

Lifestyle

English for work, socializing & travel

INTERMEDIATE ANGLICKÝ SLOVNÍČEK



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pro Českou a Slovenskou republiku

OBSAH

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VÝSLOVNOST

Hlavní přízvuk se označuje horní kolmičkou před přízvučnou slabikou tehdy, nejedná-li se o jedno-slabičné slovo: cartoon [ka:'tu:n], a seven ['sevən], ale [sʌn], nebo má-li slovo přízvuky dva nebo více: teddy bear ['tedi ˌbeə]. Vedlejší přízvuk se označuje dolní kolmičkou.

Zvláštní znaky použité v přepisu výslovnosti:

| | | | | | | | | |
|---|---------|------------|----|-----------|-------------|----|---------|-----------|
| b | block | [ˈblɒk] | t | trek | [ˈtrek] | ɪ | living | [ˈlɪvɪŋ] |
| d | end | [end] | tʃ | adventure | [əd'ventʃə] | i: | team | [ti:m] |
| f | friend | [ˈfrend] | θ | death | [deθ] | ɒ | rock | [rɒk] |
| g | grey | [greɪ] | ð | rather | [ˈrɑ:ðə] | ɔ: | fall | [ˈfɔ:l] |
| h | hat | [hæt] | v | love | [lʌv] | ʊ | put | [pʊt] |
| j | music | [ˈmju:zɪk] | w | widow | [ˈwɪdəʊ] | u: | loop | [lu:p] |
| k | camel | [ˈkæməɪ] | z | zoo | [zu:] | aɪ | tribe | [traɪb] |
| l | cameɪ | [ˈkæməɪ] | ʒ | casualty | [ˈkæʒuəlti] | aʊ | round | [raʊnd] |
| m | camel | [ˈkæməɪ] | dʒ | sledge | [sledʒ] | eɪ | brave | [breɪv] |
| n | end | [end] | ʌ | sunny | [ˈsʌni] | əʊ | go | [geʊ] |
| ŋ | penguin | [ˈpenɡwɪn] | ɑ: | disaster | [dɪ'zɑ:stə] | ɔɪ | coin | [kɔɪn] |
| p | trip | [trɪp] | æ | sad | [sæd] | eə | despair | [dɪ'speə] |
| r | friend | [ˈfrend] | e | end | [end] | ɪə | here | [hɪə] |
| s | sunny | [ˈsʌni] | ə | about | [ə'baʊt] | ʊə | pure | [pʊə] |
| ʃ | shock | [ʃɒk] | ɜ: | work | [ˈwɜ:k] | | | |

Použité zkratky:

| | | |
|-----------|---------------|--|
| n | noun | podstatné jméno |
| adj | adjective | přídavné jméno |
| v | verb | sloveso |
| adv | adverb | příslowce |
| prep | preposition | předložka |
| pl. | plural | množné číslo |
| C | countable | počitatelné |
| UC | uncountable | nepočitatelné |
| T | transitive | tranzitivní slovesa, která se vždy pojí s předmětem |
| I | intransitive | netranzitivní slovesa, která se nikdy nepojí s předmětem |
| sth. | something | něco |
| sb. | somebody | někdo |
| form. | formal | formální |
| inf. | informal | neformální |
| lit. | literal | knižní |
| old-fash. | old-fashioned | zastaralé |
| US | United States | americká angličtina |
| Can. | Canada | kanadská angličtina |

LIFESTYLE – INTERMEDIATE

ANGLICKO-ČESKÝ SLOVNÍČEK

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UNIT

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UNIT 1A QUALITY TIME – TENSE REVIEW

| | | | | |
|-------------------|-----------|--------------|--|---|
| bid | v, I or T | [bɪd] | offer to pay a price for sth., especially at an auction | We chose the company that bid the lowest price for the contract. |
| chore | n, C | [tʃɔ:] | a job that you have to do, especially a boring one in the house or garden | You can't go out until you've finished your chores. |
| exhausted | adj | [ɪg'zɔ:stɪd] | very tired | I was so exhausted that I fell asleep in the airport lounge. |
| expenses | n, pl. | [ɪk'spensɪz] | money spent on a particular purpose | The company will cover all your travel expenses, of course. |
| fix | v, T | [fɪks] | repair sth. | I need someone to fix my printer, I don't know what to do with it. |
| insurance | n, UC | [ɪn'ʃʊ:rəns] | money which you pay a company that covers your costs if you have an accident | The car insurance is higher and higher every year! |
| reply | v, I | [rɪ'plɑ:] | answer | He hasn't replied to my email yet. |
| submit | v, T | [səb'mɪt] | give sth. to an authority | All applications must be submitted by June 3rd. |
| complete tax form | | | fill in a form where you list how much you earned in a particular year | I think I'll hire someone professional to complete my tax form, I don't understand a thing. |
| get on with sth. | | | do sth. on your own without help | You don't need to get on with the project on your own. That's why you have a team at hand. |
| take the minutes | | | write a record of what was said at a meeting | Jane, could you take the minutes and send them to me? |

Unit 1B Quality time – Present tense question form

| | | | | |
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| ahead | adv | [ə'hed] | in front | There are two difficult negotiations ahead of me today, so I need to be ready. |
| brush | v, T | [brʌʃ] | clean sth. (hair, teeth etc.) with a brush | Do you brush your teeth after every meal? |
| comb | v, T | [kəʊm] | tidy your hair | I'll just comb my hair and come over. |
| commute | v, I | [kə'mju:t] | travel between home and work every day | Sandy worked in the city and had to commute to work by train. |
| daydream | v, I | [deɪdri:m] | think of pleasant things that you'd like to do | Stop daydreaming and get back to work! |
| improve | v, I or T | [ɪm'pru:v] | get or make better at sth. | She needs to improve her computer skills by going on a refresher course. |

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| overcrowded | adj | [ˌəʊvəˈkraʊdɪd] | too full of sth., especially people | The metro was so overcrowded that we couldn't get on. |
| patient | adj | [peɪʃənt] | able to wait without complaining | Please, be patient, the doctor will see you as soon as he can. |
| peaceful | adj | [piːsfəl] | quiet | Marina is a very peaceful resort, so if you're looking for some nightlife, I wouldn't recommend it. |
| boot up | | | put all the necessary information into a computer memory so that you can start using it | Why aren't you using the new computer? – I haven't booted it up yet. |
| do crosswords | | | fill in puzzles based on words | I can't wait to be on holiday! It's the only time of the year when I can lie on the beach and do crosswords. |
| Unit 1C Quality time – Free-time activities | | | | |
| device | n, C | [dɪˈvaɪs] | a machine or a tool that does a special job | The police used special devices to find evidence. |
| exhilarating | adj | [ɪgˈzɪləreɪtɪŋ] | making you feel really excited or happy | After an exhilarating walk around the lake we went for dinner. |
| firmly | adv | [fɜːmlɪ] | strongly | Jack held the rope firmly, terrified that he could fall down. |
| gadget | n, C | [gædʒɪt] | a small, useful machine or tool | I love buying new gadgets, the last one was a new tablet computer. |
| incredible | adj | [ɪnkredɪbəl] | difficult or impossible to believe | I found it incredible that Kevin had passed all his tests. |
| roll | v, I or T | [rɒl] | move somewhere by rotating | The snowball rolled down the hill until it was the size of a football. |
| roughly | adv | [rʌflɪ] | not exactly but approximately | Roughly 100 people came. |
| spectacular | adj | [spekˈtækjʊlə] | amazing to look at | There was a spectacular view from our hotel balcony. |
| stunning | adj | [stʌnɪŋ] | extremely shocking, surprising | The report had some stunning conclusions. |
| thrill | n, C | [θrɪl] | sense of excitement | Why do you do parachute jumping? – It's the thrill of it, I guess. |
| up-to-date | adj | [ˌʌptəˈdeɪt] | the latest, most recent | But these figures aren't up-to-date, they come from last year's annual report! |
| weapon | n, C | [ˈwepən] | gun or sth. else that you use to fight with | We discovered several weapons hidden in the attic. |
| be into sth. | | | be interested in sth. | Sadie's really into yoga. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| be keen on sth. | be very interested in sth. or enjoy sth. very much | I'm keen on cycling, I try to ride at least 100 km a week. |
| come true | become reality | She couldn't believe her eyes when her dreams finally came true. |
| fancy yourself | think you are very important | Don't fancy yourself as the head of the company, you're just an ordinary employee. |
| flight simulator | a machine that tries to copy the experience of flying an aircraft, used to train pilots | Before you fly in a real aircraft, you will have several lessons in a flight simulator. |
| hang out | spend time (with sb.) | My son goes to the shopping mall to hang out with his friends. |

Unit 1D Quality time – Making suggestions

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| accompany | v, T | [ə'kʌmpəni] | go somewhere with sb. | Could you accompany me to the bus stop? |
| complain | v, I | [kəm'pleɪn] | say that you are not happy or satisfied about sth. | The new member of staff is forever complaining about one thing or another. |
| content | n, UC | [kɒntent] | what a book, report etc. contains | I was not very happy about the content of the minutes, a lot of things seemed to be missing. |
| contractor | n, C | [kən'træktə] | an external person hired to do a particular job for a company | What about hiring a contractor to design the website? |
| deadline | n, C | [dedlaɪn] | a date or time by which you have to do or complete sth. | Do you think we'll be able to meet the deadline? |
| delay | v, T | [dɪ'leɪ] | wait until a later time to do sth. | We'll have to delay the launch of the new product by at least one week, I'm afraid. |
| encourage | v, T | [ɪn'kʌrɪdʒ] | support sb. and make them do sth. | Our boss encourages us to share ideas among departments. |
| entertaining | adj | [entə'teɪnɪŋ] | amusing, enjoyable | We saw a really entertaining performance last night. There was this clown and... |
| host | v, T | [həʊst] | have guests | We're hosting a group of Polish colleagues at the moment and I'm in charge of arranging their entertainment. |
| issue | n, C | [ɪʃu:] | an important subject or problem that people discuss | The environment is an issue which is very important to young people. |
| launch | n, C | [lɔ:ntʃ] | when a new product or service becomes available | How will you celebrate the launch of the programme? |

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| option | n, C or UC | [ɒpʃən] | a choice, possibility | Increasing prices was the only option. |
| recruit | v, T | [rɪ'kru:t] | hire people to work for a company or army | Do you enjoy recruiting new staff? – I have to admit it's not my favourite part. |
| put on weight | | | become heavier in the body | She's far too thin and is trying to put on weight. |
| run behind | | | go more slowly than expected | We're running about 6 days behind the schedule. |
| Unit 1E Quality time – Life coaching | | | | |
| balance | n, UC | [bælənts] | equal proportion between two things or situations | It's important to find work-life balance if you want to be happy. |
| coach | n, C | [kəʊtʃ] | a person whose job is to give advice on sth. | I've decided to find a personal tennis coach, otherwise I'll never get better. |
| confidence | n, UC | [kɒnfɪdənts] | belief in your ability to do things well | She has little confidence in her abilities. |
| day-to-day | adj | [ˌdeɪtə'deɪ] | regular tasks that you do every day | We desperately need someone to help us with day-to-day running of the office. |
| delegate | v, I or T | [deɪlɪɡeɪt] | give orders to sb. to do a task for you | You need to learn how to delegate or you'll go mad with that workload. |
| fatigue | n, UC | [fə'ti:g] | feeling of being constantly and extremely tired | After a week of trying to get across the desert, she died of fatigue. |
| indecision | n, UC | [ˌɪndɪ'sɪʒən] | inability to decide | My boss's indecision is intolerable, we can't go on like this! |
| interruption | n, C or UC | [ˌɪntə'rʌpʃən] | stopping sb. from doing sth. for a short period of time in order to tell them sth. | How are we supposed to concentrate with all these interruptions? |
| objective | n, C | [əb'dʒektɪv] | goal, target | Our objective for this year is to increase our sales by 5%. |
| obstacle | n, C | [ɒbstɪkl] | sth. that prevents you from doing or achieving sth. | The biggest obstacle seems to be our competition, I'm afraid to say. |
| procrastination | n, UC | [prəʊkræstrɪ'neɪʃən] | delaying doing things you have to do | Experts believe that procrastination leads to huge losses on GDP every year. |
| reduce | v, I or T | [rɪ'dju:s] | make sth. smaller in size | I meditate on a regular basis in order to reduce stress. |
| suggest | v, T | [sə'dʒest] | propose sth., say a possible plan for the others to consider | May I suggest something? |

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| bottom line | the most important thing | The bottom line is whether you really want to make the change or not. |
| feel in control | feel that you are able to decide about your life | Since I started going to the therapist, I've been feeling in control once again. |
| get on with sb. | have a good and friendly relationship with sb. | I get on very well with my neighbours, we've never had any problems. |
| lack of | when there isn't enough of sth. | How are you going to deal with the lack of supplies? |
| time management | the activity of making sure that all your time is used wisely and profitably | At the job interview she was asked about her time management skills. |
| time stealer | an activity that takes up too much of your time and that you get no good from | Meetings are time-stealers – if travelling is involved, use the phone instead. |

UNIT 2A GLOBETROTTERS – WILL AND GOING TO

| | | | | |
|----------------|-----------|----------------|--|--|
| access | n, UC | [ækses] | the possibility of getting somewhere | Does the hotel have free Internet access? |
| charge | v, I or T | [tʃɑ:dʒ] | put (usually electrical) energy into sth. | He charged the battery for his digital camera. |
| comfy | adj | [kʌmpfɪ] | comfortable (inf.) | The armchair was so comfy I fell asleep. |
| dive | v, I | [daɪv] | go down under water | What's the deepest you've ever dived? |
| globetrotter | n, C | [ˈgləʊb,trotə] | a person who travels or has travelled all over the world | He's a well-known globetrotter – his work takes him all over the world. |
| son-in-law | n, C | [sʌnɪnlɔ:] | husband of your daughter | Jim doesn't get on well with his son-in-law. |
| travel | n, UC | [trævəl] | the activity of travelling | Air travel is safe and cheap. |
| trekking | n, UC | [ˈtrekɪŋ] | walking a long distance in nature, usually in the mountains | I'd like to go trekking this weekend, but I don't know where yet. |
| trip | n, C | [trɪp] | a short journey or a short period of time in a place | My business trip to Hong Kong was cancelled because of budget restrictions. |
| be stuck | | | not be able to move from a place | I'm calling to apologise. We're stuck in a traffic jam and we'll be a little late. |
| budget airline | | | an airline that charges low prices but does not provide a luxury service | We flew to Spain for £9.99 on a budget airline. |

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| publishing company | a company whose business is to make books | I've written a book and now I must find a publishing company that will be interested in it. |
| shopping basket | a basket you carry in a shop and where you put things you want to buy | Now add the goods to the shopping basket and click on 'pay'. |

