Unit 1
assistant (n) /əˈstɪstənt/ Assistant(in) My assistant will get us some coffee.
boss (n) /ˈbɒs/ Chef He asked his boss for some time off.
CEO, Chief Executive Officer (n) /ˈsiː eʃ ɪˈdʒɪnstər/ Tom is the CEO of a large media company.
colleague (n) /ˈkɒliːɡ/ (Arbeits)Kollege, Kollegin She went for a drink after work with her colleagues.
director (n) /dɪˈrɛktə(r)/ Direktor(in) Jenny is our new sales director.
employee (n) /ɪmˈploʊi/ Angestellte The company has nearly 200 employees.
engineering (n) /ɪnˈɡɪnɪərɪŋ/ Technik He works in electronic engineering.
friendly (adj) /ˈfrendli/ freundlich My new colleagues are very friendly.
head (n) /hɛd/ Leiter(in) Maria is head of Human Resources.
introduce (v) /ɪnˈtrəʊdʒus/ vorstellen Let me introduce our software developer, Pierre.
journey (n) /ˈdʒɜːrni/ Reise, Fahrt Did you have a good journey?
manager (n) /ˈmænɪdʒər/ Manager(in), Leiter(in) The marketing manager gave a presentation.
MD, managing director (n) /mædʒɪnɪŋ dɪˈrekʃən/ GF, Geschäftsführer(in) A new MD is taking over next month.
PA, personal assistant (n) /pɜːsənl əˈstɪstənt/ PA, persönliche(r) Assistent(in) She is the PA to the finance director.
receptionist (n) /rɪˈsepsɪənɪst/ Empfangsmitarbeiter(in) The receptionist asked me to wait in the lobby.
sales rep (n) /ˈseɪlz rep/ (Handels)vertreter(in) A sales rep called to set up a meeting.
technician (n) /teknɪˈʃən/ Techniker(in) Jacob is a technician in a pharmaceutical lab.
technology (n) /tekˈnɒlədʒi/ Technologie We use a lot of modern technology in our business.
website (n) /ˈwɛbsit/ Webseite For more information and some great special offers, visit our website.

Unit 2
abroad (adv) /ˈbrɔːd/ ins/im Ausland Do you ever travel abroad for work?
automobile (n) /ˈɔːtəməbəl/ Kraftfahrzeug Sales of automobiles have gone down.

book (v) /bʊk/ buchen Can I book the conference room for next Friday, please?
buy (v) /bai/ kaufen We need to buy a new printer.
chain (n) /ˈtʃeɪn/ Kette She works for a large hotel chain.
confirm (v) /kənˈfɜːm/ bestätigen Please send me an email to confirm the time of the meeting.
customer (n) /kəstəˈmər/ Kunde, Kundin Some customers complained about the product.
delivery (n) /ˈdɪlɪvərɪ/ Lieferung We offer free delivery within five working days.
develop (v) /dɪˈvəlp/ entwickeln We develop educational software.
electronics (n) /ɪˌlektrəˈnɪks/ Elektronik He wants to work in electronics.
employ (v) /ɪmˈploʊ/ beschäftigen The company employs over 200 people.
equipment (n) /ˈkwɪpmɛnt/ Ausstattung We need some new office equipment.
export (v) /ɪkˈspɔːrt/ exportieren The country exports oil.
financial services (n) /ˈfaɪnənsiəl sɜːrvəsɪzn/ Vermögensberatung We offer financial services.
flexible (adj) /ˈfleksəbl/ flexibel He’s always very flexible and helpful.
hospitality (n) /ˌhɒspəˈtæləti/ Gastgewerbe She has always worked in the hospitality industry, mainly in hotel management.
industry (n) /ˈɪndəstri/ Industrie The tourist industry is very important to this area.
job fair (n) /ˈdʒɔːb feər/ Jobmesse A major IT job fair is held here in March.
million (n) /ˈmɪljən/ Million The population of the city is almost 2 million.
office supplies (n) /ˌɒfɪs ˈsɔːplz/ Bürobedarf Ruby is in charge of ordering office supplies.
order (v) /ˈɔrəd/ bestellen A customer ordered three suits.
pharmaceuticals (n) /ˌfærməˈsjuːtɪklz/ Pharmazie Ana is a research scientist working in pharmaceuticals.
produce (v) /ˈprəʊdʒuːs/ herstellen The factory produces microchips.
provide (v) /prəˈvaɪd/ anbieten We provide legal advice to small companies.
real estate (n) /ˈriːəl ɪˈstɛt/ Immobilien Her dad sells real estate.
recruitment (n) /rɪˈkrutmənt/ Rekrutierung The company operates a graduate recruitment program.
repeat (v) /rɪˈpiːt/ wiederholen I’m sorry, could you repeat that?
sell (v) /sɛl/ verkaufen He sold her car.
service (n)  /ˈsəvɪs/ Service, Dienst  Do they offer a free delivery service?
slowly (adv)  /ˈsləli/ langsam He speaks very slowly.
software (n)  /ˈsoftwɛə(r)/ Software  This software can help you organize your accounts.
staff (n)  /stəf/ Personal  The hotel staff were very helpful.
stock (n)  /stɔk/ Vorrat  We don’t have that size in stock, but we can order it for you.
transport (n)  /træŋspɔrt/ Transport, Beförderung  The country’s transport networks are very poor.

