

in company Elementary

Unit 6

headword	pronunciation	translation/notes	example sentence
accommodation (n)	/ə,kɒmə'deɪʃn/	A good conference centre should offer comfortable, modern accommodation .
atmosphere (n)	/ˈætməs,fɪə/	Engsholm Castle is a beautiful place with a relaxing atmosphere .
bath (n)	/bɑːθ/	All the rooms have an en suite bathroom with a full-sized bath .
a full-sized bath	/ə ,fʊlsaɪzd 'bɑːθ/	
business centre (n)	/ˈbɪznəs ,sentə/	Our business centre is equipped with computers and Internet connections.
computer (n)	/kəm'pjʊ:tə/	The computer screen is covered with Post-it notes.
computer screen (n)	/kəm'pjʊ:tə ,skri:n/	
conference (n)	/kɒnf(ə)rəns/	Engsholm Castle's excellent facilities make it an ideal place for your conference needs .
conference equipment/ facilities/needs/services	/kɒnf(ə)rəns ɪ,kwɪpmənt/fə,sɪlətɪz/ sɜːvɪsəz/	
conference centre (n)	/kɒnf(ə)rəns ,sentə/	
dining (n)	/daɪnɪŋ/	The dining facilities include a restaurant with seating for 100 people.
en suite (adj)	/ɒn swiːt/	Our luxury accommodation includes rooms with en suite bathroom , a mini-bar and satellite TV.
en suite bathroom	/ɒn swiːt bɑːθru:m/	
entertainment (n)	/entə'teɪnmənt/	Entertainment facilities include pool tables and TV with satellite channels.
excursion (n)	/ɪk'skɜːʃn/	Rubber boots and raincoats are available for outdoor excursions .
outdoor excursions (n pl)	/aʊt,dɔː ɪk'skɜːʃnz/	
facilities (n pl)	/fə'sɪlətɪz/	The hotel is situated in beautiful surroundings and offers a range of excellent facilities .

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dining/leisure facilities	/daɪnɪŋ/ˈleɪzə fəˌsɪlətɪz/	We're currently upgrading our dining facilities to meet the criteria of the IACC.
file (n)	/faɪl/	A file is a set of papers or documents about a particular subject, or the box that they are kept in.
filing cabinet (n)	/faɪlɪŋ ˌkæbɪnət/	A filing cabinet is a tall piece of office furniture with drawers for keeping files in.
floor (n) ground/upper floor (n)	/flɔː/ /ˌgraʊnd/ˌʌpə ˈflɔː/	Our luxury dining room is on the upper floor while on the ground floor there is a bar and pool tables.
folder (n)	/fəʊldə/	A folder is a thin flat piece of cardboard used for keeping papers and documents together.
guest room (n)	/gest ˌru:m/	"What about accommodation?" "There are 241 guest rooms ."
health centre (n)	/helθ ˌsentə/	Leisure facilities include a spa, health centre , swimming pool and jacuzzi.
homepage (n)	/həʊmpeɪdʒ/	The IACC's internet site provides information about conference centres, with links to members' homepages .
internet (n) internet connection (n)	/ɪntəˌnet/ /ɪntənət kəˌnekʃn/	Computers with internet connections are provided for the use of guests.
internet site (n)	/ɪntənət ˌsaɪt/	Visit the IACC's internet site for information about the world's leading conference centres.
keyboard (n)	/kiːbɔːd/	Be careful not to spill your drink on the keyboard !
link (n) a link to	/lɪŋk/ /ə ˈlɪŋk ˌtuː/	There are links to members' home pages on our website.
location (n)	/ləʊˈkeɪʃn/	In my view, location and facilities are the two most important features of a conference centre.

