

in company Intermediate

■ Unit 14

headword	pronunciation	translation/notes	example sentence
action plan (n)	/ˈækjʌn ˈplæn/	I left the meeting feeling confused, not really knowing what the action plan was.
agenda (n) fixed agenda	/əˈdʒendə/	We have a lot to discuss in today's meeting and we need to stick to a fixed agenda .
allocate (v) allocate time/resources to sth	/ˈæləˌkeɪt/	Sixty minutes have been allocated to the meeting so we need to be well prepared.
assertive (adj) be assertive	/əˈsɜːtɪv/	Sometimes you have to be assertive in meetings in order make your point.
back sth up (phr v)	/ˈbæk ˈʌp/	Your presentation will be more convincing if you have facts and figures to back up what you say.
boardroom (n)	/ˈbɔːdruːm/	All directors' meetings take place in the boardroom on the top floor.
business (n) talk business	/ˈtɔːk ˈbɪznəs/	After 20 minutes talking about football and the weather we finally started talking business .
come in (phr v)	/kʌm ˈɪn/	Can I just come in here? I'd like to make a point about marketing strategy.
concession (n) make concessions	/kənˈseɪʃn/	Both sides often have to make concessions in order to reach an agreement.
conflict (n) (opposite = agreement)	/ˈkɒnflikt/	Don't interrupt too much – it just creates conflict .
cut in (phr v)	/kʌt ˈɪn/	People kept cutting in during the presentation to ask questions.

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delegation (n)	/ˌdeləˈɡeɪʃn/	Delegation of tasks to other team members is an important part of the manager's role.
discussion (n) be under discussion	/dɪˈskʌʃn/	It can be difficult to concentrate when several subjects are under discussion at once.
finish (v) let sb finish	/ˈfɪnɪʃ/	Please! Let me finish before you all start interrupting!
follow-up (n)	/ˈfɒləʊˌʌp/	I always end up phoning people after our meetings to find out what we actually agreed – the follow-up is never clear.
get going	/ˌget ˈɡəʊɪŋ/	There were one or two technical problems and it was half an hour before the speaker finally got going .
get a word in	/ˌget ə ˈwɜːd ɪn/	It's always the same people who dominate our meetings – nobody else can get a word in!
go through (phr v)	/ˌɡəʊ ˈθruː/	Everyone was relieved when, after 18 months of negotiations, the deal finally went through .
haggling session (n)	/ˈhæɡlɪŋ ˌseʃn/	We couldn't agree on a price at first but after a lively haggling session we finally agreed terms.
hang on (phr v)	/ˈhæŋ ˈɒn/	Just hang on a second and let me explain.
hear sb out (phr v)	/ˌhɪə ˈaʊt/	Stop interrupting and hear me out , will you!
issue (n) discuss issues	/ˈɪʃuː/	A meeting can provide a safe environment in which to discuss important issues .
meeting (n) hold a meeting	/ˈmiːtɪŋ/	Holding meetings without chairs is a good way of speeding things up!

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objection (n) raise an objection /objections (to sth)	/əb'dʒekʃn/	The presentation didn't go very well, with people raising objections to nearly all our proposals.
overrun (v)	/əʊvə'raʊn/	It's a bad idea to let meetings overrun – people lose concentration when they go on too long
point of view exchange points of view	/pɔɪnt əv 'vjuː/	A meeting is an ideal opportunity for colleagues to exchange points of view .
progress (n) in progress	/prəʊɡres/	Do not disturb. Meeting in progress .
push around (phr v)	/pʊʃ ə'raʊnd/	Be more assertive. Don't let people push you around .
relationship-building	/rɪ'leɪʃnʃɪp ,bɪldɪŋ/	Relationship-building is vital when you're working in a team.
schedule (v) schedule a meeting for 3 pm/next Tuesday etc	/'ʃedjuːl/	Next week's meeting has been scheduled for 9 am on Friday.
score points	/skɔː 'pɔɪnts/	In our meetings, facts don't seem to matter; it's all about scoring points over your colleagues.
set up (phr v)	/set 'ʌp/	Make sure any equipment you need for the presentation is set up well before it starts.
sidetrack (v) get sidetracked	/'saɪdtræk/	Try to stick to the point and not get sidetracked all the time.
stick to (phr v) stick to the point /agenda etc	/'stɪk ,tuː/	We've only got an hour to discuss these issues – it's important that we stick to the agenda .

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terms (n pl) negotiate terms	/tɜ:mz/	After a lively haggling session we finally managed to negotiate terms .
underway (adj) get/be underway	/ˌʌndə'weɪ/	When the meeting finally got underway , the speaker faced constant interruptions from the audience.
venue (n)	/ˈvenjuː/	Most offices are unsuitable for long meetings – it's important to choose the right venue .
win over (phr v)	/wɪn 'əʊvə/	"How did your presentation go?" "It went well, I think I won the audience over ."
work out (phr v)	/wɜ:k 'aʊt/	Let's not worry too much about the details. I'm sure we can work something out .