accused management of trying to **sabotage** the talks.

sceptical (adj) /'skeptɪkl/ skeptický I am **sceptical** about whether this method will work.

take (sth) on (phr v) /,teɪk 'ɒn AmE -'ɑ:n/ přibrat I can't **take on** any new clients at the moment.

try (sth) out (phr v) /,traɪ 'aʊt/ vyzkoušet After the training he was eager to **try out** what he had learned.

work out (phr v) /,wɜ:k 'aʊt AmE ,wɜ:rk-/ dopadnout dobře My first job didn't **work out**.

worried (adj) /'wɔ:ɪd/ ustaraný I'm a bit **worried** about this test I have to take.

Unit 13

about (adv) /ə'baʊt/ přibližně The tickets cost **about** \$10.

affordable (adj) /ə'fɔ:dəbl AmE -'fɔ:rd-/ cenově dostupný There is a desperate need for more **affordable** housing.

approximately (adv) /ə'prɒksɪmətli/ přibližně The journey should take **approximately** two hours.

blow up (phr v) /,bləʊ 'ʌp AmE ,blou-/ vybuchnout If it gets too hot the whole engine could **blow up**.

childish (adj) /'tʃaɪldɪʃ/ dětinský I got sick of his **childish** behaviour.

crash (v) /kræʃ/ **spadnout** Share prices **crashed** to an all-time low.

drop slightly (phrase) /'drɒp ,slartli AmE 'dra:p-/ **lehce poklesnout** Sales often **drop slightly** during the summer months.

entire (adj) /ɪn'taɪə(r)/ **celý** I wasted an **entire** morning trying to print out the report.

excuse (n) /ɪk'skju:z/ **omluva** What's your **excuse** for being late?

exposure (n) /ɪks'pəʊʒə(r) AmE -'pəʊz-/ **publicita** The new product has had a lot of **exposure** in the media.

fractionally (adv) /'frækʃənəli/ **nepatrně** He finished **fractionally** ahead of his rival.

front runner (n) /frʌnt 'rʌnə(r)/ **hlavní kandidát** He is one of the **front runners** in the election.

great deal (n) /,greɪt 'di:l/ **hodně** They spent a **great deal** of money.

grow gradually (phrase) /,grəʊ 'grædʒəli AmE ,grəʊ-/ **postupně růst** The business has **grown gradually** into a multinational organization.

grow rapidly (phrase) /,grəʊ 'ræpɪdli AmE ,grəʊ-/ **rapidně narůstat** Profits **grew rapidly** during our first six months.

hepatitis (n) /,hepə'taɪtɪs/ **žloutenka** **Hepatitis A** can be caught from infected food.

internal combustion engine (n) /ɪn'tɜ:nəl kəm'bʌstʃən endʒɪn/ **motor s vnitřním spalováním** Who invented the **internal combustion engine**?

just over (adv) /,dʒʌst 'əʊvə(r) AmE -'əʊv-/ **lehce přes** We had to wait for **just over** an hour.

just under (adv) /,dʒʌst 'ʌndə(r)/ **lehce pod** She earns **just under** £300 a week.

level off (phr v) /,levəl 'ɒf AmE -'ɑ:f/ **ustálit se** Sales have **levelled off** after a period of rapid growth.

(a) little more than (phrase) /,ɪtl 'mɔː ðən AmE -'mɔ:r-/ **trochu více než** The total came to a little more than £25.

marginally (adv) /'mɑ:dʒɪnəli AmE 'mɑ:rdz-/ **jen o málo** It's **marginally** quicker this way.

noticeable rise (phrase) /,nəʊtɪsəbl 'raɪz AmE ,nəʊt-/ **znatelný nárůst** There has been a **noticeable rise** in the number of days' sick leave taken by staff.

overriding (adj) /,əʊvə'raɪdɪŋ AmE ,əʊv-/ **převažující** The **overriding** aim is to keep costs low.

