

in company Pre-intermediate

■ Unit 14

headword	pronunciation	translation/notes	example sentence
assembly plant (n)	/ə'sembli ,plɑ:nt/	An assembly plant is the part of a factory where workers build machinery or equipment.
backup (n) provide backup	/'bækʌp/	Working as an 'SPC professional' involved providing backup to salesmen throughout the company.
bid (n) make a bid	/bɪd/	We made a million-dollar bid to buy the company out.
blue-chip company (n)	/'blu:tʃɪp ,kʌmp(ə)nɪ/	A " blue-chip company " is very successful and makes a lot of money.
business (n) big business (n)	/'bɪznəs/ /,bɪg 'bɪznəs/	Do you agree that workers' rights are more important than the interests of big business ?
business background (n)	/,bɪznəs 'bækgraʊnd/	Five years working for a multinational have given me a solid business background .
business venture (n)	/,bɪznəs 'ventʃə/	The new industrial estate will provide space for approximately 15 business ventures .
chart (n)	/tʃɑ:t/	Part of Sara's job was to produce reports and charts illustrating sales figures.
commercially aware	/kə'mɜ:ʃ(ə)li ,əweə/	His experience at several blue-chip companies means he is extremely commercially aware .
commission (n)	/kə'mɪʃn/	We offer a base salary of \$80K plus commission .
communication (n) communication skills (n pl)	/kə,mju:nɪ'keɪʃn/	A good manager needs to have excellent communication skills .

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company (n) company secret (n)	/kʌmp(ə)ni/	Workers who reveal company secrets will be sacked.
conference (n) organise a conference	/kɒnf(ə)rəns/	A large part of my job involves organising meetings and conferences .
customer relations (n)	/kʌstəmə rɪleɪʃnz/	A job in customer relations involves dealing directly with clients and responding to complaints and queries.
CV (n) (BrE) (AmE = résumé)	/siːvi/	If you are interested in applying for the post, please send in a CV with covering letter.
decrease (v) (opposite = increase)	/diːkriːs/	The number of orders began to decrease and the factory was finally forced to close.
employee (n)	/ɪmˈplɔɪiː, ˌemplɔɪi/	The bank has over 600 employees working in ten different countries.
employer (n)	/ɪmˈplɔɪə/	Skytronics, Nicola Williams's former employer , refused to be interviewed about the incident.
employment (n) terminate sb's employment	/ɪmˈplɔɪmənt/	The firm decided to terminate her employment for using a mobile phone in work hours.
fire (v) fire sb for doing sth	/faɪə/	She was fired for using her mobile phone during work hours.
hire (v)	/haɪə/	We had to hire temporary workers to cope with the increased workload.
incentive (n)	/ɪnˈsentɪv/	Money and security are the incentives in most people's work.
industrial action (n)	/ɪnˌdʌstriəl ˈækʃn/	" Industrial action " is an expression that means the same as "to go on strike".

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industrial estate (n)	/ɪnˌdʌstriəl ɪˈsteɪt/	The company has its premises on an industrial estate on the outskirts of the town.
interpersonal skills (n pl)	/ɪntəˌpɜːsn(ə)l ˈskɪlz/	A good manager should have excellent interpersonal skills .
issue (v) issue a statement	/ɪˈʃuː; ˈɪʃjuː/	The company later issued a statement supporting the action of their manager.
job insecurity (n) (opposite = job security)	/dʒɒb ɪnˌsɪkjʊərəti/	Feelings of job insecurity are much more common now than 30 years ago.
labour (n) labour costs (n pl)	/leɪbə/ /leɪbə ˌkɒsts/	Labour costs tend to be lower in Eastern Europe.
labour laws (n pl)	/leɪbə ˌlɔːz/	Flexible labour laws help to reduce the unemployment rate.
lay sb off (phr v)	/leɪ ˌsʌmbədɪ ˈɒf/	As the number of orders decreased we had to start laying workers off .
leadership (n) leadership qualities (n pl)	/liːdəʃɪp/	We're looking for someone with excellent leadership qualities to manage our sales team.
logistical (adj) logistical planning	/ləˈdʒɪstɪkl/	The " logistical planning of a department" means the way in which it is organised on a day-to-day basis.
the long-term unemployed (n pl)	/ðə ˌlɒŋtɜːm ˌʌnɪmˈplɔɪd/	The new reforms would mean that the long-term unemployed should take any job they are offered.
make up for (phr v)	/meɪk ˈʌp fɔː/	Firms started recruiting temporary workers in an attempt to make up for the lack of skilled workers.
managerial (adj) managerial experience	/ˌmænɪdʒɪəriəl/	We are looking for someone with previous managerial experience .

