

# in company Upper intermediate

## ■ Unit 6

headword	pronunciation	translation/notes	example sentence
<b>action plan</b> (n) draw up/work out an action plan	/ækʃən ˌplæn/ /drɔː ˌʌp/wɜːk ˌaʊt ən ˈækʃən ˌplæn/	.....	It's important to <b>draw up an action plan</b> so that we all know what we're doing.
<b>agenda</b> (n) hidden agenda	/əˈdʒendə/ /ˈhɪdn əˈdʒendə/	.....	A <b>hidden agenda</b> is a secret reason for doing something because it will bring you an advantage.
item on the agenda	/ˌaɪtəm ɒn ðɪ əˈdʒendə/	.....	It's time we moved on to the next <b>item on the agenda</b> .
set an agenda	/ˌset ən əˈdʒendə/	.....	Once you've <b>set an agenda</b> for your meeting, try to stick to it.
stick to an agenda	/ˌstɪk tuː ən əˈdʒendə/	.....	Meetings within our department tend to <b>stick strictly to the agenda</b> and are highly focused.
<b>business</b> (n) business plan (n)	/ˈbɪznəs/ /ˈbɪznəs ˌplæn/	.....	Timeofyourlife.com is based on an interesting <b>business plan</b> – ordinary people buying a kind of timeshare in luxury goods.
business school (n)	/ˈbɪznəs ˌskuːl/	.....	Jeff is in charge of in-company training at a prestigious <b>business school</b> in the United States.
<b>capitalist</b> (adj) capitalist values (n pl)	/ˈkæpətɪst/ /ˈkæpətɪst ˈvæljuːz/	.....	People in business are highly geared towards <b>capitalist values</b> but they need to understand that there are other ways of seeing the world.
<b>chairperson</b> (n)	/ˈtʃeəpɜːsən/	.....	Discuss the following topic: 'Does a meeting need a <b>chairperson</b> ?'
<b>check up on</b> (phr v)	/tʃek ˈʌp ɒn/	.....	There's a rumour that the company is planning to <b>check up on</b> employees using PC monitoring software and CCTV.
<b>come back to</b> (phr v)	/kʌm ˈbæk tuː/	.....	We'll <b>come back to</b> this point later if we've got time.

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<b>communication</b> (n)	/kəˌmjuːnɪˈkeɪʃən/		
communication barrier (n)	/kəˌmjuːnɪˈkeɪʃən ˌbæriə/	.....	<b>Communication barriers</b> are often caused by hierarchies in the workplace.
communication breakdown (n)	/kəˌmjuːnɪˈkeɪʃən ˌbreɪkdaʊn/	.....	Misunderstandings or ' <b>communication breakdowns</b> ' are especially common between people from different cultures.
<b>computer surveillance</b> (n)	/kəmˌpjuːtə səˈveɪləns/	.....	<b>Computer surveillance</b> could help to identify employees who access games and websites during company time.
<b>conference room</b> (n)	/ˈkɒnfrəns ˌruːm/	.....	The meeting will take place in <b>Conference Room 7</b> on the top floor.
<b>conflict</b> (n)	/ˈkɒnflɪkt/		
area of conflict (n)	/ˌeəriə əv ˈkɒnflɪkt/	.....	Try to anticipate and avoid <b>areas of conflict</b> during your meetings.
<b>consensus</b> (n)	/kənˈsensəs/		
reach a consensus	/ˌriːtʃ ə kənˈsensəs/	.....	If a group of people <b>reach a consensus</b> about something, they all agree on it.
<b>cutting-edge</b> (adj)	/ˌkʌtɪŋˈedʒ/		
(opposite = <b>old-fashioned</b> )		.....	<b>Cutting-edge</b> technology or procedures are the most modern and advanced available.
<b>deliberate</b> (over) (v)	/dɪˈlɪbəreɪt (əʊvə)/	.....	If you <b>deliberate over</b> something, you think very carefully about it before making a decision.
<b>device</b> (n)	/dɪˈvaɪs/		
hand-held device	/ˌhændheld dɪˈvaɪs/	.....	John Clarkson and his colleagues plan to develop a <b>hand-held device</b> that will produce results on DNA samples within minutes.
<b>diplomacy</b> (n)	/dɪˈplɒməsi/	.....	<b>Diplomacy</b> involves listening to what other people are saying whether you agree with them or not.
<b>dominate</b> (v)	/ˈdɒmneɪt/		
dominate a discussion	/ˈdɒmneɪt ə dɪˈskʌʃən/	.....	A good chairperson should not allow the same people to <b>dominate the discussion</b> all the time.

