

Lifestyle

English for work, socializing & travel

INTERMEDIATE ANGLICKÝ SLOVNÍČEK



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Bohemian Ventures

výhradní distributor vydavatelství Pearson
pro Českou a Slovenskou republiku

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VÝSLOVNOST

Hlavní přízvuk se označuje horní kolmičkou před přízvučnou slabikou tehdy, nejedná-li se o jedno-slabičné slovo: cartoon [ka:'tu:n], a seven ['sevən], ale [sʌn], nebo má-li slovo přízvuky dva nebo více: teddy bear ['tedi ˌbeə]. Vedlejší přízvuk se označuje dolní kolmičkou.

Zvláštní znaky použité v přepisu výslovnosti:

b	block	[ˈblɒk]	t	trek	[ˈtrek]	ɪ	living	[ˈlɪvɪŋ]
d	end	[end]	tʃ	adventure	[əd'ventʃə]	i:	team	[ti:m]
f	friend	[ˈfrend]	θ	death	[deθ]	ɒ	rock	[rɒk]
g	grey	[greɪ]	ð	rather	[ˈrɑ:ðə]	ɔ:	fall	[ˈfɔ:l]
h	hat	[hæt]	v	love	[lʌv]	ʊ	put	[pʊt]
j	music	[ˈmju:zɪk]	w	widow	[ˈwɪdəʊ]	u:	loop	[lu:p]
k	camel	[ˈkæməɪ]	z	zoo	[zu:]	aɪ	tribe	[traɪb]
l	cameɪ	[ˈkæməɪ]	ʒ	casualty	[ˈkæʒuəlti]	aʊ	round	[raʊnd]
m	camel	[ˈkæməɪ]	dʒ	sledge	[sledʒ]	eɪ	brave	[breɪv]
n	end	[end]	ʌ	sunny	[ˈsʌni]	əʊ	go	[geʊ]
ŋ	penguin	[ˈpenɡwɪn]	ɑ:	disaster	[dɪˈzɑ:stə]	ɔɪ	coin	[kɔɪn]
p	trip	[trɪp]	æ	sad	[sæd]	eə	despair	[dɪˈspeə]
r	friend	[ˈfrend]	e	end	[end]	ɪə	here	[hɪə]
s	sunny	[ˈsʌni]	ə	about	[əˈbaʊt]	ʊə	pure	[pʊə]
ʃ	shock	[ʃɒk]	ɜ:	work	[ˈwɜ:k]			

Použité zkratky:

n	noun	podstatné jméno
adj	adjective	přídavné jméno
v	verb	sloveso
adv	adverb	příslowce
prep	preposition	předložka
pl.	plural	množné číslo
C	countable	počítatelné
UC	uncountable	nepočítatelné
T	transitive	tranzitivní slovesa, která se vždy pojí s předmětem
I	intransitive	netranzitivní slovesa, která se nikdy nepojí s předmětem
sth.	something	něco
sb.	somebody	někdo
form.	formal	formální
inf.	informal	neformální
lit.	literal	knižní
old-fash.	old-fashioned	zastaralé
US	United States	americká angličtina
Can.	Canada	kanadská angličtina

LIFESTYLE – INTERMEDIATE

ANGLICKO-ČESKÝ SLOVNÍČEK

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UNIT

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UNIT 1A QUALITY TIME – TENSE REVIEW

bid	v, I or T	[bɪd]	offer to pay a price for sth., especially at an auction	We chose the company that bid the lowest price for the contract.
chore	n, C	[tʃɔ:]	a job that you have to do, especially a boring one in the house or garden	You can't go out until you've finished your chores.
exhausted	adj	[ɪg'zɔ:stɪd]	very tired	I was so exhausted that I fell asleep in the airport lounge.
expenses	n, pl.	[ɪk'spensɪz]	money spent on a particular purpose	The company will cover all your travel expenses, of course.
fix	v, T	[fɪks]	repair sth.	I need someone to fix my printer, I don't know what to do with it.
insurance	n, UC	[ɪn'ʃʊ:rəns]	money which you pay a company that covers your costs if you have an accident	The car insurance is higher and higher every year!
reply	v, I	[rɪ'plɑ:]	answer	He hasn't replied to my email yet.
submit	v, T	[səb'mɪt]	give sth. to an authority	All applications must be submitted by June 3rd.
complete tax form			fill in a form where you list how much you earned in a particular year	I think I'll hire someone professional to complete my tax form, I don't understand a thing.
get on with sth.			do sth. on your own without help	You don't need to get on with the project on your own. That's why you have a team at hand.
take the minutes			write a record of what was said at a meeting	Jane, could you take the minutes and send them to me?

Unit 1B Quality time – Present tense question form

ahead	adv	[ə'hed]	in front	There are two difficult negotiations ahead of me today, so I need to be ready.
brush	v, T	[brʌʃ]	clean sth. (hair, teeth etc.) with a brush	Do you brush your teeth after every meal?
comb	v, T	[kəʊm]	tidy your hair	I'll just comb my hair and come over.
commute	v, I	[kə'mju:t]	travel between home and work every day	Sandy worked in the city and had to commute to work by train.
daydream	v, I	[deɪdri:m]	think of pleasant things that you'd like to do	Stop daydreaming and get back to work!
improve	v, I or T	[ɪm'pru:v]	get or make better at sth.	She needs to improve her computer skills by going on a refresher course.

overcrowded	adj	[ˌəʊvəˈkraʊdɪd]	too full of sth., especially people	The metro was so overcrowded that we couldn't get on.
patient	adj	[peɪʃənt]	able to wait without complaining	Please, be patient, the doctor will see you as soon as he can.
peaceful	adj	[piːsfəl]	quiet	Marina is a very peaceful resort, so if you're looking for some nightlife, I wouldn't recommend it.
boot up			put all the necessary information into a computer memory so that you can start using it	Why aren't you using the new computer? – I haven't booted it up yet.
do crosswords			fill in puzzles based on words	I can't wait to be on holiday! It's the only time of the year when I can lie on the beach and do crosswords.
Unit 1C Quality time – Free-time activities				
device	n, C	[dɪˈvaɪs]	a machine or a tool that does a special job	The police used special devices to find evidence.
exhilarating	adj	[ɪgˈzɪləreɪtɪŋ]	making you feel really excited or happy	After an exhilarating walk around the lake we went for dinner.
firmly	adv	[fɜːmlɪ]	strongly	Jack held the rope firmly, terrified that he could fall down.
gadget	n, C	[gædʒɪt]	a small, useful machine or tool	I love buying new gadgets, the last one was a new tablet computer.
incredible	adj	[ɪnkredɪbəl]	difficult or impossible to believe	I found it incredible that Kevin had passed all his tests.
roll	v, I or T	[rɒl]	move somewhere by rotating	The snowball rolled down the hill until it was the size of a football.
roughly	adv	[rʌflɪ]	not exactly but approximately	Roughly 100 people came.
spectacular	adj	[spekˈtækjʊlə]	amazing to look at	There was a spectacular view from our hotel balcony.
stunning	adj	[stʌnɪŋ]	extremely shocking, surprising	The report had some stunning conclusions.
thrill	n, C	[θrɪl]	sense of excitement	Why do you do parachute jumping? – It's the thrill of it, I guess.
up-to-date	adj	[ˌʌptəˈdeɪt]	the latest, most recent	But these figures aren't up-to-date, they come from last year's annual report!
weapon	n, C	[ˈwepən]	gun or sth. else that you use to fight with	We discovered several weapons hidden in the attic.
be into sth.			be interested in sth.	Sadie's really into yoga.

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be keen on sth.	be very interested in sth. or enjoy sth. very much	I'm keen on cycling, I try to ride at least 100 km a week.
come true	become reality	She couldn't believe her eyes when her dreams finally came true.
fancy yourself	think you are very important	Don't fancy yourself as the head of the company, you're just an ordinary employee.
flight simulator	a machine that tries to copy the experience of flying an aircraft, used to train pilots	Before you fly in a real aircraft, you will have several lessons in a flight simulator.
hang out	spend time (with sb.)	My son goes to the shopping mall to hang out with his friends.

Unit 1D Quality time – Making suggestions

accompany	v, T	[ə'kʌmpəni]	go somewhere with sb.	Could you accompany me to the bus stop?
complain	v, I	[kəm'pleɪn]	say that you are not happy or satisfied about sth.	The new member of staff is forever complaining about one thing or another.
content	n, UC	[kɒntent]	what a book, report etc. contains	I was not very happy about the content of the minutes, a lot of things seemed to be missing.
contractor	n, C	[kən'træktə]	an external person hired to do a particular job for a company	What about hiring a contractor to design the website?
deadline	n, C	[dedlaɪn]	a date or time by which you have to do or complete sth.	Do you think we'll be able to meet the deadline?
delay	v, T	[dɪ'leɪ]	wait until a later time to do sth.	We'll have to delay the launch of the new product by at least one week, I'm afraid.
encourage	v, T	[ɪn'kʌrɪdʒ]	support sb. and make them do sth.	Our boss encourages us to share ideas among departments.
entertaining	adj	[entə'teɪnɪŋ]	amusing, enjoyable	We saw a really entertaining performance last night. There was this clown and...
host	v, T	[həʊst]	have guests	We're hosting a group of Polish colleagues at the moment and I'm in charge of arranging their entertainment.
issue	n, C	[ɪʃu:]	an important subject or problem that people discuss	The environment is an issue which is very important to young people.
launch	n, C	[lɔ:ntʃ]	when a new product or service becomes available	How will you celebrate the launch of the programme?

option	n, C or UC	[ɒpʃən]	a choice, possibility	Increasing prices was the only option.
recruit	v, T	[rɪ'kru:t]	hire people to work for a company or army	Do you enjoy recruiting new staff? – I have to admit it's not my favourite part.
put on weight			become heavier in the body	She's far too thin and is trying to put on weight.
run behind			go more slowly than expected	We're running about 6 days behind the schedule.
Unit 1E Quality time – Life coaching				
balance	n, UC	[bælənts]	equal proportion between two things or situations	It's important to find work-life balance if you want to be happy.
coach	n, C	[kəʊtʃ]	a person whose job is to give advice on sth.	I've decided to find a personal tennis coach, otherwise I'll never get better.
confidence	n, UC	[kɒnfɪdənts]	belief in your ability to do things well	She has little confidence in her abilities.
day-to-day	adj	[,deɪtə'deɪ]	regular tasks that you do every day	We desperately need someone to help us with day-to-day running of the office.
delegate	v, I or T	[delɪgeɪt]	give orders to sb. to do a task for you	You need to learn how to delegate or you'll go mad with that workload.
fatigue	n, UC	[fə'ti:g]	feeling of being constantly and extremely tired	After a week of trying to get across the desert, she died of fatigue.
indecision	n, UC	[,ɪndɪ'sɪʒən]	inability to decide	My boss's indecision is intolerable, we can't go on like this!
interruption	n, C or UC	[,ɪntə'rʌpʃən]	stopping sb. from doing sth. for a short period of time in order to tell them sth.	How are we supposed to concentrate with all these interruptions?
objective	n, C	[əb'dʒektɪv]	goal, target	Our objective for this year is to increase our sales by 5%.
obstacle	n, C	[ɒbstɪkl]	sth. that prevents you from doing or achieving sth.	The biggest obstacle seems to be our competition, I'm afraid to say.
procrastination	n, UC	[prəʊ,kræstrɪ'neɪʃən]	delaying doing things you have to do	Experts believe that procrastination leads to huge losses on GDP every year.
reduce	v, I or T	[rɪ'dju:s]	make sth. smaller in size	I meditate on a regular basis in order to reduce stress.
suggest	v, T	[sə'dʒest]	propose sth., say a possible plan for the others to consider	May I suggest something?

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bottom line	the most important thing	The bottom line is whether you really want to make the change or not.
feel in control	feel that you are able to decide about your life	Since I started going to the therapist, I've been feeling in control once again.
get on with sb.	have a good and friendly relationship with sb.	I get on very well with my neighbours, we've never had any problems.
lack of	when there isn't enough of sth.	How are you going to deal with the lack of supplies?
time management	the activity of making sure that all your time is used wisely and profitably	At the job interview she was asked about her time management skills.
time stealer	an activity that takes up too much of your time and that you get no good from	Meetings are time-stealers – if travelling is involved, use the phone instead.

UNIT 2A GLOBETROTTERS – WILL AND GOING TO

access	n, UC	[ækses]	the possibility of getting somewhere	Does the hotel have free Internet access?
charge	v, I or T	[tʃɑ:dʒ]	put (usually electrical) energy into sth.	He charged the battery for his digital camera.
comfy	adj	[kʌmpfɪ]	comfortable (inf.)	The armchair was so comfy I fell asleep.
dive	v, I	[daɪv]	go down under water	What's the deepest you've ever dived?
globetrotter	n, C	['gləʊb,trotə]	a person who travels or has travelled all over the world	He's a well-known globetrotter – his work takes him all over the world.
son-in-law	n, C	[sʌnɪnlɔ:]	husband of your daughter	Jim doesn't get on well with his son-in-law.
travel	n, UC	[trævəl]	the activity of travelling	Air travel is safe and cheap.
trekking	n, UC	[trekɪŋ]	walking a long distance in nature, usually in the mountains	I'd like to go trekking this weekend, but I don't know where yet.
trip	n, C	[trɪp]	a short journey or a short period of time in a place	My business trip to Hong Kong was cancelled because of budget restrictions.
be stuck			not be able to move from a place	I'm calling to apologise. We're stuck in a traffic jam and we'll be a little late.
budget airline			an airline that charges low prices but does not provide a luxury service	We flew to Spain for £9.99 on a budget airline.

publishing company	a company whose business is to make books	I've written a book and now I must find a publishing company that will be interested in it.
shopping basket	a basket you carry in a shop and where you put things you want to buy	Now add the goods to the shopping basket and click on 'pay'.

