

# Business Result

## Pre-intermediate Czech Wordlist

### Unit 1

**annual** (adj) /'ænju:əl/ každoroční The average **annual** growth rate was 8%.

**based in** (phrase) /beɪst ɪn/ sídlící kde The company is **based in** Chicago.

**commercial** (adj) /kə'mɜ:ʃl/ obchodní, komerční This was the first **commercial** flight across the Atlantic.

**community** (n) /kə'mju:nəti/ komunita, společenství He does a lot of voluntary work with the local **community**.

**competitor** (n) /kəm'petɪtə(r)/ konkurence (firma) We are cheaper than our main **competitor**.

**convenience food** (phrase) /kən'vi:njəns fu:d/ hotový pokrm (který lze rychle upravit k jídlu) **Convenience food** is not always unhealthy.

**employ** (v) /ɪm'plɔɪ/ zaměstnat We **employ** over 200 people.

**employee** (n) /ɪm'plɔɪz/ zaměstnanec How many **employees** does the company have?

**environment** (n) /ɪn'vaɪrənmənt/ prostředí These emissions pollute the **environment**.

**exporter** (n) /ɪk'spɔ:tə(r)/ vývozce We are one of the world's leading **exporters** of electronic goods.

**guide** (n) /gaɪd/ knižní průvodce I bought a **guide** to Thailand before my trip.

**head office** (n) /hed 'ɒfɪs/ ústředí, centrála, sídlo společnosti Their **head office** is in Geneva.

**lock** (n) /lɒk/ zámek (na zamykání) It's a good idea to fit **locks** on your windows.

**manufacture** (v) /,mænju:'fæktʃə(r)/ vyrábět They **manufacture** all sorts of plastic containers.

**mechanism** (n) /'mekənɪzəm/ mechanismus The paper feed **mechanism** in the printer is broken.

**offer** (v) /'ɒfə(r)/ nabízet We **offer** excellent facilities for business travellers.

**operate** (v) /'ɒpəreɪt/ provozovat We are now **operating** in several different markets across the world.

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

**product** (n) /'prɒdʌkt/ výrobek, produkt An exciting new **product** is going to be launched this spring.

**provide services** (phrase) /prə'vaɪd 'sɜ:vɪsɪz/ poskytovat služby We are here to **provide services** for the public.

**recycled packaging** (n) /ri:saɪklɪd 'pækɪdʒɪŋ/ recyklované balení The company promised to use 80% **recycled packaging** by 2012.

**retail** (n) /'ri:teɪl/ maloobchod Working at weekends is usual in the **retail** trade.

**sales** (n pl) /seɪlz/ objem prodeje **Sales** rose by 6% this month.

**security system** (n) /sə'kjʊ:rɪti sɪstɪm/ bezpečnostní systém The company has installed a new high-tech **security system**.

**sell** (v) /sel/ prodat They **sold** the business for £1.5 million.

**signature** (n) /'sɪgnətʃə(r)/ podpis Her **signature** was on the cheque.

**specialize in** (phrase) /'speʃəlaɪz ɪn/ specializovat se na The shop **specializes in** hand-made chocolates.

**subsidiary** (n) /sʌb'sɪdʒəri/ pobočka I was working for an overseas **subsidiary** of the company.

### Unit 2

**access** (v) /'ækses/ přístup You can't **access** the database without a password.

**bug** (n) /bʌg/ programová chyba The software is new and we are still finding a few **bugs**.

**colleague** (n) /'kɒli:ɡ/ kolega I was having lunch with a **colleague**.

**consist of** (phrase) /kən'sɪst əv/ sestávat z čeho My job **consists of** looking after all visitors to the company.

**consultant** (n) /kən'sʌltənt/ konzultant, poradce They asked a management **consultant** to look at the problem.

**contaminated** (adj) /kən'tæmɪnətɪd/ kontaminovaný The drinking water was **contaminated** with lead.

**cosmetics** (n pl) /kɒz'metɪks/ kosmetika Our **cosmetics** are not tested on animals.

**customer** (n) /'kʌstəmə(r)/ zákazník **Customers** were not happy about the price increase.

**deal with** (phr v) /di:l wɪð/ vypořádat se s čím My job is **dealing with** customer complaints.

**deny** (v) /di'naɪ/ popřít, zamítnout A spokesman for the company **denied** that it would close.

**employment agency** (n) /ɪm'plɔɪmənt eɪdʒənsi/ agentura pro zprostředkování práce She tried to find a job through an **employment agency**.

**initial** (adj) /ɪ'nɪʃəl/ úvodní, počáteční My **initial** reaction was to say no.

**installation** (n) /ɪnstə'leɪʃn/ instalace We experienced a few problems with the **installation**.

**involve** (v) /ɪn'vɒlv/ zahrnovat My job **involves** managing a team of 20 people.

**involved in** (phrase) /ɪn'vɒlvd ɪn/ zapojený do (činnosti) She was **involved in** starting the Paris branch of the company.

**journalist** (n) /'dʒɜ:nəlɪst/ novinář A **journalist** interviewed the new managing director.

**moisturizer** (n) /'mɔɪstjəraɪzə(r)/ hydratační krém Always use **moisturizer** after being in the sun.

**occupational psychologist** (n) /ɒkjə'peɪʃənl saɪ'kɒlədʒɪst/ pracovní psycholog An **occupational psychologist** helps solve staff problems.

**pharmaceutical** (adj) /fɑ:mə'su:tɪkl/ farmaceutický She is a lab researcher at a **pharmaceutical** company.

**priority** (n) /praɪ'brɪti/ **priorita** We give **priority** to children who are waiting for medical treatment.

**public relations** (n) /ˌpʌblɪk rɪ'leɪʃnz/ **styk/vztah s veřejností** Sponsoring the local football team is good for **public relations**.

**sales rep** (n) /'seɪlz rep/ **obchodní zástupce** The clinic was visited by a pharmaceutical **sales rep**.

**software** (n) /'sɒftweə(r)/ **software** You can get special **software** to do your accounts for you.

**staff** (n) /stæf/ **zaměstnanci, personál** They now have 20 full-time **staff**.

**subcontractor** (n) /'sʌbkəntræktə(r)/ **subdodavatel** We employ **subcontractors** to clean the offices.

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

**take part in** (phrase) /teɪk 'pɑːt ɪn/ **podílet se na čem, účastnit se** We **took part in** a new project in the company.