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lounge (n)	/laʊndʒ/	The hotel has two lounges with open fires and views over the Baltic Sea.
luxury (adj)	/ˈlʌkʃəri/	Our luxury accommodation includes rooms with en suite bathroom, a mini-bar and satellite TV.
luxury accommodation/ dining room/facilities/ food and drink	/ˈlʌkʃəri əkɒməˈdeɪʃn/ˈdaɪnɪŋ ˌru:m/fəˈsɪlɪtɪz/,fu:d ən ˈdrɪŋk/	
meeting room (n)	/mi:tiŋ ˌru:m/	The largest meeting room can accommodate 30 to 45 participants.
mini-bar (n)	/ˌmɪnɪˌbɑː/	Drinks from the mini-bar are usually fairly expensive.
mouse (n)	/maʊs/	The mouse is the small object that you move to do things on a computer screen.
mouse mat (n)	/maʊs ˌmæt/	The mouse mat is the piece of soft material that the mouse rests on.
notepad (n)	/ˌnəʊtˌpæd/	He quickly wrote down Dieter's phone number on the notepad .
notice board (n)	/ˌnəʊtɪs ˌbɔːd/	Don't forget to check the notice board for further details of next month's conference.
overhead projector (n)	/əʊvəhed prəˈdʒektə/	The meeting rooms are equipped with overhead projectors , video and Internet connections.
overlook (v)	/əʊvəˈlʊk/	Many of our guest rooms have balconies overlooking the sea.
papers (n pl)	/ˈpeɪpəz/	Papers , files and folders covered the desk.
participant (n)	/pɑːtɪsɪpənt/	How many participants are expected to attend the conference?
poster (n)	/ˈpəʊstə/	Posters of exotic locations covered the walls of the office.
Post-it note (n)	/ˌpəʊstɪt ˈnəʊt/	Post-it notes had been stuck around the edges of the computer screen.

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relaxing (adj) (opposite = stressful)	/rɪ'læksɪŋ/	Engsholm Castle dates from 1310 and has a charming and relaxing atmosphere.
resort (n)	/rɪ'zɔ:t/	Hundreds of hotels and resorts add the words "conference centre" to their name but only just over 300 meet the criteria of the IACC.
room (n) single/double room	/ru:m/ /sɪŋɡl/dʌbl 'ru:m/	The castle offers modern accommodation – there are 48 single rooms and 5 double rooms .
satellite channel (n)	/sætəlaɪt tʃænl/	TV with satellite channels is available in all rooms.
seat (v) it seats 45/60/100 etc people	/si:t/ /ɪt 'si:ts fɔ:tɪ 'faɪv/sɪksɪtɪə 'hʌndrəd 'pi:pl/	Our luxury dining room seats 60 people .
seating arrangement (n)	/si:tɪŋ ə'reɪndʒmənt/	The largest room is suitable for 30 to 45 participants, depending on the seating arrangement .
serve (v) serve meals/food	/sɜ:v/ /sɜ:v 'mi:lz/fu:d/	We have a reputation for servicing top-class food .
situated (adj) be situated at/in/on etc	/sɪtʃu:etɪd/ /bɪ 'sɪtʃu:etɪd.æt/ ɪn/ɒn/	Engsholm is situated on the coast, 65 km from Stockholm and 113 km from Alanda International Airport.
surroundings (n pl) in beautiful/wonderful etc surroundings	/sə'raʊndɪŋz/ /ɪn 'bju:təfl/wʌndəfl sə'raʊndɪŋz/	The castle is situated on the coast in beautiful surroundings .
top-class (adj) top-class accommodation/ facilities/food etc	/tɒp'klɑ:s/ /tɒp'klɑ:s ə'kɒmə'deɪʃn/ fə'sɪlətɪz/fu:d/	Enjoy top-class food in our luxury restaurant.

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view (n) a view over	/vjuː/ /ə'vjuː əʊvə/	Both lounges have views over the Baltic Sea.
well-equipped (adj) (opposite = badly-equipped)	/,wel'kwɪpt/	Our well-equipped meeting rooms have a range of facilities including video monitors, overhead projectors and internet connections.