Unit 2B Globetrotters – Present continuous for future plans

arrangement	n, C	[ə'reɪndʒmənt]	a plan of how sth. will happen	We're flying to Venice on Monday so my wife is making a lot of arrangements all week.
base	n, C	[beɪs]	main place to stay	We travel around a lot, but our home base is in England.
deal	n, C	[diəl]	an agreement, especially in business	Buying the house was a really good deal. Now we'd pay much more for such a house.
downtown	adj	[,daʊn'taʊn]	in the city centre (US)	I'm sitting in this downtown restaurant when a gorgeous girl walks in and goes straight to me.
fairly	adv	[feəli]	quite	The job was fairly difficult, I felt like quitting at some points.
first-hand	adj	[,fɜ:st'hænd]	direct, personal	We're seeking staff who have first-hand experience with foreign clientele.
harbor	n, C	[hɑ:bə]	area of water where boats or ships are parked	The harbor looked just spectacular at the sunset.
well-equipped	adj	[,welɪ'kwɪpt]	having good equipment or tools with you	Never go to the mountains without being well-equipped. It might be a question of life and death.
Guess what?			used when you've got surprising or interesting news (inf.)	Guess what? Barbara and Sam are getting married!
house swap			a temporary arrangement where two families live in each other's houses, usually for a holiday	To save on accommodation costs on holiday, they always do a house swap.

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 2C Globetrotters – Compound nouns

bar	n, C	[bɑ:]	a metal stick, usually put outside windows	We live on the ground floor so we've decided to have bars outside the windows for safety reasons.
charming	adj	[tʃɑ:mɪŋ]	pleasant, attractive	He was a very charming man who spoke with everyone as if he'd known them for ages.
conciierge	n, C	[ˌkɒnsɪ'eəʒ]	a person at a hotel whose job is to book tickets, call a taxi and make other little arrangements for you	Does your hotel offer concierge services?
convert	v, I or T	[kən'vɜ:t]	transform sth.	He converted the garage into a guesthouse.
counter	n, C	[kaʊntə]	a desk in a shop or at the airport where people are served	Our flight is checked in at counters 23 – 30.
diameter	n, C or UC	[daɪ'æmɪtə]	the length between two furthest points in a circle that goes through the centre	The island is just 1 km in diameter.
honeymoon	n, C or UC	[hʌnɪmu:n]	holiday for a couple who have just got married	We're going to Greece for our honeymoon.
laundry	n, UC	[ləʊndrɪ]	dirty clothes that need to be washed	Could you do the laundry, please?
lighthouse	n, C	[laɪthaʊs]	a tall house by the sea whose light shows the ships where the coast or rocks are	We've just booked a holiday in a lighthouse. It's going to be the most romantic holiday ever!
previous	adj	[pri:vɪəs]	the one before	The previous owner of our house disappeared and no one has seen him ever since.
prison	n, C or UC	[prɪzən]	a place where criminals are held to serve their punishment	Since he returned from prison he's been trying to live a decent life.
restroom	n, C	[restru:m]	toilet (US)	Excuse me a minute, I need to go to the restroom.
striped	adj	[straɪpt]	with stripes on it, usually about clothes	He was wearing a striped jacket but that's all I can remember.
suite	n, C	[swi:t]	a set of hotel rooms rented as a whole, usually luxurious	We can offer you our honeymoon suite at a discounted price.
tablecloth	n, C	['teɪbl̩,klɒθ]	a large piece of cloth that lies on a table during a meal	Can you change the tablecloth for us, please? It's dirty.
wing	n, C	[wɪŋ]	body part of animals that is used for flying	We found an owl with an injured wing.

main course			the important part of a meal that has more food in it than the others, eaten after a starter and before dessert	As a main course they had roast beef and Yorkshire pudding.
on a budget			with not much money to spend	We're travelling on a budget so we can only afford cheap accommodation.
Unit 2D Globetrotters – Agreeing and disagreeing				
additional	adj	[ə'dɪʃənəl]	extra	We had to pay a lot of additional costs and in the end the flight was more expensive than with Lufthansa!
board	v, l or T	[bɔ:d]	to get on a plane or ship	We kindly ask passengers to board the flight KS5436 at gate 46.
cab	n, C	[kæb]	taxi (US)	We took a cab from the airport because we had so much luggage and didn't want to wait for a bus.
charge	n, C	[tʃɑ:dʒ]	an amount of money you have to pay for a service	Do you have to pay additional charges for boarding first?
low-cost	adj	[,ləʊ'kɒst]	cheap	Our company forces us to travel on low-cost flights.
occasional	adj	[ə'keɪʒənəl]	happening from time to time, but not very often	I go for an occasional drink with my colleagues.
speedy	adj	[spi:di]	quick	Ivan is a very speedy worker.
do sb. a favour			do sth. kind for sb.	Could you do me a favour and pick up the suit from the drycleaner's?
ground staff			people who work at the airport but not on the aircraft	The ground staff were very kind and we solved the problem in a minute.
in advance			before the main action	I'll ask you to pay half of the price in advance.
in the long run			at a time that is far away in the future	In the long run, we'd like to expand to Poland and Slovakia.
out of the way			area where there are few people	Why is the station so out of the way? The taxi will cost a fortune!
overhead locker			a container on a plane that is above your head and where you keep your luggage	Please make sure the overhead lockers are closed.

ANGLICKO-ČESKÝ SLOVNÍČEK

You've got a point there.	you're right in this aspect	We should carry out an analysis before we make a decision. – You've got a point there.
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Unit 2E Globetrotters – Five days in Dubai

admission	n, C or UC	[əd'mɪʃən]	permission to enter a place	How much is the admission to the museum?
barrier	n, C	[bæriə]	limitation	Foreign languages mustn't be a barrier in business!
breathtaking	adj	['breθ'teɪkɪŋ]	very beautiful, exciting, or surprising	On the Skywalk they had a breathtaking view of the Grand Canyon.
brunch	n, C	[brʌntʃ]	a combination of breakfast and lunch	I've been having a lot of business brunches recently.
double-decker	n, C	[ˌdʌb'l'dekə]	a bus with two levels	We're going on a tour on a double-decker tomorrow.
dune	n, C	[dju:n]	a small hill of sand in the desert	We went surfing on the dunes when we were visiting Dubai.
enquiry	n, C or UC	[ɪn'kwɪərɪ]	a formal question	I've just made an enquiry about the total costs of the holiday.
glamorous	adj	[glæməərəs]	very attractive and special	The actress was wearing a glamorous dress at the première.
glide	v, I	[glɑɪd]	move without effort or complications	Some people just glide through work without making any effort.
glorious	adj	[glɔ:riəs]	deserving honour	That was a glorious victory in the match.
hub	n, C	[hʌb]	the centre of sth.	We've got the hub in Prague but more branches around the country.
itinerary	n, C	[aɪ'tɪnərəri]	a plan or list of the places you will visit on a trip	The first stop on our itinerary is Rome.
resort	n, C	[rɪ'zɔ:t]	place where a lot of people go for holidays	This is the best ski resort in the Alps.
skyscraper	n, C	['skaɪ,skreɪpə]	a very tall building	New York is famous for its skyline with skyscrapers.
splendid	adj	[splendɪd]	excellent (form.)	We had a splendid holiday on Haiti.
towering	adj	[taʊərɪŋ]	very high (lit.)	I was standing below the towering statue and felt so little.
ultimate	adj	[ʌlɪmət]	the most important because final	This is my ultimate decision.

belly dancing			a dance originally from the Middle East in which a woman moves her hips and stomach	She's been training belly dancing for ten years, she even went to the Middle East a few years ago.
I suppose so.			used to express reluctant agreement	Shall we have some spinach for dinner? – I suppose so.

UNIT 3A BE MY GUEST – BASE FORM WITH TO OR -ING FORM

1	appreciation	n, UC	[ə,prɪ:'fɪ:ʃjən]	showing that you understand the value of sth.	It's polite to show your appreciation of the meal.
2	awareness	n, UC	[ə'weənəs]	knowledge about or understanding of a culture, subject or situation	The business students were given a lecture on commercial awareness.
3	behaviour	n, UC	[br'heɪvjə]	the way you act or do things	It is important to check your children's behaviour when dining out in a restaurant.
4	chopsticks	n, pl.	[tʃɒpstɪks]	two long, thin pieces of wood or plastic that you use to eat Chinese or Japanese food	Some people find eating with chopsticks difficult.
5	distracted	adj	[dɪ'stræktɪd]	not concentrated because paying attention to sth. else	I was distracted by a bird flying past the window and then I couldn't find where I stopped reading.
6	elbow	n, C	[elbəʊ]	part of your arm that is in the middle of it where it bends	Don't rest your elbows on the table!
7	etiquette	n, UC	[etɪket]	formal rules for polite behaviour	Etiquette is very important among the Japanese.
8	impact	n, UC	[ɪmpækt]	influence	Your behaviour will certainly have some impact on your salary.
9	indicate	v, T	[ɪndɪkeɪt]	show	The graphs indicate that our actual sales are behind our initial expectations.
10	insist	v, I	[ɪn'sɪst]	demand sth. repeatedly and forcefully	I insist on having the documentation by Thursday.
11	knock	v, I	[nɒk]	hit sth., usually a door, with your finger and make a noise	I knocked on the door and entered his office.
12	lobster	n, C or UC	[lɒbstə]	a sea animal which has a long body covered with a hard shell, two large claws and eight legs	There's no good way of eating a lobster, you'll always make a mess.
	misunderstanding	n, C or UC	[,mɪsʌndə'stændɪŋ]	when someone does not understand something correctly	I think there's been a misunderstanding. I booked the room for two nights, not one.

ANGLICKO-ČESKÝ SLOVNÍČEK

modestly	adv	[ˈmɒdɪstli]	without pride	The manager praised her in front of all team, to which she only modestly smiled.
napkin	n, C	[ˈnæpkɪn]	a square of cloth or paper that you use at meals to keep your clothes, hands, and mouth clean	We bought some paper napkins for the buffet.
pierce (food)	v, T	[pɪəs]	to put (for example a chopstick) through the middle of a piece of food	He pierced the piece of meat with one of his chopsticks.
seriously	adv	[ˈsɪəriəsli]	without joking	Kimberly has been fired? Do you mean that seriously?
tray	n, C	[treɪ]	a large, usually metal plate which you use to carry meals and drink	The serving tray slipped of my hands and the spaghetti was all over the place!
treat	v, T	[tri:t]	behave to sb. in a particular way	We always treat our hotel guests as if they were our family.
be seated			be told where to sit	We had waited for half an hour before we were seated.
get along			like sb. and be friendly to them	Do you get along with your new colleague?
make a mess			make a place dirty and untidy	I don't understand why men always make a mess when they cook.
roll up your sleeves			get ready to do some work or a task, usually a hard or unpleasant one	The garden needs cleaning, so roll up your sleeves.
second helping			the second portion of a meal that you have if you are still hungry or really like the meal	Could I have a second helping, please? The meat's just delicious.
serve yourself			put food on your plate	There was a buffet dinner in the hotel so everybody served themselves.
Unit 3B Be my guest – Food and entertaining				
delicious	adj	[dɪˈlɪʃəs]	delicious food tastes very good	This soup is delicious!
dessert	n, C or UC	[dɪˈzɜ:t]	something sweet that you eat after the main part of a meal	For dessert we had ice-cream and chocolate sauce.
entrée	n, C	[ɒnˈtreɪ]	starter	What will you have for entrée? Perhaps melon with ham?
ostrich	n, C	[ˈɒstrɪtʃ]	a large bird from Africa that can't fly	Have you ever eaten ostrich eggs?

raw	adj	[rɔ:]	not cooked	I actually like raw meat if you know how to prepare it.
rich	adj	[rɪtʃ]	containing a lot of butter, oil or cream	I should warn you, this meal is very rich, I'm not sure you'll like it.
roast	adj	[rəʊst]	cooked in an oven or over a fire (about meat)	Our speciality is roast beef, will you have some?
serviette	n, C	[ˌsɜːvɪ'eɪt]	napkin (Can.)	Excuse me, can I get another serviette?
shell	n, C or UC	[ʃel]	a hard cover that protects sth., for example eggs, nuts, turtles etc.	The shell cracked and a little chicken appeared.
side order	n, C	[ˈsaɪd ɔːdə]	something that you eat along with the main course, for example potatoes	For side order, I'll have the fries.
smoked	adj	[sməʊkt]	a smoked meal is prepared in smoke from burning wood	Have you got smoked salmon? Great, I'll have it.
sparkling	adj	[spɑːklɪŋ]	fizzy drink	Do you like sparkling wine or would you prefer something more traditional?
steamed	adj	[stiːmt]	cooked using steam	I often have steamed vegetables, it's healthier than cooked.
stewed	adj	[stjuːd]	cooked slowly in a little water	We had stewed meat at Karen's the other day, it was much better than a barbecue actually.
still	adj	[stɪl]	a drink that is not fizzy	Can I have just still water, please?
tasty	adj	[teɪstɪ]	tasty food has a good strong taste	This pizza is really tasty.
tender	adj	[tendə]	if a meat etc. is tender, it has been cooked so that it is deliciously soft and easy to eat	George cooked the meat until it was tender.
tough	adj	[tʌf]	if a meat etc. is tough, it is difficult to eat because it is hard and chewy	Your steak looks very tough – can you cut through it?
vinegar	n, UC	[ˌvɪnɪgə]	a sharp liquid used for flavouring food	Put a little vinegar in it, but not too much, it would be too sour.
help yourself			put food on your plate yourself and not wait until your hosts does it	Please, help yourself to something to drink.
I'll give it a go.			I'll try. (inf.)	What about going to work abroad? – Yeah, I think I'll give it a go.