**training organization** (n) /'treɪnɪŋ ɔːgənaɪzɪʃn/ **školicí agentura** A **training organization** runs courses for our staff.

### Unit 3

**check** (v) /tʃek/ **zkontrolovat** Please **check** that you have entered your password correctly.

**create** (v) /kri'eɪt/ **vytvořit** The R&D Department **creates** new products.

**credit** (n) /'kredɪt/ **úvěr** The **Credit Control** Department collects money that is owed to the company.

**customer service** (n) /ˌkʌstəmə 'sɜːvɪs/ **služba zákazníkům** We received very poor **customer service**.

**defects** (n pl) /'dɪfɛkts/ **vady** Some of the disks had **defects** so they could not be read.

**department** (n) /dɪ'pɑːtmənt/ **oddělení** I work in the Sales **Department**.

**diagram** (n) /'daɪəgræm/ **diagram** The **diagram** shows the sales figures for 2008.

**divided into** (phrase) /dɪ'vaɪdɪntu/ **rozdělený do čeho, na co** The group was **divided into** teams of six.

**finance** (n) /'faɪnəns/ **finance** He is the **finance** director of the company.

**graph** (n) /græf/ **graf** The **graph** shows how house prices have fallen since 2007.

**host** (n) /həʊst/ **hostitel** This week our company is the **host** for a visiting group of Russian scientists.

**human resources** (n) /ˌhjuːmən rɪ'zɔːsɪz/ **oddělení lidských zdrojů** Please talk to **Human Resources** about your contract.

**in charge of** (phrase) /ɪn 'tʃɑːdʒ əv/ **řídít/vést co** She is **in charge of** running of three shops.

**IT** (n) /aɪ 'tiː/ **IT, informační technologie** When we have a problem with our computers, we ring **IT**.

**logistics** (n) /lɒ'dʒɪstɪks/ **logistika** They got a **logistics** company to deal with the deliveries.

**maintain** (v) /meɪn'teɪn/ **udržovat** It's his job to **maintain** the computer network.

**marketing** (n) /'mɑːkətɪŋ/ **marketing** The **Marketing** Department have some great new ideas.

**national lottery** (n) /ˌnæʃənl 'lɒtəri/ **státní loterie** He won £1 million on the **national lottery**.

**operations** (n pl) /ɒpə'reɪʃnz/ **provozní činnosti** She is a senior manager in charge of **operations**.

**organize** (v) /'ɔːgənaɪz/ (z) **organizovat** I've **organized** a meeting for next Friday.

**pie chart** (n) /'paɪ tʃɑːt/ **kruhový graf** The **pie chart** shows the different markets worldwide in percentages.

**purchasing** (n) /'pɜːtʃəsɪŋ/ **nákup** She was introduced to the **Purchasing** Manager.

**quality control** (n) /ˌkwɒlətɪ kən'trəʊl/ **kontrola jakosti** **Quality Control** is responsible for making sure all our products are excellent.

**report to** (phrase) /rɪ'pɔːt tu/ **být podřízen (komu)** She has eight people **reporting to** her.

**research and development** (n) /ˌriːsɜːtʃ ən dɪ'veləpmənt/ **výzkum a vývoj** They plan to put more money into **research and development**.

**responsible for** (phrase) /rɪ'spɒnsɪbl fɔː(r)/ **odpovědný za co** Susanna is mainly **responsible for** salaries.

**search engine** (n) /'sɜːtʃ endʒɪn/ **vyhledávač** Put the company name into a **search engine** and see what you can find out.

**security** (n) /sə'kjʊ:ɪti/ **bezpečnost, zabezpečení** All visitors must wear a **security** pass.

**technical support** (n) /ˌteknɪkl sə'pɔːt/ **technická podpora** Call **Technical Support** if you have any problems installing your new printer.

**training** (n) /'treɪnɪŋ/ **školení** Maya is in charge of staff **training**.

**value** (n) /'væljuː/ **hodnota** We understand the **value** of regular exercise.

**visitor** (n) /'vɪzɪtə(r)/ **návštěvník** **Visitors** should report to reception on arrival.

### Unit 4

**advertise** (v) /'ædvətaɪz/ **propagovat** They **advertised** their services in the local newspaper.

**attractive** (adj) /ə'træktɪv/ **atraktivní, přitažlivý** The furniture is both practical and **attractive**.

**brand** (n) /brænd/ **obchodní značka** What **brand** of toothpaste do you use?

**brand** (v) /brænd/ **označit obchodní značkou** They are going to **brand** all their products under one name.

**design** (n) /dɪ'saɪn/ **design, návrh** The **design** of the car is very similar to earlier models.

**design** (v) /dɪ'saɪn/ **navrhnout, vyprojektovat** His job is **designing** furniture.

**development process** (n) /dɪ'veləpmənt prəʊses/ **proces vývoje** Marketing input is important from the beginning of the **development process**.

**economical** (adj) /ekə'nɒmɪkl/ **ekonomický** It's more **economical** to buy the bigger size.

**entrepreneur** (n) /ˌɒntrəprə'nɜː(r)/ **podnikatel** Many **entrepreneurs** have their first business ideas at a young age.

**exhibition** (n) /eksɪ'bɪʃn/ **výstava** There was an **exhibition** of old photographs about mining.

**farmer** (n) /'fɑːmə(r)/ **zemědělec** **Farmers** were angry about the loss of agricultural subsidies.

**festival** (n) /'festɪvəl/ **festival** Rock **festivals** are popular with families as well as young people.

**functional** (adj) /'fʌŋkʃənəl/ **funkční** Our furniture is not purely **functional** – it's beautiful too.

**funding** (n) /'fʌndɪŋ/ **financování, poskytování financí** The project received government **funding**.

**gadget** (n) /'gædʒɪt/ **přístroj** This little **gadget** can store all your music and photographs.

**invest** (v) /ɪn'vest/ **investovat** Two friends **invested** in his business idea.

**launch** (v) /lɔːnʃ/ **spustit, uvést na trh** The new model will be **launched** in July.

**maintenance** (n) /'meɪntənəns/ **údržba** Who pays for the **maintenance** of the building?

**market research** (n) /,mɑːkɪt rɪ'sɜːtʃ/ **průzkum trhu** It's important to do your **market research** first.

**original idea** (phrase) /ə'ɒrɪdʒɪnəl aɪ'dɪə/ **původní návrh** Our **original idea** was to sell ice-creams on the beach.