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electronic tagging device (n)	/ɪˌlektɹɒnɪk 'tægɪŋ diˌvaɪs/	.....	Some people are worried that <b>electronic tagging devices</b> or even implants could be used to monitor employee activity.
e-mail (n)	/ɪˌmeɪl/	.....	New software programmes make it possible for your boss to <b>track e-mails</b> on your company computer.
track e-mails	/træk 'iːmeɪlz/	.....	
employee (n)	/ɪmˈplɔɪi/	.....	Most <b>employee monitoring</b> in the workplace is perfectly legal and happens more often than you realize.
employee monitoring (n)	/ɪmˈplɔɪiː 'mɒnɪtɪŋ/	.....	
executive (n)	/ɪgˈzekjətɪv/	.....	Gay Haskins is head of <b>executive training</b> at London Business School.
executive training (n)	/ɪgˈzekjətɪv 'treɪnɪŋ/	.....	
fill sb in (on) (phr v)	/fɪl sʌmbədi 'ɪn (ɒn)/	.....	Luis is going to start by <b>filling us in on</b> some of the background.
focus on (phr v)	/fəʊkəs ɒn/	.....	It's important for us all to <b>focus on</b> the key issues.
follow-up task (n)	/fɒləʊʌp 'tɑːsk/	.....	I'm going to <b>assign a follow-up task</b> to everyone present.
assign follow-up tasks	/əˈsaɪn fɒləʊʌp 'tɑːks/	.....	
prioritise follow-up tasks	/praɪˌɒrətaɪz fɒləʊʌp 'tɑːks/	.....	We need to <b>prioritise the follow-up tasks</b> carefully.
genetic (adj)			<b>Genetic profiles</b> could be used to screen potential employees for health problems, but are they ethical?
genetic profile (n)	/dʒəˌnetɪk 'prəʊfaɪl/	.....	
genetic screening (n)	/dʒəˌnetɪk 'skriːnɪŋ/	.....	Are you for or against the idea of <b>genetic screening</b> for prospective employees?
genetic test/testing (n)	/dʒəˌnetɪk 'test/'testɪŋ/	.....	A technology is being developed that will allow employers to carry out <b>genetic tests</b> on job candidates.
get started	/get 'stɑːtəd/	.....	OK, let's <b>get started</b> , shall we?

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<b>go with</b> (phr v) (opposite = <b>reject</b> )	/ˈgəʊ ˌwɪð/	.....	I liked your suggestion best, Jenny – I think I’m going to <b>go with</b> it.
<b>goal</b> (n) establish/define goals	/gəʊl/ /ɪˌstæbəlɪʃ/dɪˌfaɪn ˈgəʊlz/	.....	An effective chairperson should start by <b>establishing</b> the main <b>goals</b> of the meeting.
<b>group-think</b> (n)	/ˈgru:pθɪŋk/	.....	‘ <b>Group-think</b> ’ is a term which describes the need for a group of people to agree at all costs.
<b>implant</b> (n)	/ɪmˈplɑːnt/	.....	Electronic tagging devices or even <b>implants</b> could be used to monitor employee activity.
<b>in-company training</b> (n)	/ɪnˌkʌmpəni ˈtreɪnɪŋ/	.....	She’s in charge of <b>in-company training</b> at one of the UK’s leading business schools.
<b>incorporate</b> (v) (opposite = <b>exclude</b> )	/ɪnˈkɔːpəreɪt/	.....	Try to <b>incorporate</b> other people’s ideas into your own thinking.
<b>issue</b> (n) key issue (n)	/ɪʃuː/ /kiː ˈɪʃuː/	.....	Genetic screening is fast becoming a <b>key issue</b> in the recruitment of employees.
<b>job</b> (n) job prospect (n)	/dʒɒb/ /dʒɒb ˌprɒspekt/	.....	Should genetic tests decide <b>job prospects</b> ?
<b>leading authority</b> (n)	/liːdɪŋ ɔːθərəti/	.....	Michael Begeman is a <b>leading authority</b> on one of the world’s most universal rituals – the meeting.
<b>management</b> (n) management skill (n)	/ˈmænɪdʒmənt/ /ˈmænɪdʒmənt ˌskɪl/	.....	Executives go to business school in order to improve their <b>management skills</b> .
<b>meeting</b> (n) democratic meeting (n)	/miːtɪŋ/ /deməˌkrætɪk ˈmiːtɪŋ/	.....	‘ <b>Democratic meetings</b> ’ are ones in which all employees, from junior management upwards, get a chance to act as chairperson.