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It repeats on me.			the taste of the food comes to my mouth again	No, thank you, I won't have any prawns, they repeat on me.
street vendor			someone who sells their goods in the street, mainly food	At the sight of the police, all street vendors suddenly disappeared.
Unit 3C Be my guest – Quantifiers				
artificial	adj	[ˌɑːtɪ'fɪjəl]	made by people	Since he got an artificial heart, he's been feeling much better.
attitude	n, C or UC	[æ'tɪtjuːd]	a feeling or opinion about sth.	His attitude to children ensured him a job in the new kindergarten.
can	n, C	[kæn]	a metal container for liquid	Can you buy a few cans of coke, please?
consumer	n, C	[kən'sjuːmə]	someone who buys some goods	The new regulation will have impact on all our consumers.
diet	n, C or UC	[daɪət]	everything that sb. eats and drinks	What does your diet consist of?
essential	adj	[ɪ'sentʃəl]	very important, necessary	Having good communication skills is essential in our line of business.
grab	v, I or T	[græb]	take sth. quickly and roughly	She grabbed the papers and flew out of the room.
label	n, C	[leɪbəl]	a short text on a product which gives information about it	I always read the label before I buy any food.
maintain	v, T	[meɪn'teɪn]	keep	We need to maintain our current level of expertise, otherwise we'll never be competitive.
nutritionist	n, C	[njuː'trɪʃənɪst]	a person whose job is to advise others on what foods contain and what they should eat	The nutritionist advised me to eat more fruit.
portion	n, C	[pɔːʃən]	a part of a meal	For me just a tiny portion please, I'm rather full.
processed	adj	[prəʊest]	treated with chemicals to give the food extra taste	Is the cheese processed?
skip	v, T	[skɪp]	avoid sth. in order to get further on	Can we skip the boring introduction and get straight to the point?
takeaway	n, C	[teɪkəweɪ]	a meal that you get in a restaurant but eat at home	You should avoid having so many takeaways if you want to lose weight.
blood pressure			the measure of pressure at which blood circulates in your body	The doctor says I've got high blood pressure and should do something about it.

cut down on		reduce	If you're serious about getting fit, you must cut down on all the chocolate you eat.
saturated fat		a type of fat which is bad for you	Which foods contain saturated fat?

Unit 3D Be my guest – Saying 'no'

shrimp	n, C or UC	[ʃrɪmp]	a small pink sea animal that you can eat, with ten legs and a shell	The brothers went fishing for shrimp.
terrific	adj	[tə'ɹɪfɪk]	great, awesome (inf.)	The trip to Venice was just terrific!
doggy bag			a bag in which they will give you food that you haven't eaten in a restaurant	I put the doggy bag in the fridge and went straight to bed.
split (a bill)			share sth./the bill between yourself and others	As there were only two of us, we decided to split the pizza between us.
take a break			have a rest for a while and not work	Take a break for an hour and come for a walk.
This is on me.			I am going to pay for this.	Put your money away, this round is on me.
turn down			refuse to do or accept something, or do what someone asks you	She turned down his offer of help.

Unit 3E Be my guest – The visit

appropriate	adj	[ə'prəʊpɪət]	suitable for a particular situation	Is it appropriate to call your colleagues by their first names in your country?
attend	v, I or T	[ə'tend]	be present at an event	I'm not attending the seminar, I've already heard it twice.
bouquet	n, C	[bu'keɪ]	bunch of flowers	My colleagues gave me a huge bouquet for my 50th birthday.
corridor	n, C	[kɒrɪdɔ:]	a passage between rooms in a building	I met my boss in the corridor but I didn't recognize her and didn't say hello!
handicrafts	n, pl.	[hændɪkrɑ:fts]	objects made manually by skilled traditional artists	We've bought some lovely handicrafts for you.
potted	adj	[pɒtɪd]	in a pot, container for flowers	I prefer receiving potted plants, I can keep them longer.
venue	n, C	[venju:]	a place where something takes place	Where exactly is the conference venue?

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UNIT 4A LEARNING CURVE – CAN, COULD AND BE ABLE TO

ability	n, C or UC	[ə'bi:lɪtɪ]	when you can do sth.	Her ability to stay calm in such a stressful situation was amazing.
boost	v, T	[bu:st]	increase the force, success etc. of sth.	The success of the product has boosted her reputation.
challenge	n, C or UC	[tʃælɪndʒ]	sth. new, exciting, or difficult that will need a lot of determination and effort to do	He says the job is not really a challenge for him.
cool	adj	[ku:l]	great, very good (inf.)	The car's really cool, dude.
force	v, T	[fɔ:s]	make sb. do sth. they don't want to do	He forced the key into the lock.
involve	v, T	[ɪn'vɒlv]	include	Does the job involve a lot of travelling?
memorize	v, T	[meməraɪz]	make a special effort to remember sth. exactly	An actress has to be able to memorize her lines.
muscle	n, C or UC	[mʌs]	a tissue, part of your body that produces movement	Help, my stomach muscles hurt from the laughter!
neural	adj	[njuərəl]	related to nerves	How exactly are neural connections made?
performance	n, C or UC	[pə'fɔ:mənts]	how well a person or thing does a particular activity	Your performance at the job interview was not very convincing.
regularity	n, UC	[ˌregjʊ'lærətɪ]	repeating the same things at the same time every day/week/month/year etc.	The regularity of the job was tiring, I couldn't stand it.
stretch	v, T	[stretʃ]	make sb. use all their abilities or intelligence	You should stretch your brain by doing puzzles or sudoku.
keep sth. in shape			exercise sth. and keep it working well	Pensioners claim that doing crosswords keeps their brains 'in shape'.
the key			very important	What's the key to success in business?

Unit 4B Learning curve – Personal characteristics

analytical	adj	[ænə'lɪtɪkəl]	looking at a situation logically and assessing it from all angles	Suzi has a bright, analytical mind.
bossy	adj	[bɒsɪ]	always telling other people what to do, in a way that is annoying	Her husband is extremely bossy – I don't know how she stands him!
capable	adj	[keɪpəbəl]	able to do things effectively	I'm afraid he's capable of anything to get the job.

conscientious	adj	[.kɒntʃɪˈentʃəs]	putting a lot of effort into your work	Lisa is a very conscientious girl, I'm sure she'll achieve great things one day.
efficient	adj	[ɪˈfɪʃənt]	being able to work quickly and effectively	I don't think we would be able to find a more efficient worker.
environment	n, C	[ɪnˈvaɪənmənt]	the surroundings of a place	Being satisfied with your work environment is a key motivator.
estimation	n, UC	[.estɪˈmeɪʃən]	your opinion of sth.	In our estimation, we will attract a lot of new customers in this region.
express	v, T	[ɪkˈspres]	show sth., for example opinion or feelings	Please feel free to express your opinion.
habit	n, C or UC	[ˈhæbɪt]	sth. that you do regularly, part of your routine	While I was living in Guatemala, I got to know a lot of local people's habits.
numerate	adj	[njuːməɪət]	have a certain basic level of skills with numbers and maths	Staff should be both numerate and literate.
organized	adj	[ɔːɡənaɪzd]	being able to plan things carefully and keep things tidy	If you were just a little organized, this would never happen to you.
outgoing	adj	[.aʊtˈɡəʊɪŋ]	sb. who enjoys meeting and talking to people	Our new member of staff has a very outgoing personality.
persuasive	adj	[pəˈsweɪsɪv]	being able to convince other people to do things	Her talk was so persuasive that I couldn't refuse.
resourceful	adj	[rɪˈzɔːsfəl]	good at finding ways to deal with things	I liked the second applicant – she appeared to be a very resourceful young woman.
self-confident	adj	[.selfˈkɒnfɪdənt]	feeling sure that you are able to do things successfully	I've never seen such a self-confident young man.
self-sufficient	adj	[.selfsəˈfɪʃənt]	being able to do things for yourself and do not need the help or resources of others	They want to buy a small farm, as their aim is to be completely self-sufficient.
sensible	adj	[sensɪbl]	being able to make good decisions	You can trust Julia – she's a very sensible girl.
thought	n, C or UC	[θɔːt]	idea, process of thinking	Have you got any new thoughts on the situation?
tricky	adj	[ˈtrɪki]	not as easy as it seems, deceiving	Be careful, this is a tricky question they always ask at job interviews.
unpunctual	adj	[.ʌnˈpʌŋktʃʊəl]	not exact, on time, or as expected	Mr Sims is very unpunctual and his work is full of mistakes, I think we should give him a warning.
unreliable	adj	[.ʌnrɪˈlaɪəbəl]	cannot be trusted to do what they should do	Why are all young people so unreliable?

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civil servant	someone who works in the civil service, for example in a government department	Sonia is a civil servant and works for a government department.
common sense	the ability to do sensible things	All you need here is a bit of common sense.
computer literate	have the necessary knowledge to use computers	I'm computer literate and I have a driving licence.
job seeker	a person who has no job and is looking for one	There are too many job seekers and not enough jobs.
on your own	alone, without the help of others	I prefer working on my own to working in a team.
think on your feet	make quick decisions	If you can't think on your feet, you're not a person to work for us.

Unit 4C Learning curve – Comparatives and superlatives

advantage	n, C or UC	[əd'vɑ:ntɪdʒ]	a pro, plus of sth.	The advantage of working from home is that you save time on commuting.
affordable	adj	[ə'fɔ:dəbl]	not too expensive, you are able to buy it	It was difficult to find affordable accommodation.
assess	v, T	[ə'ses]	judge, evaluate	How does your company assess staff performance?
confident	adj	[kɒnfɪdənt]	sure, believing in sth.	I'm confident that we will manage to complete the project in time.
determined	adj	[dɪ'tɜ:mɪnd]	very sure that you want to do sth., and not letting anyone or anything stop you	No one in my family had ever gone to university, but I was determined to go.
disadvantage	n, C or UC	[ˌdɪsəd'vɑ:ntɪdʒ]	a con, minus of sth.	The disadvantage of working from home is that you miss the social life in the office.
enrolment	n, C or UC	[ɪn'reʊlmənt]	the number of students who start a course, school, university etc.	The enrolment was so high this year that we had to open two classes.
fail	v, I or T	[feɪl]	not be successful in an exam by not getting enough marks	If you study hard, I'm confident you won't fail.
full-time	adj, adv	[fʊl'taɪm]	sth. that takes up all your available time during the day	I'm taking a full-time class in computer software.
intimidating	adj	[ɪn'tɪmɪdeɪtɪŋ]	frightening	The prospect of the final exam was so intimidating that he didn't even try.

pass	v, I or T	[pa:s]	be successful in an exam by getting enough marks	Leo studied hard to pass the exam.
progression	n, C or UC	[prə'greʃən]	development	I'm feeling like I'm not making any progression. Sometimes I think I'll just drop out.
self-motivated	adj	[,self'məʊtɪvaɪtɪd]	sb. who is self-motivated does not need anyone else to tell them to work hard	The sales people need to be self-motivated individuals.
value	v, T	[vælju:]	consider sth. important	We value the loyalty of our employees highly.
carry on			continue, go on	Please, carry on speaking.
drop out			stop being a student at a college, university etc. before completing a course	He decided to drop out of college and join the army.
give up			stop doing sth.	I'm sure you'll feel much better if you give up smoking.
hands-on experience			practical experience rather than theoretical learning about sth.	You need to get some hands-on experience before you can work on your own.
Let's face it.			said before sth. unpleasant but true, let's be honest	Let's face it, Mark will never get into university, he's just not clever enough.
sign up for			sign papers that say you become a participant of a course	Have you signed up for the English class this year yet?
take responsibility			feel responsible for sth. and accept the feeling	It's time you took responsibility for your decisions.
Unit 4D Learning curve – Building on ideas				
adapt	v, I	[ə'dæpt]	change your behaviour in order to fit a new situation	I've moved house many times in my life so I adapt easily to new environments.
admire	v, T	[əd'maɪə]	like the personal qualities that sb. shows	I had to admire the way she stood up to him.
appreciate	v, T	[ə'pri:ʃiɪt]	value sth., recognize the importance of sth.	I want to say how much we appreciate your presence in the team.
enthusiastic	adj	[ɪn,θju:zɪ'æstɪk]	showing great energy and interest in sth.	If you're not enthusiastic about your job, maybe you should look for another one.
handle	v, T	[hændl/]	deal with sth.	Will you be able to handle the situation?
improvisation	n, C or UC	[,ɪmp'rɒvəz'zeɪʃən]	doing things without preparing first	I'd suggest having a training in improvisation, it can come in handy in negotiations.

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ingredient	n, C	[ɪn'ɡri:diənt]	sth. you add to a meal while cooking	The basic ingredients are flour, eggs and sugar.
likely	adj	[laɪkli]	probable	Salaries are likely to grow next year.
recipe	n, C	[resɪpt]	a set of instructions you follow when you cook a meal	I've got this recipe from my grandmother, it's a family secret.
rehearsal	n, C or UC	[rɪ'hɜ:səl]	a time when actors prepare for a public performance	How many rehearsals had you had before you played the performance in front of an audience?
resist	v, I or T	[rɪ'zɪst]	fight against sth. or sb., refuse sth.	He resisted the temptation to accept the job for many weeks but in the end he accepted.
unexpected	adj	[ˌʌnɪk'spektɪd]	not expected, when you didn't think it would happen	The visit of aunt Irma was really unexpected as she hadn't called before.
go along with			agree to sb.'s ideas	OK, I'll go along with that, and I believe we should also introduce new regulation on computer security.
make up			invent things	Please, don't make up any excuses again.
raise objections			say that you don't agree with sth.	I'd like to raise an objection to the plan.
stick to sth.			stay fixed or attached to sth.	Let's stick to the agenda and avoid discussing other subjects.
up to a point			partly, only with part of sth.	I agree up to a point.
work something out			think of a solution to a problem	This hotel is full, but don't worry, we'll work something out.