Unit 3
area (n)  /ˈeəriə/ Gegend  There are a lot of schools in this area.
call (sb) back (phr v)  /kɔl ˈba:k/ (jdn) zurückrufen  He was out, so I left a message asking him to call me back.
canteen (n)  /ˈkænti:n/ Kantine  We usually go to the canteen for lunch.
conference (n)  /ˈkɒnfrəns/ Konferenz  We are holding our sales conference in Madrid this year.
consumer product (n)  /kənˌsəʊər ˈprɒdʌkt/ Konsumartikel  The demand for consumer products is increasing.
contact number (n)  /ˈkɒntækt nʌmbə(r)/ Kontaktnummer  Here’s my contact number in New York.
continent (n)  /ˈkɒntɪnənt/ Kontinent  Their products are sold on four continents.
destination (n)  /ˌdestɪˈnɪʃn/ Reiseziel  Florida is a popular holiday destination.
distribution centre (n)  /ˌdɪstrɪˈbjuʃn ˈsentə(r)/ Vertriebszentrum  Our distribution centre is north-east of Prague.
exhibition (n)  /ɪkˈsɪbɪʃn/ Ausstellung, Messe  This is the largest UK exhibition for people starting small businesses.
factory (n)  /ˈfæktrɪ/ Fabrik  This factory produces 12,000 cars a year.
global (adj)  /ˈɡleɪobl/ global, weltweit  She works for a global IT company.
head office (n)  /ˈhed ˈɒfɪs/ Hauptverwaltung  Their head office is in Delhi.
international (adj)  /ɪnˈtɜːrnləʃənəl/ international  We can advise your company on international trade.
leave a message (phrase)  /ˌliːv ə ‘mɛsɪdʒ/ eine Nachricht hinterlassen  I left a message on his voicemail.
leisure (n)  /ˈliːzə(r)/ Freizeit  What sort of leisure activities do you enjoy?
location (n)  /ˈləkəʃn/ Standort  The new offices are in a very pleasant location.
market (n)  /mɑːkɪt/ Markt  They sell very well in the Japanese market.
neighboring (adv)  /ˈnɪəbəriŋ/ in der Nähe  The car was parked nearby.
region (n)  /ˈrɪdʒən/ Region  This is one of the hottest regions of the world.
sales office (n)  /ˈselz əˈféʃən/ Vertkaufsbüro  She works in our Mexico sales office.
take a message (phrase)  /teɪk ə ‘mesɪdʒ/ eine Nachricht entgegennehmen, etwas ausrichten  Saira isn’t here at the moment. Can I take a message?
technical centre (n)  /ˈteknikl ˈsentə(r)/ technisches Zentrum  Please contact our technical centre with any queries.
unlike (prep)  /ʌnˈlaɪk/ im Unterschied zu  Unlike most systems, this one is very easy to install.
workplace (n)  /ˈwɜːrkpleis/ Arbeitsplatz  Safety standards are important in the workplace.
worldwide (adv)  /ˈwɜːrldwید/ weltweit  The company has 50,000 employees worldwide.