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objective (n) meet an objective	/əb'dʒektɪv/	We need to find ways of making it easier for team members to meet their objectives .
organisational skills (n pl)	/ɔ:gənər'zeɪʃənl ,skɪlz/	The day-to-day running of the department helped to develop my organisational skills .
plant (n)	/plɑ:nt/	Ford has several plants all over Europe.
productivity (n)	/,prɒdʌk'tɪvətɪ/	Feelings of job insecurity often lead to lower productivity .
pursuit of excellence (n)	/pə'sju:t əv 'eksələns/	The " pursuit of excellence " is a formal phrase meaning "doing things as well as possible".
recession (n) (opposite = boom)	/rɪ'seʃn/	Many people lost their jobs during the recession .
result (n) achieve a result	/rɪ'zʌlt/	The financial rewards are great for all those who achieve results .
résumé (n) (AmE) (BrE = CV)	/rezju:meɪ/	To apply for the post, please send résumé with cover letter.
rise (v) (opposite = fall)	/raɪz/	Unemployment is rising and more and more workers are being laid off.
sack (v) (BrE) sack sb for doing sth	/sæk/	Nicola Williams was sacked for using a mobile phone during work hours.
sacking (n)	/sækɪŋ/	Do you think the sacking of Nicola Williams was justified?
salary (n)	/sæləri/	Salaries at management level are often negotiated individually.

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sales (n)	/seɪlz/	
sales figures (n pl)	/seɪlz ˌfɪɡəz/	The chart shows sales figures over the past twelve months.
sales manager (n)	/seɪlz ˌmænɪdʒə/	Multinational manufacturer seeking International Sales Manager to call on Europe and Latin America.
sales team (n)	/seɪlz ˌtiːm/	As an SPC professional, my job was to offer support to our sales team .
sector (n)	/sektə/	We offer support to salesmen from different sectors of the company.
shortage (n) (opposite = excess)	/ˈʃɔːtɪdʒ/	According to the survey, almost two-thirds of companies are experiencing a shortage of skilled workers.
skilled worker (n) (opposite = unskilled worker)	/ˈskɪld ˈwɔːkə/	The electronics industry has been particularly affected by the shortage of skilled workers .
staffing needs (n pl)	/ˈstɑːfɪŋ ˌniːdz/	Providing training for our existing workforce is not enough to cover our staffing needs .
statement (n) issue a statement	/ˈsteɪtmənt/ /ˌɪʃuː ˌɪsjuː ə ˈsteɪtmənt/	The company issued a statement defending the action of their manager.
strike (n) go on strike	/straɪk/ /ˌgəʊ ɒn ˈstraɪk/	Workers have threatened to go on strike in reaction to the government's decision to cut unemployment benefits.
superior (n)	/suːˈpɪəriə/	Workers showing disrespect to superiors can be sacked.
supervisor (n)	/suːpəˈvaɪzə/	Nicola Williams had already received a warning from her supervisor .
team spirit (n)	/tiːm ˈspɪrɪt/	A strong team spirit helps to motivate workers.

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temporary staff (n)	/temp(ə)rəri ,stɑ:f/	A lot of firms have increased their use of temporary staff due to the shortage of skilled workers.
terminate (v) terminate sb's employment	/tɜ:mɪneɪt/	I called Ms Williams into my office and told her I had decided to terminate her employment .
unemployment (n)	/ˌʌnɪm'plɔɪmənt/	Unions have reacted angrily to the government's attempts to cut unemployment benefit .
unemployment benefit (n)	/ˌʌnɪm'plɔɪmənt ,benɪfɪt/	
unemployment rate (n)	/ˌʌnɪm'plɔɪmənt ,reɪt/	
warning (n) written warning (n)	/ˈwɔːnɪŋ/	On a further occasion, Ms Williams received a written warning .
work hours (n pl)	/ˈwɜːk ,aʊəz/	Using mobile phones during work hours is against company rules.
workers' rights (n pl)	/ˈwɜːkəz 'raɪts/	Unions say that the reforms are a direct attack on workers' rights .
workforce (n)	/ˈwɜːk,fɔːs/	One solution to the problem would be to provide training for your existing workforce .