P2P (n) /,pi tə 'pi:z/ **P2P** The music industry is very worried about **P2P** and piracy.

plummet (v) /'plʌmɪt/ **prudce poklesnout** Share prices **plummeted** after the announcement of his resignation.

pop-up (n) /'pɒpʌp AmE 'pɔ:p-/ **vyskakovací okno** You can get software that blocks all those irritating **pop-ups**.

predecessor (n) /'pri:disesə(r)/ **předchůdce** This computer has a larger memory than its **predecessor**.

revenue (n) /'revənju:/ **tržba** The company's annual **revenue** rose by 30%.

ring tone (n) /'rɪŋtəʊn AmE -təʊn/ **vyzváněcí tón** Now you can get your favourite songs as **ring tones**.

rise substantially (phrase) /,raɪz səb'stænjəli/ **narůst podstatně** The number of unemployed has **risen substantially**.

rocket (v) /'rɒkɪt AmE 'rɑ:k-/ **vyletět** Sales **rocketed** by 250%.

roughly (adv) /'rʌfli/ **zhruba** **Roughly** speaking, we receive about 50 calls a week from new customers.

RSS feed (n) /,ɑ:r es 'es fi:d/ **RSS dávka** You can get **Business Weekly** directly on your desktop with our **RSS feeds**.

screensaver (n) /'skri:nseɪvə(r)/ **spořič obrazovky** I downloaded a new **screensaver**.

shoot up (phr v) /,ʃu:t 'ʌp/ **vyletět nahoru** Demand for property in the area has **shot up** recently.

significant drop (phrase) /sɪg,nɪfɪkənt 'drɒp AmE -'dra:p/ **značný propad** There has been a **significant drop** in the number of complaints.

significant increase (phrase) /sɪg,nɪfɪkənt 'ɪnkri:s/ **značný nárůst** We have seen a **significant increase** in new business.

slight fall (n) /,slart 'fɔ:l/ **mírný pokles** Unemployment showed a **slight fall** this month.

slightly less than (phrase) /,slartli 'les ðən/ **o něco méně než** Three miles is **slightly less than** five kilometres.

somewhere in the region of (phrase) /,sʌmwɛər ɪn ðə 'ri:dʒən əv/ **okolo** He earns **somewhere in the region of** £50,000.

standstill (n) /'stændstɪl/ **odstávka** A security alert brought the airport to a **standstill**.

stay the same (phrase) /,steɪ ðə 'seɪm/ **neměnit se** Our number of employees has **stayed the same** for several years.

substantial drop (phrase) /səb'stænʃl 'drɒp AmE -'dra:p/ **značný propad** We anticipate a **substantial drop** in house prices.

threat (n) /θret/ **hrozba** Computer viruses are a real **threat** to business.

transistor (n) /træn'zɪstə(r)/ **tranzistor** He was the co-inventor of the **transistor**.

trend (n) /trend/ **trend** We have seen an upward **trend** in sales over two years.

vineyard (n) /'vɪnjɑ:d AmE -jɑ:rd/ **vinice** He owns a small **vineyard** in the South of France.

Unit 14

accepting (adj) /ək'septɪŋ/ **přátelský, vstřícný** My parents were very **accepting** of all my friends.

accumulation (n) /ə,kju:mjə'leɪʃn/ **hromadění** **Accumulation** of wealth was the most important target in his life.

adjust to (phr v) /ə'dʒʌst tə/ **zvyknout si** It took me a while to **adjust to** working from home.

admit (v) /əd'mɪt/ **připustit** Don't be afraid to **admit** you've made a mistake.

approach (n) /ə'prəʊtʃ AmE -'prəʊtʃ/ **přístup** She decided to try a different **approach** to the problem.

assertiveness (n) /ə'sɜ:tɪvnəs AmE -'sɜ:rɪt-/ **asertivita** She finds **assertiveness** difficult.

assumption (n) /ə'sʌmpʃn/ **předpoklad** She challenges some of the basic **assumptions** that underlie Western business culture.

aware (adj) /ə'weə(r)/ **vědomý si něčeho** I don't think people are **aware** of how much it costs.

caste (n) /kɑ:st AmE cæst/ **kasta** Hindus traditionally have a **caste** system.

cautious (adj) /kɔ:ʃəs/ **opatrný** He was very **cautious** about committing himself to anything.