Unit 2B Globetrotters – Present continuous for future plans

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|---------------|------|----------------|---|--|
| arrangement | n, C | [ə'reɪndʒmənt] | a plan of how sth. will happen | We're flying to Venice on Monday so my wife is making a lot of arrangements all week. |
| base | n, C | [beɪs] | main place to stay | We travel around a lot, but our home base is in England. |
| deal | n, C | [diəl] | an agreement, especially in business | Buying the house was a really good deal. Now we'd pay much more for such a house. |
| downtown | adj | [,daʊn'taʊn] | in the city centre (US) | I'm sitting in this downtown restaurant when a gorgeous girl walks in and goes straight to me. |
| fairly | adv | [feəli] | quite | The job was fairly difficult, I felt like quitting at some points. |
| first-hand | adj | [,fɜ:st'hænd] | direct, personal | We're seeking staff who have first-hand experience with foreign clientele. |
| harbor | n, C | [hɑ:bə] | area of water where boats or ships are parked | The harbor looked just spectacular at the sunset. |
| well-equipped | adj | [,welɪ'kwɪpt] | having good equipment or tools with you | Never go to the mountains without being well-equipped. It might be a question of life and death. |
| Guess what? | | | used when you've got surprising or interesting news (inf.) | Guess what? Barbara and Sam are getting married! |
| house swap | | | a temporary arrangement where two families live in each other's houses, usually for a holiday | To save on accommodation costs on holiday, they always do a house swap. |

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Unit 2C Globetrotters – Compound nouns

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| bar | n, C | [bɑ:] | a metal stick, usually put outside windows | We live on the ground floor so we've decided to have bars outside the windows for safety reasons. |
| charming | adj | [tʃɑ:mɪŋ] | pleasant, attractive | He was a very charming man who spoke with everyone as if he'd known them for ages. |
| concierge | n, C | [ˌkɒnsɪ'eəʒ] | a person at a hotel whose job is to book tickets, call a taxi and make other little arrangements for you | Does your hotel offer concierge services? |
| convert | v, I or T | [kən'vɜ:t] | transform sth. | He converted the garage into a guesthouse. |
| counter | n, C | [kaʊntə] | a desk in a shop or at the airport where people are served | Our flight is checked in at counters 23 – 30. |
| diameter | n, C or UC | [daɪ'æmɪtə] | the length between two furthest points in a circle that goes through the centre | The island is just 1 km in diameter. |
| honeymoon | n, C or UC | [hʌnɪmu:n] | holiday for a couple who have just got married | We're going to Greece for our honeymoon. |
| laundry | n, UC | [ləʊndrɪ] | dirty clothes that need to be washed | Could you do the laundry, please? |
| lighthouse | n, C | [laɪthaʊs] | a tall house by the sea whose light shows the ships where the coast or rocks are | We've just booked a holiday in a lighthouse. It's going to be the most romantic holiday ever! |
| previous | adj | [pri:vɪəs] | the one before | The previous owner of our house disappeared and no one has seen him ever since. |
| prison | n, C or UC | [prɪzən] | a place where criminals are held to serve their punishment | Since he returned from prison he's been trying to live a decent life. |
| restroom | n, C | [restru:m] | toilet (US) | Excuse me a minute, I need to go to the restroom. |
| striped | adj | [straɪpt] | with stripes on it, usually about clothes | He was wearing a striped jacket but that's all I can remember. |
| suite | n, C | [swi:t] | a set of hotel rooms rented as a whole, usually luxurious | We can offer you our honeymoon suite at a discounted price. |
| tablecloth | n, C | ['teɪbl̩,klɒθ] | a large piece of cloth that lies on a table during a meal | Can you change the tablecloth for us, please? It's dirty. |
| wing | n, C | [wɪŋ] | body part of animals that is used for flying | We found an owl with an injured wing. |

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| main course | | | the important part of a meal that has more food in it than the others, eaten after a starter and before dessert | As a main course they had roast beef and Yorkshire pudding. |
| on a budget | | | with not much money to spend | We're travelling on a budget so we can only afford cheap accommodation. |
| Unit 2D Globetrotters – Agreeing and disagreeing | | | | |
| additional | adj | [ə'dɪʃənəl] | extra | We had to pay a lot of additional costs and in the end the flight was more expensive than with Lufthansa! |
| board | v, l or T | [bɔ:d] | to get on a plane or ship | We kindly ask passengers to board the flight KS5436 at gate 46. |
| cab | n, C | [kæb] | taxi (US) | We took a cab from the airport because we had so much luggage and didn't want to wait for a bus. |
| charge | n, C | [tʃɑ:dʒ] | an amount of money you have to pay for a service | Do you have to pay additional charges for boarding first? |
| low-cost | adj | [,ləʊ'kɒst] | cheap | Our company forces us to travel on low-cost flights. |
| occasional | adj | [ə'keɪʒənəl] | happening from time to time, but not very often | I go for an occasional drink with my colleagues. |
| speedy | adj | [spi:di] | quick | Ivan is a very speedy worker. |
| do sb. a favour | | | do sth. kind for sb. | Could you do me a favour and pick up the suit from the drycleaner's? |
| ground staff | | | people who work at the airport but not on the aircraft | The ground staff were very kind and we solved the problem in a minute. |
| in advance | | | before the main action | I'll ask you to pay half of the price in advance. |
| in the long run | | | at a time that is far away in the future | In the long run, we'd like to expand to Poland and Slovakia. |
| out of the way | | | area where there are few people | Why is the station so out of the way? The taxi will cost a fortune! |
| overhead locker | | | a container on a plane that is above your head and where you keep your luggage | Please make sure the overhead lockers are closed. |

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| You've got a point there. | you're right in this aspect | We should carry out an analysis before we make a decision. – You've got a point there. |
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Unit 2E Globetrotters – Five days in Dubai

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| admission | n, C or UC | [əd'mɪʃən] | permission to enter a place | How much is the admission to the museum? |
| barrier | n, C | [bæriə] | limitation | Foreign languages mustn't be a barrier in business! |
| breathtaking | adj | ['breθ'teɪkɪŋ] | very beautiful, exciting, or surprising | On the Skywalk they had a breathtaking view of the Grand Canyon. |
| brunch | n, C | [brʌntʃ] | a combination of breakfast and lunch | I've been having a lot of business brunches recently. |
| double-decker | n, C | [ˌdʌb'l'dekə] | a bus with two levels | We're going on a tour on a double-decker tomorrow. |
| dune | n, C | [dju:n] | a small hill of sand in the desert | We went surfing on the dunes when we were visiting Dubai. |
| enquiry | n, C or UC | [ɪn'kwɪərɪ] | a formal question | I've just made an enquiry about the total costs of the holiday. |
| glamorous | adj | [glæməərəs] | very attractive and special | The actress was wearing a glamorous dress at the première. |
| glide | v, I | [glɑɪd] | move without effort or complications | Some people just glide through work without making any effort. |
| glorious | adj | [glɔ:riəs] | deserving honour | That was a glorious victory in the match. |
| hub | n, C | [hʌb] | the centre of sth. | We've got the hub in Prague but more branches around the country. |
| itinerary | n, C | [aɪ'tɪnərəri] | a plan or list of the places you will visit on a trip | The first stop on our itinerary is Rome. |
| resort | n, C | [rɪ'zɔ:t] | place where a lot of people go for holidays | This is the best ski resort in the Alps. |
| skyscraper | n, C | ['skaɪ,skreɪpə] | a very tall building | New York is famous for its skyline with skyscrapers. |
| splendid | adj | [splendɪd] | excellent (form.) | We had a splendid holiday on Haiti. |
| towering | adj | [taʊərɪŋ] | very high (lit.) | I was standing below the towering statue and felt so little. |
| ultimate | adj | [ʌlɪmət] | the most important because final | This is my ultimate decision. |

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| belly dancing | | | a dance originally from the Middle East in which a woman moves her hips and stomach | She's been training belly dancing for ten years, she even went to the Middle East a few years ago. |
| I suppose so. | | | used to express reluctant agreement | Shall we have some spinach for dinner? – I suppose so. |

UNIT 3A BE MY GUEST – BASE FORM WITH TO OR -ING FORM

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|----|------------------|------------|--------------------|--|---|
| 1 | appreciation | n, UC | [ə,prɪ:'fɪ:ʃjən] | showing that you understand the value of sth. | It's polite to show your appreciation of the meal. |
| 2 | awareness | n, UC | [ə'weənəs] | knowledge about or understanding of a culture, subject or situation | The business students were given a lecture on commercial awareness. |
| 3 | behaviour | n, UC | [br'heɪvjə] | the way you act or do things | It is important to check your children's behaviour when dining out in a restaurant. |
| 4 | chopsticks | n, pl. | [tʃɒpstɪks] | two long, thin pieces of wood or plastic that you use to eat Chinese or Japanese food | Some people find eating with chopsticks difficult. |
| 5 | distracted | adj | [dɪ'stræktɪd] | not concentrated because paying attention to sth. else | I was distracted by a bird flying past the window and then I couldn't find where I stopped reading. |
| 6 | elbow | n, C | [elbəʊ] | part of your arm that is in the middle of it where it bends | Don't rest your elbows on the table! |
| 7 | etiquette | n, UC | [etɪket] | formal rules for polite behaviour | Etiquette is very important among the Japanese. |
| 8 | impact | n, UC | [ɪmpækt] | influence | Your behaviour will certainly have some impact on your salary. |
| 9 | indicate | v, T | [ɪndɪkeɪt] | show | The graphs indicate that our actual sales are behind our initial expectations. |
| 10 | insist | v, I | [ɪn'sɪst] | demand sth. repeatedly and forcefully | I insist on having the documentation by Thursday. |
| 11 | knock | v, I | [nɒk] | hit sth., usually a door, with your finger and make a noise | I knocked on the door and entered his office. |
| 12 | lobster | n, C or UC | [lɒbstə] | a sea animal which has a long body covered with a hard shell, two large claws and eight legs | There's no good way of eating a lobster, you'll always make a mess. |
| | misunderstanding | n, C or UC | [,mɪsʌndə'stændɪŋ] | when someone does not understand something correctly | I think there's been a misunderstanding. I booked the room for two nights, not one. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| modestly | adv | [ˈmɒdɪstli] | without pride | The manager praised her in front of all team, to which she only modestly smiled. |
| napkin | n, C | [ˈnæpkɪn] | a square of cloth or paper that you use at meals to keep your clothes, hands, and mouth clean | We bought some paper napkins for the buffet. |
| pierce (food) | v, T | [piəs] | to put (for example a chopstick) through the middle of a piece of food | He pierced the piece of meat with one of his chopsticks. |
| seriously | adv | [ˈsɪəriəsli] | without joking | Kimberly has been fired? Do you mean that seriously? |
| tray | n, C | [treɪ] | a large, usually metal plate which you use to carry meals and drink | The serving tray slipped of my hands and the spaghetti was all over the place! |
| treat | v, T | [tri:t] | behave to sb. in a particular way | We always treat our hotel guests as if they were our family. |
| be seated | | | be told where to sit | We had waited for half an hour before we were seated. |
| get along | | | like sb. and be friendly to them | Do you get along with your new colleague? |
| make a mess | | | make a place dirty and untidy | I don't understand why men always make a mess when they cook. |
| roll up your sleeves | | | get ready to do some work or a task, usually a hard or unpleasant one | The garden needs cleaning, so roll up your sleeves. |
| second helping | | | the second portion of a meal that you have if you are still hungry or really like the meal | Could I have a second helping, please? The meat's just delicious. |
| serve yourself | | | put food on your plate | There was a buffet dinner in the hotel so everybody served themselves. |
| Unit 3B Be my guest – Food and entertaining | | | | |
| delicious | adj | [dɪˈlɪʃəs] | delicious food tastes very good | This soup is delicious! |
| dessert | n, C or UC | [dɪˈzɜ:t] | something sweet that you eat after the main part of a meal | For dessert we had ice-cream and chocolate sauce. |
| entrée | n, C | [ɒnˈtreɪ] | starter | What will you have for entrée? Perhaps melon with ham? |
| ostrich | n, C | [ˈɒstrɪtʃ] | a large bird from Africa that can't fly | Have you ever eaten ostrich eggs? |

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| raw | adj | [rɔ:] | not cooked | I actually like raw meat if you know how to prepare it. |
| rich | adj | [rɪtʃ] | containing a lot of butter, oil or cream | I should warn you, this meal is very rich, I'm not sure you'll like it. |
| roast | adj | [rəʊst] | cooked in an oven or over a fire (about meat) | Our speciality is roast beef, will you have some? |
| serviette | n, C | [ˌsɜːvɪ'eɪt] | napkin (Can.) | Excuse me, can I get another serviette? |
| shell | n, C or UC | [ʃel] | a hard cover that protects sth., for example eggs, nuts, turtles etc. | The shell cracked and a little chicken appeared. |
| side order | n, C | [ˈsaɪd ɔːdə] | something that you eat along with the main course, for example potatoes | For side order, I'll have the fries. |
| smoked | adj | [sməʊkt] | a smoked meal is prepared in smoke from burning wood | Have you got smoked salmon? Great, I'll have it. |
| sparkling | adj | [spɑːklɪŋ] | fizzy drink | Do you like sparkling wine or would you prefer something more traditional? |
| steamed | adj | [stiːmt] | cooked using steam | I often have steamed vegetables, it's healthier than cooked. |
| stewed | adj | [stjuːd] | cooked slowly in a little water | We had stewed meat at Karen's the other day, it was much better than a barbecue actually. |
| still | adj | [stɪl] | a drink that is not fizzy | Can I have just still water, please? |
| tasty | adj | [teɪstɪ] | tasty food has a good strong taste | This pizza is really tasty. |
| tender | adj | [tendə] | if a meat etc. is tender, it has been cooked so that it is deliciously soft and easy to eat | George cooked the meat until it was tender. |
| tough | adj | [tʌf] | if a meat etc. is tough, it is difficult to eat because it is hard and chewy | Your steak looks very tough – can you cut through it? |
| vinegar | n, UC | [ˌvɪnɪgə] | a sharp liquid used for flavouring food | Put a little vinegar in it, but not too much, it would be too sour. |
| help yourself | | | put food on your plate yourself and not wait until your hosts does it | Please, help yourself to something to drink. |
| I'll give it a go. | | | I'll try. (inf.) | What about going to work abroad? – Yeah, I think I'll give it a go. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| It repeats on me. | | | the taste of the food comes to my mouth again | No, thank you, I won't have any prawns, they repeat on me. |
| street vendor | | | someone who sells their goods in the street, mainly food | At the sight of the police, all street vendors suddenly disappeared. |
| Unit 3C Be my guest – Quantifiers | | | | |
| artificial | adj | [ˌɑːtɪ'fɪjəl] | made by people | Since he got an artificial heart, he's been feeling much better. |
| attitude | n, C or UC | [æ'tɪtjuːd] | a feeling or opinion about sth. | His attitude to children ensured him a job in the new kindergarten. |
| can | n, C | [kæn] | a metal container for liquid | Can you buy a few cans of coke, please? |
| consumer | n, C | [kən'sjuːmə] | someone who buys some goods | The new regulation will have impact on all our consumers. |
| diet | n, C or UC | [daɪət] | everything that sb. eats and drinks | What does your diet consist of? |
| essential | adj | [ɪ'sentʃəl] | very important, necessary | Having good communication skills is essential in our line of business. |
| grab | v, I or T | [græb] | take sth. quickly and roughly | She grabbed the papers and flew out of the room. |
| label | n, C | [leɪbəl] | a short text on a product which gives information about it | I always read the label before I buy any food. |
| maintain | v, T | [meɪn'teɪn] | keep | We need to maintain our current level of expertise, otherwise we'll never be competitive. |
| nutritionist | n, C | [njuː'trɪʃənɪst] | a person whose job is to advise others on what foods contain and what they should eat | The nutritionist advised me to eat more fruit. |
| portion | n, C | [pɔːʃən] | a part of a meal | For me just a tiny portion please, I'm rather full. |
| processed | adj | [prəʊest] | treated with chemicals to give the food extra taste | Is the cheese processed? |
| skip | v, T | [skɪp] | avoid sth. in order to get further on | Can we skip the boring introduction and get straight to the point? |
| takeaway | n, C | [teɪkəweɪ] | a meal that you get in a restaurant but eat at home | You should avoid having so many takeaways if you want to lose weight. |
| blood pressure | | | the measure of pressure at which blood circulates in your body | The doctor says I've got high blood pressure and should do something about it. |