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lead a meeting	/li:d ə 'mi:tɪŋ/	.....	The person who <b>leads a meeting</b> is called a chairperson.
mobile meeting (n)	/məʊbaɪl 'mi:tɪŋ/	.....	' <b>Mobile meetings</b> ' can be held anywhere – in the elevator or even in a local café!
non-stop meeting (n)	/nɒnstɒp 'mi:tɪŋ/	.....	A ' <b>non-stop meeting</b> ' is one in which people spend their whole day working around an enormous central table.
recreational meeting (n)	/rekrɪ'eɪʃənl 'mi:tɪŋ/	.....	A ' <b>recreational meeting</b> ' is one in which staff can meet in a 'park area' in the middle of the building.
virtual meeting (n)	/vɜ:tʃʊəl 'mi:tɪŋ/	.....	In a ' <b>virtual meeting</b> ' people sit at work stations and communicate with each other using the latest software.
miniaturise (v)	/mɪnətʃəraɪz/	.....	Clarkson and his colleagues plan to <b>miniaturise</b> a device that will produce DNA results within 30 minutes.
monitor (v)	/mɒnɪtə/	.....	Businesses have a lot of good reasons for <b>monitoring</b> workers, including preventing workplace crime and protecting company secrets.
overrun (n)	/əʊvəˌraʊn/	.....	I'd like to speed things up bit in our meetings so that we can avoid <b>overruns</b> .
pager (n)	/peɪdʒə/	.....	A <b>pager</b> is a small portable piece of equipment that makes a noise when someone is trying to contact you.
point of view (n)	/pɔɪnt əv 'vju:/	.....	It might be useful at this stage to summarise the <b>points of view</b> we've heard so far.
point-scoring (n)	/pɔɪntˌskɔ:ɪŋ/	.....	' <b>Point-scoring</b> ' is the process of attempting to gain an advantage over your colleagues.
preparation (n)	/ˌpreɪpə'reɪʃən/	.....	<b>Inadequate preparation</b> for a meeting can result in a lot of wasted time.
inadequate preparation	/ɪnˌædəkwət ˌpreɪpə'reɪʃən/	.....	

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<b>privacy</b> (n) invasion of privacy	/ˈprɪvəsi/ /ɪnˌveɪzən əv ˈprɪvəsi/	.....	In your view, do some of the methods used to monitor employees constitute an <b>invasion of privacy</b> ?
<b>rank</b> (n) pull rank	/ræŋk/ /pʊl ˈræŋk/	.....	When people <b>pull rank</b> they use their status to get what they want.
<b>reality</b> (n) come close to reality	/riːæləti/	.....	Use of DNA tests at interview is a scary scenario that is <b>coming closer to reality</b> .
<b>recruiter</b> (n)	/rɪˈkruːtə/	.....	<b>Recruiters</b> could be faced with difficult decisions in the event of poor DNA results.
<b>run sb through sth</b> (phr v)	/ˌrʌn sʌmbədɪ ˈθruː/	.....	I'm not sure I've understood. <b>Run me through that</b> again.
<b>scenario</b> (n) scary/difficult etc scenario	/səˈnɑːrɪəʊ/ /ˌskeəri/dɪfɪkəlt səˈnɑːrɪəʊ/	.....	Developments in the field of genetic testing mean that job recruiters could soon be facing a rather <b>scary scenario</b> .
<b>seating arrangements</b> (n pl)	/ˈsiːtɪŋ əˌreɪndʒmənts/	.....	<b>Seating arrangements</b> have a powerful influence on what happens during meetings.
<b>security equipment</b> (n)	/sɪkjʊərəti rɪˈkwɪpmənt/	.....	A meeting was held to discuss the introduction of surveillance and electronic <b>security equipment</b> to check up on employees.
<b>sidetracked</b> (adj) (opposite = <b>focused</b> ) get sidetracked	/ˈsaɪdrækt/ /get ˈsaɪdrækt/	.....	We seem to be <b>getting sidetracked</b> – let's try and focus on the key issues.
<b>speed up</b> (phr v) (opposite = <b>slow down</b> ) speed things up	/spiːd ˈʌp/ /spiːd θɪŋz ˈʌp/	.....	Perhaps we could <b>speed things up</b> a bit – we are rather short of time.

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<b>teamwork</b> (n)	/ti:mwɜ:k/	.....	<b>Teamwork</b> involves working with a group of people to achieve something.
<b>time wasting</b> (n)	/taɪm ˌweɪstɪŋ/	.....	Sending private e-mails and accessing websites are two of the biggest causes of <b>time wasting</b> in the UK.
<b>track</b> (v) track e-mails/ phone calls etc	/træk/ /ˌtræk ˈi:mɛɪlz/fəʊn kɔ:lz/	.....	Employers can <b>track</b> everything from deleted <b>e-mails</b> to the exact computer keys a worker strikes.
<b>troublemaker</b> (n)	/ˌtrʌbəlmeɪkə/	.....	<b>Troublemakers</b> , in other words people who persistently cause problems in meetings, should be disciplined.
<b>turn down</b> (phr v) (opposite = <b>accept</b> )	/tɜ:n ˈdaʊn/	.....	How would you feel if you were <b>turned down</b> for a job because you failed a DNA test?
<b>video camera</b> (n) wireless video camera (n)	/ˌvɪdɪəʊ ˌkæmrə/ /ˌwaɪələs ˈvɪdɪəʊ ˌkæmrə/	.....	<b>Wireless video cameras</b> allow companies to track the movements of individual employees.
<b>workplace</b> (n) in the workplace	/ˈwɜ:kpleɪs/ /ɪn ðə ˈwɜ:kpleɪs/	.....	Employee monitoring in the workplace is much more common than most people realise.