**practical** (adj) /'præktɪkəl/ **praktický** A car like that is not **practical** for the city.

**resident** (n) /'rezɪdənt/ **obyvatel** Local **residents** opposed the planned new road.

**sponsor** (n) /'spɒnsə(r)/ **sponzor** They are trying to attract **sponsors** for their business idea.

**stage** (n) /steɪdʒ/ **fáze** This technology is still in its early **stages**.

**stylish** (adj) /'staɪlɪʃ/ **stylový** A **stylish** new restaurant has opened in the High Street.

**tent** (n) /tent/ **stan** They packed their **tent** and went away for the weekend.

**trials** (n pl) /'traɪəlz/ **zkušební testy** They are still doing product **trials** on the new sports car.

**user-friendly** (adj) /,juːzə 'frendli/ **uživatelsky příjemný** I found the software very **user-friendly**.

**well-designed** (adj) /,wel dɪ'zɑːnd/ **dobře navržený** It's a very **well-designed** phone.

## Unit 5

**application form** (n) /,æplɪ'keɪʃn fɔːm/ **formulář žádosti** Send the completed **application form** along with your CV to this address.

**apply for** (phrase) /ə'plai fɔː(r)/ **žádat o co, ucházet se o co** Over two hundred people **applied for** the job.

**availability** (n) /ə'veɪlə'bɪləti/ **dostupnost** Will you confirm your **availability** for Tuesday's meeting?

**benefit** (n) /'benɪfɪt/ **výhoda, příspěvek** **Benefits** include health insurance and free travel to work.

**bonus** (n) /'bɒnəs/ **prémie** If we meet our sales targets, we get a **bonus**.

**candidate** (n) /'kændɪdət/ **kandidát** Tom was interviewing **candidates** for the job of personal assistant.

**career** (n) /kə'ɪəri(r)/ **kariéra** She really wanted a **career** as a vet.

**construction** (n) /kən'strʌkʃn/ **výstavba** Work has begun on the **construction** of a new airport.

**CV** (n) /,siː 'viː/ **životopis** Your **CV** should not usually be more than two pages.

**diverse** (adj) /daɪ'vɜːs/ **rozličný** We are proud of our **diverse** workforce.

**employer** (n) /ɪm'plɔɪə(r)/ **zaměstnavatel** The health service is one of the biggest **employers**.

**enclose** (v) /ɪn'kləʊz/ **přiložit (k dopisu)** Please return the completed form, **enclosing** a recent photograph.

**fill in a form** (phrase) /,fɪl 'ɪn ə 'fɔːm/ **vyplnit formulář** To apply, **fill in the form** and return by 31st July.

**flexible hours** (phrase) /,fleksɪbl 'aʊəz/ **pružná pracovní doba** **Flexible hours** are particularly important to parents.

**humanitarian crisis** (n) /hjuːmənɪ'teəriən 'kraɪsɪs/ **humanitární krize** The famine is causing a **humanitarian crisis**.

**inform** (v) /ɪn'fɔːm/ **informovat** We are sorry to **inform** you that your application was unsuccessful.

**interview** (n) /'ɪntəvjuː/ **rozhovor** She applied for the job and was called for an **interview**.

**maternity leave** (n) /mæ'tɜːnɪti liːv/ **mateřská dovolená** Heidi had a baby last month and is on **maternity leave** for a year.

**membership** (n) /'membəʃɪp/ **členství** How much do you pay a year for your golf club **membership**?

**paid holiday** (n) /,peɪd 'hɒlɪdeɪ/ **placená dovolená** We get fifteen days' **paid holiday** a year.

**pension scheme** (n) /'penʃn skiːm/ **systém důchodového zabezpečení** We operate a company **pension scheme**.

**private healthcare** (n) /praɪvət 'helθkeə(r)/ **soukromá zdravotní péče** The company pays for **private healthcare** for its employees.

**profit** (n) /'prɒfɪt/ **zisk** We made a large **profit** from the sale.

**recruitment** (n) /rɪ'krʊːtmənt/ **nábor (zaměstnanců)** The **recruitment** of skilled staff has been difficult.

**referee** (n) /,refə'riː/ **garant, referent (poskytuje reference)** One of my ex-students asked me to act as a **referee**.

**shortlisted** (v past participle) /'ʃɔːtlɪstɪd/ **(dostat se) do užšího výběru** She was **shortlisted**, but didn't get the job.

**subsidized childcare** (n) /,sʌbsɪdaɪzd 'tʃaɪldkeə(r)/ **dotovaná péče o dítě (v případě, že rodiče pracují na částečný úvazek)** Our employees benefit from **subsidized childcare**.

**update** (v) /ʌp'det/ **aktualizovat** We need to **update** our records as many clients have moved.

**vacancy** (n) /'veɪkənsi/ **volné místo** Are there any **vacancies** in your department at the moment?

**video clip** (n) /'vɪdɪəʊ klɪp/ **videoklip** The trainees were showed some **video clips** of classroom situations.

## Unit 6

**balloon** (n) /bə'lʊːn/ **balónek** We filled the room with **balloons** for the party.

**call centre** (n) /'kɔːl sentə(r)/ **call centrum** I rang to complain and was put through to a **call centre**.

**ceremony** (n) /'serəməni/ **obřad, slavnost** He attended the opening **ceremony** of a new art gallery.

**conduct surveys** (v) /kən'dʌkt 'sɜːveɪz/ **provádět průzkum** They **conducted a survey** to find out what people thought of their product.

**consumer affairs** (n pl) /kən,sjuːməɪ ə'feəz/ **záležitosti zákazníků** Our **consumer affairs** expert can advise you if you think you have paid too much.

**deal with complaints** (phrase) /'diːl wɪð kəmpleɪnts/ **řešit reklamace** Her job is to **deal with customer complaints**.

**discount** (n) /'dɪskaʊnt/ **sleva** There is a 10% **discount** if you pay cash.

**dissatisfied** (adj) /dɪs'sætɪsfɑɪd/ nespokojený Hundreds of **dissatisfied** customers asked for their money back.

**encourage customer loyalty** (phrase) /ɪn'kʌrɪdʒ kʌstəmə 'lɔɪəlti/ podporovat loajalitu zákazníků We **encourage customer loyalty** by offering a free coffee for every ten bought.

**executive chair** (n) /ɪg,zekjətɪv 'tʃeə(r)/ výkonný předseda She has her own office with a large desk and **executive chair**.