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| cut down on | | reduce | If you're serious about getting fit, you must cut down on all the chocolate you eat. |
| saturated fat | | a type of fat which is bad for you | Which foods contain saturated fat? |

Unit 3D Be my guest – Saying 'no'

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|----------------|------------|------------|---|---|
| shrimp | n, C or UC | [ʃrɪmp] | a small pink sea animal that you can eat, with ten legs and a shell | The brothers went fishing for shrimp. |
| terrific | adj | [tə'ɹɪfɪk] | great, awesome (inf.) | The trip to Venice was just terrific! |
| doggy bag | | | a bag in which they will give you food that you haven't eaten in a restaurant | I put the doggy bag in the fridge and went straight to bed. |
| split (a bill) | | | share sth./the bill between yourself and others | As there were only two of us, we decided to split the pizza between us. |
| take a break | | | have a rest for a while and not work | Take a break for an hour and come for a walk. |
| This is on me. | | | I am going to pay for this. | Put your money away, this round is on me. |
| turn down | | | refuse to do or accept something, or do what someone asks you | She turned down his offer of help. |

Unit 3E Be my guest – The visit

| | | | | |
|-------------|-----------|----------------|--|---|
| appropriate | adj | [ə'prəʊpɪət] | suitable for a particular situation | Is it appropriate to call your colleagues by their first names in your country? |
| attend | v, I or T | [ə'tend] | be present at an event | I'm not attending the seminar, I've already heard it twice. |
| bouquet | n, C | [bu'keɪ] | bunch of flowers | My colleagues gave me a huge bouquet for my 50th birthday. |
| corridor | n, C | [kɒrɪdɔ:] | a passage between rooms in a building | I met my boss in the corridor but I didn't recognize her and didn't say hello! |
| handicrafts | n, pl. | [hændɪkrɑ:fts] | objects made manually by skilled traditional artists | We've bought some lovely handicrafts for you. |
| potted | adj | [pɒtɪd] | in a pot, container for flowers | I prefer receiving potted plants, I can keep them longer. |
| venue | n, C | [venju:] | a place where something takes place | Where exactly is the conference venue? |

ANGLICKO-ČESKÝ SLOVNÍČEK

UNIT 4A LEARNING CURVE – CAN, COULD AND BE ABLE TO

| | | | | |
|--------------------|------------|-----------------|---|---|
| ability | n, C or UC | [ə'bi:lɪtɪ] | when you can do sth. | Her ability to stay calm in such a stressful situation was amazing. |
| boost | v, T | [bu:st] | increase the force, success etc. of sth. | The success of the product has boosted her reputation. |
| challenge | n, C or UC | [tʃælɪndʒ] | sth. new, exciting, or difficult that will need a lot of determination and effort to do | He says the job is not really a challenge for him. |
| cool | adj | [ku:l] | great, very good (inf.) | The car's really cool, dude. |
| force | v, T | [fɔ:s] | make sb. do sth. they don't want to do | He forced the key into the lock. |
| involve | v, T | [ɪn'vɒlv] | include | Does the job involve a lot of travelling? |
| memorize | v, T | [meməraɪz] | make a special effort to remember sth. exactly | An actress has to be able to memorize her lines. |
| muscle | n, C or UC | [mʌs] | a tissue, part of your body that produces movement | Help, my stomach muscles hurt from the laughter! |
| neural | adj | [njuərəl] | related to nerves | How exactly are neural connections made? |
| performance | n, C or UC | [pə'fɔ:mənts] | how well a person or thing does a particular activity | Your performance at the job interview was not very convincing. |
| regularity | n, UC | [ˌregjʊ'lærətɪ] | repeating the same things at the same time every day/week/month/year etc. | The regularity of the job was tiring, I couldn't stand it. |
| stretch | v, T | [stretʃ] | make sb. use all their abilities or intelligence | You should stretch your brain by doing puzzles or sudoku. |
| keep sth. in shape | | | exercise sth. and keep it working well | Pensioners claim that doing crosswords keeps their brains 'in shape'. |
| the key | | | very important | What's the key to success in business? |

Unit 4B Learning curve – Personal characteristics

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|------------|-----|---------------|---|---|
| analytical | adj | [ænə'lɪtɪkəl] | looking at a situation logically and assessing it from all angles | Suzi has a bright, analytical mind. |
| bossy | adj | [bɒsɪ] | always telling other people what to do, in a way that is annoying | Her husband is extremely bossy – I don't know how she stands him! |
| capable | adj | [keɪpəbəl] | able to do things effectively | I'm afraid he's capable of anything to get the job. |

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| conscientious | adj | [.kɒntʃɪˈentʃəs] | putting a lot of effort into your work | Lisa is a very conscientious girl, I'm sure she'll achieve great things one day. |
| efficient | adj | [ɪˈfɪʃənt] | being able to work quickly and effectively | I don't think we would be able to find a more efficient worker. |
| environment | n, C | [ɪnˈvaɪənmənt] | the surroundings of a place | Being satisfied with your work environment is a key motivator. |
| estimation | n, UC | [.estɪˈmeɪʃən] | your opinion of sth. | In our estimation, we will attract a lot of new customers in this region. |
| express | v, T | [ɪkˈspres] | show sth., for example opinion or feelings | Please feel free to express your opinion. |
| habit | n, C or UC | [ˈhæbɪt] | sth. that you do regularly, part of your routine | While I was living in Guatemala, I got to know a lot of local people's habits. |
| numerate | adj | [njuːməɪət] | have a certain basic level of skills with numbers and maths | Staff should be both numerate and literate. |
| organized | adj | [ɔːɡənaɪzd] | being able to plan things carefully and keep things tidy | If you were just a little organized, this would never happen to you. |
| outgoing | adj | [.aʊtˈɡəʊɪŋ] | sb. who enjoys meeting and talking to people | Our new member of staff has a very outgoing personality. |
| persuasive | adj | [pəˈsweɪsɪv] | being able to convince other people to do things | Her talk was so persuasive that I couldn't refuse. |
| resourceful | adj | [rɪˈzɔːsfəl] | good at finding ways to deal with things | I liked the second applicant – she appeared to be a very resourceful young woman. |
| self-confident | adj | [.selfˈkɒnfɪdənt] | feeling sure that you are able to do things successfully | I've never seen such a self-confident young man. |
| self-sufficient | adj | [.selfsəˈfɪʃənt] | being able to do things for yourself and do not need the help or resources of others | They want to buy a small farm, as their aim is to be completely self-sufficient. |
| sensible | adj | [sensɪbl] | being able to make good decisions | You can trust Julia – she's a very sensible girl. |
| thought | n, C or UC | [θɔːt] | idea, process of thinking | Have you got any new thoughts on the situation? |
| tricky | adj | [ˈtrɪki] | not as easy as it seems, deceiving | Be careful, this is a tricky question they always ask at job interviews. |
| unpunctual | adj | [.ʌnˈpʌŋktʃʊəl] | not exact, on time, or as expected | Mr Sims is very unpunctual and his work is full of mistakes, I think we should give him a warning. |
| unreliable | adj | [.ʌnrɪˈlaɪəbəl] | cannot be trusted to do what they should do | Why are all young people so unreliable? |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| civil servant | someone who works in the civil service, for example in a government department | Sonia is a civil servant and works for a government department. |
| common sense | the ability to do sensible things | All you need here is a bit of common sense. |
| computer literate | have the necessary knowledge to use computers | I'm computer literate and I have a driving licence. |
| job seeker | a person who has no job and is looking for one | There are too many job seekers and not enough jobs. |
| on your own | alone, without the help of others | I prefer working on my own to working in a team. |
| think on your feet | make quick decisions | If you can't think on your feet, you're not a person to work for us. |

Unit 4C Learning curve – Comparatives and superlatives

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|--------------|---------------------------------|---|---|
| advantage | n, C or UC [əd'vɑ:ntɪdʒ] | a pro, plus of sth. | The advantage of working from home is that you save time on commuting. |
| affordable | adj [ə'fɔ:dəbl] | not too expensive, you are able to buy it | It was difficult to find affordable accommodation. |
| assess | v, T [ə'ses] | judge, evaluate | How does your company assess staff performance? |
| confident | adj [kɒnfɪdənt] | sure, believing in sth. | I'm confident that we will manage to complete the project in time. |
| determined | adj [dɪ'tɜ:mɪnd] | very sure that you want to do sth., and not letting anyone or anything stop you | No one in my family had ever gone to university, but I was determined to go. |
| disadvantage | n, C or UC [ˌdɪsəd'vɑ:ntɪdʒ] | a con, minus of sth. | The disadvantage of working from home is that you miss the social life in the office. |
| enrolment | n, C or UC [ɪn'rəʊlmənt] | the number of students who start a course, school, university etc. | The enrolment was so high this year that we had to open two classes. |
| fail | v, I or T [feɪl] | not be successful in an exam by not getting enough marks | If you study hard, I'm confident you won't fail. |
| full-time | adj, adv [fʊl'taɪm] | sth. that takes up all your available time during the day | I'm taking a full-time class in computer software. |
| intimidating | adj [ɪn'tɪmɪdeɪtɪŋ] | frightening | The prospect of the final exam was so intimidating that he didn't even try. |

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| pass | v, I or T | [pa:s] | be successful in an exam by getting enough marks | Leo studied hard to pass the exam. |
| progression | n, C or UC | [prə'greʃən] | development | I'm feeling like I'm not making any progression. Sometimes I think I'll just drop out. |
| self-motivated | adj | [,self'məʊtɪvaɪtɪd] | sb. who is self-motivated does not need anyone else to tell them to work hard | The sales people need to be self-motivated individuals. |
| value | v, T | [vælju:] | consider sth. important | We value the loyalty of our employees highly. |
| carry on | | | continue, go on | Please, carry on speaking. |
| drop out | | | stop being a student at a college, university etc. before completing a course | He decided to drop out of college and join the army. |
| give up | | | stop doing sth. | I'm sure you'll feel much better if you give up smoking. |
| hands-on experience | | | practical experience rather than theoretical learning about sth. | You need to get some hands-on experience before you can work on your own. |
| Let's face it. | | | said before sth. unpleasant but true, let's be honest | Let's face it, Mark will never get into university, he's just not clever enough. |
| sign up for | | | sign papers that say you become a participant of a course | Have you signed up for the English class this year yet? |
| take responsibility | | | feel responsible for sth. and accept the feeling | It's time you took responsibility for your decisions. |
| Unit 4D Learning curve – Building on ideas | | | | |
| adapt | v, I | [ə'dæpt] | change your behaviour in order to fit a new situation | I've moved house many times in my life so I adapt easily to new environments. |
| admire | v, T | [əd'maɪə] | like the personal qualities that sb. shows | I had to admire the way she stood up to him. |
| appreciate | v, T | [ə'pri:ʃiɪt] | value sth., recognize the importance of sth. | I want to say how much we appreciate your presence in the team. |
| enthusiastic | adj | [ɪn,θju:zɪ'æstɪk] | showing great energy and interest in sth. | If you're not enthusiastic about your job, maybe you should look for another one. |
| handle | v, T | [hændl/] | deal with sth. | Will you be able to handle the situation? |
| improvisation | n, C or UC | [,ɪmprəvaɪ'zeɪʃən] | doing things without preparing first | I'd suggest having a training in improvisation, it can come in handy in negotiations. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| ingredient | n, C | [ɪn'ɡri:dɪənt] | sth. you add to a meal while cooking | The basic ingredients are flour, eggs and sugar. |
| likely | adj | [laɪkli] | probable | Salaries are likely to grow next year. |
| recipe | n, C | [resɪpt] | a set of instructions you follow when you cook a meal | I've got this recipe from my grandmother, it's a family secret. |
| rehearsal | n, C or UC | [rɪ'hɜ:səl] | a time when actors prepare for a public performance | How many rehearsals had you had before you played the performance in front of an audience? |
| resist | v, I or T | [rɪ'zɪst] | fight against sth. or sb., refuse sth. | He resisted the temptation to accept the job for many weeks but in the end he accepted. |
| unexpected | adj | [ˌʌnɪk'spektɪd] | not expected, when you didn't think it would happen | The visit of aunt Irma was really unexpected as she hadn't called before. |
| go along with | | | agree to sb.'s ideas | OK, I'll go along with that, and I believe we should also introduce new regulation on computer security. |
| make up | | | invent things | Please, don't make up any excuses again. |
| raise objections | | | say that you don't agree with sth. | I'd like to raise an objection to the plan. |
| stick to sth. | | | stay fixed or attached to sth. | Let's stick to the agenda and avoid discussing other subjects. |
| up to a point | | | partly, only with part of sth. | I agree up to a point. |
| work something out | | | think of a solution to a problem | This hotel is full, but don't worry, we'll work something out. |

Unit 4E Learning curve – Training solutions

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| assertiveness | n, UC | [ə'sɜ:tvnəs] | being confident and not afraid to say what you think in a way that the others are not hurt | I'm thinking of this assertiveness course, it might help me to get promoted. |
| benefit | v, I or T | [benɪfɪt] | get an advantage from sth., be helped | The company will definitely benefit from hiring someone with her qualifications. |
| commitment | n, C or UC | [kə'mɪtmənt] | sth. you've promised and must do | I'm sorry but I've got other commitments in the afternoon. Could we meet tomorrow? |
| ex-pat | n, C | [ek'spæt] | expatriate, sb. who went to live abroad | There's a huge ex-pat community in Shanghai. |