collectivist (adj) /kə'lektɪvɪst/ kolektivistický
Members of **collectivist** cultures highly value their place in the social group.

commence (v) /kə'mens/ zahájit The meeting is scheduled to **commence** at noon.

confront (v) /kən'frʌnt/ konfrontovat He **confronted** her with the mistakes she had made.

confusing (adj) /kən'fju:zɪŋ/ matoucí The instructions on the box are very **confusing**.

deal (n) /di:l/ dohoda If you can offer another £500, then we have a **deal**.

disappointed (adj) /,dɪsə'pɔɪntɪd/ zklamáný I was **disappointed** with the quality of the product.

egalitarian (adj) /ɪ,gæli'teəriən AmE -'ter-/ rovnostářský We live in a fairly **egalitarian** society.

familiar with (phrase) /fə'miliə wɪð AmE -'liə-/ obeznámený s čím Are you **familiar with** this type of spreadsheet?

formal (adj) /'fɔ:ml AmE 'fɔ:rm-/ formální The dinner was very **formal**.

hierarchical (adj) /haɪə'rɑ:kɪkl AmE -'ɑ:rk-/ hierarchický It's a very traditional, **hierarchical** organization.

host (n) /həʊst AmE hoʊst/ pořadatel London was chosen as the **host** of the 2012 Olympic Games.

individualistic (adj) /ɪndɪ,vɪdʒu:'lɪstɪk/ individualistický Anglo-American culture is very **individualistic**.

informed (adj) /ɪn'fɔ:md AmE -'fɔ:rm-/ obeznámený She is very well **informed** about business practices in India.

issue (n) /'ɪʃu:/ záležitost She has written a lot about environmental **issues**.

liaise (v) /li'eɪz/ udržovat styk I **liaise** with colleagues in our offices all over the world.

liberal (adj) /'lɪbərəl/ liberální The company has a very **liberal** attitude towards employees' dress.

mentor (v) /'mentɔ:(r)/ radit a pomáhat She **mentored** him and later appointed him as her successor.

mortgage (n) /'mɔ:ɡɪdʒ AmE 'mɔ:r-/ hypotéka They took out a **mortgage** of £250,000 to buy the house.

neutrality (n) /nju:'træli'ti/ neutralita A manager has to show **neutrality** when dealing with staff.

norms (n pl) /nɔ:mz AmE nɔ:rmz/ normy We all observe certain cultural **norms** without realizing it.

offend (v) /ə'fend/ urazit někoho They'll be **offended** if you don't go to their wedding.

open (adj) /'əʊpən AmE 'oʊpən/ přístupný čemu I'm **open** to suggestions for ways we can improve.

partition (n) /pɑ:'tɪʃn AmE pa:r-/ příčka (zeď) His desk is surrounded by **partitions**.

phrase (v) /freɪz/ formulovat It was a criticism, but she **phrased** it as a question.

refreshment (n) /rɪ'freʃmənt/ občerstvení Can we offer you some **refreshment**?

respectful (adj) /rɪ'spektfʊl/ uctivý We were brought up to be **respectful** of authority.

sensitive (adj) /'sensɪtɪv/ vnímavý vůči něčemu She is very **sensitive** to other people's needs.

strict (adj) /strikt/ striktní There are very **strict** rules about locking up the building.

taboo (adj) /tə'bu:/ tabu Discussing how much you earn is **taboo** for many people.

tolerant (adj) /'tɒlərənt AmE 'tɑ:l-/ tolerantní He is very **tolerant** of other people's beliefs.

twist (n) /twɪst/ zvrát There's a brilliant **twist** in the plot about halfway through the book.

tyre (n) /'taɪə(r)/ pneumatika Your **tyres** need pumping up.

unwind (v) /vn'waɪnd/ uvolnit se Music helps me **unwind** after a busy day.