Unit 4
always (adv)  /ˈɔːlweɪz/ immer  I always lock my car.
battery (n)  /ˈbætəri/ Akku  The battery on my laptop needs recharging.
button (n)  /ˈbʌtən/ Taste  Press the Play button to start the movie.
click on (phr v)  /ˈklɪk ən/ klicken auf  Click on OK to start.
connect (v)  /kəˈnekt/ verbinden  You need a password to be able to connect to the Internet.
electronic device (n)  /ɪlektrɪˈneɪʃən ˈdɪvɪdʒ/ elektronisches Gerät  Games consoles and other electronic devices must be switched off during the flight.
enter (v)  /ˈɛntə(r)/ eingeben  Enter your password and click OK.
key in (phr v)  /ˈki: ɪn/ erfassen  All this information gets keyed in to the database.
landing (n)  /ˈlændɪŋ/ Landung  Please keep your seat belts fastened during landing.
log on (phr v)  /ˈlɔɡ ən/ sich anmelden  You need a password to log on.
microphone (n)  /ˈmaɪkrəfən/ Mikrofon  The machine has a built-in microphone that records your voice.
mobile phone (n)  /ˈmɔːbl ˈfɒn/ Handy  Please switch your mobile phones off during the movie.
never (adv)  /ˈnɪvər/ nie  We have never worked together before.
often (adv)  /ˈɒfən/ häufig  She often has to travel abroad on business.
password (n)  /ˈpɑːsˌwərd/ Passwort  Never tell anyone your password.
photocopier (n)  /ˌfəʊtəʊˈkɒpiə(r)/ Kopierer  I was waiting to use the photocopier.
power points (n pl)  /ˈpaʊər ˈpɔɪnts/ Steckdose  There aren’t enough power points in my office.
press (v)  /preʃ/ drücken  To start the machine, just press this button.
printer (n)  /ˈprɪntə(r)/ Drucker  The printer has run out of paper.
record (v)  /rɪˈkɔrd/ aufnehmen  I’m recording a message for my voicemail.
recharge (v)  /riːˈtʃɑːdʒ/ aufladen  Is there somewhere I can recharge my phone?
screen (n) /ˈskrɪn/ Bildschirm Choose the ticket you want by touching the screen.
sometimes (adv) /ˈsʌmtaɪms/ manchmal Sometimes I drive to work and sometimes I cycle.
start menu (n) /ˈstɑːt menjʊ/ Startmenü Go to the start menu and click 'Search'.
switch off (phr v) /ˈswɪtʃ əf/ ausschalten Please switch all computers off before you leave the office.
switch on (phr v) /ˈswɪtʃ ən/ einschalten How do you switch this phone on?
take-off (n) /ˈteɪkɔf/ (Flug)Start Please remain seated during take-off.
ticket machine (n) /ˈtɪktə mAːʃɪn/ Fahrkartenautomat None of the ticket machines at the station were working.
username (n) /ˈjuːznəm/ Benutzername Please enter your username.
usually (adv) /ˈjuːʒuəli/ normalerweise I usually get to work around 8.45.
warehouse (n) /ˈweɪhaus/ Lagerhaus The goods had been shipped from a warehouse in Holland.
wireless (adj) /ˈwaɪrələs/ kabellos Our hotels offer free wireless Internet connection for guests.

Unit 5
apologize (v) /əˈpɒldʒaɪz/ sich entschuldigen We apologize for the late departure of this flight.
apply for a job (phr v) /əˈplaɪ fər dʒɒb/ sich für einen Job bewerben He applied for a senior job in the Marketing Department.
appointment (n) /əˈpɒɪnmənt/ Termin She made an appointment to see her lawyer.
attach (v) /əˈtætʃ/ anhängen I have attached the agenda for next week’s meeting.
attempt (n) /əˈtæmp/ Anhang I got the email, but for some reason I didn’t get the attachment.
bill (v) /bɪl/ in Rechnung stellen Her job is to bill customers and chase unpaid invoices.
branding (n) /ˈbrændɪŋ/ Branding We use corporate branding on all our letters.
business card (n) /ˈbiznəs kɑːd/ Visitenkarte They exchanged business cards.
correspondence (n) /kərˈspɒnsəns/ Korrespondenz The first thing I do every day is look through my correspondence.
CV (n) /siːˈviː/ Lebenslauf Complete the application form and attach your CV.
delivery note (n) /diˈlɪvrəri nəʊt/ Lieferschein Don’t sign the delivery note until you have checked the order is complete.
folder (n) /ˈfaʊldər/ Ordner I keep copies of all my invoices in this folder.
forward (v) /fɔːrˌwɔːd/ weiterleiten He got a complaint from a customer, which he forwarded to me.
hard copy (n) /hɑrd ˈkɒpi/ Hardcopy, Papierausdruck Can you send everyone a hard copy of the report?
invoice (n) /ˈɪnvəs/ Rechnung A supplier called to ask why her invoice had not been paid.
item (n) /ˈɪtʃm/ Artikel Can I pay for each item separately?