**helpful** (adj) /'helpfl/ nápomocný The receptionist I spoke to was not very **helpful**.

**impossible** (adj) /ɪm'pɒsɪbl/ nemožný I'm sorry, but it's **impossible** for me to be there before eight o'clock.

**keep to your delivery dates** (phrase) /'ki:p tu jɔ: drɪ'lɪvəri deɪts/ dodržovat dodací lhůty It is important that you **keep to your delivery dates**.

**log on** (phrase) /,lɒg 'ɒn/ přihlásit se (do systému) I sat down in front of my computer and **logged on**.

**loyal** (adj) /'lɔɪəl/ loajální, věrný He has been very **loyal** to the company.

**loyalty card** (n) /'lɔɪəlti kɑ:d/ věrnostní kartička Do you have any store **loyalty cards**?

**meet the needs of the customer** (phrase) /,mi:t ðə 'ni:dz əv ðə 'kʌstəmə/ splňovat potřeby zákazníků We are clearly not **meeting the needs of the customer** with this service.

**nominate** (v) /'nɒmɪneɪt/ nominovat Our website was **nominated** for 'Best online shopping'.

**offer a personalized service** (phrase) /ɒfə ə ,pɜːsənə laɪzd 'sɜːvɪs/ nabízet služby šité na míru As party planners we **offer a personalized service**.

**petrol pump** (n) /'petrəl pʌmp/ čerpací stanice There was a long queue of cars at the **petrol pump**.

**receipt** (n) /rɪ'si:t/ příjmový doklad Here's your change and your **receipt**.

**refund** (n) /'rɪ:fʌnd/ vrácení peněz I got a **refund** when my flight was cancelled.

**reliable** (adj) /rɪ'laɪəbl/ spolehlivý It's important for a mail-order company to be completely **reliable**.

**replacement** (n) /rɪ'pleɪsmənt/ náhrada The printer had a faulty part so we sent off for a **replacement**.

**returns policy** (n) /rɪ'tɜːnz pɒlɪsi/ pravidla pro vrácení zakoupeného zboží They said it was against their **returns policy** to give cash refunds.

**reward** (n) /rɪ'wɔ:d/ odměna These investments have brought the company major **rewards**.

**satisfied** (adj) /'sætɪsfɑɪd/ spokojený If customers are **satisfied**, they will come back again.

**strategy** (n) /'strætədʒi/ strategie We need to develop an online marketing **strategy**.

**unreliable** (adj) /ʌnrɪ'laɪəbl/ nespolehlivý I changed my car because it was too **unreliable**.

## Unit 7

**bill** (n) /bɪl/ účet The hotel **bill** was much more than we expected.

**board** (v) /bɔ:d/ nastoupit (do dopravního prostředku) Passengers were waiting to **board** the plane.

**check-in** (n) /'tʃekɪn/ odbavení I take hand luggage to avoid the queues at the **check-in** desk.

**check in** (phrase) /,tʃek 'ɪn/ nechat se odbavit (na letišti), zapsat se (v hotelu) Please **check in** at the desk on arrival.

**check out** (phrase) /,tʃek 'aʊt/ odhlásit se (z hotelu) Guests are asked to **check out** by 11 a.m.

**connection** (n) /kə'nekʃn/ spojení (dopravní) We arrived early for the **connection** to Paris.

**delay** (n) /dɪ'leɪ/ zpoždění There were long **delays** at the airport today.

**delay** (v) /dɪ'leɪ/ mít zpoždění Thousands of commuters were **delayed** for over two hours.

**departure lounge** (n) /dɪ'pɑːtʃə laʊndʒ/ odjezdová hala, odletová hala We had a long wait in the **departure lounge**.

**departures** (n pl) /dɪ'pɑːtʃəz/ odlety The taxi dropped me just outside **departures**.

**double bed** (n) /,dʌbl 'bed/ dvojlůžko Don't you have a room with a **double bed**?

**facilities** (n pl) /fə'sɪlɪti:z/ zařízení, vybavení Does the hotel have conference **facilities**?

**flight** (n) /flaɪt/ let You should arrive at least an hour before your **flight**.

**gate** (n) /geɪt/ brána Will passengers for Taipei please go to **Gate 11**?

**key card** (n) /'ki: kɑ:d/ kódovaná karta (pro vstup do hotelového pokoje) You're in room 430, sir – here's your **key card**.

**luggage** (n) /'lʌgɪdʒ/ zavazadlo The taxi driver helped us with our **luggage**.

**one-way ticket** (n) /,wʌnwei 'tɪkɪt/ jednosměrná jízdenka How much is a **one-way ticket** to Madrid?

**overseas** (adv) /əʊvə'si:z/ zámoří We have a lot of students from **overseas**.

**pack** (v) /pæk/ zabalit si Marsha was upstairs **packing** for a business trip.

**receptionist** (n) /rɪ'sepʃənɪst/ recepční It's important for a **receptionist** to have good interpersonal skills.

**reservation** (n) /,rezə'veɪʃn/ rezervace I'll call the restaurant and make a **reservation**.

**return ticket** (n) /rɪ,tɜːn 'tɪkɪt/ zpáteční jízdenka It works out cheaper to buy a **return ticket**.

**safe** (n) /seɪf/ sejf, trezor You are advised to leave valuables in the hotel **safe**.

**security pass** (n) /sɪ'kjʊərɪti pɑ:s/ identifikační karta Please wear your **security pass** at all times.

**shuttle bus** (n) /'ʃʌtl bʌs/ kyvadlová autobusová doprava A regular **shuttle bus** operates between the rail station and the airport.

**sign in** (phrase) /,saɪn 'ɪn/ zapsat se (do hotel, do klubu) Just **sign in** here, please.

**single bed** (n) /,sɪŋgl 'bed/ lůžko pro jednoho The room had a double and a **single bed**.

**terminal** (n) /'tɜːmɪnl/ terminál Which **terminal** does your flight leave from?

**valuables** (n pl) /'væljʊəblz/ cenné předměty Never leave cash or **valuables** in your car.

## Unit 8

**check** (v) /tʃek/ zkontrolovat Can you **check** whether all the invoices have been paid?

**collect** (v) /kə'lekt/ sbírat A courier is coming to **collect** the package this afternoon.

**confirm** (v) /kən'fɜ:m/ potvrdit Please call 24 hours beforehand to **confirm** your booking.

**deliver** (v) /di'livə(r)/ dodat (zboží) We promise to **deliver** your goods within 48 hours.

**delivery** (n) /di'livəri/ dodávka, zásilka For a small extra charge they guarantee next-day **delivery**.

**disappointed** (adj) /,disə'pɔɪntɪd/ zklamáný Customers were **disappointed** with the quality of the item.

**enquiry** (n) /ɪn'kwairi/ dotaz We had a telephone **enquiry** from someone wanting price information.

**global carrier** (n) /,gləʊbl 'kæriə(r)/ mezinárodní dopravce We are one of the largest **global carriers** in the US.

**goods** (n pl) /gʊdz/ zboží The firm manufactures paper **goods** such as tissues and kitchen roll.

**in stock** (phrase) /,ɪn 'stɒk/ na skladě I'm sorry. We don't have any of that size **in stock**, but we can order it for you.