Unit 15

address issues (phrase) /ə,dres 'ɪsu:z/ pojmenovat a vypořádat se s problémy The meeting did not **address the** real issues.

agree objectives (phrase) /ə,gri əb'jektɪvz/ odsouhlasit cíle He had a meeting with his manager to **agree objectives**.

appraisal (n) /ə'preɪzəl/ hodnotící schůzka s nadřízeným I have my annual **appraisal** today.

assessment criteria (n pl) /ə'sesmənt kraɪ'tɪəriə/ hodnotící kritéria What **assessment criteria** are used in grading an employee's performance?

base (sth) on (phr v) /'beɪs ɒn AmE -ɑ:n/ založit na něčem What are you **basing this assessment on**?

carry on (phr v) /,kæri 'ɒn AmE -ɑ:n/ pokračovat Just **carry on** working until someone tells you to stop.

column (n) /'kɒləm AmE 'kɑ:l-/ sloupek He writes a financial **column** for a national newspaper.

come over as (phr v) /,kʌm 'əʊvər əz AmE 'oʊvər-/ udělat dojem He's very confident, but he can **come over as** arrogant.

concoction (n) /kən'kɒkʃn AmE -'kɑ:k-/ směs They served us a delicious **concoction** of cream and rum.

conduct an appraisal (phrase) /kən,dʌkt ən ə'preɪzəl/ vést hodnotící schůzky She **conducts twice-yearly appraisals** for everyone on her team.

confidential (adj) /,kɒnfɪ'denʃl AmE ,kɑ:n-/ důvěrný Your pay slips are completely **confidential**.

constraint (n) /kən'streɪnt/ omezení We are operating under tight time **constraints**.

constructive feedback (phrase) /kən'strʌktɪv 'fɪ:dbæk/ konstruktivní zpětná vazba A manager should always give **constructive feedback**.

cope with (phr v) /'cəʊp wɪð AmE 'coʊp-/ zvládnout vypořádat se s něčím We didn't have enough staff to **cope with** all the phone calls.

counselling (n) /'kaʊnsəlɪŋ/ poradenství We offer a careers **counselling** service.

counter-productive (adj) /,kaʊntəprə'dʌktɪv AmE ,kaʊntər-/ kontraproduktivní Increases in taxation would be **counterproductive**.

customer base (n) /'kʌstəmə beɪs AmE -mər-/ klientela We need to appeal to a wider **customer base**.

delegate (v) /'deləgeɪt/ delegovat, svěřit úkoly Some managers find it difficult to **delegate**.

delicatessen (n) /,delɪkə'tesən/ lahůdkářství I got a picnic lunch from the **delicatessen**.

development tool (n) /dɪ'veləpmənt tu:l/ nástroj rozvoje Self-appraisal can be a useful **development tool**.

domineering (adj) /ˌdɒmɪˈneəriŋ AmE ˌdɑːmənɪr-/ **despotický** *His domineering manner upset many of his colleagues.*

editorial (adj) /ˌedɪˈtɔːriəl/ **redakční** *She called a meeting of the magazine's editorial staff.*

end up with (phr v) /ˌend ˈʌp wɪð/ **skončit, dopadnout** *We ended up with more data than we really needed.*

ensure (v) /ɪnˈʃʊr/ **zajistit** *Please ensure that all lights are switched off before you leave the building.*

exponentially (adv) /ˌɛkspəˈnɛnʃiəli/ **exponenciálně** *The company grew exponentially.*

express views (phrase) /ɪkˌspres ˈvjuːz/ **vyjádřit mínění** *This meeting is an opportunity for you to express your views about the company.*

get the sack (phrase) /ˌget ðə ˈsæk/ **dostat vyhazov** *Her work was so poor that she got the sack.*

go through (phr v) /ˌgəʊ ˈθruː AmE ˌɡoʊ-/ **pročíst důkladně** *Let's go through the report and discuss the main points.*

hand (sth) out (phr v) /ˌhænd ˈaʊt/ **rozdat** *Could you hand these minutes out, please?*

monitor performance (phrase) /ˌmɒnɪtə pəˈfɔːməns/ **monitorovat výkon** *It's important to monitor performance and give regular feedback.*

morale booster (n) /məˈrɑːl buːstə(r)/ **morální vzpruha** *Genuine praise is a real morale booster.*

move on (phr v) /ˌmuːv ˈɒn AmE ˈɑːn/ **posunout se dál** *He had had enough of his job and was ready to move on.*