Unit 4E Learning curve – Training solutions

assertiveness	n, UC	[ə'sɜ:tvnəs]	being confident and not afraid to say what you think in a way that the others are not hurt	I'm thinking of this assertiveness course, it might help me to get promoted.
benefit	v, I or T	[benɪfɪt]	get an advantage from sth., be helped	The company will definitely benefit from hiring someone with her qualifications.
commitment	n, C or UC	[kə'mɪtmənt]	sth. you've promised and must do	I'm sorry but I've got other commitments in the afternoon. Could we meet tomorrow?
ex-pat	n, C	[ek'spæt]	expatriate, sb. who went to live abroad	There's a huge ex-pat community in Shanghai.

knowledge	n, UC	[nɒlɪdʒ]	information, skills and understanding gained through learning and experience	I'm afraid your knowledge is not sufficient.
persuasion	n, UC	[pə'sweɪʒən]	convincing other people to do things	It took a lot of persuasion to get the project but in the end we succeeded.
relocate	v, I or T	[ˌri:ləʊ'keɪt]	move to a different place	She's been relocated to London recently.
requirement	n, C	[rɪ'kwaɪəmənt]	sth. that sb. needs	We try to meet all our clients' requirements.
shift	n, C	[ʃɪft]	a group of workers who work in a particular time during the day or night	I'm working night shifts this week so I'm sleeping all days.
VAT	n, UC	[ˌvi:ət'ti:]	value-added tax	How much is the VAT for this type of goods?
cut the budget			reduce the costs on a budget	We need to cut the budget so we've decided to pay only 2-star accommodation.
get back to sb.			write or talk to sb. again, usually to tell them some new information	I'll check with my boss and get back to you, OK?
get promoted			get a better-paid job with more responsibility with the same company	Our senior manager is going to retire next month, so I'm hoping to get promoted soon.
point of view			opinion, the way sb. sees a problem or situation	From my point of view, outsourcing IT services isn't the best idea.
take into consideration			consider sth. when making a decision	We also need to take into consideration our responsibility for our employees.

UNIT 5A GETTING ON – PRESENT PERFECT AND PAST SIMPLE

author	n, C	[ɔ:θə]	creator of sth.	He's a well-known author of many detective novels.
award	n, C	[ə'wɔ:d]	prize or money given to reward sb. for sth. they have done	He's been given an award for his latest film.
clay	n, UC	[kleɪ]	a type of red earth	I don't know why, but I always lose on a clay court.
eco-friendly	adj	[ˈi:kəʊˌfrendli]	doing no or very little damage to the environment	We've decided to convert our house into an eco-friendly one.
mansion	n, C	[mæntʃən]	a huge house, usually in the country	She spent all her life in her mansion, hardly ever leaving the garden.
star	v, I or T	[stɑ:]	be the main performer (in a play, film etc.)	He starred in the film 'Mamma Mia!'.

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climate change			the way the world weather is changing	He's a famous campaigner against the climate change.
take sth. by storm			be suddenly successful in a particular area	In 2009, Aisha took the beauty contests by storm and won them all.

Unit 5B Getting on – Used to

camaraderie	n, UC	[ˌkæməˈrɑːdəri]	feeling of friendship, especially when working together	I miss the camaraderie in my last job.
enrol	v, I or T	[ɪnˈrəʊl]	officially arrange to do a course	Can we still enrol for this class?
orphanage	n, C	[ɔːfənɪdʒ]	a large house where children who have no parents live	Despite the fact he grew up in an orphanage, he became a very successful business owner.
subsidize	v, T	[sʌbsɪdaɪz]	pay money to support (a service) so that it costs less to the user of the service	The government denied that they would subsidize healthcare.
swap	v, I or T	[swɒp]	exchange one thing for another	Let's swap jobs for a week and see who has a harder one.
at short notice			not leaving much time to prepare	I know this is at short notice, but could you give a presentation on time management tomorrow?
pick up			lift sth. with your hands	I picked up my bag and left.

Unit 5C Getting on – Conversation topics

affect	v, T	[əˈfekt]	have an effect on sth. or sb.	Will the change affect all staff?
anniversary	n, C	[ˌænɪˈvɜːsəri]	a date that is special because it is exactly a year or a number of years after an important event	Today is my parents' 40th anniversary – it's exactly 40 years since they married.
boiling	adj	[ˈbɔɪlɪŋ]	extremely hot	It's boiling out there, thanks God we have the air conditioning.
changeable	adj	[tʃeɪndʒəbəl]	changing very often	The weather in the mountains can be very changeable so don't forget a raincoat.
election	n, C	[ɪˈleɪʃən]	a time when people choose politicians to their local government, Parliament etc.	I'm really disappointed by the elections.
flip-flops	n, pl.	[flɪpfloʊps]	shoes that you wear in summer, usually to the beach	Nancy, it's really inappropriate to wear flip-flops in the office.

flood	n, C or UC	[flʌd]	a very large amount of water that covers an area that is usually dry	After the rain, there were floods. There was a lot of water on the fields near the river.
freezing	adj	[fri:zɪŋ]	extremely cold	I wonder when it finally stops freezing, the winter doesn't seem to end.
gossip	n, UC	[gɒsɪp]	things that people say about other people's behaviour or private lives, especially things that may not be true	I heard some gossip about Mary, but I don't believe it.
inappropriate	adj	[ˌɪnə'prəʊprɪət]	not suitable	The manager caught his assistant surfing inappropriate websites.
in-laws	n, pl.	[ɪn'lɔ:z]	people who became your family when you got married (inf.)	All weekend with your in-laws? How will you survive?
investigate	v, T	[ɪn'vestɪgeɪt]	study sth. very carefully, especially a crime	The police are investigating the murder, but they haven't found any new evidence yet.
neat	adj	[ni:t]	very tidy	Her desk is always so neat and tidy.
nephew	n, C	[nefju:]	a son of your brother or sister	My nephew's six so he's starting school this year.
niece	n, C	[ni:s]	a daughter of your brother or sister	I haven't got any children yet, but I've got a little niece.
plot	n, C	[plɒt]	the story told by a book, film etc.	His plots all have an unexpected twist at the end.
pursue	v, T	[pə'sju:]	follow sth.	My dream is to pursue a career in acting.
vote	v, I or T	[vəʊt]	go to elections and express your choice	49 people voted for and 5 against the suggestion.
traffic jam			a situation when there are too many cars in the street and they move very slowly	I got stuck in a traffic jam for two hours, it was unbelievable.
Unit 5D Getting on – Socializing				
acquaintance	n, C	[ə'kweɪntənts]	sb. you have met but do not know very well	There were several acquaintances of mine at the party.
cheek	n, C	[tʃi:k]	part of your face that is below your eyes and next to your nose	Her cheeks were red from the cold when she came home.
chit-chat	n, UC	[tʃɪtʃæt]	pleasant, unimportant talk about nothing in particular (inf.)	There's been a lot of chit-chat in the office about the new management.

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gesture	n, C	[dʒestʃə]	a symbolic movement you make with your hands to show sth.	You shouldn't make so many gestures when you talk.
hug	n, C	[hʌg]	when you put your arms around sb. and hold them, because you like or love them	Family members often give a hug to each other when they meet.
part	v, I or T	[pɑ:t]	separate, leave sb.	To part from you for a month will be terrible.
pat	v, T	[pæt]	touch sb. repeatedly with your hand	The teacher praised the pupil and patted her on the shoulder.
Unit 5E Getting on – Choosing a candidate				
achievement	n, C or UC	[ə'tʃi:vmənt]	sth. difficult in which you succeeded	Getting the law degree was Jack's greatest achievement.
aim	v, I	[eɪm]	want, intend	This report aims to give an overview of the company's current financial situation.
apprentice	n, C	[ə'prentɪs]	sb. who works for an employer for an agreed amount of time in order to learn a skill	The plumber arrived with his apprentice.
divide	v, I or T	[dɪ'vaɪd]	separate into several pieces	After the death of their father, the brothers divided the money and never saw each other again.
enterprise	n, C	[entəpraɪz]	a company or organisation	Steven has always led the enterprise with admirable determination.
entrepreneur	n, C	[,ɒntɹəprə'nɜ:]	sb. who runs their own company and is not employed by anyone else	The best thing about being an entrepreneur is the independence and freedom you have.
graduate	v, I	[grædʒuət]	finish school or university studies successfully	What are you going to do after you graduate?
neglected	adj	[nɪ'glektɪd]	not taken care of	The child was terribly neglected; her clothes were dirty and she hasn't washed for weeks.
overall	adj	[əʊvə'rɔ:l]	in general, as a whole	Your overall results are excellent, but you need to improve your communication skills.
passion	n, C or UC	[pæʃən]	a strong feeling of enjoying or wanting sth.	Her passion for cooking has made her a star all over the world.

prestige	n, UC	[pres'ti:ʒ]	great reputation deserving respect	Thanks to the CEO, the company gained international prestige within a few years.
purpose	n, C	[pɜ:pəs]	the reason you do sth.	The purpose of the meeting is to set clear goals for next year.
range	n, C	[reɪndʒ]	a set of things	We're going to introduce a new range of products next spring.
rural	adj	[rʊəəl]	in the countryside	We help businesses in rural areas.
sculpture	n, C or UC	[skʌlptʃə]	a piece of art made especially of stone or wood, often representing a person	You've got an interesting sculpture in the lobby. What does it represent?
shareholder	n, C	['ʃeə,həʊldə]	a person who owns a share or shares in a company	The shareholders voted against the proposal.
can afford			have enough money to buy sth.	I'd love to buy the car, but it's just too expensive, I can't afford it.
raise money			collect money from other people in order to give it to charity	I'm delighted to tell you that tonight we've raised over 1 million dollars.
run a business			lead a company	I'm thinking of running a business instead of working for someone else, what do you think?

UNIT 6A RULE OF THUMB – CAN, HAVE TO, MUST, NEED TO AND SHOULD

assignment	n, C	[ə'saɪnmənt]	a task, typically a written one, that you have to do for your job or studies	I have to finish this assignment on Elisabeth I by Monday and I don't even know how to start.
clubbing	n, UC	[klʌbɪŋ]	going to clubs and discos	How come you have so much money to spend on clubbing?
contented	adj	[kən'tentɪd]	satisfied	I've never been so contented at work as I am now.
major	adj	[meɪdʒə]	big, important	This is a major decision, have you thought it through?
overtake	v, I or T	[əʊvə'teɪk]	go past another car because you are faster	He was overtaking a car in a curve and had an accident.
rate	v, T	[reɪt]	be considered or voted	Henry rated as the employee of the year three times in a row.
set	adj	[set]	established	The rules are set and there's nothing you can do about it.
have a say in sth.			participate in decisions about sth.	Employees should have a say in their company's major decisions.
pay rise			an increase in the amount you earn	Everyone was wondering what the pay rise would be.

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rule of thumb		a rough guide or measure based on practical experience	As a rule of thumb, we suggest that you take a five-minute break from your desk every hour.
take time off		stop working for your employer for a short period so that you can do personal things	Her husband intends to take time off after the baby is born.

Unit 6B Rule of thumb – Obligation in the past

authentic	adj	[ɔ:'θentɪk]	from real life	The monster in the film was so authentic that I was scared walking home at night.
contribution	n, C or UC	[ˌkɒntrɪ'bju:ʃən]	sth. you do to help sb. or sth. be successful	We appreciate your contribution to the success of the project.
independently	adv	[ˌɪndɪ'pendəntli]	without the help of other people	The two groups worked independently and exchanged results only at the end of the experiment.
memorable	adj	[memərəbəl]	sth. that you are likely to remember	It was a memorable celebration that everyone will remember for years.
mind	v, I or T	[maɪnd]	be annoyed by sth.	I don't mind working at the weekend if it's not too often.
overtime	adv	[əʊvətɑɪm]	later than is the usual end of working hours	Does your company often ask you to do overtime?
overwork	v, I or T	[əʊvə'wɜ:k]	do more work than is good for your health, or make sb. do this	If you continue to overwork him, his health will suffer.
particular	adj	[pə'tɪkjələ]	concrete, exact	Do you need any particular information?
research	n, UC	[rɪ'sɜ:tʃ]	studying, examining a subject in detail	Research has confirmed that smoking is bad for you.
supervisor	n, C	[su:pəvaɪzə]	sb. who is your boss at work	Can I speak to your supervisor, please?
be set in			happen in a particular time and place	The plot of the movie is set in Amsterdam in the 90s.
dress code			what you are expected to wear in a particular situation	His contract set out the company's dress code for all employees.
equal opportunities			equal treatment for men and women, especially at work	This company is an equal opportunities employer.
get sth. done			finish sth.	Will you be able to get the presentation done by Wednesday?
keep an eye on			watch and check sth.	Could you keep an eye on the new colleague, please? I think he needs help.

Unit 6C Rule of thumb – Writing emails 1

abbreviation	n, C	[ə,bri:vɪ'eɪʃən]	a shorter version of a word	Please, avoid abbreviations such as 'pls' in your e-mails.
compare	v, T	[kəm'peə]	study differences between two or more things	Could you compare the quotations and see which is better for us?
compose	v, I or T	[kəm'pəʊz]	create, produce	It seems that young people are not able to compose a formal letter anymore.
concerned	adj	[kən'sɜ:nd]	worried	I'm a little concerned about the meeting tomorrow.
manner	n, UC	[mænə]	way of doing things	She was hired in a normal manner.
resign	v, I or T	[rɪ'zaɪn]	leave your job	I resigned as a sales manager and went to live in the countryside.
sustainable	adj	[sə'steɪnəbəl]	possible to continue in the same way	We're having a lecture on sustainable development next week.
unsolicited	adj	[ˌʌnsə'lɪsɪtɪd]	unwanted	Please, stop sending me unsolicited mail.
carry out			do or complete	The students were asked to carry out a study of social networking websites such as Facebook.
lower case			letters that are not capital, e.g. 'a', not 'A'	The whole text was written in lower case.
on the way out			soon to be replaced by sth. else	It seems that wearing informal clothes in the office is on the way out.
recruitment agency			a company that helps you look for a job	I contacted a recruitment agency and found a job in two weeks.
sign off			finish a letter by writing your name at the end of it	He signed off the e-mail and sent it.

