

in company Upper intermediate

■ Unit 9

headword	pronunciation	translation/notes	example sentence
background (n) hover in the background	/ˈbækgraʊnd/ /ˌhɒvə ɪn ðə ˈbækgraʊnd/	Hovering in the background waiting to be introduced is not an effective way of networking.
break the ice	/breɪk ðɪ ˈaɪs/	Cracking jokes is one way of breaking the ice when you meet new people.
business (n) business community (n) conduct business	/ˈbɪznəs/ /ˈbɪznəs kəmjuːnəti/ /kənˌdʌkt ˈbɪznəs/	Golf is becoming increasingly popular within the business community . Most executives seem as comfortable conducting business on the golf course as in the office.
come through (to) (phr v)	/kʌm ˈθruː (tə)/	Come through to my office, please.
firm (adj) (opposite = limp) firm handshake	/fɜːm/ /fɜːm ˈhændʃeɪk/	A firm handshake shows that you are confident and in control.
first impression (n) create/make a good/ poor etc first impression	/fɜːst ɪmˈpreʃən/ /kriːeɪt ə ˌɡʊd/pɔː fɜːst ɪmˈpreʃən/	Creating a positive first impression is very important at a job interview.
job market (n)	/dʒɒb ˌmɑːkət/	In a competitive job market it's essential to make a good first impression.
look sb in the eye	/lʊk sʌmbədi ɪn ðiː ˈaɪ/	When you meet people for the first time, you should look them in the eye and say hello.
mingle (v)	/ˈmɪŋɡəl/	'Mingling' is a word meaning talking to and socialising with people.
networker (n) effective networker	/ˈnetwɜːkə/ /ɪˌfektɪv ˈnetwɜːkə/	You need to be confident and outgoing to be an effective networker .

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networking (n) networking skills	/netwɜ:kɪŋ/ /netwɜ:kɪŋ ,skɪlz/	Good networking skills are essential in business.
off-putting (adj) (opposite = appealing)	/ɒf'pʌtɪŋ/	A limp handshake can be very off-putting .
preliminaries (n pl) cut the preliminaries	/prɪ'lɪmənərɪz/ /kʌt ðə prɪ'lɪmənərɪz/	Cutting the preliminaries and getting straight to the point can be too abrupt when you're dealing with a first-time client.
relationship-building (n)	/rɪ,leɪʃənʃɪp'bi:ldɪŋ/	Networking and relationship-building are vital to businesses.
talk shop	/tɔ:k 'ʃɒp/	' Talking shop ' with colleagues means talking about work and not relaxing and talking about other things.