meeting (n) /ˈmiːtɪŋ/ Sitzung, Meeting We have a team meeting every Monday morning.
mistake (n) /ˈmɪstək/ Fehler I made a mistake and sent the email to the wrong person.
order form (n) /ˈɔːdər fɔːm/ Bestellformular Don’t forget to put the delivery address on the order form.
paperwork (n) /ˈpeɪpərˌwoʊk/ Büroarbeit I have an assistant to help me with my paperwork.
presentation (n) /ˌprɛzəˈteɪʃən/ Präsentation The sales manager will give a presentation on the new line of products.
print (v) /prɪnt/ (aus)drucken / printed a copy of the order for my files.
reception (n) /ˈriːsɪpʃən/ Quittung Keep the reception, so you can claim your expenses.
receive (v) /rɪˈsɪv/ erhalten Did you receive the files I sent you?
save (v) /s偎v/ speichern Don’t forget to save your work regularly.
scan (v) /skæn/ scannen How do I scan a photo and attach it to an email?
send (v) /sɛnd/ senden, schicken Could you send me some pricing information please?
task (n) /tɑːsk/ Aufgabe Our first task is to set up the computer and printer.

Unit 6
boring (adj) /ˈbɔːrɪŋ/ langweilig He gave a long, boring talk.
comfortable (adj) /ˈkʌmftəb(ə)l/ bequem The hotel bed was not very comfortable.
course (n) /kɔːs/ Gang The first course was soup.
delicious (adj) /dɪˈlɪʃəs/ lecker Try the cakes – they’re delicious.
dessert (n) /dɛzɔrt/ Dessert, Nachtisch I’ll have ice cream for dessert.
dinner (n) /ˈdɪnər/ Abendessen She took her team out to dinner to celebrate.
dish (n) /dɪʃ/ Gericht The restaurant is known for its fish dishes.
fine (adj) /faɪn/ in Ordnung The flight was fine, but I’m quite tired now.
lunch (n) /ˈlʌŋk/ Mittagessen Jenny has gone to lunch but she’ll be back soon.
manufacturer (n) /ˌmænjuˈfæktə(r)/ Hersteller He works for a well-known computer manufacturer.
meal (n) /miːl/ Mahlzeit What time do you usually have your evening meal?
meet (v) /miːt/ treffen, kennenlernen We’ve talked on the phone, but I’ve never met her.
menu (n) /ˈmɛnuː/ Speisekarte Can we see the menu, please?
nice (adj) /naɪs/ nett, angenehm We had a really nice time at the party.
soft drink (n) /ˈsoʊt ˈdrɪŋk/ alkoholfreies Getränk Would you like a glass of wine, or a soft drink?
sparkling water (n) /ˈspɑːrklin ˈwɔːtər/ Mineralwasser mit Kohlensäure Do you prefer still or sparkling water?
still water (n) / stil ‘watə(r)/ Mineralwasser ohne Kohlensäure A bottle of still water, please.
supplier (n) / ‘səplər/ Lieferant(in) We are a leading supplier of office stationery.
terrible (adj) / ‘tərləbl/ schrecklich The weather has been terrible all week.
textiles (n) / ‘tekstəlz/ Textilien The factory produces a range of textiles.
tip (n) / tip/ Trinkgeld Should I leave a tip?
trade fair (n) / ‘træd fɛə(r)/ (Fach)smesse This is the biggest travel trade fair in Europe.
waiter (n) / ‘weitə(r)/ Kellner The waiter brought us a basket of bread.
waitress (n) / ‘weitəs/ Kellnerin A waitress showed us to our table.

Unit 7
above (prep) / ‘əbəv/ über The canteen is on the floor above my office.

be in charge of (phrase) / bi: in ‘tʃɑːdʒ əv/ verantwortung haben für Lucy was in charge of the store while the manager was out.
be responsible for (phrase) / bi: ri’spənsəbl fə(r)/ verantwortlich sein für I’m responsible for making sure everyone gets paid on time.
behind (prep) / bi: hænd/ hinter The railway station is just behind our offices.
below (prep) / bi: ˈloʊ/ unter The toilets are on the floor below this one.
between (prep) / biˈtwɪzn/ zwischen My desk is between Raj’s and Greg’s.
cafeteria (n) / ‘kæfətiərə/ Cafeteria The building has a gym and a cafeteria for staff.
check (v) / tʃek/ (über)prüfen Check the figures before you send off the report.
control (v) / kənˈtroʊl/ kontrollieren With these switches you can control the heating for the whole building.
customer services (n) / ˈkʌstəmər sərvəs/ Kundendienst If you have any problems with our products, call customer services.
deal with (phr v) / dɛl wið/ erledigen I deal with all the invoices that come into the office.
department (n) / ‘deɪpərment/ Abteilung He works in the IT Department.