**initial** (n) /ɪ'nɪʃl/ úvodní, počáteční Their boss was always called by his **initials**, SJV.

**invoice** (n) /'ɪnvoɪs/ faktura We try to settle our suppliers' **invoices** promptly.

**logo** (n) /'ləʊgəʊ/ logo All pens and stationery are printed with the company **logo**.

**make a complaint** (phrase) /,meɪk ə kəm'pleɪnt/ podat stížnost I am writing to **make a complaint** about the poor service we received in your hotel.

**out of stock** (phrase) /,aʊt əv 'stɒk/ vyprodáno The white chairs are **out of stock**, but a delivery is due on Monday.

**package** (v) /'pækɪdʒ/ zabalit do obalu We **package** our products in recyclable materials.

**place an order** (phrase) /,pleɪs ən 'ɔ:də(r)/ zadat objednávku They **placed an order** for thirty copies of the book.

**process** (v) /'prəʊses/ zpracovat (objednávku) We usually **process** orders within 24 hours.

**purchase** (v) /'pɜ:tʃəs/ koupit You can **purchase** all our products online.

**quote** (v) /kwəʊt/ uvést cenu They **quoted** me a really low price.

**renegotiate** (v) /,ri:ni'gəʊʃieɪt/ znovu vyjednat If conditions change, we may need to **renegotiate** the deal.

**shipment** (n) /'ʃɪpmənt/ zásilka zboží A new **shipment** of computers arrived from the factory.

**track** (v) /træk/ sledovat You can **track** your order online.

**warehouse** (n) /'weəhaʊs/ sklad Your order left the **warehouse** two days ago so should be with you shortly.

## Unit 9

**ad** (n) /æd/ inzerát I saw this great **ad** for a new chocolate bar.

**advertisement** (n) /æd'vɜ:tɪsmənt/ inzerát, reklama They placed **advertisements** in women's magazines.

**advertising campaign** (n) /'ædvɜ:təɪzɪŋ kæmpneɪn/ reklamní kampaň A new **advertising campaign** will encourage people to waste less energy.

**attract customers** (phrase) /ə'trækt 'kʌstəmɜ:z/ přilákat zákazníky We introduced some special offers to **attract customers**.

**billboard** (n) /'bɪlbɔ:d/ billboard, reklamní plocha Her face was on huge **billboards** all over town.

**boost sales** (phrase) /bu:st seɪlz/ podpořit prodej The price cut has **boosted sales** by 20%.

**click on a link** (phrase) /'kɪk ɒn ə 'lɪŋk/ kliknout na odkaz **Click on the link** to see more images of the resort.

**direct mailing** (phrase) /daɪ'rekt meɪlɪŋ/ posílání propagačních materiálů případným zákazníkům We use **direct mailing** as well as TV and press advertisements.

**download** (v) /daʊn'ləʊd/ stáhnout (z internetu) You can **download** music and movies through your broadband connection.

**enter a market** (phrase) /,entə ə 'mɑ:kɪt/ vstoupit na trh Several new companies have recently **entered the computer games market**.

**expand** (v) /ɪk'spænd/ expandovat, rozšířit se There are plans to **expand** the airport.

**improve market share** (phrase) /ɪm'pru:v mɑ:kɪt 'ʃeə(r)/ zlepšit podíl na trhu This year we have **improved our market share** to 35% of the global market.

**non-refundable** (adj) /,nɒn rɪ:'fʌndəbl/ nevratný We require a 10% **non-refundable** deposit.

**offer a discount** (phrase) /,ɔ:fə ə 'dɪskaʊnt/ nabídnout slevu We **offer a discount** for cash purchases.

**online** (adj) /,ɒn'lain/ online Many people find **online** shopping very convenient.

**outdoor** (adj) /'aʊtdɔ:(r)/ venkovní, outdoorový The hotel has an **outdoor** swimming pool.

**outdoors** (adv) /aʊt'dɔ:z/ venku In good weather some of the staff sit **outdoors** in their lunchbreak.

**pastime** (n) /'pɑ:staim/ zábava ve volném čase Watching football is one of the most popular national **pastimes**.

**preceding** (present participle) /prɪ'si:dɪŋ/ předchozí The economy was very weak in the years **preceding** the Second World War.

**press ad** (n) /'pres æd/ tištěný inzerát **Press ads** are usually cheaper than advertising on TV.

**promote a name** (phrase) /prə'məʊt ə 'neɪm/ propagovat název (firmy, zboží) This success has **promoted our name** across the world.

**range** (n) /reɪndʒ/ sortiment He brought out a new **range** of hair products.

**relocation** (n) /,ri:ləʊ'keɪʃn/ přemístění, přestěhování (firmy) The company will help you with the costs of **relocation**.

**slot** (n) /slɒt/ místo, pozice (v rozpisu) 4.30 p.m. to 6 p.m. is a good time **slot** for advertising to children.

**target audience** (phrase) /,tɑ:ɡɪt 'ɔ:dɪəns/ cílové publikum Our **target audience** is mainly mothers at home with young children.

**word-of-mouth** (phrase) /,wɜ:d əv 'maʊθ/ ústní šíření informací Many of our products are sold through **word-of-mouth**.

## Unit 10

**affordable** (adj) /ə'fɔ:dəbl/ cenově dostupný More new **affordable** housing needs to be built.

**carbon emissions** (n pl) /'kɑ:bən ɪmɪʃnz/ emise uhlíku The government introduced tough new laws to cut **carbon emissions**.

**carpooling** (n) /'kɑ:pʊ:lɪŋ/ hromadné svážení zaměstnanců do práce New environmental initiatives include cycle lanes and **carpooling**.

**climate change** (n) /'klamət tʃeɪndʒ/ změna klimatu  
He says that the single biggest challenge facing business today is **climate change**.