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|-------------------------|-----------|----------------|--|---|
| knowledge | n, UC | [nɒlɪdʒ] | information, skills and understanding gained through learning and experience | I'm afraid your knowledge is not sufficient. |
| persuasion | n, UC | [pə'sweɪʒən] | convincing other people to do things | It took a lot of persuasion to get the project but in the end we succeeded. |
| relocate | v, I or T | [ˌri:ləʊ'keɪt] | move to a different place | She's been relocated to London recently. |
| requirement | n, C | [rɪ'kwaɪəmənt] | sth. that sb. needs | We try to meet all our clients' requirements. |
| shift | n, C | [ʃɪft] | a group of workers who work in a particular time during the day or night | I'm working night shifts this week so I'm sleeping all days. |
| VAT | n, UC | [ˌvi:ət'ti:] | value-added tax | How much is the VAT for this type of goods? |
| cut the budget | | | reduce the costs on a budget | We need to cut the budget so we've decided to pay only 2-star accommodation. |
| get back to sb. | | | write or talk to sb. again, usually to tell them some new information | I'll check with my boss and get back to you, OK? |
| get promoted | | | get a better-paid job with more responsibility with the same company | Our senior manager is going to retire next month, so I'm hoping to get promoted soon. |
| point of view | | | opinion, the way sb. sees a problem or situation | From my point of view, outsourcing IT services isn't the best idea. |
| take into consideration | | | consider sth. when making a decision | We also need to take into consideration our responsibility for our employees. |

UNIT 5A GETTING ON – PRESENT PERFECT AND PAST SIMPLE

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|--------------|-----------|------------------|--|--|
| author | n, C | [ɔ:θə] | creator of sth. | He's a well-known author of many detective novels. |
| award | n, C | [ə'wɔ:d] | prize or money given to reward sb. for sth. they have done | He's been given an award for his latest film. |
| clay | n, UC | [kleɪ] | a type of red earth | I don't know why, but I always lose on a clay court. |
| eco-friendly | adj | [ˈi:kəʊˌfrendli] | doing no or very little damage to the environment | We've decided to convert our house into an eco-friendly one. |
| mansion | n, C | [mæntʃən] | a huge house, usually in the country | She spent all her life in her mansion, hardly ever leaving the garden. |
| star | v, I or T | [stɑ:] | be the main performer (in a play, film etc.) | He starred in the film 'Mamma Mia!'. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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|--------------------|--|--|---|--|
| climate change | | | the way the world weather is changing | He's a famous campaigner against the climate change. |
| take sth. by storm | | | be suddenly successful in a particular area | In 2009, Aisha took the beauty contests by storm and won them all. |

Unit 5B Getting on – Used to

| | | | | |
|-----------------|-----------|-----------------|---|--|
| camaraderie | n, UC | [ˌkæməˈrɑːdəri] | feeling of friendship, especially when working together | I miss the camaraderie in my last job. |
| enrol | v, I or T | [ɪnˈrəʊl] | officially arrange to do a course | Can we still enrol for this class? |
| orphanage | n, C | [ɔːfənɪdʒ] | a large house where children who have no parents live | Despite the fact he grew up in an orphanage, he became a very successful business owner. |
| subsidize | v, T | [sʌbsɪdaɪz] | pay money to support (a service) so that it costs less to the user of the service | The government denied that they would subsidize healthcare. |
| swap | v, I or T | [swɒp] | exchange one thing for another | Let's swap jobs for a week and see who has a harder one. |
| at short notice | | | not leaving much time to prepare | I know this is at short notice, but could you give a presentation on time management tomorrow? |
| pick up | | | lift sth. with your hands | I picked up my bag and left. |

Unit 5C Getting on – Conversation topics

| | | | | |
|-------------|--------|----------------|---|---|
| affect | v, T | [əˈfekt] | have an effect on sth. or sb. | Will the change affect all staff? |
| anniversary | n, C | [ˌænɪˈvɜːsəri] | a date that is special because it is exactly a year or a number of years after an important event | Today is my parents' 40th anniversary – it's exactly 40 years since they married. |
| boiling | adj | [ˈbɔɪlɪŋ] | extremely hot | It's boiling out there, thanks God we have the air conditioning. |
| changeable | adj | [tʃeɪndʒəbəl] | changing very often | The weather in the mountains can be very changeable so don't forget a raincoat. |
| election | n, C | [ɪˈleɪʃən] | a time when people choose politicians to their local government, Parliament etc. | I'm really disappointed by the elections. |
| flip-flops | n, pl. | [flɪpfloʊps] | shoes that you wear in summer, usually to the beach | Nancy, it's really inappropriate to wear flip-flops in the office. |

| | | | | |
|----------------------------------|------------|-----------------|--|---|
| flood | n, C or UC | [flʌd] | a very large amount of water that covers an area that is usually dry | After the rain, there were floods. There was a lot of water on the fields near the river. |
| freezing | adj | [fri:zɪŋ] | extremely cold | I wonder when it finally stops freezing, the winter doesn't seem to end. |
| gossip | n, UC | [gɒsɪp] | things that people say about other people's behaviour or private lives, especially things that may not be true | I heard some gossip about Mary, but I don't believe it. |
| inappropriate | adj | [,ɪnə'prəʊpɪət] | not suitable | The manager caught his assistant surfing inappropriate websites. |
| in-laws | n, pl. | [ɪn'lɔ:z] | people who became your family when you got married (inf.) | All weekend with your in-laws? How will you survive? |
| investigate | v, T | [ɪn'vestɪgeɪt] | study sth. very carefully, especially a crime | The police are investigating the murder, but they haven't found any new evidence yet. |
| neat | adj | [ni:t] | very tidy | Her desk is always so neat and tidy. |
| nephew | n, C | [nefju:] | a son of your brother or sister | My nephew's six so he's starting school this year. |
| niece | n, C | [ni:s] | a daughter of your brother or sister | I haven't got any children yet, but I've got a little niece. |
| plot | n, C | [plɒt] | the story told by a book, film etc. | His plots all have an unexpected twist at the end. |
| pursue | v, T | [pə'sju:] | follow sth. | My dream is to pursue a career in acting. |
| vote | v, I or T | [vəʊt] | go to elections and express your choice | 49 people voted for and 5 against the suggestion. |
| traffic jam | | | a situation when there are too many cars in the street and they move very slowly | I got stuck in a traffic jam for two hours, it was unbelievable. |
| Unit 5D Getting on – Socializing | | | | |
| acquaintance | n, C | [ə'kweɪntənts] | sb. you have met but do not know very well | There were several acquaintances of mine at the party. |
| cheek | n, C | [tʃi:k] | part of your face that is below your eyes and next to your nose | Her cheeks were red from the cold when she came home. |
| chit-chat | n, UC | [tʃɪtʃæt] | pleasant, unimportant talk about nothing in particular (inf.) | There's been a lot of chit-chat in the office about the new management. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| gesture | n, C | [dʒestʃə] | a symbolic movement you make with your hands to show sth. | You shouldn't make so many gestures when you talk. |
| hug | n, C | [hʌg] | when you put your arms around sb. and hold them, because you like or love them | Family members often give a hug to each other when they meet. |
| part | v, I or T | [pɑ:t] | separate, leave sb. | To part from you for a month will be terrible. |
| pat | v, T | [pæt] | touch sb. repeatedly with your hand | The teacher praised the pupil and patted her on the shoulder. |
| Unit 5E Getting on – Choosing a candidate | | | | |
| achievement | n, C or UC | [ə'tʃi:vmənt] | sth. difficult in which you succeeded | Getting the law degree was Jack's greatest achievement. |
| aim | v, I | [eɪm] | want, intend | This report aims to give an overview of the company's current financial situation. |
| apprentice | n, C | [ə'prentɪs] | sb. who works for an employer for an agreed amount of time in order to learn a skill | The plumber arrived with his apprentice. |
| divide | v, I or T | [dɪ'vaɪd] | separate into several pieces | After the death of their father, the brothers divided the money and never saw each other again. |
| enterprise | n, C | [entəpraɪz] | a company or organisation | Steven has always led the enterprise with admirable determination. |
| entrepreneur | n, C | [,ɒntɹəprə'nɜ:] | sb. who runs their own company and is not employed by anyone else | The best thing about being an entrepreneur is the independence and freedom you have. |
| graduate | v, I | [grædʒuət] | finish school or university studies successfully | What are you going to do after you graduate? |
| neglected | adj | [nɪ'glektɪd] | not taken care of | The child was terribly neglected; her clothes were dirty and she hasn't washed for weeks. |
| overall | adj | [əʊvə'rɔ:l] | in general, as a whole | Your overall results are excellent, but you need to improve your communication skills. |
| passion | n, C or UC | [pæʃən] | a strong feeling of enjoying or wanting sth. | Her passion for cooking has made her a star all over the world. |

| | | | | |
|----------------|------------|---------------|--|--|
| prestige | n, UC | [pres'ti:ʒ] | great reputation deserving respect | Thanks to the CEO, the company gained international prestige within a few years. |
| purpose | n, C | [pɜ:pəs] | the reason you do sth. | The purpose of the meeting is to set clear goals for next year. |
| range | n, C | [reɪndʒ] | a set of things | We're going to introduce a new range of products next spring. |
| rural | adj | [rʊəəl] | in the countryside | We help businesses in rural areas. |
| sculpture | n, C or UC | [skʌlptʃə] | a piece of art made especially of stone or wood, often representing a person | You've got an interesting sculpture in the lobby. What does it represent? |
| shareholder | n, C | [ˈʃeə,həʊldə] | a person who owns a share or shares in a company | The shareholders voted against the proposal. |
| can afford | | | have enough money to buy sth. | I'd love to buy the car, but it's just too expensive, I can't afford it. |
| raise money | | | collect money from other people in order to give it to charity | I'm delighted to tell you that tonight we've raised over 1 million dollars. |
| run a business | | | lead a company | I'm thinking of running a business instead of working for someone else, what do you think? |

UNIT 6A RULE OF THUMB – CAN, HAVE TO, MUST, NEED TO AND SHOULD

| | | | | |
|--------------------|-----------|--------------|--|---|
| assignment | n, C | [ə'saɪnmənt] | a task, typically a written one, that you have to do for your job or studies | I have to finish this assignment on Elisabeth I by Monday and I don't even know how to start. |
| clubbing | n, UC | [klʌbɪŋ] | going to clubs and discos | How come you have so much money to spend on clubbing? |
| contented | adj | [kən'tentɪd] | satisfied | I've never been so contented at work as I am now. |
| major | adj | [meɪdʒə] | big, important | This is a major decision, have you thought it through? |
| overtake | v, I or T | [əʊvə'teɪk] | go past another car because you are faster | He was overtaking a car in a curve and had an accident. |
| rate | v, T | [reɪt] | be considered or voted | Henry rated as the employee of the year three times in a row. |
| set | adj | [set] | established | The rules are set and there's nothing you can do about it. |
| have a say in sth. | | | participate in decisions about sth. | Employees should have a say in their company's major decisions. |
| pay rise | | | an increase in the amount you earn | Everyone was wondering what the pay rise would be. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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|---------------|--|--|---|
| rule of thumb | | a rough guide or measure based on practical experience | As a rule of thumb, we suggest that you take a five-minute break from your desk every hour. |
| take time off | | stop working for your employer for a short period so that you can do personal things | Her husband intends to take time off after the baby is born. |

Unit 6B Rule of thumb – Obligation in the past

| | | | | |
|---------------------|------------|-------------------|--|--|
| authentic | adj | [ɔ:'θentɪk] | from real life | The monster in the film was so authentic that I was scared walking home at night. |
| contribution | n, C or UC | [ˌkɒntrɪ'bju:ʃən] | sth. you do to help sb. or sth. be successful | We appreciate your contribution to the success of the project. |
| independently | adv | [ˌɪndɪ'pendəntli] | without the help of other people | The two groups worked independently and exchanged results only at the end of the experiment. |
| memorable | adj | [memərəbəl] | sth. that you are likely to remember | It was a memorable celebration that everyone will remember for years. |
| mind | v, I or T | [maɪnd] | be annoyed by sth. | I don't mind working at the weekend if it's not too often. |
| overtime | adv | [əʊvətaɪm] | later than is the usual end of working hours | Does your company often ask you to do overtime? |
| overwork | v, I or T | [əʊvə'wɜ:k] | do more work than is good for your health, or make sb. do this | If you continue to overwork him, his health will suffer. |
| particular | adj | [pə'tɪkjələ] | concrete, exact | Do you need any particular information? |
| research | n, UC | [rɪ'sɜ:tʃ] | studying, examining a subject in detail | Research has confirmed that smoking is bad for you. |
| supervisor | n, C | [su:pəvaɪzə] | sb. who is your boss at work | Can I speak to your supervisor, please? |
| be set in | | | happen in a particular time and place | The plot of the movie is set in Amsterdam in the 90s. |
| dress code | | | what you are expected to wear in a particular situation | His contract set out the company's dress code for all employees. |
| equal opportunities | | | equal treatment for men and women, especially at work | This company is an equal opportunities employer. |
| get sth. done | | | finish sth. | Will you be able to get the presentation done by Wednesday? |
| keep an eye on | | | watch and check sth. | Could you keep an eye on the new colleague, please? I think he needs help. |

Unit 6C Rule of thumb – Writing emails 1

| | | | | |
|--------------------|-----------|------------------|---|--|
| abbreviation | n, C | [ə,bri:vɪ'eɪʃən] | a shorter version of a word | Please, avoid abbreviations such as 'pls' in your e-mails. |
| compare | v, T | [kəm'peə] | study differences between two or more things | Could you compare the quotations and see which is better for us? |
| compose | v, I or T | [kəm'pəʊz] | create, produce | It seems that young people are not able to compose a formal letter anymore. |
| concerned | adj | [kən'sɜ:nd] | worried | I'm a little concerned about the meeting tomorrow. |
| manner | n, UC | [mænə] | way of doing things | She was hired in a normal manner. |
| resign | v, I or T | [rɪ'zaɪn] | leave your job | I resigned as a sales manager and went to live in the countryside. |
| sustainable | adj | [sə'steɪnəbəl] | possible to continue in the same way | We're having a lecture on sustainable development next week. |
| unsolicited | adj | [ˌʌnsə'ɪsɪtɪd] | unwanted | Please, stop sending me unsolicited mail. |
| carry out | | | do or complete | The students were asked to carry out a study of social networking websites such as Facebook. |
| lower case | | | letters that are not capital, e.g. 'a', not 'A' | The whole text was written in lower case. |
| on the way out | | | soon to be replaced by sth. else | It seems that wearing informal clothes in the office is on the way out. |
| recruitment agency | | | a company that helps you look for a job | I contacted a recruitment agency and found a job in two weeks. |
| sign off | | | finish a letter by writing your name at the end of it | He signed off the e-mail and sent it. |