Finance (n) / ‘fɪnəns/ Finanz(abteilung) Gerard is the head of Finance.

HR, Human Resources (n) / ‘hjuːmən rɪsəsəz/ HR, Personal(abteilung) Susanna is the new HR director.
in front of (prep) / ɪn ˈfʌnt əv/ vor There is a big fountain in front of the building.

IT, Information Technology (n) / ‘aɪ tɪk/ ‘aɪnfo’mɛtɪkn tek’nələdʒɪ IT, Informationstechnik(abteilung) If you can’t log on to the network, call IT.

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

logistics (n) / ˈlɒdʒɪstɪks/ Logistik Rafa is in charge of logistics.
manage (v) / ‘mænɪdʒ/ leiten / manage a small team of software developers.
marketing (n) / ‘mɑːrkətɪŋ/ Marketing(abteilung) You have to be creative to work in marketing.
next to (prep) / ‘nekst tə/ neben The coffee machine is next to the door.

plan (v) / plæn/ planen We need to plan our marketing strategy.
Production (n) / prəˈdʌkʃən/ Produktion(abteilung) Sami is Production Manager at a publishing company.
R&D, Research and Development (n) / ˈɛrənd kənsəli/ Entwicklung We spend a lot of money on R&D to keep ahead of the competition.

reception (n) / riˈsepʃən/ Empfang Ask at reception and they will tell you where to find my office.
responsible (n) / ‘rɛspənsəbl/ Verantwortung We are recruiting a sales manager with responsibility for the European market.

Sales (n) / sɛlz/ Vertrieb Marika works in Sales.

Unit 8

arrange a meeting (v) / ‘ɑːrənдж ə ‘maɪtn/ ein Meeting/ eine Sitzung vereinbaren I’ve arranged a meeting for next Friday.
busy (adj) / ‘bɪzɪ/ beschäftigt She’s really busy at work at the moment.
careful (adj) / ‘keɪfəl/ sorgfältig Be careful not to enter the password wrongly.
currently (adv) / ‘kærntli/ zurzeit The charge per hour is currently $35.
employment (n) / ‘ɪmpləmənt/ Tätigkeit, Beschäftigung He was having difficulty finding employment.
energetic (adj) / ˈɛnədʒətɪk/ tatkräftig She is very energetic and will get things done.
experienced (adj) / ɪksˈpiːrənt/ erfahren We are looking for an experienced project manager.
focused (adj) / ‘fɔːskəʊst/ konzentriert He is very focused and will work hard towards a goal.
free (adj) / friː/ abkömmlich Are you free for lunch tomorrow?
imaginative (adj) / ˈɪmædʒɪnətɪv/ einfallreich We want our marketing people to be imaginative and innovative.
invest (v) / ɪnˈvest/ investieren We have invested heavily in new equipment.
knowledge (n) / ‘knɒldʒ/ Wissen You need a good knowledge of computers in this job.

nowadays (adv) / ‘nɔʊədeɪz/ heutzutage Nowadays I work at home more.

patient (adj) / ˈpeɪʃənt/ geduldig She was very patient with me when she was training me.
practical (adj) / ‘præktɪkl/ praktisch We are looking for practical people with hands-on experience.
qualification (n) / kwɔlɪfɪkeɪʃn/ Qualifikation Do you have any professional qualifications?
quality (n) / ‘kwɒlɪtɪ/ Eigenschaft I admired her leadership qualities.
recruit (v) / rɪˈkrʊt/ einstellen, rekrutieren We are currently recruiting new graduates.