**commission** (v) /kə'mɪʃn/ zadat (úkol), pověřit The survey on consumer tastes was **commissioned** by local stores.

**convenient** (adj) /kən'vi:niənt/ výhodný Shopping over the Internet is very **convenient** for busy people.

**create** (v) /kri'eɪt/ vytvořit We need to **create** more jobs for young people.

**disposal** (n) /dɪs'pəʊzl/ odstranění, zbavení se They have found solutions for the safe **disposal** of nuclear waste.

**ecological** (adj) /,i:kə'lɒdʒɪkəl/ ekologický **Ecological** factors are now considered with any new development.

**effective** (adj) /ɪ'fektɪv/ efektivní, účinný We found an **effective** way of increasing awareness of our products.

**environmentally-friendly** (adj) /ɪn,vəɪrənməntəli 'frendli/ šetrný k životnímu prostředí More people are buying **environmentally-friendly** cleaning products.

**good value for money** (phrase) /gʊd 'vælju fə 'mʌni/ dobrá koupě, odpovídající hodnota The large packet is very **good value for money**.

**hybrid** (n) /'haɪbrɪd/ hybrid She is very environmentally aware and drives a **hybrid** car.

**incentive** (n) /ɪn'sentɪv/ pobídka There are tax **incentives** to encourage people to save for a pension.

**initiative** (n) /ɪnɪ'ʃɪətɪv/ iniciativa This is part of a government **initiative** to tackle unemployment.

**insulated** (adj) /ɪn'sjələtɪd/ izolovaný An **insulated** building saves on heating costs.

**original** (adj) /ə'ɹɪdʒɪnəl/ originální She always has very **original** ideas.

**outsource** (v) /'aʊtsɔ:s/ najímat externí zaměstnance We **outsource** all our computing work.

**popular** (adj) /'pɒpjələ(r)/ oblíbený This is one of our most **popular** products.

**postage** (n) /'pəʊstɪdʒ/ poštovné All our mail-order prices include **postage**.

**recycling** (n) /rɪ:'saɪklɪŋ/ recyklování We have introduced new measures to encourage paper **recycling**.

**renewable** (adj) /rɪ'nju:wəbl/ obnovitelný They are keen to use **renewable** sources of energy.

**rubbish** (n) /'rʌbɪʃ/ odpad We sort all our **rubbish** and recycle most of it.

**unusual** (adj) /ʌn'ju:ʒuəl/ neobvyklý It's **unusual** for him to finish work before 7.30.

**useful** (adj) /'ju:sfʊl/ užitečný This is a really **useful** technique for organizing your time.

**vending machine** (n) /'vendɪŋ məʃɪn/ výdejní automat There's a **vending machine** on the ground floor if you want a drink.

**waste** (n) /weɪst/ odpad **Waste** water was being pumped from the factory into a nearby river.

## Unit 11

**accept an invitation** (phrase) /ək'sept ən ɪn'vɪteɪʃn/ přijmout pozvání They asked him to dinner and he **accepted the invitation**.

**anniversary** (n) /,ænɪ'vɜ:səri/ výročí The festival is celebrating its 50th **anniversary** this year.

**arrange a trip** (phrase) /ə'reɪndʒ ə trɪp/ výlet, služební cestu I often have to **arrange business trips** for my boss.

**book** (v) /bʊk/ rezervovat si (hotel, místo v restauraci apod) Her assistant **booked** the flights and hotel.

**budget** (n) /'bʌdʒɪt/ rozpočet They do not have a very large **budget** for corporate entertaining.

**celebrate** (v) /'selɪbreɪt/ oslavit How do people **celebrate** New Year in your country?

**convention** (n) /kən'venʃn/ kongres, shromáždění The Institute is holding its annual **convention** this week in Lisbon.

**corporate entertainment** (n) /,kɔ:pəreɪt entə'teɪnmənt/ firemní akce, firemní pohoštění **Corporate entertainment** helps develop good business relations.

**dessert** (n) /dɪ'zɜ:t/ dezert, zákusek **Dessert** was strawberries and cream.

**entertain clients** (phrase) /,entə'teɪn 'klaɪənts/ pohostit klienty A lot of his work involves **entertaining clients**.

**event** (n) /ɪ'vent/ událost, akce She organized an **event** at the castle for 250 guests.

**financial loss** (phrase) /faɪ'nænʃl 'lɒs/ finanční ztráta We made a **financial loss** on the deal.

**guests** (n pl) /gests/ hosté There were over 100 **guests** at the celebration dinner.

**hold an event** (phrase) /,həʊld ən ɪ'vent/ pořádat akci We often **hold special events** to celebrate successes with our clients.

**hospitality** (n) /hɒspɪ'tælɪti/ pohostinnost, pohostinství The company organizes corporate **hospitality** tents at major sporting events.

**host company** (phrase) /,həʊst 'kʌmpəni/ hostitelská firma The **host company** was very generous with the food and drink.

**pay rise** (phrase) /'peɪ raɪz/ navýšení platu She went to see her boss and asked for a **pay rise**.

**pie** (n) /paɪ/ koláč Would you like some ice cream with your apple **pie**?

**purpose** (n) /'pɜ:pəs/ účel The main **purpose** of our trip was to do research.

**reinforce a relationship** (phrase) /,ri:ɪn'fɔ:s ə rɪ'leɪʃnʃɪp/ posílit partnerství The corporate event **reinforced our relationship**.

**salmon** (n) /'sæmən/ losos For the main course we had **salmon** with noodles.

**seafood** (n) /'si:fu:d/ mořské plody The speciality of the restaurant is lobster and other **seafood**.

**sue** (v) /su:/ podat žalobu The company is **suing** him for breach of contract.

**venue** (n) /'venju:/ místo konání Please note the change of **venue** for this event.

## Unit 12

**achieve a target** (phrase) /ə'tʃi:v ə tɑ:ɡɪt/ dosáhnout cíle We have **achieved our target** of a 15% increase in sales.