Unit 6D Rule of thumb – Giving advice

confide	v, I or T	[kən'faɪd]	tell sb. a secret that you haven't told anyone else	I feel I need to confide in somebody.
downturn	n, C	[daʊntɜ:n]	recession, usually in the economy	It's not a good idea to resign during an economic downturn.
incredibly	adv	[ɪn'kredɪblɪ]	unbelievably	He's put on weight incredibly in the past few months.
messy	adj	[mesi]	dirty or untidy	Your desk is very messy.

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purchase	n, C	[pɜ:tʃəs]	sth. that you buy (form.)	We offer discounts to purchases over £100.
résumé	n, C	[rezju:meɪ]	CV (US)	Your résumé is too long, try to make it shorter by at least one page.
bring up			raise children	Mark and Sally decided to bring up their children away from the rush of the city.
cover for			substitute sb.	Who will cover for you while you're away on holiday?
make sb. redundant			ask sb. to leave a job because the company does not need you anymore	She couldn't find work for many months after she'd been made redundant.
Unit 6E Rule of thumb – Helping new people				
booklet	n, C	[bʊklət]	a little book that includes the most important information about sth.	Have you received the dress code booklet?
guideline	n, C	[gaɪdlaɪn]	the rules and advice about how things should be done	We'll need a few guidelines before starting the project.
handbook	n, C	[hændbʊk]	a textbook that aims to teach you sth., usually in a practical way	We got a handbook and that was it, nobody showed us anything.
suffer	v, I	[sʌfə]	feel physically or emotionally bad because of sth.	I often suffer from headaches.
surroundings	n, pl.	[sə'raʊndɪŋz]	what is around sth.	The surroundings of the office were very nice, there was a park nearby where we could have lunch.
unfamiliar	adj	[ʌnfə'mɪlɪə]	not known	If the programme's unfamiliar to you, ask our IT staff for help.
appraisal system			a system that a company uses to decide how well their employees are working and how much they should be paid	There was no structured staff appraisal system.
be in trouble			have done sth. which sb. will not be happy about	I can't believe it, the child's in trouble again. I don't know what we'll do about him.
break the ice			do sth. to make yourself and the others feel more relaxed, usually when you first meet (inf.)	At the beginning of the training, I prepared several activities to break the ice.

get things wrong	do things incorrectly	No matter how hard she tries, she always gets things wrong.
get to know	become familiar with a person or place	On my first day at work, I got to know so many people that I hardly remembered all names.
induction programme	a formal introduction to a company for new employees	They decided to review the staff induction programme.
it's up to you	it's your responsibility or decision	Do you want the new position or not? It's up to you.
job description	duties and responsibilities that you have in a job	This is not in my job description, I'm not going to do it.
show sb. around	go around a place with sb. when they first arrive there, to show them what is interesting and useful	Peter, could you show our new colleague around?
take in	understand and remember new information	I don't think I'll be able to take in so much new information at once.
team up	join with sb. in order to work on sth.	We decided to team up and start our own company.

UNIT 7A TELL US A STORY – PAST CONTINUOUS

aspiring	adj	[ə'spaɪərɪŋ]	trying to become successful	There are so many aspiring young actors that it's extremely difficult to succeed.
fake	adj	[feɪk]	not real	She spent a fortune on a fake handbag.
humdrum	adj	[hʌmdrʌm]	boring and having no variety	I don't know why I'm staying in this humdrum job.
recall	v, I or T	[rɪ'kɔ:l]	remember an event from the past	He suddenly recalled his childhood memories from the place.
subscription	n, C	[səb'skrɪpʃən]	money you pay to have sth. (usually a newspaper or magazine) delivered to your home	Do you have a newspaper subscription?
tough	adj	[tʌf]	difficult and causing you a lot of problems	The training was extremely tough, but I was determined to finish the course.
occur to sb.			come to sb.'s mind	It never occurred to me that he could be lying.

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 7B Tell us a story – Past tenses

brand	n, C	[brænd]	a name given to a product so that it can be easily recognized	What brand of washing powder do you use?
contest	n, C	[kɒntest]	a competition	We're having a sales contest in our company this month.
manicure	n, C or UC	[mænɪkjʊə]	a treatment for hands and nails	I need to have a manicure done, my nails look terrible.
modest	adj	[mɒdɪst]	not talking about your success	Despite her wealth, she's still very modest.
shave	v, I or T	[ʃeɪv]	cut hair very close to the skin, especially from the face	He cut his face while he was shaving in the morning.
slide	n, C	[slɑɪd]	a single page of a presentation created with software like PowerPoint	As you can see in the slide, our sales have increased by 5%.
come up with			think of	We were told to come up with a solution and think of something clever.
give sb. a makeover			make sb. more attractive by giving them new clothes, a new hair style, etc.	They're giving everyone free makeovers in the shopping mall.
hand out			give sth. (usually a piece of paper) to everyone in a group	She handed out a copy of the report and waited for reactions.
joke around			say things that are funny	We're just joking around, we don't mean it.
set up			establish, start a company	Carla set up her company at the age of 22.

Unit 7C Tell us a story – Humour

amusing	adj	[ə'mju:zɪŋ]	humorous, making you think that sth. is funny	The presenter was very amusing with his stories about life as a travelling salesman.
anxious	adj	[æŋkʃəs]	worried, nervous	Don't be so anxious about Jack, he'll be back soon.
cruel	adj	[kru:əl]	doing harm intentionally, without mercy	It was cruel to fire John after so many years of loyal service.
frown	v, I	[fraʊn]	make movements on your face to show that you are not happy about sth.	I offered to help, but she just frowned at me.
fun	n, UC	[fʌn]	pleasure, entertainment	It was good fun hiding Paul's mouse the other day.

funny	adj	[fʌnɪ]	making you laugh	It was one of the funniest films I've ever seen.
grin	v, I	[grɪn]	smile a lot	He came to the office, grinning.
hilarious	adj	[hɪ'leəriəs]	extremely funny	That was a hilarious film, you must see it!
hunter	n, C	[hʌntə]	sb. who catches animals for food or pleasure	My grandfather was a hunter, I often went to the forest with him.
relieve	v, T	[rɪ'li:v]	provide help that will make a difficult situation easier	In the office we relieve stress by regular exercise.
tension	n, UC	[tɛnʃən]	a feeling of stress or nervousness	One day before the deadline, there was an atmosphere of tension in the office.
workmate	n, C	[wɜ:kmeɪt]	a colleague you are friends with (inf.)	I'd like to invite one or two workmates to the wedding.
at sb.'s expense			making sb. look stupid	Poor Karl, stop making jokes at his expense.
calm down			stop feeling excited or panicky	Calm down and relax, I'm sure we'll find your cat soon.
point out			underline, highlight	I'd like to point out that my performance exceeded results of all my colleagues.
practical joke			a trick you do to make people laugh	I hate practical jokes that my colleagues play on me.
Unit 7D Tell us a story – Storytelling				
bravery	n, UC	[breɪvəri]	having courage in a frightening situation	At the camp, our son got a prize for his bravery.
disappointment	n, UC	[dɪsə'pɔɪntmənt]	a feeling you have when you didn't get what you expected	I'll never forget my disappointment when I didn't get the job after the interview went so well.
eventually	adv	[ɪ'ventʃʊəlɪ]	after a long time	We eventually arrived over three hours late.
scar	n, C	[skɑ:]	a mark on your body which is left after an injury	After the car accident, he had a big scar on his right leg.
slam	v, I or T	[slæm]	move against sth. hard with a lot of force	I wasn't paying attention while skiing and I slammed into a tree.
fall behind			be slower or less successful than the others	I'm doing my best but I'm always falling behind.
You're kidding.			an expression that shows that you think sb. is telling you sth. that is not true, for amusement	'You're kidding!' he gasped, when I told him what I'd seen.

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Unit 7E Tell us a story – Presentations

competitor	n, C	[kəm'petɪtə]	a company that provides the same goods or services as you and is your rival on the market	We found out that our competitor was stealing data from us.
facility	n, C or UC	[fə'sɪlɪtɪ]	a place where a particular activity takes place	Our hotel has a wide range of facilities, including a swimming pool, a sauna and a tennis court.
freelancer	n, C	[fri:lɑ:ntsə]	sb. who works on short-term projects for a number of companies rather than being employed by one	We've decided to hire a freelancer to do the training.
pitch	n, C	[pɪtʃ]	a talk aimed at persuading sb. to do sth.	As part of the interview, prepare a demo pitch for a new customer.
weird	adj	[wɪəd]	very strange or odd	I found some of his stories a bit weird.
business venture			a new business or company, often with some risk involved	The business venture ended when the bank refused to lend them any more money.
fed up with			annoyed with sth.	I'm fed up with doing Pam's work, I won't do any more of it.

UNIT 8A GREEN CHIC – ZERO AND FIRST CONDITIONALS

bulb	n, C	[bʌlb]	a glass container that is put inside a lamp and that produces light	The first bulb was invented by Edison.
consumption	n, UC	[kən'sʌmpʃən]	how much of sth. you use	Our electricity consumption increased again last year, we must do something about it.
engage	v, T	[ɪn'geɪdʒ]	involve sb. in sth.	If you ask your staff about their opinions, you'll engage them more in the company's decision-making process.
fleet	n, C	[fli:t]	a group of ships or cars	One of my responsibilities was taking care of our fleet of company cars.
fuelled	adj	[fju:əlt]	driven, supplied by power	The heating system is fuelled by gas.
incentive	n, C or UC	[ɪn'sentɪv]	sth. that makes you work hard or do sth. new	Money is a good incentive for hard work.
launch	v, I or T	[lɔ:ntʃ]	begin sth. new	We're launching a new incentive scheme.
renewable	adj	[ri'nju:əbəl]	able to be produced again	We should focus on renewable energy sources more than in the past.

replace	v, T	[rɪˈpleɪs]	take the place of sth.	She replaced the light bulb with a low-energy version.
reuse	v, T	[,ri:ˈju:z]	use again	We always reuse supermarket carrier bags.
supplier	n, C	[səˈplaɪə]	a company that provides goods for shops and businesses	The supplier promised me he would deliver the goods first thing on Monday morning.
waste	n, UC	[weɪst]	unwanted material that you throw away	Doing the research yourself is a waste of time, ask the assistant to do it for you.
carbon emissions			carbon dioxide in the environment produced by vehicles and industrial processes	We should launch a scheme to reduce carbon emissions we produce.
go green			start taking steps that will reduce your carbon footprint	Our company's decided to go green and now we're thinking of what steps to take.
green chic			being conscious of your effect on the environment and fashionable at the same time	Solar panels are becoming the height of green chic.
peak time			the time when sth. happens most	Never travel at peak time – it's crowded and more expensive.
turn down			reduce the amount or intensity of sth.	Could you turn down the music, please? I'm trying to work here.
Unit 8B Green chic – Products				
appliance	n, C	[əˈplaɪənts]	piece of (electrical) equipment used in the home	We sell appliances ranging from fridges and washing machines to fans.
bin	n, C	[bɪn]	a box where you put waste	All the proposal went straight to the bin.
biodegradable	adj	[,baɪəʊdɪˈɡreɪdəbəl]	able to decay naturally	Is this material biodegradable?
detergent	n, C or UC	[dɪˈtɜ:dʒənt]	a cleaning product to remove dirt from clothes, dishes etc.	I've bought a new detergent, the old one wasn't very eco-friendly.
disposable	adj	[dɪˈspəʊzəbəl]	intended to be used once, then thrown away	Jake always uses disposable razors.
fan	n, C	[fæn]	a small appliance that moves the air in a room	Could you put the fan closer to my desk?
organic	adj	[ɔ:ˈɡæɪnɪk]	relating to methods of growing food without using artificial chemicals	I'd buy organic food if it wasn't so expensive.

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packaging	n, UC	[pækɪdʒɪŋ]	container or material that a product is sold in	There was far too much packaging for such a small item.
pollute	v, T	[pə'lu:t]	make the air, water, earth dangerously dirty	The factory pollutes the whole neighbourhood.
refillable	adj	[ri:fləbəl]	able to be filled again	We sell the liquid in refillable bottles to cut costs.
tackle	v, T	[tækəl]	deal with sth.	I'm looking forward to seeing how he'll tackle the situation.
carbon footprint			the amount of carbon dioxide emissions we generate in our daily activities	What's the best way to reduce your carbon footprint?
carbon offset charge			money donated to environmental projects to compensate for the CO2 emissions	There is a mandatory carbon offset charge with every ticket we sell.
cardboard box			a box made of thick paper, usually pale brown	The order arrived in a large cardboard box.
energy-efficient			consuming little energy	We're encouraged to use energy-efficient devices.
gas guzzler			a car that consumes a lot of fuel	I started up my gas guzzler and headed towards work.
grocery bag			a carrier bag that you use when you go shopping and where you put the food	Have you seen the grocery bag? It was in my handbag but now I can't find it anywhere.
separate rubbish			throw plastic, glass, paper etc. into different bins	In my neighbourhood everyone separates rubbish.
Unit 8C Green chic – Second conditional				
accelerate	v, I	[ək'seləreɪt]	start to go faster	The car accelerated and was out of sight.
boot	n, C	[bu:t]	space in the back of the car used for luggage	He put his suitcase in the boot of the car.
charge	v, T	[tʃɑ:dʒ]	take in and store electricity	I need to charge my laptop, is there a socket near here?
emit	v, T	[ɪ'mɪt]	produce, generate	The car emits very little emissions.
engine	n, C	[endʒɪn]	part of car that produces power to make it move	The car's engine makes too much noise – I've decided not to buy it.
harmful	adj	[hɑ:mfəl]	causing damage or pollution	Be careful, the chemicals that are released here can be harmful.

petrol	n, UC	[petrəl]	liquid used to supply power to vehicles	Excuse me, where's the nearest petrol station?
suspect	v, T	[sə'spekt]	not trust sth. or sb.	I suspect this is not an exact price.
two-seater	n, C	[tu:'si:tə]	a car for two people	Do you drive a two-seater? Is it enough when you go on holiday?
put up			raise, increase	Have you heard? They're going to put up petrol prices again.