muscle (n) /ˈmʌsl/ **sval** *This exercise will strengthen the back muscles.*

nutrition (n) /ˌnjuːˈtrɪʃn/ **výživa** *We give free advice on diet and nutrition.*

peer rating (n) /ˈpiə reɪtɪŋ AmE ˈpɪr-/ **hodnocení kolegů** *We use many assessment tools including peer rating.*

penny (n) /ˈpeni/ **halíř** *He ate out with us several times and never paid a penny.*

performance management (n) /pəˈfɔːməns ˈmænɪdʒmənt/ **řízení výkonu** *Appraisals are an important part of performance management.*

proficient (adj) /prəˈfɪʃənt/ **zběhlý** *She's proficient in several languages.*

quit (v) /kwɪt/ **dát výpověď** *If I don't get more money I'll quit.*

raise (n) /reɪz/ **zvýšení platu** *I'm going to ask for a raise.*

rate objectives (phrase) /ˌreɪt əbˈdʒektɪvz/ **posoudit a ohodnotit cíle** *We rate our objectives on a scale of 1 to 5.*

recognize good performance (phrase) /ˌrɛkəɡnaɪz ɡʊd pəˈfɔːməns/ **ocenit dobrý pracovní výkon** *It's important to recognize good performance.*

retail outlet (n) /ˈriːteɪl aʊtlət/ **maloobchodní prodejna** *The development includes offices and retail outlets.*

scholarship (n) /ˈskɒləʃɪp AmE ˈskɑːləʃ-/ **stipendium** *She won a scholarship to study at Stanford.*

scrap (v) /skræp/ **zrušit** *They had been forced to scrap plans for a new office building.*

shelf life (n) /ˈʃelf laɪf/ **skladovatelnost** *The product has a guaranteed shelf life of 60 days.*

short-staffed (adj) /ˌʃɔːt ˈstæft AmE ˌʃɔːrt-/ **mající nedostatek pracovníků** *We're short-staffed at the moment because a lot of people are off sick.*

speak (your) mind (phrase) /ˌspiːk ˈmaɪnd/ **mluvit upřímně** *She never hesitates to speak her mind.*

staff appraisal (n) /ˌstæf əˈpreɪzəl/ **schůzka s hodnocením pracovníků** *I am responsible for carrying out staff appraisals.*

take off (phr v) /ˌteɪk ˈɒf AmE ˈɑːf/ **prorazit** *The new magazine has really taken off.*

top-down (adj) /ˌtɒp ˈdaʊn AmE ˌtɑːp-/ **řízený z nejvyšší úrovně** *They have a traditional top-down management style.*

trigger (n) /ˈtrɪɡə(r)/ **příčina** *The trigger for the strike was the closure of another factory.*

underestimate (v) /ˌʌndəˈestɪmeɪt/ **podhodnotit** *They seriously underestimated the cost of the project.*

value judgement (n) /ˈvælju ˌjʌdʒmənt/ **hodnotní soud** *I had to make a value judgement about the quality of his work.*

van (n) /væn/ **dodávka (vůz)** *He drives a bread delivery van.*

Unit 16

accompany (v) /əˈkʌmpəni/ **doprovázet** *His wife accompanied him on the trip.*

appeal (v) /əˈpiːl/ **líbit se** *The design of the product appeals to all ages.*

appreciate (v) /əˈpriːʃɪeɪt/ **ocenit, uvítat** *I'd appreciate some help.*

book keeping (n) /ˈbʊk ˌkiːpɪŋ/ **účetnictví** *We need an assistant to help with book keeping.*

broaden (your) horizons (phrase) /ˌbrɔːdən həˈraɪzənz/ **rozšířit si obzory** *She wanted to travel to broaden her horizons.*

career development (n) /kəˈrɪə dɪˌveləpmənt AmE kəˈrɪr-/ **kariérní rozvoj** *He takes an interest in the career development of all his staff.*

catalyst (n) /ˈkætəlɪst/ **katalyzátor** *I see my role in the company as being a catalyst for change.*

charity (n) /ˈtʃærɪti/ **charitativní organizace** *Many charities sent money to help the victims of the famine.*