**approximate** (adj) /ə'prɒksɪmət/ přibližný Can you give us an **approximate** idea of the cost?

**approximation** (n) /ə'prɒksɪ'meɪʃn/ přibližná hodnota An **approximation** of the numbers expected to attend is 350.

**disappointing** (adj) /,dɪsə'pɔɪntɪŋ/ neuspokojivý The results this quarter have been **disappointing**.

**diversity** (n) /daɪ'vɜːsəti/ rozmanitost *There is a need for more **diversity** and choice in education.*

**dramatically** (adv) /drə'mætɪkli/ dramaticky, značně *Our performance this year has improved **dramatically**.*

**durable** (adj) /'djʊərəbl/ trvanlivý *The materials used are cheap and **durable**.*

**encouraging** (adj) /ɪn'kʌrədʒɪŋ/ povzbuzující *This month's unemployment figures are not very **encouraging**.*

**environmental performance** (phrase) /ɪnvaɪrən'mentl pə'fɔːməns/ výkon společnosti s ohledem na životní prostředí *The website has advice on improving your **environmental performance**.*

**excellent** (adj) /'eksələnt/ vynikající *The service and food were **excellent**.*

**lay off** (phr v) /,leɪ 'ɒf/ propustit zaměstnance pro nedostatek práce *200 workers at the factory were **laid off** last winter.*

**manage your costs** (phrase) /,mænɪdʒ 'kɒsts/ dobře hospodařit (s penězi, časem...) *If you do not **manage your costs** effectively, you will not make a profit.*

**market share** (n) /,mɑːkɪt 'ʃeə(r)/ podíl na trhu *The company's US **market share** fell from 27% to 23%.*

**perform** (v) /pə'fɔːm/ vykonávat (práci), vést si *The company has **performed** poorly over the past year.*

**poor** (adj) /pɔː(r)/ slabý (výsledek) *I was disappointed by the team's **poor** performance on Saturday.*

**replace** (v) /rɪ'pleɪs/ nahradit *We will **replace** any defective items free of charge.*

**reputation** (n) /,repjə'teɪʃn/ pověst, reputace *The company has a world-wide **reputation** for quality.*

**revenues** (n pl) /'revɛnjuːz/ příjmy *Our annual **revenues** rose by 15%.*

**safety record** (phrase) /'seɪftɪ rekɔːd/ bezpečnostní záznamy *We are proud of our excellent **safety record**.*

**satisfactory** (adj) /,sætɪs'fæktri/ uspokojující *Sales results have been **satisfactory** so everyone will get a pay rise.*

**socially responsible** (phrase) /,səʊʃəli rɪ'spɒnsəbl/ společensky odpovědný *A **socially responsible** company would not market unhealthy products to children.*

**stock market** (n) /'stɒk mɑːkɪt/ akciový trh *The value of the company's shares fell on the **stock market**.*

**workplace** (n) /'wɜːkpleɪs/ pracoviště *Most **workplaces** now use a lot of new technology.*

## Unit 13

**automobile** (n) /'ɔːtəmɒbiːl/ automobil *Sales of **automobiles** fell last quarter.*

**component** (n) /kəm'pəʊnənt/ složka, součást, komponenta *The machine's **components** are manufactured in China.*

**deteriorate** (v) /dɪ'tɪəriəreɪt/ zhoršit se *The economic situation **deteriorated** further in the town when two factories closed.*

**economic development** (phrase) /,ekənɒmɪk dɪ'veləp'mɛnt/ hospodářský vývoj *India is undergoing very rapid **economic development**.*

**energy crisis** (phrase) /'enədʒɪ kraɪsɪs/ energetická krize *The world is currently facing an **energy crisis**.*

**estimate** (v) /'estɪmeɪt/ odhadnout *We **estimate** that the work will cost about £50,000.*

**flexibility** (n) /,fleksɪ'bɪləti/ flexibilita, pružnost *Technology offers us more **flexibility** in the way we organize our workload.*

**forecast** (v) /'fɔːkɑːst/ předpovědět *Analysts **forecast** another rise in interest rates.*

**global demand** (phrase) /,gəʊbl dɪ'mɑːnd/ celosvětová poptávka ***Global demand** for oil has increased dramatically.*

**improve** (v) /ɪm'pruːv/ zlepšit *The company needs to **improve** performance in all these areas.*

**microwave oven** (n) /,maɪkrəweɪv 'ʌvən/ mikrovlnná trouba *You can heat the soup in a **microwave oven**.*

**oil shortage** (phrase) /'ɔɪl ʃɔːtɪdʒ/ nedostatek ropy *The **oil shortage** caused prices to rise dramatically.*

**population growth** (phrase) /,pɒpjə'leɪʃn grəʊθ/ růst populace ***Population growth** is one of the greatest global problems.*

**predict** (v) /prɪ'dɪkt/ předvídat *Economists **predicted** that inflation would continue to fall.*

**productivity** (n) /,prɒdʌk'tɪvəti/ produktivita ***Productivity** has increased with the introduction of three shifts a day.*

**renewable energy** (phrase) /rɪ'njuːəbl 'enədʒɪ/ obnovitelná energie *Many companies are exploring the use of **renewable energy** such as solar power.*

**run out** (phr v) /,rʌn 'aʊt/ dojit (zásoby) *We've **run out** of printer ink.*

**scheme** (n) /skiːm/ schéma *The company is introducing a new training **scheme**.*

**teleworking** (n) /'telɪwɜːkɪŋ/ práce z domova prostřednictvím telekomunikačních zařízení ***Teleworking** is becoming more and more popular.*

**trend** (n) /trend/ trend *His job is to predict economic **trends**.*

**workforce** (n) /'wɜːkfɔːs/ pracovní síla, zaměstnanci *Women make up over half of the **workforce**.*

**world supply** (phrase) /,wɜːld sə'plaɪ/ světové zásoby *The **world supply** of oil may soon not be enough to meet demand.*