Unit 8D Green chic – Problem solving

attempt	n, C	[ə'tempt]	trying to do sth.	He gave up his attempts to quit smoking long ago.
basement	n, C	[beɪsmənt]	a floor in a building that is underground	We have a store in the basement.
consequence	n, C	[kɒn'sɪkwənts]	sth. that happens as a result of a situation	Their plan had some terrible consequences.
face	v, T	[feɪs]	have to deal with sth.	The company's been facing a lot of problems recently.
gather	v, T	[gæðə]	collect, put several things together	Try to gather some information before you make any decisions.
implement	v, T	[ɪm'plɪmənt]	put a plan into use	When are you going to implement the new regulation?
jam	v, I or T	[dʒæm]	if sth. is jammed, it is unable to move because it is too full	I can't believe it, the printer's jammed again!
reject	v, T	[rɪ'dʒekt]	refuse sth.	I'm afraid I'll have to reject your proposal.
dispose of			get rid of sth.	How will we dispose of the waste?
figure out			think of a solution	We need to figure out how to advertise effectively.
have a word			talk to sb.	Can we have a word? I'd like to ask you for help.
What's up?			What's the matter? (inf.)	You look sad. What's up?

Unit 8E Green chic – Planning a green office

access	n, UC	[ækses]	possibility of getting somewhere	Is there free access to the Internet?
brick	n, C	[brɪk]	a block of hard material which is used for building walls	We have a brick wall in the office, it looks very nice, actually.
conclude	v, I or T	[kən'klu:d]	finish a speech or a piece of writing	She concluded her presentation with a short summary.

ANGLICKO-ČESKÝ SLOVNÍČEK

cubicle	n, C	[kju:bɪkl̩]	a small part of a room separated from the rest of the room for individual use	The changing cubicles at the swimming pool are too small.
giant	adj	[dʒaɪənt]	extremely large	She was given a giant teddy bear when her son was born.
interruption	n, C or UC	[ˌɪntəˈrʌpʃən]	a moment when sb. stops you from doing sth. else in order to talk to you	What was I talking about before the interruption?
mug	n, C	[mʌɡ]	a large cup	In the morning, I always have tea from my mug.
occupant	n, C	[ˈɒkjʊpənt]	a person working or living in a building (form.)	How many occupants do the rooms sleep?
partition	n, C	[pɑːtɪʃən]	a thin wall that separates one part of a room from another	There's a partition between the two offices.
perimeter	n, C	[pəˈrɪmɪtə]	the border of an enclosed area, such as an office or a car park	There's a river flowing along the perimeter of the field.
refurbish	v, T	[ˌrɪːfɜːbɪʃ]	bring sth. (a building etc.) up to a better standard than before	Thousands of books had to be removed from the library before it could be refurbished.
screen	n, C	[skriːn]	a thin, usually movable wall that you can use to separate one space from another	We change the screens every year so that we don't get bored with the design.
skylight	n, C	[ˈskaɪlaɪt]	a roof window built to let more light in the building	There are several new skylights in the roof so we have much more daylight now.
soundproof	adj	[saʊndpruːf]	a soundproof wall does not allow noise to get through it	Each office had soundproof walls.
tap	n, C	[tæp]	a device that opens and closes water flow from a pipe	Can you close the tap while you brush your teeth?
washroom	n, C	[wɒʃrʊm]	toilet (old-fash.)	Could you show me to the washroom, please?
shut down			switch off	I think I'll shut down the computer and go home.

UNIT 9A IT GENERATION – PASSIVE FORMS

accessory	n, C	[æk'sesərɪ]	sth. that is made to work with a larger or more important device	Mobile phones come with many fancy accessories these days.
browser	n, C	[braʊzə]	a computer programme that you use to surf the Internet, e.g. Internet Explorer, Mozilla etc.	You might have problems seeing the content with this browser.
dumb	adj	[dʌm]	stupid, silly	I don't think I've ever met anyone as dumb as him.
forbid	v, T	[fə'brɪd]	refuse permission for sb. to do sth., or for sth. to happen	You can't forbid me to see him.
invention	n, C or UC	[ɪn'ventʃən]	a new creation of sth. that has not been made before	Who stands behind the invention of the Internet?
irresistible	adj	[,ɪrɪ'zɪstəbəl]	impossible not to want, like, enjoy etc.	His chocolate cake was irresistible.
upload	v, T	[ʌp'ləʊd]	send to the Internet	I'll upload the files to my website, and you can download them from there.
get into			become interested in sth.	Don't give up if you don't like the genre first, you'll soon get into it.
manga comics			Japanese comic books	Do you know where I could buy some manga comics?
mass media			television, radio and newspaper	The mass media know very well how to manipulate information.
ring tone			the particular noise that a mobile phone makes when it receives a call	He changes the ring tone on his mobile every week!
standard feature			typical part	The mobile phone has all standard features plus a few unique ones.
tap out			write on a mobile phone or tablet screen	What are you tapping out again? Switch off the mobile and talk with us.
thumb generation			people who as adolescents communicated by text messaging on mobiles	The cellphone novel is increasingly popular especially among the thumb generation.

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Unit 9B IT generation – Active or passive				
accidentally	adv	[.æksɪ'dentəlɪ]	by mistake, not intentionally	I think I deleted the e-mail accidentally, sorry.
backpacker	n, C	['bæk,pækə]	sb. who travels with a backpack, usually on a budget	We met two backpackers from Australia while we were travelling around China.
ban	v, T	[bæn]	forbid from an activity	The hospital banned the use of mobile phones throughout the wards.
concern	n, C or UC	[kən'sɜ:n]	a feeling of worry	There are a few concerns we need to discuss.
consult	v, T	[kən'sʌlt]	discuss sth. with sb. in order to know their opinion or get advice	I'd like to consult that with my manager before I give you a definite answer.
content	n, UC	[kɒntent]	ideas contained in a piece of writing, film etc.	I looked at the content of the book and knew immediately that this wasn't what I was looking for.
counter-productive	adj	[kaʊntə-prə'dʌktɪv]	having the opposite effect than productive	Banning people from having cigarette breaks proved counter-productive.
decrease	v, I or T	[dɪ'kri:s]	go down	Although the number of our advertisements has decreased, we've had great sales results this year.
drop	n, C	[drɒp]	a small amount in a round shape, usually made by water	While I was crossing the desert, I would have killed for a few drops of water.
misuse	v, T	[,mɪs'ju:z]	use inappropriately	He was fired for misusing the company stationery.
permission	n, UC	[pə'mɪʃən]	being allowed to do sth.	Have you got your manager's permission to take a week off?
podcast	n, C	[pɒdkɑ:st]	an audio or video broadcast that is packaged for transmission on or download from the Internet	She missed the radio programme, but listened to the podcast later.
policy	n, C	[pɒləsɪ]	a statement of the how sth. should work or be done	It's company's policy to promote people who already work for us.
recent	adj	[ri:sənt]	not old, happening not a long time ago	I've got results of recent research here.
rescue	v, T	[reskju:]	save sb.'s life from a dangerous situation	He fell down from a cliff but luckily was rescued and taken to the hospital.
restrict	v, T	[rɪ'strɪkt]	limit	We've got restricted access to the Internet at work.

survey	n, C	[sɜːveɪ]	a set of questions that you ask a lot of people in order to find out about their opinions	Her company carried out a survey of people's attitudes to commuting.
techie	n, C	[tekɪ]	people working in or very interested in IT (inf.)	I work in an office with a techie who seems to live in his own world.
threat	n, C	[θret]	sth. that you should be afraid of because it might be dangerous for you	The new competitor proved to be a real threat.
be threatened			likely to be harmed or destroyed	The company's existence itself was threatened by the new legislation.
social networking			a system of keeping or getting in touch with friends using websites made for this purpose	The company didn't allow employees to use social networking sites.
Unit 9C IT generation – Telephoning				
avoid	v, T	[ə'vɔɪd]	stay away from sth. or sb.	I try to avoid phone calls in English, I never understand the accent.
breathe	v, I or T	[briːð]	use your lungs to get the air in and out of your body	OK, calm down and breathe for a while, will you?
brief	adj	[briːf]	very short	My talk will be very brief, I just want to give you a summary of the latest news.
confirm	v, I or T	[kən'fɜːm]	say that sth. you have previously agreed is certain or valid	Can you confirm the meeting in an e-mail, please?
voicemail	n, UC	['vɔɪs.meɪl]	a system that answers the phone for you when you're not at home or in the office	I left a voicemail message but haven't got a reply yet.
get through to			be connected to sb. over the phone	Helena, is that you? Thanks God I finally got through to you.
hang up			stop speaking on the telephone and end the call	It was yet another sales call, so I hung up.
hold on			during a telephone call, wait while the person on the other end temporarily stops speaking to you	Paula asked me to hold on while she answered the door.
leave a message			speak to a machine or a person and say why you were calling (sb. you cannot speak to directly)	I left a message for him to ring me back as soon as possible.

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look into	study sth. in detail	I'll look into it and get back to you as soon as I find the answer.
phone back	call sb. again or return their call	Would you like to leave a message? – No, don't worry, I'll phone back later.
pick up	answer the phone	The phone's ringing! Could you pick it up?
put sb. on hold	temporarily stop speaking to sb. on the telephone and press a button so that they cannot hear you	Shani put David on hold while she answered another call.
put through	connect a person who is calling on the telephone with the person they want to speak to	When my manager's wife rang, I put her through straight away.
take a message	write down why a person was calling when they cannot speak directly to the person they wanted	Can I take a message? – Yes, please, tell her I called.

Unit 9D IT generation – Making requests

actually	adv	[æktʃʊəlɪ]	used when you want to correct some information	Hello, Peter. – Actually, my name's Paul.
cheeky	adj	[tʃi:kɪ]	showing no respect, often in a funny way	I love Sheila's cheeky humour.
request	n, C or UC	[rɪ'kwest]	when sb. asks for sth.	Can I make a request?
ask sb. a favour			ask sb. to do sth. kind for you	Can I ask you a favour? I'd need to use the car tonight.
Go ahead.			used when you give sb. permission to do sth.	Can I close the window? – Sure, go ahead.
go over			look at sth. in detail	Could you go over the figures again, Phil?
job application			a letter where you introduce yourself, your qualifications and experience and state why you are interested in a job	I'm writing a job application but I'm not sure what information to include.
The thing is...			used to introduce a problem or before you give a reason you refuse sth.	Can I borrow your laptop for a minute? – The thing is I need it myself right now.

Unit 9E IT generation – Remote manager

alumni	n, pl.	[ə'λmni]	former students of a college or university (mainly US)	We've contacted our alumni to carry out a survey about their career paths.
autonomy	n, UC	[ɔ:'tɒnəmi]	independence, possibility to do things on your own	When was the colony given autonomy?
challenging	adj	[tʃælɪndʒɪŋ]	describing sth. new, exciting, or difficult that will need a lot of determination and effort to do	I enjoy getting challenging tasks, it keeps me motivated.
commission	v, T	[kə'mɪʃən]	officially ask sb. to do a task	She's been commissioned to manage the Hawaiian project.
feasible	adj	[fi:'zəbəl]	possible (form.)	Is the cooperation still feasible?
freight	n, UC	[freɪt]	goods that are carried by a ship	The freight will be delivered on Tuesday.
hold	v, T	[həʊld]	organize	The conference will be held in the premises of an old monastery.
liaise	v, I	[li'eɪz]	exchange information (with a person you are co-operating with)	Part of your job will be to liaise with the customers.
obscured	adj	[əb'skjʊəd]	hidden and not seen or heard	The view was obscured by skyscrapers.
purely	adv	[pjʊəli]	only	The team will consist purely of our staff.
remote worker			a person who works somewhere away from their colleagues or main office	Remote workers work more efficiently, as being in an office leads to a lot of wasted time.
take the initiative			plan to do sth. yourself without being told to do so	My boss expects us to take the initiative and work independently.

UNIT 10A RIGHT AND WRONG – THIRD CONDITIONAL

attendance	n, C or UC	[ə'tendənts]	being present, e.g. in a meeting, seminar etc.	At the end of the training, we'll need a register to check the staff attendance.
claim	v, T	[kleɪm]	say that sth. is true, although it might not	She claimed she'd been to university but her knowledge didn't seem to prove it.
dilemma	n, C	[dɪ'lɛmə]	a situation in which you have to decide between two difficult choices	It was a big dilemma deciding whether to move house to get the job or not.
exaggerate	v, I or T	[ɪg'zædʒəreɪt]	say sth. is bigger or more important than it actually is	When I said I had ten years' experience, I exaggerated a little bit, I've only got five.

