

in company Pre-intermediate

Unit 16

headword	pronunciation	translation/notes	example sentence
answer phone (n)	/ɑːnsə ˈfəʊn/	Leaving the answer phone on for a couple of hours creates a bad impression.
appreciate (v) I'd appreciate it if ...	/əˈpriːʃiːeɪt/	I'd appreciate it if you could look into the possibility of my having an upgrade to business class.
authorised (adj) be authorised to do sth	/ɔːθəraɪzd/	I'm afraid I'm not authorised to offer you a discount on your room.
business (n) business class (n)	/ˈbɪznəs/	I was wondering if there was any chance of an upgrade to business class .
choice (n) not have much choice	/tʃɔɪs/	"If you do it, I'll see it as a personal favour." "I see, I don't really have much choice , do I?"
discount (n) offer a discount	/ˈdɪskaʊnt/	I'm not authorised to offer you a discount on your room.
face on to (phr v)	/feɪs ɒn ˌtuː/	My room faces on to the road and it's far too noisy.
favour (n) ask sb a favour	/ˈfeɪvə/	"I wonder if I could ask you a favour ?" "It depends what it is."
get sth back (phr v)	/ˌget sʌmθɪŋ ˈbæk/	"Could I borrow your dictionary?" "Yes, as long as I get it back before the end of the afternoon."
give sth back (phr v)	/ˌgɪv sʌmθɪŋ ˈbæk/	Could you lend me your pen? I'll give it back later.
impression (n) create a bad impression (n)	/ɪmˈpreʃn/	Leaving the answer phone on for long periods creates a bad impression .
inconvenient (adj) (opposite = convenient)	/ˌɪnkənˈviːniənt/	I realise this is inconvenient but I need your help.

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keen (adj) (not) be keen on sth	/ki:n/	"My car's being repaired and I wondered if you'd lend me yours." "Well, actually, I'm not very keen on the idea. "
lift (n) give sb a lift	/lɪft/	Could you give me a lift? I need to be at the airport at five.
ready (adj) have sth ready	/redi/	"Could you post the letter for me?" "All right, as long as you have it ready by five o'clock."
renewal (n) be up for renewal	/ri'nju:əl/	If you do it, I'll see it as a personal favour, and remember your contract's up for renewal next month.
time (n) take the time	/taɪm/	"I can't work from 2.00 to 4.00 – it's not my hours." "I know, but you can take the time later on."
trouble (n) put sb to any trouble	/trʌbl/	I'm sorry to put you to any trouble but I'd really like an upgrade to business class.
upgrade (n) an upgrade to	/ʌpɡreɪd/	I'd like an upgrade to business class.
worry (v) Not to worry.	/wʌrɪ/	"I don't feel happy about other people using my car." "Oh, all right. Not to worry. "