common practice (n) /ˌkɒmən ˈpræktɪs AmE ˌkɑːm-/ **běžná praxe** *It's now common practice for companies to employ outside consultants.*

company policy (n) /ˌkʌmpəni ˈpɒləsi AmE ˈpɑːl-/ **strategie společnosti** *It's company policy to pay relocation expenses.*

contented (adj) /kənˈtentɪd/ **spokojený** *She's very contented with her job.*

ex-pat (n) /ˈeks pæt/ **emigrant** *He was part of a community of American ex-pats in Madrid.*

grateful (adj) /ˈɡreɪtful/ **vděčný** *I feel grateful for all the opportunities my job has given me.*

head off (phr v) /ˌhed ˈɒf AmE ˈɑːf/ **odvrátit se** *After teacher training college her career headed off in an unexpected direction.*

hesitate (v) /ˈhezɪteɪt/ **váhat** *I didn't hesitate for a moment about accepting the offer.*

literacy (n) /ˈlɪtərəsi/ **gramotnost** *We launched a campaign to improve adult literacy.*

media exposure (phrase) /ˌmiːdiə ɪkˈspəʊʒə(r) AmE ˈspəʊʒ-/ **mediální pozornost** *Her new movie has had a lot of media exposure.*

misgivings (n pl) /mis'gɪvɪŋz/ **pochybnosti** *I had grave **misgivings** about making the trip.*

numeracy (n) /'nju:mərəsi/ **znalost základních matematických úkonů** *Too many adults have problems with basic **numeracy**.*

official (adj) /ə'fɪʃl/ **oficiální** *We had no **official** company policy on paternity leave.*

outlook (n) /'aʊtlʊk/ **názor** *He had a practical **outlook** on life.*

pace of life (phrase) /,peɪs əv 'laɪf/ **životní tempo** *We moved out of the city because we wanted a slower **pace of life**.*

perspective (n) /pə'spektɪv/ **perspektiva** *Try to look at the problem from a global **perspective**.*

piece of advice (phrase) /,pi:s əv æd'vaɪs/ **rada** *Let me give you a **piece of advice**.*

pilot (adj) /'paɪlət/ **pilotní** *We set up a **pilot** project to test a new computerized safety system.*

postpone (v) /pə'spəʊn AmE poʊ'spoʊn/ **odložit** *We'll have to **postpone** the meeting until next week.*

precedent (n) /'presɪdənt/ **precedens** *The ruling set a **precedent** for future unfair dismissal cases.*

presumably (adv) /prɪ'zju:məbli AmE -'zu:-/ **pravděpodobně** ***Presumably** you have other people working with you on this?*

put (sth) off (phr v) /,pʊt 'ɒf AmE -'ɑ:f/ **oddálit** *Don't keep **putting off** speaking to your boss about it.*

recharged (adj) /ri 'tʃɑ:dʒd AmE -'tʃɑ:rdʒd/ **nabitý energií** *I came back from holiday **recharged** and ready for anything.*

renewed enthusiasm (phrase) /ri,nju:dɪn 'θju:ziæsm/ **obnovený elán** *If you let people have a break they return with a **renewed enthusiasm** for work.*

retention rate (n) /ri'tenʃn reɪt/ **procento udržení si zaměstnanců** *We need to address our poor **retention rate**.*

revitalize (v) /ri'vaɪtəlaɪz/ **revitalizovat** *These measures are designed to **revitalize** the local economy.*

sabbatical (n) /sə'bætɪkl/ **vědecká dovolená** *He plans to take a year's **sabbatical**.*

scuba dive (v) /'sku:bə daɪv/ **potápění s akvalungem** *At the resort you can **scuba dive**, wind-surf and water-ski.*

soft skills (n pl) /,sɒft 'skɪlz AmE 'sɑ:ft-/ **osobnostní a společenské dovednosti** *He needs to develop his **soft skills**.*

tip (n) /tɪp/ **tip** *Do you have any **tips** on buying a new computer?*

voluntary organization (n) /,vɒləntəri ɔ:ɡənəɪ'zeɪʃn AmE ,vɑ:ləntəri ɔ:rg-/ **dobrovolnická organizace** *She spent two years in Africa working for a **voluntary organization**.*