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expelled	adj	[ɪk'spelt]	forced to leave	After the truth was found, he was expelled from the company.
extension	n, C or UC	[ɪk'stɛntʃən]	sth. that is longer than usual	Writing the little lie was just an extension of the truth, in fact.
fundamental	adj	[ˌfʌndə'mentəl]	more important than anything else	Speaking English is fundamental on this position.
honesty	n, UC	[ɒnəstɪ]	a characteristic of sb. who always tells the truth	She thanked him for his honesty.
in-depth	adj	[ɪndepθ]	detailed, very careful	I'm working on an in-depth analysis of the problem.
revelation	n, C or UC	[ˌrevə'leɪʃən]	making a secret information known	After the revelation of the truth, Suzi seemed to be more relaxed.
trust	v, I or T	[trʌst]	believe, depend on sb.	We need to find somebody we can trust.
apply for			ask for (a job, a place at university etc.), often by filling in forms	Nancy applied for a passport.
Unit 10B Right and wrong – Should have				
annoyed	adj	[ə'noɪd]	a little angry	She seemed annoyed when I asked her to lend me some money.
apologize	v, I	[ə'pɒlədʒaɪz]	say that you are sorry (for having done sth. bad)	Jake apologized for his bad behaviour.
debt	n, C or UC	[det]	money that you owe to sb., that you borrowed and haven't paid back yet	I have a few little debts but nothing too worrying.
deposit	n, C	[dɪ'pɒzɪt]	part of the price of sth., that you pay when you agree to buy it	We paid a 10% deposit on the house.
frustrating	adj	[frʌs'treɪtɪŋ]	making you feel depressed, without hope	It was frustrating to look for a job for more than a year.
loan	n, C	[ləʊn]	an amount of money that you borrow; you take out a loan when you borrow the money and repay it, pay it back or pay it off when you give the money back	We took out a loan to buy our new car.
modest	adj	[mɒdɪst]	not large or expensive	She lives on a modest salary and can't afford to buy a house.

mortgage	n, C	[mɔ:ɡɪdʒ]	when you borrow money from a bank to pay for your home	Dave went to the building society to arrange a mortgage.
offended	adj	[ə'fendɪd]	feel upset or angry because of sth. sb. told you or did to you	My sister's offended because I told her she should take up exercise and lose some weight.
provide	v, T	[prə'vaɪd]	give to sb. sth. they need or want	The hotel reception will provide you with all the sport equipment you need.
reconcile	v, I	[rekənsaɪl]	become friends again after an argument	Why don't you reconcile with your brother?
repay	v, T	[rɪ'peɪ]	give back (an amount of money that you have borrowed)	We have to repay the mortgage over a 25-year period.
suburb	n, C	[sʌbɜ:b]	an area at the edge of a city	We've decided to buy a house in the suburb because it's much cheaper than in the city.
down payment			the first payment made when you repay a large debt	When is the down payment on the flat due?
interest rate			a percentage that you have to pay back with a loan in addition to the money you have borrowed	This bank is offering a really low interest rate so I think I'll take out the loan there.
save up			put away some money regularly in order to buy sth.	I'm saving up for a nice holiday in the summer.
Unit 10C Right and wrong – Collocations				
blame	n, UC	[bleɪm]	responsibility for a mistake or for sth. bad	Don't put the blame for the accident on me!
blame	v, T	[bleɪm]	say or think that sb. or sth. is responsible for sth. bad	I had no one to blame but myself.
cheat	v, I or T	[tʃi:t]	be dishonest with sb.	He cheated during the exam and was caught by the teacher.
duty	n, C or UC	[dju:ti]	sth. you have to do because it's part of your job or life role	Receiving visitors to the company was one of my main duties.
enhance	v, T	[ɪn'hɑ:nts]	improve	I'd like to enhance my CV with some experience from abroad.
fault	n, UC	[fɔlt]	if sth. bad that has happened is your fault, you should be blamed for it, because you made a mistake or failed to do sth.	It's not my fault that you didn't get the job!

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fine	n, C	[faɪn]	money that you pay to the police when you break the law, e.g. when you are speeding or drink-driving	I broke the speed limit and had to pay a fine.
integrity	n, UC	[ɪn'teɡrətɪ]	the quality of being honest and strong about what you believe to be right	We appreciate your integrity and would like to offer you a promotion.
obesity	n, UC	[əʊ'bi:sɪtɪ]	extreme fatness	Obesity can result in many serious diseases.
pressure	n, UC	[preʃə]	stress or the force you apply to sth. that you press	We're all under a lot of pressure so we can lose our temper at times.
significantly	adv	[sɪɡ'nɪfɪkəntli]	a lot, very much	Thanks to the time management training, the productivity of our team has increased significantly.
threaten	v, T	[θretən]	if sb. threatens you, they tell you that they will harm you	The company threatened to make job cuts unless sales increased.
make excuses			give reasons (often not good ones) for doing sth. bad, stupid etc., or for not doing sth. you should have	He tried to make an excuse for his bad behaviour.
unfortunate outcome			bad result	The lack of knowledge in the department led to some unfortunate outcomes.
Unit 10D Right and wrong – Saying sorry				
apology	n, C	[ə'pɒlədʒɪ]	sth. that you say or write to show that you are sorry for sth. bad you have done (form.)	You made me late, and I want an apology.
bump	v, I	[bʌmp]	hit into sth. or sb.	A guy bumped into me in the street and broke my glasses.
disastrous	adj	[dɪ'zɑ:stɹəs]	with horrible consequences	James's work is just disastrous, we should have never hired him.
hiccup	n, C	[hɪkʌp]	a small problem or delay	There have been several hiccups but everything should be fine by now.
improvement	n, C or UC	[ɪm'pru:vmənt]	a change that you do to make sth. better	We're preparing improvement of the website in the near future.
patience	n, UC	[peɪʃəns]	the ability to wait without complaining	Thank you for your patience, we do appreciate it.

recall	n, C	[rɪ'kɔ:l]	an order to return products made by a particular company because there is a problem or mistake	The company apologized for the recall of the toy.
resort	v, I	[rɪ'zɔ:t]	do sth. you don't really want to do because you don't have any other option	If our sales don't increase soon, we'll have to resort to redundancies.
wipe	v, T	[waɪp]	clean sth. with a piece of cloth	I'm so sorry, I think I've accidentally wiped the file.
along the way			during the time when sth. else is happening	We made a lot of mistakes, but we also learnt a lot along the way.
bear with us			be patient while we do sth.	The report's going to take us three more days to prepare, please bear with us.
jump the queue			take a turn before you should, when you and others are waiting in a queue	Her dad was manager of the club, so they were able to jump the queue.
sort out			solve (a problem)	We've got a bit of a problem with the database here. Could you sort it out, Greg?
Unit 10E Right and wrong – Doing the right thing				
blind	adj	[blaɪnd]	not able to see	I helped a blind man cross the street.
brave	adj	[breɪv]	dealing with difficult situations with courage and confidence	He wasn't brave enough to dive into the deep water.
consistent	adj	[kən'sɪstənt]	always behaving in the same way and having the same attitudes and standards	His work is consistent.
dedicate	v, T	[dedɪkeɪt]	give your time or energy to sth.	I've decided to dedicate a few days of my holiday to a language course.
open-minded	adj	[əʊpən'maɪndɪd]	prepared to consider and accept other people's ideas and opinions	I wish all my students were as open-minded as you.
rational	adj	[ræʃənəl]	thinking calmly and sensibly	I'm sure rejecting the job was a rational decision to make.
sensitive	adj	[sensɪtɪv]	able to understand other people's feelings and problems	He was sensitive to other people's needs.
short-term	adj	[ʃɔ:t'tɜ:m]	having effect for a short period of time	It is a short-term project, we expect it to last for about two months.

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tanned	adj	[tænd]	having dark skin because you have spent a long time in the sun	He returned from the holiday tanned and relaxed.
thoughtful	adj	[θɔ:tfəl]	always thinking of things you can do to make other people happy	She looked thoughtful.
wise	adj	[waɪz]	making good decisions and giving good advice	Do you think that was a wise decision?
maternity leave			time away from work that a woman takes when she has a baby	His secretary was away on maternity leave.
split up			end a relationship	Have you heard? Sam and Laura have split up!
take it easy			not to worry about sth. too much	I usually take it easy when I have to deal with stressful situations at work.

UNIT 11A WORKING TOGETHER – RELATIVE PRONOUNS

aid	n, UC	[eɪd]	help, support	I'd like to work for an aid organization after I graduate.
border	n, C	[bɔ:də]	a dividing line between two countries	We're getting close to the border, prepare your passports, please.
contribution	n, C or UC	[ˌkɒntrɪˈbjʊ:ʃən]	money that you give a charity or another organization	Thank you, that's a very generous contribution.
disadvantaged	adj	[ˌdɪsədˈvɑ:ntɪdʒd]	having social problems or no money or education	The government promised to do more for disadvantaged children.
donate	v, I or T	[dəʊˈneɪt]	give (money) to a charity or another organization	The shopkeeper promised to donate some prizes for the raffle.
earthquake	n, C	[ˌɜ:kweɪk]	a natural catastrophe when the ground shakes	Hundreds of people were killed in an earthquake in China.
exploit	v, T	[ɪkˈsplɔɪt]	use sth. for advantage	The company exploited all its resources.
gradually	adv	[grædʒʊli]	slowly, step by step	She gradually realised that it was not a job for her.
hurricane	n, C	[ˌhʌrɪkən]	a natural catastrophe when there is strong circular wind	She ran to the basement to hide from the hurricane.
laughter	n, UC	[ˌlɑ:ftə]	when you laugh, or the sound of people laughing	They say laughter is the best medicine.

NGO	n, C	[ˌendʒiː'əʊ]	non-governmental organization, a national organization that is not run by the government	Many NGOs are associated with the United Nations.
NPO	n, C	[ˌenpiː'əʊ]	non-profit organization, an organization that uses the money it makes to do more work instead of making a profit for its owners	She works for an NPO which helps homeless children.
performance	n, C	[pə'fɔːmənts]	a situation when sb. performs a play or a piece of music	We watched a performance of Hamlet.
refugee	n, C	[ˌrefjʊ'dʒiː]	sb. who has been forced to leave their country for political reasons	We're raising money for an organization that helps refugees from third world countries.
support	n, UC	[sə'pɔːt]	help and being kind to sb.	I'd like to thank you for all the support you've shown me.
victim	n, C	[ˌvɪktɪm]	sb. who has been hurt or killed, especially in a crime	Have they identified all the victims yet?
volunteer	n, C	[ˌvɒlən'tɪə]	sb. who does a job willingly without being paid	I'm going to teach English in Africa as a volunteer.
wealthy	adj	[welθɪ]	rich	Sandra married a wealthy American and lived a life of luxury.
fund-raising event			an entertainment etc. where the money paid by people attending is given to help a charity or good cause	The fund-raising event was a great success.
natural disaster			a situation when sth. very bad happens which can cause a lot of damage	Our organization sends volunteers to areas hit by natural disasters.
performing arts			arts such as dance, music or drama	I'm thinking of studying performing arts, but I'm not sure if I can earn a decent living by that.
political/social agenda			ideas that a political party thinks are important	Our company always works without any political agenda.
refugee camp			a place where refugees go to be protected	Kim spent all his childhood in a refugee camp.

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 11B Working together – Writing e-mails 2

appearance	n, C	[ə'piərənts]	being present somewhere in public	After her appearance on TV, she was constantly asked for autographs.
availability	n, UC	[ə'veɪlə'bɪlətɪ]	possibility to be bought, used, had or met	Can you please confirm your availability for the fund-raising event on July 5th?
slot	n, C	[slɒt]	an amount of time given to an event	We've bought a one-minute slot on TV to promote the event.
terrific	adj	[tə'rifɪk]	great (inf.)	The dinner at the restaurant was terrific, the best I've ever had.
update	n, C	[ʌpdeɪt]	the latest information	Could you give me an update on how the project's going?
reach a target			get where you wanted to get, achieve your goal	If we don't reach our targets for this quarter, our salaries will decrease.
work day and night			work hard without any breaks	Our team is working day and night to fix the problem.

Unit 11C Working together – Present perfect continuous

annual	adj	[ænjuəl]	happening every year	Our annual staff get-together always takes place before Christmas.
firework	n, C	[faɪəwɜ:k]	a small object filled with powder that burns brightly or explodes in the sky, used as part of a celebration	On bonfire night, we went outside to set off some fireworks.
mayor	n, C	[meə]	sb. who is the head of the local government in a town or city	Should the city have an elected mayor?
newsletter	n, C	['nju:z,letə]	a sheet of printed news about an organization, that is sent regularly to its members	The company newsletter comes out monthly.
pregnant	adj	[pregnənt]	if a woman or female animal is pregnant, she has a baby growing in her body	She got pregnant soon after they were married.
promotion	n, C or UC	[prə'məʊʃən]	when you are given a more senior job	She felt she deserved promotion.
reception	n, C	[rɪ'sepʃən]	a formal party where people are welcomed	The wedding reception will start at 5.
retirement	n, C or UC	[rɪ'taɪəmənt]	a time when you don't work anymore, usually because you are old	Have you got any special plans for your retirement?

spotlight	n, C	[spɒtlaɪt]	a circle of light that is directed to sb. important	She was standing in the spotlight, trying to remember her lines.
strain	v, I or T	[streɪn]	become stretched or make sth. stretched	I think I strained my back while I was lifting the boxes.
chief executive			the head of a company	What does the chief executive think of the proposal?
due date			a day when sth. is supposed or expected to happen, e.g. a birth of a baby	When is the due date? I guess you're going on maternity leave pretty soon.
get engaged			make a promise (to sb.) that you and they will get married	He bought her a diamond ring when they got engaged.
house-warming party			a party that people have to celebrate moving into a new home	They've just moved, and are holding a house-warming party on Saturday evening.
leaving do			a party when you say good-bye to a colleague who has been with your company for some time	Are you planning to have a leaving do before you retire?
line up			prepare, organize sth.	So, what have we lined up for today?
paternity leave			time away from work that a man takes when his partner has a baby	Will your company allow you to take paternity leave when you have the baby?
Unit 11D Working together – Networking				
depend	v, I	[dɪ'pend]	be decided by sth.	We'd like to go away for the weekend, but it depends on the weather.
expect	v, I or T	[ɪk'spekt]	be pregnant	Carla is expecting a baby, so we'll need someone to cover for her soon.
long-term	adj	[ˌlɒŋ'tɜ:m]	having effect for a long period of time	This is a long-term assignment so it's crucial that you are available for at least two years.
networking	n, UC	[netwɜ:kɪŋ]	a process of establishing mutually beneficial relationships with other professional people and building alliances	Do you enjoy networking?
outcome	n, C	[aʊtkʌm]	result	I expect the first outcomes by Friday.

