

Lifestyle

ENGLISH FOR WORK, SOCIALIZING & TRAVEL

UPPER-INTERMEDIATE ANGLICKÝ SLOVNÍČEK



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OBSAH

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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 ,beə]. Vedlejší přízvuk se označuje dolní kolmičkou.

Zvláštní znaky použité v přepisu výslovnosti:

b	block	[blɒk]
d	end	[end]
f	friend	[frend]
g	grey	[greɪ]
h	hat	[hæt]
j	music	['mju:zɪk]
k	camel	['kæmə]
l	camel	['kæmə]
m	camel	['kæmə]
n	end	[end]
ŋ	penguin	['pɛŋgwɪn]
p	trip	[trɪp]
r	friend	[frend]
s	sunny	['sʌni]
ʃ	shock	[ʃɒk]

t	trek	[trek]
tʃ	adventure	[əd'ventʃə]
θ	death	[deθ]
ð	rather	['rɑ:ðə]
v	love	[lʌv]
w	widow	['wɪdəʊ]
z	zoo	[zu:]
ʒ	casualty	['kæʒuəlti]
dʒ	sledge	[sledʒ]
ʌ	sunny	['sʌni]
ɑ:	disaster	[dɪ'zɑ:stə]
æ	sad	[sæd]
e	end	[end]
ə	about	[ə'baʊt]
ɜ:	work	['wɜ:k]

ɪ	living	['lɪvɪŋ]
i:	team	[ti:m]
ɒ	rock	[rɒk]
ɔ:	fall	['fɔ:l]
ʊ	put	[pʊt]
u:	loop	[lu:p]
aɪ	tribe	[traɪb]
aʊ	round	[raʊnd]
eɪ	brave	[breɪv]
əʊ	go	[gəʊ]
ɔɪ	coin	[kɔɪn]
eə	despair	[dɪ'speə]
ɪə	here	[hɪə]
ʊə	pure	[pʊə]

Použité zkratky:

n	noun	podstatné jméno
adj	adjective	přídavné jméno
v	verb	sloveso
adv	adverb	příslovce
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
appr.	approving	souhlasný
disappr.	disapproving	nesouhlasný
leg.	legal	právní

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UNIT 1A CONNECTIONS – TENSE OVERVIEW

affiliation	<i>n, C or UC</i>	[ə'fɪlɪ'eɪʃən]	connection with a larger organisation	To begin with, she introduced her affiliation.
aware	<i>adj</i>	[ə'weə]	knowing sth.	I'm aware of your background in biochemistry.
impressed	<i>adj</i>	[ɪm'prest]	feeling admiration to sth. that sb. has done	The manager was really impressed by your presentation yesterday.
ludicrous	<i>adj</i>	[lu:'dɪkrəs]	ridiculous	Why are you wearing the ludicrous costume?
reinforce	<i>v, T</i>	[ri:'ɪn'fɔ:s]	give support to an opinion, idea, or feeling, and make it stronger	The film reinforces the idea that women should be pretty and dumb.
seek	<i>v, T</i>	[si:k]	look for	We are seeking open-minded, enthusiastic project managers.
shabbily	<i>adv</i>	[ʃæbɪlɪ]	with lack of care, old-looking	She appeared at work shabbily dressed.
shortlist	<i>v, T</i>	[ʃɔ:tɪst]	choose a limited number of (usually) candidates from a longer list	If you don't hear from us within two weeks, assume you haven't been shortlisted.
be struck by			have a feeling or idea caused by sth.	I was struck by her lack of imagination.
hold on to sth.			keep sth. that you have	People tend to hold on to their first impressions.
mess up			do sth. badly, damage or spoil sth. (inf.)	I know I've messed up, you don't need to tell me.
soul mate			sb. who you know well, who shares your opinions and feelings, usually your romantic partner as well	I think I've finally found my soul mate.

Unit 1B Connections – Question forms

alike	<i>adj</i>	[ə'laɪk]	similar	Oh, those offices look all alike!
assessment	<i>n, C or UC</i>	[ə'sesmənt]	a process in which you make a judgement about a person or situation	What's Michael's assessment of the situation?
compatible	<i>adj</i>	[kəm'pæɪtəbəl]	suitable to be used with sth.	The app is not compatible with the operating system.
expectation	<i>n, C</i>	[,ekspek'teɪʃən]	a good thing that you believe will happen	Don't have such high expectations, you may be disappointed.
like-minded	<i>adj</i>	[,laɪk'maɪndɪd]	with the same ideas, beliefs and opinions	You should meet some like-minded people.
mingle	<i>v, I</i>	[mɪŋɡl]	move around and talk to different people at an event	Just try to mingle a little bit and make some new contacts.
clinch a deal			win a contract (inf.)	Do you think it'll be easy to clinch a deal with them?

first-hand experience		direct experience, sth. you have done yourself	You need to get some first-hand experience before you get on this position.
follow up		take further action related to sth.	To follow up the presentation, she sent the slides.
line of business		the type of work sb. does	What line of business is he in?