Business Result Elementary German Wordlist
Unit 9

**training course** (n) /ˈtrɛnɪŋ kɔ:s/  Schulung  She was sent on a management training course.

**advice** (n) /ədˈvaɪs/  Rat  You should follow your doctor’s advice.

**cheap** (adj) /tʃəp/  billig  Some airlines offer incredibly cheap fares.

**comfort** (n) /ˈkʌmfərt/  Komfort  The hotel has all modern comforts.

**competition** (n) /kəmˈpɪtɪʃn/  Wettbewerb  There was intense competition for the contract.

**competitive** (adj) /kəmˈpetɪtɪv/  wettbewerbsfähig  We need to cut prices to remain competitive.

**discount** (n) /ˈdɪskɔʊnt/  Rabatt  If you order online you get a 10% discount.

**facilities** (n) /ˈfæsɪlətɪz/  Anlagen und Einrichtungen  The hotel has great sports and leisure facilities.

**fast** (adj) /fæst/  schnell  I need a faster broadband connection.

**high quality** (adj) /hæi ˈkwɒlətɪ/  hochwertig  Our stores sell only high quality produce.

**low price** (adj) /laʊ ˈprɑːs/  preisgünstig  We’re looking for a low price option.

**mail order** (n) /meil ˈɔːrdər/  postale Bestellung, Mailorder  All our products are available by mail order.

**major** (adj) /ˈmeɪdʒər/  bedeutend, gross  She works for a major international company.

**market segment** (n) /ˈmɑːkət ˈsɛgment/  Marktsegment  Schools are a growing market segment.

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

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

**storage space** (n) /ˈstreɪdʒ speɪs/  Lagerraum  The building has a large amount of storage space at the back.

**up-to-date** (adj) /ˌʌp tə ˈdeɪt/  aktuell, modern  We are using the most up-to-date technology.

**wide choice** (adj) /wi:ð tʃɪːs/  große Auswahl  Our furniture is available in a wide choice of styles and colours.

Unit 10

**amazing** (adj) /əˈmeɪzn/  ungläublich, erstaunlich  What an amazing story!

**attend meetings** (v) /əˈtɛnd ˈmiːtɪŋz/  an einer Sitzung, einem meeting teilnehmen  He has to attend regular team meetings in London.