Unit 6D Rule of thumb – Giving advice

| | | | | |
|------------|-----------|---------------|---|---|
| confide | v, I or T | [kən'faɪd] | tell sb. a secret that you haven't told anyone else | I feel I need to confide in somebody. |
| downturn | n, C | [daʊntɜ:n] | recession, usually in the economy | It's not a good idea to resign during an economic downturn. |
| incredibly | adv | [ɪn'kredɪblɪ] | unbelievably | He's put on weight incredibly in the past few months. |
| messy | adj | [mesi] | dirty or untidy | Your desk is very messy. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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|--------------------|------|-------------|--|---|
| purchase | n, C | [pɜ:tʃəs] | sth. that you buy (form.) | We offer discounts to purchases over £100. |
| résumé | n, C | [rezju:meɪ] | CV (US) | Your résumé is too long, try to make it shorter by at least one page. |
| bring up | | | raise children | Mark and Sally decided to bring up their children away from the rush of the city. |
| cover for | | | substitute sb. | Who will cover for you while you're away on holiday? |
| make sb. redundant | | | ask sb. to leave a job because the company does not need you anymore | She couldn't find work for many months after she'd been made redundant. |

Unit 6E Rule of thumb – Helping new people

| | | | | |
|------------------|--------|---------------|--|---|
| booklet | n, C | [bʊklət] | a little book that includes the most important information about sth. | Have you received the dress code booklet? |
| guideline | n, C | [gaɪdlaɪn] | the rules and advice about how things should be done | We'll need a few guidelines before starting the project. |
| handbook | n, C | [hændbʊk] | a textbook that aims to teach you sth., usually in a practical way | We got a handbook and that was it, nobody showed us anything. |
| suffer | v, I | [sʌfə] | feel physically or emotionally bad because of sth. | I often suffer from headaches. |
| surroundings | n, pl. | [sə'raʊndɪŋz] | what is around sth. | The surroundings of the office were very nice, there was a park nearby where we could have lunch. |
| unfamiliar | adj | [ʌnfə'mɪliə] | not known | If the programme's unfamiliar to you, ask our IT staff for help. |
| appraisal system | | | a system that a company uses to decide how well their employees are working and how much they should be paid | There was no structured staff appraisal system. |
| be in trouble | | | have done sth. which sb. will not be happy about | I can't believe it, the child's in trouble again. I don't know what we'll do about him. |
| break the ice | | | do sth. to make yourself and the others feel more relaxed, usually when you first meet (inf.) | At the beginning of the training, I prepared several activities to break the ice. |

| | | |
|---------------------|--|---|
| get things wrong | do things incorrectly | No matter how hard she tries, she always gets things wrong. |
| get to know | become familiar with a person or place | On my first day at work, I got to know so many people that I hardly remembered all names. |
| induction programme | a formal introduction to a company for new employees | They decided to review the staff induction programme. |
| it's up to you | it's your responsibility or decision | Do you want the new position or not? It's up to you. |
| job description | duties and responsibilities that you have in a job | This is not in my job description, I'm not going to do it. |
| show sb. around | go around a place with sb. when they first arrive there, to show them what is interesting and useful | Peter, could you show our new colleague around? |
| take in | understand and remember new information | I don't think I'll be able to take in so much new information at once. |
| team up | join with sb. in order to work on sth. | We decided to team up and start our own company. |

UNIT 7A TELL US A STORY – PAST CONTINUOUS

| | | | | |
|--------------|-----------|----------------|---|---|
| aspiring | adj | [ə'spaɪərɪŋ] | trying to become successful | There are so many aspiring young actors that it's extremely difficult to succeed. |
| fake | adj | [feɪk] | not real | She spent a fortune on a fake handbag. |
| humdrum | adj | [hʌmdrʌm] | boring and having no variety | I don't know why I'm staying in this humdrum job. |
| recall | v, I or T | [rɪ'kɔ:l] | remember an event from the past | He suddenly recalled his childhood memories from the place. |
| subscription | n, C | [səb'skrɪpʃən] | money you pay to have sth. (usually a newspaper or magazine) delivered to your home | Do you have a newspaper subscription? |
| tough | adj | [tʌf] | difficult and causing you a lot of problems | The training was extremely tough, but I was determined to finish the course. |
| occur to sb. | | | come to sb.'s mind | It never occurred to me that he could be lying. |

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 7B Tell us a story – Past tenses

| | | | | |
|---------------------|------------|------------|---|--|
| brand | n, C | [brænd] | a name given to a product so that it can be easily recognized | What brand of washing powder do you use? |
| contest | n, C | [kɒntest] | a competition | We're having a sales contest in our company this month. |
| manicure | n, C or UC | [mænɪkjʊə] | a treatment for hands and nails | I need to have a manicure done, my nails look terrible. |
| modest | adj | [mɒdɪst] | not talking about your success | Despite her wealth, she's still very modest. |
| shave | v, I or T | [ʃeɪv] | cut hair very close to the skin, especially from the face | He cut his face while he was shaving in the morning. |
| slide | n, C | [slɑɪd] | a single page of a presentation created with software like PowerPoint | As you can see in the slide, our sales have increased by 5%. |
| come up with | | | think of | We were told to come up with a solution and think of something clever. |
| give sb. a makeover | | | make sb. more attractive by giving them new clothes, a new hair style, etc. | They're giving everyone free makeovers in the shopping mall. |
| hand out | | | give sth. (usually a piece of paper) to everyone in a group | She handed out a copy of the report and waited for reactions. |
| joke around | | | say things that are funny | We're just joking around, we don't mean it. |
| set up | | | establish, start a company | Carla set up her company at the age of 22. |

Unit 7C Tell us a story – Humour

| | | | | |
|---------|-------|-------------|---|--|
| amusing | adj | [ə'mju:zɪŋ] | humorous, making you think that sth. is funny | The presenter was very amusing with his stories about life as a travelling salesman. |
| anxious | adj | [æŋkʃəs] | worried, nervous | Don't be so anxious about Jack, he'll be back soon. |
| cruel | adj | [kru:əl] | doing harm intentionally, without mercy | It was cruel to fire John after so many years of loyal service. |
| frown | v, I | [fraʊn] | make movements on your face to show that you are not happy about sth. | I offered to help, but she just frowned at me. |
| fun | n, UC | [fʌn] | pleasure, entertainment | It was good fun hiding Paul's mouse the other day. |

| | | | | |
|--|-----------|-------------------|---|---|
| funny | adj | [fʌnɪ] | making you laugh | It was one of the funniest films I've ever seen. |
| grin | v, I | [grɪn] | smile a lot | He came to the office, grinning. |
| hilarious | adj | [hɪ'leəriəs] | extremely funny | That was a hilarious film, you must see it! |
| hunter | n, C | [hʌntə] | sb. who catches animals for food or pleasure | My grandfather was a hunter, I often went to the forest with him. |
| relieve | v, T | [rɪ'li:v] | provide help that will make a difficult situation easier | In the office we relieve stress by regular exercise. |
| tension | n, UC | [tɛntʃən] | a feeling of stress or nervousness | One day before the deadline, there was an atmosphere of tension in the office. |
| workmate | n, C | [wɜ:kmeɪt] | a colleague you are friends with (inf.) | I'd like to invite one or two workmates to the wedding. |
| at sb.'s expense | | | making sb. look stupid | Poor Karl, stop making jokes at his expense. |
| calm down | | | stop feeling excited or panicky | Calm down and relax, I'm sure we'll find your cat soon. |
| point out | | | underline, highlight | I'd like to point out that my performance exceeded results of all my colleagues. |
| practical joke | | | a trick you do to make people laugh | I hate practical jokes that my colleagues play on me. |
| Unit 7D Tell us a story – Storytelling | | | | |
| bravery | n, UC | [breɪvəri] | having courage in a frightening situation | At the camp, our son got a prize for his bravery. |
| disappointment | n, UC | [ˌdɪsə'pɔɪntmənt] | a feeling you have when you didn't get what you expected | I'll never forget my disappointment when I didn't get the job after the interview went so well. |
| eventually | adv | [ɪ'ventʃʊəlɪ] | after a long time | We eventually arrived over three hours late. |
| scar | n, C | [skɑ:] | a mark on your body which is left after an injury | After the car accident, he had a big scar on his right leg. |
| slam | v, I or T | [slæm] | move against sth. hard with a lot of force | I wasn't paying attention while skiing and I slammed into a tree. |
| fall behind | | | be slower or less successful than the others | I'm doing my best but I'm always falling behind. |
| You're kidding. | | | an expression that shows that you think sb. is telling you sth. that is not true, for amusement | 'You're kidding!' he gasped, when I told him what I'd seen. |

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 7E Tell us a story – Presentations

| | | | | |
|------------------|------------|---------------|--|--|
| competitor | n, C | [kəm'petɪtə] | a company that provides the same goods or services as you and is your rival on the market | We found out that our competitor was stealing data from us. |
| facility | n, C or UC | [fə'sɪlɪtɪ] | a place where a particular activity takes place | Our hotel has a wide range of facilities, including a swimming pool, a sauna and a tennis court. |
| freelancer | n, C | [fri:lɑ:ntsə] | sb. who works on short-term projects for a number of companies rather than being employed by one | We've decided to hire a freelancer to do the training. |
| pitch | n, C | [pɪtʃ] | a talk aimed at persuading sb. to do sth. | As part of the interview, prepare a demo pitch for a new customer. |
| weird | adj | [wɪəd] | very strange or odd | I found some of his stories a bit weird. |
| business venture | | | a new business or company, often with some risk involved | The business venture ended when the bank refused to lend them any more money. |
| fed up with | | | annoyed with sth. | I'm fed up with doing Pam's work, I won't do any more of it. |

UNIT 8A GREEN CHIC – ZERO AND FIRST CONDITIONALS

| | | | | |
|-------------|------------|---------------|---|---|
| bulb | n, C | [bʌlb] | a glass container that is put inside a lamp and that produces light | The first bulb was invented by Edison. |
| consumption | n, UC | [kən'sʌmpʃən] | how much of sth. you use | Our electricity consumption increased again last year, we must do something about it. |
| engage | v, T | [ɪn'geɪdʒ] | involve sb. in sth. | If you ask your staff about their opinions, you'll engage them more in the company's decision-making process. |
| fleet | n, C | [fli:t] | a group of ships or cars | One of my responsibilities was taking care of our fleet of company cars. |
| fuelled | adj | [fju:elt] | driven, supplied by power | The heating system is fuelled by gas. |
| incentive | n, C or UC | [ɪn'sentɪv] | sth. that makes you work hard or do sth. new | Money is a good incentive for hard work. |
| launch | v, I or T | [lɔ:ntʃ] | begin sth. new | We're launching a new incentive scheme. |
| renewable | adj | [ri'nju:əbəl] | able to be produced again | We should focus on renewable energy sources more than in the past. |

| | | | | |
|-------------------------------|------------|----------------------|--|---|
| replace | v, T | [rɪˈpleɪs] | take the place of sth. | She replaced the light bulb with a low-energy version. |
| reuse | v, T | [,riːˈjuːz] | use again | We always reuse supermarket carrier bags. |
| supplier | n, C | [səˈplaɪə] | a company that provides goods for shops and businesses | The supplier promised me he would deliver the goods first thing on Monday morning. |
| waste | n, UC | [weɪst] | unwanted material that you throw away | Doing the research yourself is a waste of time, ask the assistant to do it for you. |
| carbon emissions | | | carbon dioxide in the environment produced by vehicles and industrial processes | We should launch a scheme to reduce carbon emissions we produce. |
| go green | | | start taking steps that will reduce your carbon footprint | Our company's decided to go green and now we're thinking of what steps to take. |
| green chic | | | being conscious of your effect on the environment and fashionable at the same time | Solar panels are becoming the height of green chic. |
| peak time | | | the time when sth. happens most | Never travel at peak time – it's crowded and more expensive. |
| turn down | | | reduce the amount or intensity of sth. | Could you turn down the music, please? I'm trying to work here. |
| Unit 8B Green chic – Products | | | | |
| appliance | n, C | [əˈplaɪənts] | piece of (electrical) equipment used in the home | We sell appliances ranging from fridges and washing machines to fans. |
| bin | n, C | [bɪn] | a box where you put waste | All the proposal went straight to the bin. |
| biodegradable | adj | [,baɪəʊdɪˈɡreɪdəbəl] | able to decay naturally | Is this material biodegradable? |
| detergent | n, C or UC | [dɪˈtɜːdʒənt] | a cleaning product to remove dirt from clothes, dishes etc. | I've bought a new detergent, the old one wasn't very eco-friendly. |
| disposable | adj | [dɪˈspəʊzəbəl] | intended to be used once, then thrown away | Jake always uses disposable razors. |
| fan | n, C | [fæn] | a small appliance that moves the air in a room | Could you put the fan closer to my desk? |
| organic | adj | [ɔːˈɡæɪnɪk] | relating to methods of growing food without using artificial chemicals | I'd buy organic food if it wasn't so expensive. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| packaging | n, UC | [pækɪdʒɪŋ] | container or material that a product is sold in | There was far too much packaging for such a small item. |
| pollute | v, T | [pə'lu:t] | make the air, water, earth dangerously dirty | The factory pollutes the whole neighbourhood. |
| refillable | adj | [ri:fləbəl] | able to be filled again | We sell the liquid in refillable bottles to cut costs. |
| tackle | v, T | [tækəl] | deal with sth. | I'm looking forward to seeing how he'll tackle the situation. |
| carbon footprint | | | the amount of carbon dioxide emissions we generate in our daily activities | What's the best way to reduce your carbon footprint? |
| carbon offset charge | | | money donated to environmental projects to compensate for the CO2 emissions | There is a mandatory carbon offset charge with every ticket we sell. |
| cardboard box | | | a box made of thick paper, usually pale brown | The order arrived in a large cardboard box. |
| energy-efficient | | | consuming little energy | We're encouraged to use energy-efficient devices. |
| gas guzzler | | | a car that consumes a lot of fuel | I started up my gas guzzler and headed towards work. |
| grocery bag | | | a carrier bag that you use when you go shopping and where you put the food | Have you seen the grocery bag? It was in my handbag but now I can't find it anywhere. |
| separate rubbish | | | throw plastic, glass, paper etc. into different bins | In my neighbourhood everyone separates rubbish. |
| Unit 8C Green chic – Second conditional | | | | |
| accelerate | v, I | [ək'seləreɪt] | start to go faster | The car accelerated and was out of sight. |
| boot | n, C | [bu:t] | space in the back of the car used for luggage | He put his suitcase in the boot of the car. |
| charge | v, T | [tʃɑ:dʒ] | take in and store electricity | I need to charge my laptop, is there a socket near here? |
| emit | v, T | [ɪ'mɪt] | produce, generate | The car emits very little emissions. |
| engine | n, C | [endʒɪn] | part of car that produces power to make it move | The car's engine makes too much noise – I've decided not to buy it. |
| harmful | adj | [hɑ:mfəl] | causing damage or pollution | Be careful, the chemicals that are released here can be harmful. |

| | | | | |
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| petrol | n, UC | [petrəl] | liquid used to supply power to vehicles | Excuse me, where's the nearest petrol station? |
| suspect | v, T | [sə'spekt] | not trust sth. or sb. | I suspect this is not an exact price. |
| two-seater | n, C | [tu:'si:tə] | a car for two people | Do you drive a two-seater? Is it enough when you go on holiday? |
| put up | | | raise, increase | Have you heard? They're going to put up petrol prices again. |