ANGLICKO-ČESKÝ SLOVNÍČEK

socializing	n, UC	[səʊʃəlaɪzɪŋ]	spending time with friends, enjoying yourself	Socializing is one of my favourite free-time activities, so networking is not a problem for me.
subsidiary	n, C	[səb'sɪdɪəri]	a company that another company owns or controls	Ford has subsidiaries all over the world.
troubleshooting	n, UC	['trʌbl̩ ˌjuːtɪŋ]	finding solutions to serious problems	I find troubleshooting a piece of cake.
twins	n, pl.	[twɪnz]	two babies that were born on the same day to one mother	Liz is expecting twins so she's putting on weight quickly.
find my feet			become confident in a new situation	I haven't been working here for long, so I'm still finding my feet.
inside gossip			talk about people's lives and things that have been happening at work	Have you got any new inside gossip?
people person			sb. who likes being with other people	This job requires a people person, so communication skills are essential.
take over from			start doing a job that sb. else did before	I'm taking over from Jeff when he retires.
under a cloud			when sb. is not popular or trusted because they have done sth. bad	The minister left under a cloud after he had been accused of corruption.
Unit 11E Working together – Team-building				
approach	v, l or T	[ə'prəʊtʃ]	come near sth. or sb.	A woman approached our table and asked me if I knew who she was.
bond	v, l or T	[bɒnd]	develop a special relationship with sb.	We're thinking of new ways to bond our team.
choir	n, C	[kwaɪə]	a group of people who sing	She joined the choir when she was 11.
customized	adj	[kʌstəmaɪzɪd]	made for a particular group, person or company	We offer customized events that will cater for all your needs.
deduct	v, T	[dɪ'dʌkt]	take away an amount from a total number	I didn't have any coffee, can you deduct it from the bill?
glacier	n, C	[glæsiə]	a large piece of ice	We went skiing on a glacier, it was amazing.
guilty	adj	[ɡɪltɪ]	feeling that sth. is your fault	Jason couldn't stop feeling guilty about what happened.
jigsaw	n, C	[dʒɪɡsɔː]	a puzzle made of a lot of pieces which form a picture if they are put together correctly	We spent all afternoon doing the jigsaw.

miserable	adj	[mɪzərəbəl]	very unhappy	After they'd split up, Karen felt miserable.
perspective	n, C	[pə'spektɪv]	a way of thinking about sth.	The information gave me a new perspective of the whole problem.
stunning	adj	[stʌnɪŋ]	extremely beautiful	When we reached the top of the mountain, we could see a stunning view of the lake.
suit	v, T	[sju:t]	be suitable for sth. or sb.	Does this kind of arrangement suit you?
team-building	n, UC	['ti:m,bɪldɪŋ]	an exercise that is used to bring work colleagues together to cooperate	Most of the staff dislike team-building exercises and activities.
unforgettable	adj	[ˌʌnfə'getəbəl]	if sth. is unforgettable, you cannot forget it even if you wanted to	It was an unforgettable experience.
worthwhile	adj	[ˌwɜ:θ'waɪl]	useful or beneficial for the money or effort	Going to the seminar was really worthwhile, I learnt a lot of new skills.
away day			time spent out of the office on team-building events	Where are you going on your annual away day?
brain teaser			a game or puzzle with a question that is difficult to answer	My grandfather regularly solves brain teasers to keep mentally fit.
cater for			provide what sb. needs or wants	We cater for everyone, whatever their needs.
clear your mind			stop worrying or thinking about sth., usually about a problem	I need to clear my mind, so I'm taking a few days off next week.
have sth. in mind			have a plan	Have you prepared anything for the team-building weekend yet? – Yes, I have a few things in mind.
let off steam			release anger, excitement or energy in a safe way	The only way I can let off steam is to go for a long run.
stretch your legs			go for a walk, after sitting for a long time	Let's stretch our legs a little bit and walk to the metro station.

ANGLICKO-ČESKÝ SLOVNÍČEK

UNIT 12A TRIAL AND ERROR – REPORTED SPEECH				
adequately	adv	[ædəkwətli]	well enough for a purpose	Mr Simmons is a VIP client, so treat him adequately, please.
admit	v, I or T	[əd'mɪt]	say you have done sth. wrong	She admitted she was wrong.
athlete	n, C	[æθli:t]	a sportsperson	Otto dreamt of a career as a professional athlete.
courage	n, UC	[kʌrɪdʒ]	being brave when you are in a difficult situation	It takes courage to admit that you are wrong.
distrust	n, UC	[dɪ'strʌst]	when you believe people aren't honest and usually do bad things	We can't cooperate if there's distrust between us.
embarrassing	adj	[ɪm'bærəsɪŋ]	if sth. is embarrassing, it makes you feel silly and ashamed	It was very embarrassing because he heard what I said about him.
failure	n, C or UC	[feɪljə]	the opposite of success	After the failure of his company, he never set up another business again.
fault	n, UC	[fɔlt]	mistake	There were so many faults in the translation that they decided to find another translator.
guru	n, C	[gʊru:]	sb. who knows a lot about sth. and gives advice to others	We're having a session with the guru of our line of business, I can't wait!
mispronounce	v, T	[,mɪsprə'naʊnts]	pronounce in a wrong way	I can't stand Liv, she keeps mispronouncing my name!
natural	adj	[nætʃərəl]	normal	It's natural to have a break from time to time, you can't work 8 hours without a pause.
performer	n, C	[pə'fɔ:mə]	sb. who does a job well or badly	According to this theory, there are two kinds of performers at work.
persuade	v, T	[pə'sweɪd]	convince sb. to do sth.	In the end, he persuaded me to buy the goods even though I didn't need them.
properly	adv	[prɒpəli]	correctly	I hope you'll do the job properly next time.
resistant	adj	[rɪ'zɪstənt]	not willing to accept sth.	Our boss is extremely resistant to change, he won't allow us to change anything.
trial	n, C or UC	[traɪəl]	a time when you test sth. to decide whether you will keep it or not	The software offers a 3-month trial period.

stock exchange			a place where shares of companies and organizations are sold and bought	He retired after ten years on the stock market, exhausted by the constant stress.
take risks			not be careful and be willing to do dangerous things	If he hadn't taken risks, he would have never built such a company.

Unit 12B Trial and error – Embedded questions

accuse	v, T	[ə'kjuz]	say that you think sb. has done sth. bad	He was accused of stealing the painting.
arrest	v, T	[ə'rest]	when the police take a person to a police station because he/she has done sth. illegal	He was arrested for selling drugs.
collapse	v, I	[kə'læps]	suddenly fall down because you are ill or weak	She collapsed as she had been experiencing a lot of stress.
libel	n, C or UC	[lɪbəl]	when sb. writes untrue statements about sb.	Lord Smith sued the newspaper for libel.
quit	v, I or T	[kwɪt]	leave a job, etc. especially without finishing it completely	Tom didn't get on with the manager and decided to quit his job.
settlement	n, C or UC	[setl'mənt]	paying off a debt	She agreed with the divorce only after he offered a generous financial settlement.
sue	v, I or T	[su:]	make a legal claim against sb. because they have harmed you	Pam sued the company for compensation.
heart attack			a serious health problem during which the heart does not have enough blood and which can cause death	He died of heart attack at the age of 45.
in the public eye			seen a lot in the media and public	He gradually got tired of being constantly in the public eye.
live apart			live in separate households	They're living apart but haven't decided to get divorced yet.
rule out			decide that sth. is impossible	Her husband has an alibi so we can rule him out as the murderer.
storm off			leave a place very quickly because you are angry	She stormed off in a rage.
weight loss clinic			a place where you go to get thinner	Rumour has it that she's been to a weight loss clinic.

ANGLICKO-ČESKÝ SLOVNÍČEK

Unit 12C Trial and error – Consumer vocabulary

carpenter	n, C	[kɑ:pɪntə]	sb. whose job is to make new furniture, doors etc.	Could you recommend a good and reliable carpenter?
cowboy	n, C	[kaʊbɔɪ]	sb. who is dishonest in business or produces very bad quality work (inf.)	I once hired a cowboy builder who insisted on being paid in cash.
decorator	n, C	[dekəreɪtə]	sb. whose job is to repaint walls	I don't think I'll hire a decorator, it can't be that difficult to paint the walls.
demand	v, T	[dɪ'mɑ:nd]	ask for sth. forcefully	He demanded to see my manager.
dye	v, T	[daɪ]	change the colour of sth., usually hair	Do you have your hair dyed?
insult	v, T	[ɪn'sʌlt]	say sth. offensive to sb.	The client claimed you had insulted him, is that true?
overcharge	v, I or T	[,əʊvə'tʃɑ:dʒ]	charge too much money for sth. (form.)	This airline is well known for overcharging its passengers.
plumber	n, C	[plʌmə]	sb. whose job is to repair leaking bathroom taps and pipes	The plumber said he didn't have the right tools and left.
prescription	n, C	[prɪ'skrɪpʃən]	a piece of paper on which a doctor writes what medicine sb. should have	The doctor gave her a prescription for some tablets.
refund	v, T	[,rɪ'fʌnd]	return money to you if you are not satisfied with the goods or services	When the concert was cancelled, they had to refund money to all the ticket holders.
report	v, I or T	[rɪ'pɔ:t]	complain about sb. to people in authority	Did you report it to the authorities?
reputable	adj	[repjʊtəbəl]	respected for being honest or for doing good work	This is a reputable company known for its customer-oriented approach.
scam	n, C	[skæm]	a clever but dishonest way to make money (inf.)	There are so many online scams these days, you should be careful when paying on the Internet.
straighten	v, I or T	[streɪtən]	make sth. straight	You've had your hair straightened! It looks fabulous!
cash-in-hand			payment made in notes and coins so that there is no record	I prefer cash-in-hand electricians, they're much cheaper.

learn your lesson			have bad experience and know how not to do sth. as a result	OK, I've learnt my lesson, I'll never hire a cash-in-hand plumber again.
needless to say			used before you say sth. clear, expected and not surprising	We arrived at the hotel at 1 am. Needless to say we were exhausted.
rip off			charge too much money for sth. (inf.)	They completely ripped me off when they charged me all the extra expenses.
rogue tradesperson			sb. who is dishonest in business or produces very bad quality work (form.)	Why did you do business with him? He's an infamous rogue tradesman.
take pride in			be proud about sth.	I take pride in my computer skills.
Trading Standards			UK government agency responsible for protecting consumers	I reported the agency to Trading Standards.
Unit 12D Trial and error – Dealing with complaints				
common	adj	[kɒmən]	usual, frequent	This mistake is quite common with students.
complaint	n, C or UC	[kəm'pleɪnt]	saying or writing that you are not happy or satisfied about sth.	I sent a complaint but no answer has come yet.
confusing	adj	[kən'fju:zɪŋ]	difficult to understand	The instructions are very confusing, I'm not able to follow them.
damage	v, T	[dæmɪdʒ]	destroy, harm sth.	I've had an accident! I'm alright, but the car's damaged.
delivery	n, C or UC	[dɪ'lɪvəri]	when sb. brings sth. to your house of office, e.g. letters or things you have asked for	There's no postal delivery on Sunday.
faulty	adj	[fɔltɪ]	containing mistakes	I'm afraid I've received a faulty invoice.
inconvenience	n, C or UC	[ˌɪnkən'vi:niənts]	a situation that causes a problem	We apologize for any inconvenience that we have caused.
misleading	adj	[ˌmɪs'li:dɪŋ]	making you believe sth. that is not true	The information in the leaflet was misleading, in my opinion.
parcel	n, C	[pɑ:səl]	sth. that has been wrapped in paper so that it can be sent somewhere	I'll send the parcel to her tomorrow.
require	v, T	[rɪ'kwaɪə]	need, want	The customer required VIP treatment.

ANGLICKO-ČESKÝ SLOVNÍČEK

retail	n, UC	[ri:teɪl]	selling goods in small quantities	I work in retail and sometimes it's difficult to cater for all customers' needs.
stuff	n, UC	[stʌf]	things (inf.)	There's some stuff on the kitchen floor.
#		[hæʃ]	hash (inf.)	
-		[haɪfən]	hyphen	
/		[slæʃ]	slash	
pass on			give sb. sth. that another person has given you	I'll pass on the message, thanks for calling.
scroll down			move the computer mouse down so that you can see the bottom of a website, document etc.	If you scroll down, you'll see our contact details at the bottom of the page.
Unit 12E Trial and error – Online entrepreneurs				
achieve	v, T	[ə'tʃi:v]	be successful in doing sth.	She has achieved her life's ambition.
amateur	n, C	[æmətə]	sb. who is not a professional person	I take part in amateur golf tournaments.
column	n, C	[kɒləm]	a vertical block of text	She writes a weekly column about fashion.
commission	n, C or UC	[kə'mɪʃən]	a payment that is made to sb. who sells goods of sb. else	Our sales team works on commission, which improves their efficiency.
currently	adv	[kʌrəntli]	now, in the present	I'm currently looking for a job in retail sales.
rapidly	adv	[ræpɪdli]	quickly	The number of our regular customers has dropped rapidly and we need to indentify the causes.
sample	n, C	[sɑ:mpəl]	a small amount of sth. as an example of what the thing or product will be like	The shop gave away free samples of lotion.
spill	v, I or T	[spɪl]	drop to the ground and make a mess, or make this happen, usually about liquid	My little boy spilt the milk on the table.
volume	n, C or UC	[vɒlju:m]	number, amount of sth.	The price will depend on the volume of the order.
get away from			go away and leave sth. behind	I need to take some time off work and get away from it all.

LIFESTYLE – INTERMEDIATE

ANGLICKO-ČESKÝ SLOVNÍČEK

UNIT

give away	give sth. for sb. for free	If you order more than three items, the shop gives away cosmetics vouchers.
stand out	be different and noticeable	If you want to become a star, you need to stand out somehow.
work out	be effective, successful	Tom and I've split up, it just didn't work out.

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