**average** (adj) /əˈveridʒ/  durchschnittlich, Durchschnitts-Average  earnings here are around €20,000 per year.

**complain** (v) /ˈkɒmplɛn/  sich beschweren  People were complaining about waiting too long for their meals.

**component** (n) /kəmˈpjuːntər/ (Bestand)teil  They sell replacement machine components.

**develop ideas** (v) /dɪˈveləp aɪˈdɪəz/  Ideen entwickeln  We are developing a lot of new ideas.

**disappointing** (adj) /dɪsˈpɔɪntɪŋ/  enttäuschend  The sales figures this month were disappointing.

**excellent** (adj) /ɪkˈsɛlənt/  ausgezeichnet  Her presentation was excellent.

**face-to-face** (adj) /fɛtɪs tə ˈfɛtɪs/  persönlich  I prefer to have face-to-face meetings with clients.

**fantastic** (adj) /fɑːnˈtɛstɪk/  fantastisch  That’s fantastic news – well done!

**figures** (n pl) /ˈfɪgərz/  Zahlen  Can you send me the sales figures for this month?

**find solutions** (phrase) /fɪn d ˈsʌləns/  Lösungen finden  Our job is to identify problems and then find solutions.

**make decisions** (phrase) /meɪk dɪˈʃənз/  Entscheidungen treffen  You have to be able to make decisions quickly.

**opinion** (n) /əˈpɪnɪən/  Meinung  We always want to hear our customers’ opinions.

**overtime** (n) /ˈɔʊvətɑm/  Überstunden  We get double pay for overtime.

**permanent** (adj) /ˈpɜːrəmənt/  Dauer-  They offered him a permanent job.

**popular** (adj) /ˈpɒpjələ(r)/  beliebt  Their products are very popular with young people.

**production line** (n) /ˈprəʊdʌkʃn laɪn/  Produktionsband  She works on the production line at the chocolate factory.

**salary** (n) /ˈseɪləri/  Gehalt  Her annual salary is €28,000.

**solve problems** (phrase) /sɑːlv ˈprɑːbləmz/  Probleme lösen  He is very good at solving technical problems quickly.

**teamwork** (n) /ˈtiːmwɜːk/  Teamarbeit  She stressed the importance of good teamwork.

**temporary** (adj) /ˈtempərəri/  vorübergehend, befristet  I did a few temporary jobs while I was at college.

**turnover** (n) /ˈtɜːnəvər/  Fluktuation  They are worried about high staff turnover.

Unit 11

**aisle seat** (n) /əˈsɪl sɛt/  Gangplatz  I prefer an aisle seat.

**board** (v) /bɔːd/  an Bord gehen  It’s time to board.

**boarding card** (n) /bɔːdɪŋ kɑːd/  Bordkarte  Please have your boarding card ready.

**business class** (n) /ˈbɪznəs klas/  Businessklasse  There were no seats available in business class.

**cancel** (v) /ˈkænsəl/  stornieren  All flights have been cancelled because of bad weather.

**change** (n) /ˈʃeɪndʒ/  Wechselgeld  Here’s your change and your receipt, sir.

**check-in** (n) /ˈtʃekɪn/  Check-in  There was a long queue at the check-in.

**credit card** (n) /ˈkredɪt kɑːd/  Kreditkarte  The hotel accepts all major credit cards.

**delay** (n) /ˈdɪli/  Verspätung  Airport passengers suffered long delays after a security scare.

**economy class** (n) /ˈekənəmɪ klas/  Economyklasse  We had to travel in economy class.
exchange rate (n) /ɪksˈtʃeɪndʒ riːt/ Wechselkurs The exchange rate is currently 1.3 euros to the pound.

deadline (n) /ˈdedlɪn/ Abgabetermin Check the deadline on your credit cards.

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

hand luggage (n) /ˈhænd ləˈɡeɪdʒ/ Handgepäck You can carry that on as hand luggage.

miss a flight (v) /mɪsə ˈflɪt/ einen Flug verpassen If we don’t leave now, we’ll miss our flight.

pack (v) /pæk/einpacken I still haven’t packed for my trip.

passport control (n) /ˈpaːspɔːt ˈkɒntrəl/ Passkontrolle You have to go through passport control.

queue (n) /ˈkjuː/ Warteschlange There was a long queue at check-in.

reservation (n) /ˌrezərˈveɪʃn/ Reservierung I bought the tickets and made the hotel reservations.

room service (n) /ˈruːm sərvɪs/ Zimmerservice She ordered a sandwich from room service.

security (n) /ˈsɪkjʊərəti/ Sicherheit Airlines introduced new checks to improve security.

sightseeing (n) /ˈsaɪtsˌsɪŋ/ Besichtigung von Sehenswürdigkeiten Did you have time for any sightseeing while you were in Prague?

stressful (adj) /ˈstresfl/ anstrengend, aufreibend He has a very stressful job.

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

tour guide (n) /ˈtʊr ɡeɪd/ Reiseführer(in) The tour guide pointed out the cathedral and the palace.

vacancy (n) /ˈvɛkənsi/ freies Zimmer I’m sorry, we have no vacancies.

wake-up call (n) /ˈweɪkˌʌp ˈkɔl/ Weckruf I’d like a wake-up call at 7 tomorrow morning.

window seat (n) /ˈwɪndəʊ sɪt/ Fensterplatz I prefer a window seat.

packaging (n) /ˈpækɪŋ/ Verpackung Attractive packaging can help sell your product.

predict (v) /priˈdɪkt/ vorhersagen It’s difficult to predict who will win the election.

public holiday (n) /ˈpʌblɪkˈhɔlideɪ/ Feiertag They created a public holiday in his honour.

quiet period (n) /ˈkwɪət pɪərɪd/ ruhige Zeit I catch up with my paperwork during quiet periods in the shop.

raw materials (n) /ˌrɔː məˈtiərəlz/ Rohstoffe One of our biggest costs is raw materials.

reminder (n) /rɪˈmən daɪər/ Erinnerung If you do not pay within 14 days, we will send a reminder.

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

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

ship (v) /ʃɪp/ verschicken, versenden The company ships its products all over the world.

spring (n) /spring/ Frühling I love Paris in the spring.

summarize (v) /ˈsʌməraɪz/ zusammenfassen The results are summarized at the end of this document.

summer (n) /ˈsʌmər/ Sommer They often spend the summer by the sea.

tight deadline (n) /ˌtaɪtˈdedlɪn/ knapper Abgabetermin We are working to a very tight deadline.

time off (n) /ˈtaɪm ˈɒf/ Freizeit He took some time off to visit his sick mother.

timetable (n) /ˈtæmˌtɜːbl/ Zeitplan Here’s a timetable for the training session.

update (v) /ˈʌp deɪt/ aktualisieren Our website is updated every day.

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