Unit 8D Green chic – Problem solving

| | | | | |
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| attempt | n, C | [ə'tempt] | trying to do sth. | He gave up his attempts to quit smoking long ago. |
| basement | n, C | [beɪsmənt] | a floor in a building that is underground | We have a store in the basement. |
| consequence | n, C | [kɒn'sɪkwənts] | sth. that happens as a result of a situation | Their plan had some terrible consequences. |
| face | v, T | [feɪs] | have to deal with sth. | The company's been facing a lot of problems recently. |
| gather | v, T | [gæðə] | collect, put several things together | Try to gather some information before you make any decisions. |
| implement | v, T | [ɪm'plɪmənt] | put a plan into use | When are you going to implement the new regulation? |
| jam | v, I or T | [dʒæm] | if sth. is jammed, it is unable to move because it is too full | I can't believe it, the printer's jammed again! |
| reject | v, T | [rɪ'dʒekt] | refuse sth. | I'm afraid I'll have to reject your proposal. |
| dispose of | | | get rid of sth. | How will we dispose of the waste? |
| figure out | | | think of a solution | We need to figure out how to advertise effectively. |
| have a word | | | talk to sb. | Can we have a word? I'd like to ask you for help. |
| What's up? | | | What's the matter? (inf.) | You look sad. What's up? |

Unit 8E Green chic – Planning a green office

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| access | n, UC | [ækses] | possibility of getting somewhere | Is there free access to the Internet? |
| brick | n, C | [brɪk] | a block of hard material which is used for building walls | We have a brick wall in the office, it looks very nice, actually. |
| conclude | v, I or T | [kən'klu:d] | finish a speech or a piece of writing | She concluded her presentation with a short summary. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| cubicle | n, C | [kju:bɪkl̩] | a small part of a room separated from the rest of the room for individual use | The changing cubicles at the swimming pool are too small. |
| giant | adj | [dʒaɪənt] | extremely large | She was given a giant teddy bear when her son was born. |
| interruption | n, C or UC | [ˌɪntəˈrʌpʃən] | a moment when sb. stops you from doing sth. else in order to talk to you | What was I talking about before the interruption? |
| mug | n, C | [mʌɡ] | a large cup | In the morning, I always have tea from my mug. |
| occupant | n, C | [ˈɒkjʊpənt] | a person working or living in a building (form.) | How many occupants do the rooms sleep? |
| partition | n, C | [pɑːtɪʃən] | a thin wall that separates one part of a room from another | There's a partition between the two offices. |
| perimeter | n, C | [pəˈrɪmɪtə] | the border of an enclosed area, such as an office or a car park | There's a river flowing along the perimeter of the field. |
| refurbish | v, T | [ˌrɪːˈfɜːbɪʃ] | bring sth. (a building etc.) up to a better standard than before | Thousands of books had to be removed from the library before it could be refurbished. |
| screen | n, C | [skriːn] | a thin, usually movable wall that you can use to separate one space from another | We change the screens every year so that we don't get bored with the design. |
| skylight | n, C | [ˈskaɪlaɪt] | a roof window built to let more light in the building | There are several new skylights in the roof so we have much more daylight now. |
| soundproof | adj | [saʊndpruːf] | a soundproof wall does not allow noise to get through it | Each office had soundproof walls. |
| tap | n, C | [tæp] | a device that opens and closes water flow from a pipe | Can you close the tap while you brush your teeth? |
| washroom | n, C | [wɒʃrʊm] | toilet (old-fash.) | Could you show me to the washroom, please? |
| shut down | | | switch off | I think I'll shut down the computer and go home. |

UNIT 9A IT GENERATION – PASSIVE FORMS

| | | | | |
|------------------|------------|-----------------|--|--|
| accessory | n, C | [æk'sesəri] | sth. that is made to work with a larger or more important device | Mobile phones come with many fancy accessories these days. |
| browser | n, C | [brauzə] | a computer programme that you use to surf the Internet, e.g. Internet Explorer, Mozilla etc. | You might have problems seeing the content with this browser. |
| dumb | adj | [dʌm] | stupid, silly | I don't think I've ever met anyone as dumb as him. |
| forbid | v, T | [fə'bid] | refuse permission for sb. to do sth., or for sth. to happen | You can't forbid me to see him. |
| invention | n, C or UC | [ɪn'ventʃən] | a new creation of sth. that has not been made before | Who stands behind the invention of the Internet? |
| irresistible | adj | [,ɪrɪ'zɪstəbəl] | impossible not to want, like, enjoy etc. | His chocolate cake was irresistible. |
| upload | v, T | [ʌp'ləʊd] | send to the Internet | I'll upload the files to my website, and you can download them from there. |
| get into | | | become interested in sth. | Don't give up if you don't like the genre first, you'll soon get into it. |
| manga comics | | | Japanese comic books | Do you know where I could buy some manga comics? |
| mass media | | | television, radio and newspaper | The mass media know very well how to manipulate information. |
| ring tone | | | the particular noise that a mobile phone makes when it receives a call | He changes the ring tone on his mobile every week! |
| standard feature | | | typical part | The mobile phone has all standard features plus a few unique ones. |
| tap out | | | write on a mobile phone or tablet screen | What are you tapping out again? Switch off the mobile and talk with us. |
| thumb generation | | | people who as adolescents communicated by text messaging on mobiles | The cellphone novel is increasingly popular especially among the thumb generation. |

ANGLICKO-ČESKÝ SLOVNÍČEK

| Unit 9B IT generation – Active or passive | | | | |
|---|------------|---------------------|--|---|
| accidentally | adv | [,æksɪ'dentəlɪ] | by mistake, not intentionally | I think I deleted the e-mail accidentally, sorry. |
| backpacker | n, C | ['bæk,pækə] | sb. who travels with a backpack, usually on a budget | We met two backpackers from Australia while we were travelling around China. |
| ban | v, T | [bæn] | forbid from an activity | The hospital banned the use of mobile phones throughout the wards. |
| concern | n, C or UC | [kən'sɜ:n] | a feeling of worry | There are a few concerns we need to discuss. |
| consult | v, T | [kən'sʌlt] | discuss sth. with sb. in order to know their opinion or get advice | I'd like to consult that with my manager before I give you a definite answer. |
| content | n, UC | [kɒntent] | ideas contained in a piece of writing, film etc. | I looked at the content of the book and knew immediately that this wasn't what I was looking for. |
| counter-productive | adj | [kauntə-prə'dʌktɪv] | having the opposite effect than productive | Banning people from having cigarette breaks proved counter-productive. |
| decrease | v, I or T | [dɪ'kri:s] | go down | Although the number of our advertisements has decreased, we've had great sales results this year. |
| drop | n, C | [drɒp] | a small amount in a round shape, usually made by water | While I was crossing the desert, I would have killed for a few drops of water. |
| misuse | v, T | [,mɪs'ju:z] | use inappropriately | He was fired for misusing the company stationery. |
| permission | n, UC | [pə'mɪʃən] | being allowed to do sth. | Have you got your manager's permission to take a week off? |
| podcast | n, C | [pɒdkɑ:st] | an audio or video broadcast that is packaged for transmission on or download from the Internet | She missed the radio programme, but listened to the podcast later. |
| policy | n, C | [pɒləsɪ] | a statement of the how sth. should work or be done | It's company's policy to promote people who already work for us. |
| recent | adj | [ri:sənt] | not old, happening not a long time ago | I've got results of recent research here. |
| rescue | v, T | [reskju:] | save sb.'s life from a dangerous situation | He fell down from a cliff but luckily was rescued and taken to the hospital. |
| restrict | v, T | [rɪ'strɪkt] | limit | We've got restricted access to the Internet at work. |

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| survey | n, C | [sɜːveɪ] | a set of questions that you ask a lot of people in order to find out about their opinions | Her company carried out a survey of people's attitudes to commuting. |
| techie | n, C | [tekɪ] | people working in or very interested in IT (inf.) | I work in an office with a techie who seems to live in his own world. |
| threat | n, C | [θret] | sth. that you should be afraid of because it might be dangerous for you | The new competitor proved to be a real threat. |
| be threatened | | | likely to be harmed or destroyed | The company's existence itself was threatened by the new legislation. |
| social networking | | | a system of keeping or getting in touch with friends using websites made for this purpose | The company didn't allow employees to use social networking sites. |
| Unit 9C IT generation – Telephoning | | | | |
| avoid | v, T | [ə'vɔɪd] | stay away from sth. or sb. | I try to avoid phone calls in English, I never understand the accent. |
| breathe | v, I or T | [briːð] | use your lungs to get the air in and out of your body | OK, calm down and breathe for a while, will you? |
| brief | adj | [briːf] | very short | My talk will be very brief, I just want to give you a summary of the latest news. |
| confirm | v, I or T | [kən'fɜːm] | say that sth. you have previously agreed is certain or valid | Can you confirm the meeting in an e-mail, please? |
| voicemail | n, UC | ['vɔɪs.meɪl] | a system that answers the phone for you when you're not at home or in the office | I left a voicemail message but haven't got a reply yet. |
| get through to | | | be connected to sb. over the phone | Helena, is that you? Thanks God I finally got through to you. |
| hang up | | | stop speaking on the telephone and end the call | It was yet another sales call, so I hung up. |
| hold on | | | during a telephone call, wait while the person on the other end temporarily stops speaking to you | Paula asked me to hold on while she answered the door. |
| leave a message | | | speak to a machine or a person and say why you were calling (sb. you cannot speak to directly) | I left a message for him to ring me back as soon as possible. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| look into | study sth. in detail | I'll look into it and get back to you as soon as I find the answer. |
| phone back | call sb. again or return their call | Would you like to leave a message? – No, don't worry, I'll phone back later. |
| pick up | answer the phone | The phone's ringing! Could you pick it up? |
| put sb. on hold | temporarily stop speaking to sb. on the telephone and press a button so that they cannot hear you | Shani put David on hold while she answered another call. |
| put through | connect a person who is calling on the telephone with the person they want to speak to | When my manager's wife rang, I put her through straight away. |
| take a message | write down why a person was calling when they cannot speak directly to the person they wanted | Can I take a message? – Yes, please, tell her I called. |

Unit 9D IT generation – Making requests

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| actually | adv | [æktʃʊəlɪ] | used when you want to correct some information | Hello, Peter. – Actually, my name's Paul. |
| cheeky | adj | [tʃi:kɪ] | showing no respect, often in a funny way | I love Sheila's cheeky humour. |
| request | n, C or UC | [rɪ'kwest] | when sb. asks for sth. | Can I make a request? |
| ask sb. a favour | | | ask sb. to do sth. kind for you | Can I ask you a favour? I'd need to use the car tonight. |
| Go ahead. | | | used when you give sb. permission to do sth. | Can I close the window? – Sure, go ahead. |
| go over | | | look at sth. in detail | Could you go over the figures again, Phil? |
| job application | | | a letter where you introduce yourself, your qualifications and experience and state why you are interested in a job | I'm writing a job application but I'm not sure what information to include. |
| The thing is... | | | used to introduce a problem or before you give a reason you refuse sth. | Can I borrow your laptop for a minute? – The thing is I need it myself right now. |

Unit 9E IT generation – Remote manager

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| alumni | n, pl. | [ə'λmni] | former students of a college or university (mainly US) | We've contacted our alumni to carry out a survey about their career paths. |
| autonomy | n, UC | [ɔ:'tɒnəmi] | independence, possibility to do things on your own | When was the colony given autonomy? |
| challenging | adj | [tʃælɪndʒɪŋ] | describing sth. new, exciting, or difficult that will need a lot of determination and effort to do | I enjoy getting challenging tasks, it keeps me motivated. |
| commission | v, T | [kə'mɪʃən] | officially ask sb. to do a task | She's been commissioned to manage the Hawaiian project. |
| feasible | adj | [fi:'zəbəl] | possible (form.) | Is the cooperation still feasible? |
| freight | n, UC | [freɪt] | goods that are carried by a ship | The freight will be delivered on Tuesday. |
| hold | v, T | [həʊld] | organize | The conference will be held in the premises of an old monastery. |
| liaise | v, I | [li'eɪz] | exchange information (with a person you are co-operating with) | Part of your job will be to liaise with the customers. |
| obscured | adj | [əb'skjʊəd] | hidden and not seen or heard | The view was obscured by skyscrapers. |
| purely | adv | [pjʊəli] | only | The team will consist purely of our staff. |
| remote worker | | | a person who works somewhere away from their colleagues or main office | Remote workers work more efficiently, as being in an office leads to a lot of wasted time. |
| take the initiative | | | plan to do sth. yourself without being told to do so | My boss expects us to take the initiative and work independently. |