## Unit 14

**agenda** (n) /ə'dʒendə/ program (jednání) *The next item on the **agenda** is the publicity budget.*

**allow time** (phrase) /ə'laʊ taɪm/ poskytnout čas *You need to **allow enough time** to get to the airport.*

**budget figures** (n pl) /'bʌdʒɪt fɪgəz/ rozpočtové údaje *The **budget figures** for the project are in the report.*

**confirmation** (n) /,kɒnfɪ'meɪʃn/ potvrzení *Please send a 10% deposit as **confirmation** of your booking.*

**construction site** (n) /kən'strʌkʃn saɪt/ staveniště *At the moment the area is still a **construction site**.*

**meet a deadline** (phrase) /,miːt ə 'dedlaɪn/ dodržet termín *She never fails to **meet a deadline**.*

**multi-task** (v) /,mʌltɪ 'tɑːsk/ vykonávat víc úkolů najednou *He's not very good at **multi-tasking**.*

**negotiate** (v) /nɪ'gəʊʃɪeɪt/ vyjednat *We **negotiated** a new contract with the customer.*

**on time** (phrase) /,ɒn 'taɪm/ včas *Make sure you arrive at the interview **on time**.*

**participant** (n) /ˌpɑːtɪsɪpənt/ účastník *All the participants in the discussion found it useful.*

**plan a schedule** (phrase) /ˌplæn ə ˈʃedʒuːl/ naplánovat rozvrh *We've planned a schedule for the next few days.*

**save time** (phrase) /ˌseɪv ˈtaɪm/ ušetřit čas *To save time, I sent the documents as an email attachment.*

**spend time** (phrase) /ˌspend ˈtaɪm/ strávit čas *She spends a lot of time updating the company website.*

**strike** (n) /straɪk/ stávka *The air traffic controllers' strike is causing huge delays at airports.*

**task** (n) /tɑːsk/ úkol *Our first task is to set up a communications system.*

**transport** (v) /ˈtrɑːnspɔːt/ přepravit *How are the goods going to be transported?*

**waste time** (phrase) /ˌweɪst ˈtaɪm/ plýtvat časem *We wasted too much time discussing unimportant details.*

## Unit 15

**achieve a goal** (phrase) /əˈtʃiːv ə ˈgəʊl/ dosáhnout cíle *They have achieved their goal of increasing sales.*

**appraisal** (n) /əˈpreɪzəl/ hodnotící schůzka *I have my appraisal this afternoon.*

**coach** (n) /kəʊtʃ/ kouč *A coach can help you become a better business leader.*

**coaching** (n) /ˈkəʊtʃɪŋ/ koučování *Life coaching helps you identify priorities and set personal goals.*

**develop skills** (phrase) /dɪˈveləp skɪlz/ rozvíjet dovednosti *This is a chance for you to develop your management skills.*

**down-payment** (n) /ˈdaʊn peɪmənt/ záloha *The couple are saving money for the down-payment on a house.*

**enrol** (v) /enˈrəʊl/ zapsat se (do školy, do kurzu) *I enrolled on an IT skills course.*

**executive** (n) /ɪgˈzekjətɪv/ vedoucí pracovník *She is a senior executive in a publishing company.*

**feedback** (n) /ˈfiːdbæk/ zpětná vazba *I'd like some feedback on my work.*

**improve performance** (phrase) /ɪmˈpruːv pəˈfɔːməns/ zlepšit výkonnost *The new management techniques should improve performance.*

**individual** (adj) /ˌɪndɪˈvɪdʒuəl/ individuální *We aim to give every customer individual attention.*

**interview panel** (n) /ˌɪntəvjuː pænel/ skupina osob, která vede přijímací pohovor s uchazečem o zaměstnání *The interview panel asked some difficult questions about my previous experience.*

**manufacturer** (n) /ˌmænjəˈfæktʃərə(r)/ výrobce *He works for a major car manufacturer.*

**motivate** (v) /ˈməʊtɪveɪt/ motivovat *She's very good at motivating her team.*

**objective** (n) /əbˈdʒektɪv/ cíl *Our objective in this meeting is to agree a project plan.*

**promotion prospects** (n) /prəˈməʊʃn prɒspekts/ perspektiva povýšení *It was a boring job with no promotion prospects.*

**set goals** (phrase) /ˌset ˈgəʊlz/ stanovit si cíle *It's important to set yourself realistic goals.*

**take a step back** (phrase) /teɪk ə ˌstep ˈbæk/ nechat si odstup, držet se zpátky *You need to take a step back and ask yourself why this happened.*

**underwear** (n) /ˈʌndəweə(r)/ spodní prádlo *They sell mainly women's underwear.*

## Unit 16

**ambition** (n) /æmˈbɪʃn/ ambice *Her ambition was to run her own business one day.*

**antisocial** (adj) /ˌæntɪˈsəʊʃl/ neumožňující společenský život *Chefs work very antisocial hours.*

**career path** (n) /kəˈrɪə paːθ/ kariérní cesta *At the age of 50 he started on a completely different career path.*

**career plan** (n) /kəˈrɪə plæn/ profesní dráha *She left school and started work without any particular career plan.*

**cause** (n) /kɔːz/ příčina, důvod *They raise a lot of money for causes such as AIDS research and famine relief.*

**celebrity** (n) /səˈlebrəti/ celebrita, slavná osobnost *The magazine is full of pictures of celebrities.*

**challenge** (n) /ˈtʃælɪndʒ/ výzva *Putting together a new team will be an exciting challenge for me.*

**change direction** (phrase) /ˌtʃeɪndʒ daɪˈrekʃn/ změnit směr (kariéry, života) *Trained in medicine, he then changed direction and became an actor.*

**civil service** (n) /ˌsɪvl ˈsɜːvɪs/ státní správa *She had a long career in the civil service.*

**complete** (v) /kəmˈpliːt/ dokončit *We should complete the project by January next year.*

**concentrate on** (phrase) /ˈkɒnsəntreɪt ɒn/ soustředit se na co *Now my children are older, I can really concentrate on my career.*

**consultant** (n) /kənˈsʌltənt/ konzultant, poradce *We asked a consultant to review our recruitment practices.*

**extreme** (adj) /ɪkˈstriːm/ extrémní *We are working under extreme pressure at the moment.*

**freelance** (adj) /ˈfriːləns/ nezávislý, na volné noze *She works as a freelance journalist.*

**give up** (phr v) /ˌɡɪv ˈʌp/ vzdát (činnost) *I gave up my job to spend more time with my family.*

**high-powered** (adj) /ˌhaɪ ˈpaʊəd/ dynamický, výkonný (manažer) *She had a high-powered job with a government ministry.*

**hobby** (n) /ˈhɒbi/ hobby, koníček *Her hobbies include swimming and gardening.*

**make a decision** (phrase) /ˌmeɪk ə dɪˈsɪʒn/ rozhodnout se *You have to make a decision about whether you want this job.*

**poverty** (n) /ˈpɒvəti/ chudoba *Millions of people are living in poverty.*

**qualification** (n) /ˌkwɒlɪfɪˈkeɪʃn/ kvalifikace *He left school without any academic qualifications.*

**run** (v) /rʌn/ vést, řídit (firmu, oddělení) *At the age of only 19 he was running his own company.*

**strength** (n) /streŋθ/ silná stránka *What would you say are your main strengths as a manager?*

**trauma** (n) /ˈtrɔːmə/ traumatologické oddělení *A trauma nurse has to be able to think quickly under pressure.*

**weakness** (n) /ˈwiːknəs/ slabá stránka *His main weakness is his unwillingness to delegate.*