UNIT 10A RIGHT AND WRONG – THIRD CONDITIONAL

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| attendance | n, C or UC | [ə'tendənts] | being present, e.g. in a meeting, seminar etc. | At the end of the training, we'll need a register to check the staff attendance. |
| claim | v, T | [kleɪm] | say that sth. is true, although it might not | She claimed she'd been to university but her knowledge didn't seem to prove it. |
| dilemma | n, C | [dɪ'lɛmə] | a situation in which you have to decide between two difficult choices | It was a big dilemma deciding whether to move house to get the job or not. |
| exaggerate | v, I or T | [ɪg'zædʒəreɪt] | say sth. is bigger or more important than it actually is | When I said I had ten years' experience, I exaggerated a little bit, I've only got five. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| expelled | adj | [ɪk'spelt] | forced to leave | After the truth was found, he was expelled from the company. |
| extension | n, C or UC | [ɪk'stɛntʃən] | sth. that is longer than usual | Writing the little lie was just an extension of the truth, in fact. |
| fundamental | adj | [ˌfʌndə'mentəl] | more important than anything else | Speaking English is fundamental on this position. |
| honesty | n, UC | [ɒnəstɪ] | a characteristic of sb. who always tells the truth | She thanked him for his honesty. |
| in-depth | adj | [ɪndepθ] | detailed, very careful | I'm working on an in-depth analysis of the problem. |
| revelation | n, C or UC | [ˌrevə'leɪʃən] | making a secret information known | After the revelation of the truth, Suzi seemed to be more relaxed. |
| trust | v, I or T | [trʌst] | believe, depend on sb. | We need to find somebody we can trust. |
| apply for | | | ask for (a job, a place at university etc.), often by filling in forms | Nancy applied for a passport. |
| Unit 10B Right and wrong – Should have | | | | |
| annoyed | adj | [ə'nɔɪd] | a little angry | She seemed annoyed when I asked her to lend me some money. |
| apologize | v, I | [ə'pɒlədʒaɪz] | say that you are sorry (for having done sth. bad) | Jake apologized for his bad behaviour. |
| debt | n, C or UC | [det] | money that you owe to sb., that you borrowed and haven't paid back yet | I have a few little debts but nothing too worrying. |
| deposit | n, C | [dɪ'pɒzɪt] | part of the price of sth., that you pay when you agree to buy it | We paid a 10% deposit on the house. |
| frustrating | adj | [frʌs'treɪtɪŋ] | making you feel depressed, without hope | It was frustrating to look for a job for more than a year. |
| loan | n, C | [ləʊn] | an amount of money that you borrow; you take out a loan when you borrow the money and repay it, pay it back or pay it off when you give the money back | We took out a loan to buy our new car. |
| modest | adj | [mɒdɪst] | not large or expensive | She lives on a modest salary and can't afford to buy a house. |

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| mortgage | n, C | [mɔ:ɡɪdʒ] | when you borrow money from a bank to pay for your home | Dave went to the building society to arrange a mortgage. |
| offended | adj | [ə'fendɪd] | feel upset or angry because of sth. sb. told you or did to you | My sister's offended because I told her she should take up exercise and lose some weight. |
| provide | v, T | [prə'vaɪd] | give to sb. sth. they need or want | The hotel reception will provide you with all the sport equipment you need. |
| reconcile | v, I | [rekənsaɪl] | become friends again after an argument | Why don't you reconcile with your brother? |
| repay | v, T | [rɪ'peɪ] | give back (an amount of money that you have borrowed) | We have to repay the mortgage over a 25-year period. |
| suburb | n, C | [sʌbɜ:b] | an area at the edge of a city | We've decided to buy a house in the suburb because it's much cheaper than in the city. |
| down payment | | | the first payment made when you repay a large debt | When is the down payment on the flat due? |
| interest rate | | | a percentage that you have to pay back with a loan in addition to the money you have borrowed | This bank is offering a really low interest rate so I think I'll take out the loan there. |
| save up | | | put away some money regularly in order to buy sth. | I'm saving up for a nice holiday in the summer. |
| Unit 10C Right and wrong – Collocations | | | | |
| blame | n, UC | [bleɪm] | responsibility for a mistake or for sth. bad | Don't put the blame for the accident on me! |
| blame | v, T | [bleɪm] | say or think that sb. or sth. is responsible for sth. bad | I had no one to blame but myself. |
| cheat | v, I or T | [tʃi:t] | be dishonest with sb. | He cheated during the exam and was caught by the teacher. |
| duty | n, C or UC | [dju:tɪ] | sth. you have to do because it's part of your job or life role | Receiving visitors to the company was one of my main duties. |
| enhance | v, T | [ɪn'hɑ:nts] | improve | I'd like to enhance my CV with some experience from abroad. |
| fault | n, UC | [fɔlt] | if sth. bad that has happened is your fault, you should be blamed for it, because you made a mistake or failed to do sth. | It's not my fault that you didn't get the job! |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| fine | n, C | [faɪn] | money that you pay to the police when you break the law, e.g. when you are speeding or drink-driving | I broke the speed limit and had to pay a fine. |
| integrity | n, UC | [ɪn'teɡrətɪ] | the quality of being honest and strong about what you believe to be right | We appreciate your integrity and would like to offer you a promotion. |
| obesity | n, UC | [əʊ'bi:sɪtɪ] | extreme fatness | Obesity can result in many serious diseases. |
| pressure | n, UC | [preʃə] | stress or the force you apply to sth. that you press | We're all under a lot of pressure so we can lose our temper at times. |
| significantly | adv | [sɪɡ'nɪfɪkəntli] | a lot, very much | Thanks to the time management training, the productivity of our team has increased significantly. |
| threaten | v, T | [θretən] | if sb. threatens you, they tell you that they will harm you | The company threatened to make job cuts unless sales increased. |
| make excuses | | | give reasons (often not good ones) for doing sth. bad, stupid etc., or for not doing sth. you should have | He tried to make an excuse for his bad behaviour. |
| unfortunate outcome | | | bad result | The lack of knowledge in the department led to some unfortunate outcomes. |
| Unit 10D Right and wrong – Saying sorry | | | | |
| apology | n, C | [ə'pɒlədʒɪ] | sth. that you say or write to show that you are sorry for sth. bad you have done (form.) | You made me late, and I want an apology. |
| bump | v, I | [bʌmp] | hit into sth. or sb. | A guy bumped into me in the street and broke my glasses. |
| disastrous | adj | [dɪ'zɑ:stɹəs] | with horrible consequences | James's work is just disastrous, we should have never hired him. |
| hiccup | n, C | [hɪkʌp] | a small problem or delay | There have been several hiccups but everything should be fine by now. |
| improvement | n, C or UC | [ɪm'pru:vmənt] | a change that you do to make sth. better | We're preparing improvement of the website in the near future. |
| patience | n, UC | [peɪʃəns] | the ability to wait without complaining | Thank you for your patience, we do appreciate it. |

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| recall | n, C | [rɪ'kɔ:l] | an order to return products made by a particular company because there is a problem or mistake | The company apologized for the recall of the toy. |
| resort | v, I | [rɪ'zɔ:t] | do sth. you don't really want to do because you don't have any other option | If our sales don't increase soon, we'll have to resort to redundancies. |
| wipe | v, T | [waɪp] | clean sth. with a piece of cloth | I'm so sorry, I think I've accidentally wiped the file. |
| along the way | | | during the time when sth. else is happening | We made a lot of mistakes, but we also learnt a lot along the way. |
| bear with us | | | be patient while we do sth. | The report's going to take us three more days to prepare, please bear with us. |
| jump the queue | | | take a turn before you should, when you and others are waiting in a queue | Her dad was manager of the club, so they were able to jump the queue. |
| sort out | | | solve (a problem) | We've got a bit of a problem with the database here. Could you sort it out, Greg? |
| Unit 10E Right and wrong – Doing the right thing | | | | |
| blind | adj | [blaɪnd] | not able to see | I helped a blind man cross the street. |
| brave | adj | [breɪv] | dealing with difficult situations with courage and confidence | He wasn't brave enough to dive into the deep water. |
| consistent | adj | [kən'sɪstənt] | always behaving in the same way and having the same attitudes and standards | His work is consistent. |
| dedicate | v, T | [dedɪkeɪt] | give your time or energy to sth. | I've decided to dedicate a few days of my holiday to a language course. |
| open-minded | adj | [əʊpən'maɪndɪd] | prepared to consider and accept other people's ideas and opinions | I wish all my students were as open-minded as you. |
| rational | adj | [ræʃənəl] | thinking calmly and sensibly | I'm sure rejecting the job was a rational decision to make. |
| sensitive | adj | [sensɪtɪv] | able to understand other people's feelings and problems | He was sensitive to other people's needs. |
| short-term | adj | [ʃɔ:t'tɜ:m] | having effect for a short period of time | It is a short-term project, we expect it to last for about two months. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| tanned | adj | [tænd] | having dark skin because you have spent a long time in the sun | He returned from the holiday tanned and relaxed. |
| thoughtful | adj | [θɔ:tfəl] | always thinking of things you can do to make other people happy | She looked thoughtful. |
| wise | adj | [waɪz] | making good decisions and giving good advice | Do you think that was a wise decision? |
| maternity leave | | | time away from work that a woman takes when she has a baby | His secretary was away on maternity leave. |
| split up | | | end a relationship | Have you heard? Sam and Laura have split up! |
| take it easy | | | not to worry about sth. too much | I usually take it easy when I have to deal with stressful situations at work. |

UNIT 11A WORKING TOGETHER – RELATIVE PRONOUNS

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|---------------|------------|--------------------|--|--|
| aid | n, UC | [eɪd] | help, support | I'd like to work for an aid organization after I graduate. |
| border | n, C | [bɔ:də] | a dividing line between two countries | We're getting close to the border, prepare your passports, please. |
| contribution | n, C or UC | [ˌkɒntrɪ'bju:ʃən] | money that you give a charity or another organization | Thank you, that's a very generous contribution. |
| disadvantaged | adj | [ˌdɪsəd'vɑ:ntɪdʒd] | having social problems or no money or education | The government promised to do more for disadvantaged children. |
| donate | v, I or T | [dəʊ'neɪt] | give (money) to a charity or another organization | The shopkeeper promised to donate some prizes for the raffle. |
| earthquake | n, C | [ɜ:θkweɪk] | a natural catastrophe when the ground shakes | Hundreds of people were killed in an earthquake in China. |
| exploit | v, T | [ɪk'splɔɪt] | use sth. for advantage | The company exploited all its resources. |
| gradually | adv | [grædʒʊli] | slowly, step by step | She gradually realised that it was not a job for her. |
| hurricane | n, C | [hʌrɪkən] | a natural catastrophe when there is strong circular wind | She ran to the basement to hide from the hurricane. |
| laughter | n, UC | [lɑ:ftə] | when you laugh, or the sound of people laughing | They say laughter is the best medicine. |

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| NGO | n, C | [ˌendʒiː'əʊ] | non-governmental organization, a national organization that is not run by the government | Many NGOs are associated with the United Nations. |
| NPO | n, C | [ˌenpiː'əʊ] | non-profit organization, an organization that uses the money it makes to do more work instead of making a profit for its owners | She works for an NPO which helps homeless children. |
| performance | n, C | [pə'fɔ:mənts] | a situation when sb. performs a play or a piece of music | We watched a performance of Hamlet. |
| refugee | n, C | [ˌrefjʊ'dʒi:] | sb. who has been forced to leave their country for political reasons | We're raising money for an organization that helps refugees from third world countries. |
| support | n, UC | [sə'pɔ:t] | help and being kind to sb. | I'd like to thank you for all the support you've shown me. |
| victim | n, C | [vɪktɪm] | sb. who has been hurt or killed, especially in a crime | Have they identified all the victims yet? |
| volunteer | n, C | [ˌvɒlən'tɪə] | sb. who does a job willingly without being paid | I'm going to teach English in Africa as a volunteer. |
| wealthy | adj | [welθɪ] | rich | Sandra married a wealthy American and lived a life of luxury. |
| fund-raising event | | | an entertainment etc. where the money paid by people attending is given to help a charity or good cause | The fund-raising event was a great success. |
| natural disaster | | | a situation when sth. very bad happens which can cause a lot of damage | Our organization sends volunteers to areas hit by natural disasters. |
| performing arts | | | arts such as dance, music or drama | I'm thinking of studying performing arts, but I'm not sure if I can earn a decent living by that. |
| political/social agenda | | | ideas that a political party thinks are important | Our company always works without any political agenda. |
| refugee camp | | | a place where refugees go to be protected | Kim spent all his childhood in a refugee camp. |

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 11B Working together – Writing e-mails 2

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| appearance | n, C | [ə'piərənts] | being present somewhere in public | After her appearance on TV, she was constantly asked for autographs. |
| availability | n, UC | [ə'veɪlə'bɪlətɪ] | possibility to be bought, used, had or met | Can you please confirm your availability for the fund-raising event on July 5th? |
| slot | n, C | [slɒt] | an amount of time given to an event | We've bought a one-minute slot on TV to promote the event. |
| terrific | adj | [tə'rifɪk] | great (inf.) | The dinner at the restaurant was terrific, the best I've ever had. |
| update | n, C | [ʌpdeɪt] | the latest information | Could you give me an update on how the project's going? |
| reach a target | | | get where you wanted to get, achieve your goal | If we don't reach our targets for this quarter, our salaries will decrease. |
| work day and night | | | work hard without any breaks | Our team is working day and night to fix the problem. |

Unit 11C Working together – Present perfect continuous

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| annual | adj | [ænjuəl] | happening every year | Our annual staff get-together always takes place before Christmas. |
| firework | n, C | [faɪəwɜ:k] | a small object filled with powder that burns brightly or explodes in the sky, used as part of a celebration | On bonfire night, we went outside to set off some fireworks. |
| mayor | n, C | [meə] | sb. who is the head of the local government in a town or city | Should the city have an elected mayor? |
| newsletter | n, C | ['nju:z,letə] | a sheet of printed news about an organization, that is sent regularly to its members | The company newsletter comes out monthly. |
| pregnant | adj | [pregnənt] | if a woman or female animal is pregnant, she has a baby growing in her body | She got pregnant soon after they were married. |
| promotion | n, C or UC | [prə'məʊʃən] | when you are given a more senior job | She felt she deserved promotion. |
| reception | n, C | [rɪ'sepʃən] | a formal party where people are welcomed | The wedding reception will start at 5. |
| retirement | n, C or UC | [rɪ'taɪəmənt] | a time when you don't work anymore, usually because you are old | Have you got any special plans for your retirement? |

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| spotlight | n, C | [ˈspɒtlɑːt] | a circle of light that is directed to sb. important | She was standing in the spotlight, trying to remember her lines. |
| strain | v, I or T | [streɪn] | become stretched or make sth. stretched | I think I strained my back while I was lifting the boxes. |
| chief executive | | | the head of a company | What does the chief executive think of the proposal? |
| due date | | | a day when sth. is supposed or expected to happen, e.g. a birth of a baby | When is the due date? I guess you're going on maternity leave pretty soon. |
| get engaged | | | make a promise (to sb.) that you and they will get married | He bought her a diamond ring when they got engaged. |
| house-warming party | | | a party that people have to celebrate moving into a new home | They've just moved, and are holding a house-warming party on Saturday evening. |
| leaving do | | | a party when you say good-bye to a colleague who has been with your company for some time | Are you planning to have a leaving do before you retire? |
| line up | | | prepare, organize sth. | So, what have we lined up for today? |
| paternity leave | | | time away from work that a man takes when his partner has a baby | Will your company allow you to take paternity leave when you have the baby? |
| Unit 11D Working together – Networking | | | | |
| depend | v, I | [dɪˈpend] | be decided by sth. | We'd like to go away for the weekend, but it depends on the weather. |
| expect | v, I or T | [ɪkˈspekt] | be pregnant | Carla is expecting a baby, so we'll need someone to cover for her soon. |
| long-term | adj | [ˌlɒŋˈtɜːm] | having effect for a long period of time | This is a long-term assignment so it's crucial that you are available for at least two years. |
| networking | n, UC | [ˌnetwɜːkɪŋ] | a process of establishing mutually beneficial relationships with other professional people and building alliances | Do you enjoy networking? |
| outcome | n, C | [ˌaʊtkʌm] | result | I expect the first outcomes by Friday. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| socializing | n, UC | [səʊʃəlaɪzɪŋ] | spending time with friends, enjoying yourself | Socializing is one of my favourite free-time activities, so networking is not a problem for me. |
| subsidiary | n, C | [səb'sɪdɪəri] | a company that another company owns or controls | Ford has subsidiaries all over the world. |
| troubleshooting | n, UC | ['trʌbl̩ ˌjuːtɪŋ] | finding solutions to serious problems | I find troubleshooting a piece of cake. |
| twins | n, pl. | [twɪnz] | two babies that were born on the same day to one mother | Liz is expecting twins so she's putting on weight quickly. |
| find my feet | | | become confident in a new situation | I haven't been working here for long, so I'm still finding my feet. |
| inside gossip | | | talk about people's lives and things that have been happening at work | Have you got any new inside gossip? |
| people person | | | sb. who likes being with other people | This job requires a people person, so communication skills are essential. |
| take over from | | | start doing a job that sb. else did before | I'm taking over from Jeff when he retires. |
| under a cloud | | | when sb. is not popular or trusted because they have done sth. bad | The minister left under a cloud after he had been accused of corruption. |
| Unit 11E Working together – Team-building | | | | |
| approach | v, l or T | [ə'prəʊtʃ] | come near sth. or sb. | A woman approached our table and asked me if I knew who she was. |
| bond | v, l or T | [bɒnd] | develop a special relationship with sb. | We're thinking of new ways to bond our team. |
| choir | n, C | [kwaɪə] | a group of people who sing | She joined the choir when she was 11. |
| customized | adj | [kʌstəmaɪzɪd] | made for a particular group, person or company | We offer customized events that will cater for all your needs. |
| deduct | v, T | [dɪ'dʌkt] | take away an amount from a total number | I didn't have any coffee, can you deduct it from the bill? |
| glacier | n, C | [glæsiə] | a large piece of ice | We went skiing on a glacier, it was amazing. |
| guilty | adj | [ɡɪltɪ] | feeling that sth. is your fault | Jason couldn't stop feeling guilty about what happened. |
| jigsaw | n, C | [dʒɪɡsɔː] | a puzzle made of a lot of pieces which form a picture if they are put together correctly | We spent all afternoon doing the jigsaw. |

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| miserable | adj | [mɪzərəbəl] | very unhappy | After they'd split up, Karen felt miserable. |
| perspective | n, C | [pə'spektɪv] | a way of thinking about sth. | The information gave me a new perspective of the whole problem. |
| stunning | adj | [stʌnɪŋ] | extremely beautiful | When we reached the top of the mountain, we could see a stunning view of the lake. |
| suit | v, T | [sju:t] | be suitable for sth. or sb. | Does this kind of arrangement suit you? |
| team-building | n, UC | ['ti:m,bɪldɪŋ] | an exercise that is used to bring work colleagues together to cooperate | Most of the staff dislike team-building exercises and activities. |
| unforgettable | adj | [ˌʌnfə'getəbəl] | if sth. is unforgettable, you cannot forget it even if you wanted to | It was an unforgettable experience. |
| worthwhile | adj | [ˌwɜ:θ'waɪl] | useful or beneficial for the money or effort | Going to the seminar was really worthwhile, I learnt a lot of new skills. |
| away day | | | time spent out of the office on team-building events | Where are you going on your annual away day? |
| brain teaser | | | a game or puzzle with a question that is difficult to answer | My grandfather regularly solves brain teasers to keep mentally fit. |
| cater for | | | provide what sb. needs or wants | We cater for everyone, whatever their needs. |
| clear your mind | | | stop worrying or thinking about sth., usually about a problem | I need to clear my mind, so I'm taking a few days off next week. |
| have sth. in mind | | | have a plan | Have you prepared anything for the team-building weekend yet? – Yes, I have a few things in mind. |
| let off steam | | | release anger, excitement or energy in a safe way | The only way I can let off steam is to go for a long run. |
| stretch your legs | | | go for a walk, after sitting for a long time | Let's stretch our legs a little bit and walk to the metro station. |

ANGLICKO-ČESKÝ SLOVNÍČEK

| UNIT 12A TRIAL AND ERROR – REPORTED SPEECH | | | | |
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| adequately | adv | [ædəkwətli] | well enough for a purpose | Mr Simmons is a VIP client, so treat him adequately, please. |
| admit | v, I or T | [əd'mɪt] | say you have done sth. wrong | She admitted she was wrong. |
| athlete | n, C | [æθli:t] | a sportsperson | Otto dreamt of a career as a professional athlete. |
| courage | n, UC | [kʌrɪdʒ] | being brave when you are in a difficult situation | It takes courage to admit that you are wrong. |
| distrust | n, UC | [dɪ'strʌst] | when you believe people aren't honest and usually do bad things | We can't cooperate if there's distrust between us. |
| embarrassing | adj | [ɪm'bærəsɪŋ] | if sth. is embarrassing, it makes you feel silly and ashamed | It was very embarrassing because he heard what I said about him. |
| failure | n, C or UC | [feɪljə] | the opposite of success | After the failure of his company, he never set up another business again. |
| fault | n, UC | [fɔlt] | mistake | There were so many faults in the translation that they decided to find another translator. |
| guru | n, C | [gʊru:] | sb. who knows a lot about sth. and gives advice to others | We're having a session with the guru of our line of business, I can't wait! |
| mispronounce | v, T | [,mɪsprə'naʊnts] | pronounce in a wrong way | I can't stand Liv, she keeps mispronouncing my name! |
| natural | adj | [nætʃərəl] | normal | It's natural to have a break from time to time, you can't work 8 hours without a pause. |
| performer | n, C | [pə'fɔ:mə] | sb. who does a job well or badly | According to this theory, there are two kinds of performers at work. |
| persuade | v, T | [pə'sweɪd] | convince sb. to do sth. | In the end, he persuaded me to buy the goods even though I didn't need them. |
| properly | adv | [prɒpəli] | correctly | I hope you'll do the job properly next time. |
| resistant | adj | [rɪ'zɪstənt] | not willing to accept sth. | Our boss is extremely resistant to change, he won't allow us to change anything. |
| trial | n, C or UC | [traɪəl] | a time when you test sth. to decide whether you will keep it or not | The software offers a 3-month trial period. |

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| stock exchange | | | a place where shares of companies and organizations are sold and bought | He retired after ten years on the stock market, exhausted by the constant stress. |
| take risks | | | not be careful and be willing to do dangerous things | If he hadn't taken risks, he would have never built such a company. |
| Unit 12B Trial and error – Embedded questions | | | | |
| accuse | v, T | [ə'kjuz] | say that you think sb. has done sth. bad | He was accused of stealing the painting. |
| arrest | v, T | [ə'rest] | when the police take a person to a police station because he/she has done sth. illegal | He was arrested for selling drugs. |
| collapse | v, I | [kə'læps] | suddenly fall down because you are ill or weak | She collapsed as she had been experiencing a lot of stress. |
| libel | n, C or UC | [lɪbəl] | when sb. writes untrue statements about sb. | Lord Smith sued the newspaper for libel. |
| quit | v, I or T | [kwɪt] | leave a job, etc. especially without finishing it completely | Tom didn't get on with the manager and decided to quit his job. |
| settlement | n, C or UC | [setl'mənt] | paying off a debt | She agreed with the divorce only after he offered a generous financial settlement. |
| sue | v, I or T | [su:] | make a legal claim against sb. because they have harmed you | Pam sued the company for compensation. |
| heart attack | | | a serious health problem during which the heart does not have enough blood and which can cause death | He died of heart attack at the age of 45. |
| in the public eye | | | seen a lot in the media and public | He gradually got tired of being constantly in the public eye. |
| live apart | | | live in separate households | They're living apart but haven't decided to get divorced yet. |
| rule out | | | decide that sth. is impossible | Her husband has an alibi so we can rule him out as the murderer. |
| storm off | | | leave a place very quickly because you are angry | She stormed off in a rage. |
| weight loss clinic | | | a place where you go to get thinner | Rumour has it that she's been to a weight loss clinic. |

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 12C Trial and error – Consumer vocabulary

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| carpenter | n, C | [kɑ:pɪntə] | sb. whose job is to make new furniture, doors etc. | Could you recommend a good and reliable carpenter? |
| cowboy | n, C | [kaʊbɔɪ] | sb. who is dishonest in business or produces very bad quality work (inf.) | I once hired a cowboy builder who insisted on being paid in cash. |
| decorator | n, C | [dekəreɪtə] | sb. whose job is to repaint walls | I don't think I'll hire a decorator, it can't be that difficult to paint the walls. |
| demand | v, T | [dɪ'mɑ:nd] | ask for sth. forcefully | He demanded to see my manager. |
| dye | v, T | [daɪ] | change the colour of sth., usually hair | Do you have your hair dyed? |
| insult | v, T | [ɪn'sʌlt] | say sth. offensive to sb. | The client claimed you had insulted him, is that true? |
| overcharge | v, I or T | [.əʊvə'tʃɑ:dʒ] | charge too much money for sth. (form.) | This airline is well known for overcharging its passengers. |
| plumber | n, C | [plʌmə] | sb. whose job is to repair leaking bathroom taps and pipes | The plumber said he didn't have the right tools and left. |
| prescription | n, C | [prɪ'skrɪpʃən] | a piece of paper on which a doctor writes what medicine sb. should have | The doctor gave her a prescription for some tablets. |
| refund | v, T | [.rɪ'fʌnd] | return money to you if you are not satisfied with the goods or services | When the concert was cancelled, they had to refund money to all the ticket holders. |
| report | v, I or T | [rɪ'pɔ:t] | complain about sb. to people in authority | Did you report it to the authorities? |
| reputable | adj | [repjʊtəbəl] | respected for being honest or for doing good work | This is a reputable company known for its customer-oriented approach. |
| scam | n, C | [skæm] | a clever but dishonest way to make money (inf.) | There are so many online scams these days, you should be careful when paying on the Internet. |
| straighten | v, I or T | [streɪtən] | make sth. straight | You've had your hair straightened! It looks fabulous! |
| cash-in-hand | | | payment made in notes and coins so that there is no record | I prefer cash-in-hand electricians, they're much cheaper. |

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| learn your lesson | | | have bad experience and know how not to do sth. as a result | OK, I've learnt my lesson, I'll never hire a cash-in-hand plumber again. |
| needless to say | | | used before you say sth. clear, expected and not surprising | We arrived at the hotel at 1 am. Needless to say we were exhausted. |
| rip off | | | charge too much money for sth. (inf.) | They completely ripped me off when they charged me all the extra expenses. |
| rogue tradesperson | | | sb. who is dishonest in business or produces very bad quality work (form.) | Why did you do business with him? He's an infamous rogue tradesman. |
| take pride in | | | be proud about sth. | I take pride in my computer skills. |
| Trading Standards | | | UK government agency responsible for protecting consumers | I reported the agency to Trading Standards. |
| Unit 12D Trial and error – Dealing with complaints | | | | |
| common | adj | [kɒmən] | usual, frequent | This mistake is quite common with students. |
| complaint | n, C or UC | [kəm'pleɪnt] | saying or writing that you are not happy or satisfied about sth. | I sent a complaint but no answer has come yet. |
| confusing | adj | [kən'fju:zɪŋ] | difficult to understand | The instructions are very confusing, I'm not able to follow them. |
| damage | v, T | [dæmɪdʒ] | destroy, harm sth. | I've had an accident! I'm alright, but the car's damaged. |
| delivery | n, C or UC | [dɪ'lɪvəri] | when sb. brings sth. to your house of office, e.g. letters or things you have asked for | There's no postal delivery on Sunday. |
| faulty | adj | [fɔltɪ] | containing mistakes | I'm afraid I've received a faulty invoice. |
| inconvenience | n, C or UC | [ˌɪnkən'vi:niənts] | a situation that causes a problem | We apologize for any inconvenience that we have caused. |
| misleading | adj | [ˌmɪs'li:dɪŋ] | making you believe sth. that is not true | The information in the leaflet was misleading, in my opinion. |
| parcel | n, C | [pɑ:səl] | sth. that has been wrapped in paper so that it can be sent somewhere | I'll send the parcel to her tomorrow. |
| require | v, T | [rɪ'kwaɪə] | need, want | The customer required VIP treatment. |

ANGLICKO-ČESKÝ SLOVNÍČEK

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| retail | n, UC | [ri:teɪl] | selling goods in small quantities | I work in retail and sometimes it's difficult to cater for all customers' needs. |
| stuff | n, UC | [stʌf] | things (inf.) | There's some stuff on the kitchen floor. |
| # | | [hæʃ] | hash (inf.) | |
| - | | [haɪfən] | hyphen | |
| / | | [slæʃ] | slash | |
| pass on | | | give sb. sth. that another person has given you | I'll pass on the message, thanks for calling. |
| scroll down | | | move the computer mouse down so that you can see the bottom of a website, document etc. | If you scroll down, you'll see our contact details at the bottom of the page. |
| Unit 12E Trial and error – Online entrepreneurs | | | | |
| achieve | v, T | [ə'tʃi:v] | be successful in doing sth. | She has achieved her life's ambition. |
| amateur | n, C | [æmətə] | sb. who is not a professional person | I take part in amateur golf tournaments. |
| column | n, C | [kɒləm] | a vertical block of text | She writes a weekly column about fashion. |
| commission | n, C or UC | [kə'mɪʃən] | a payment that is made to sb. who sells goods of sb. else | Our sales team works on commission, which improves their efficiency. |
| currently | adv | [kʌrəntli] | now, in the present | I'm currently looking for a job in retail sales. |
| rapidly | adv | [ræpɪdli] | quickly | The number of our regular customers has dropped rapidly and we need to indentify the causes. |
| sample | n, C | [sɑ:mpəl] | a small amount of sth. as an example of what the thing or product will be like | The shop gave away free samples of lotion. |
| spill | v, I or T | [spɪl] | drop to the ground and make a mess, or make this happen, usually about liquid | My little boy spilt the milk on the table. |
| volume | n, C or UC | [vɒlju:m] | number, amount of sth. | The price will depend on the volume of the order. |
| get away from | | | go away and leave sth. behind | I need to take some time off work and get away from it all. |

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| give away | give sth. for sb. for free | If you order more than three items, the shop gives away cosmetics vouchers. |
| stand out | be different and noticeable | If you want to become a star, you need to stand out somehow. |
| work out | be effective, successful | Tom and I've split up, it just didn't work out. |

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