Unit 1C Connections – Emails

asterisk	<i>n, C</i>	[æstərɪsk]	a mark like a star (*), used esp. to show sth. important or interesting	You can use asterisks to make a point stronger if bold, italics and underlining don't come out clearly in your emails.
attachment	<i>n, C</i>	[ə'tætʃmənt]	a document or file that is sent with an email message	I'll send the spreadsheet as an attachment.
capture	<i>v, T</i>	[kæptʃə]	catch	It's important to capture your audience's attention in the first minute.
emoticon	<i>n, C</i>	[ɪ'məʊtɪkən]	a special sign that is used to show an emotion in an email or on the Internet, often by making a picture	The emoticon :-) looks like a smiling face and means that you have made a joke.
fancy	<i>adj</i>	[fæntsɪ]	decorative, colourful	She came to the stage wearing a fancy dress.
proofread	<i>v, I or T</i>	[pru:fri:d]	read through sth. that is written or printed in order to correct any mistakes in it	Always proofread your emails and use spell-check and grammar check before sending them off.
bullet point			a thing in a list that consists of a word or short phrase, with a small printed symbol in front of it	Whenever appropriate, use headings and bullet points.
tied up			very busy so that you cannot do anything else	I can't see you tomorrow – I'm tied up all day.

Unit 1D Connections – Developing conversations

dreadful	<i>adj</i>	[dredfəl]	very bad, terrible	Have you heard the dreadful news?
excluded	<i>adj</i>	[ɪk'sklu:dɪd]	not included	I felt a little excluded while they were talking about cars.
catch up			achieve the same level as everyone else	Good to see you, I want to catch up with the latest gossip.
check out			go to a new place to see what it is like (inf.)	Have you checked out the new pub yet?

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sick leave		a period of time when you are not working because you stay at home sick	I've been on sick leave for three weeks, I'm actually looking forward to work.
tax evasion		a crime when you don't pay as much tax as you should	He was sentenced for two years for tax evasion.
thank goodness		said to express happiness	Thank goodness the project's finally over!

Unit 1E Connections – Making a good impression

acclaimed	<i>adj</i>	[ə'kleɪmd]	respected, distinguished	He's an acclaimed author in the States.
bend	<i>v, / or T</i>	[bend]	change the shape of an object into a curve	The magician bent the spoon.
ensure	<i>v, T</i>	[ɪn'ʃʊ:]	make sth. sure to happen	We need to ensure this isn't repeated.
facilitate	<i>v, T</i>	[fə'sɪlɪteɪt]	make sth. easier (form.)	How can you facilitate your team's work?
findings	<i>n, pl.</i>	[faɪndɪŋz]	results of a survey or research	The findings show that young people aren't interested in our services.
hinder	<i>v, T</i>	[hɪndə]	limit sb. doing sth.	Lack of resources significantly hinders our development.
mere	<i>adj</i>	[mɪə]	not important	I'm a mere cog in the machine, I don't make any decisions at work.
miracle	<i>n, C</i>	[mɪrɪkl]	a mysterious event that is not believed to be possible	The medicine works miracles.
non-verbal	<i>adj</i>	[.nɒn'vɜ:bəl]	related to our tone of voice and body language	You must realise how important non-verbal communication is.
stiff	<i>adj</i>	[stɪf]	very hard, firm	My neck is all stiff.
sway	<i>v, /</i>	[sweɪ]	move from one side to another	The two drunken guys were swaying all over the place.
verbal	<i>adj</i>	[vɜ:bəl]	related to the words we use, the content of what we say	Her verbal expression sounded rather strange.
bear in mind			remember	Please, bear in mind we have to offer a competitive price.

UNIT 2A TRANSFORMATION – MODAL OVERVIEW

adjust	<i>v, T</i>	[ə'dʒʌst]	change sth. slightly so that it fits a purpose	Adjust the seat before you drive.
alter	<i>v, I or T</i>	[ɔltə]	change	We've altered the original scheme a little.
discourage	<i>v, T</i>	[dɪ'skʌrɪdʒ]	make sb. less confident about sth.	You should discourage your friend from applying for the job.
household	<i>n, C</i>	[haʊshəʊld]	a group of people who live in one house or flat	95 % of households have Internet access.
nudge	<i>n, C</i>	[nʌdʒ]	pushing sb. with your elbow to attract their attention	She gave me a little nudge to show her disagreement.
penalty	<i>n, C</i>	[penəltɪ]	punishment (usually financial) for doing sth. against the law	He was found guilty and had to pay a penalty.
revert	<i>v, I</i>	[rɪ'vɜ:t]	return to doing sth., usually bad	Six months after Simon gave up, he reverted to smoking.
default option			an option that is selected automatically unless an alternative is specified	Employees don't have to take part in the scheme, but the default option is 'in'.
opt out			decide not to be part of a group or system	They can opt out if they choose not to save.
put aside			save some money regularly	I put aside 10 % of my income every month.
wear off			if the effect of sth. wears off, it gradually stops	Once the novelty wears off, will people revert to their old ways and take the escalator?

Unit 2B Transformation – Future forms

damn	<i>adj</i>	[dæm]	a word used to express anger (inf.)	Damn machine, it's broken down again!
overcome	<i>v, I or T</i>	[əʊvə'kʌm]	successfully control a feeling or problem that prevents you from achieving sth.	He struggled to overcome his shyness.
prime	<i>adj</i>	[praɪm]	main, most important	Prime time commercials are always the most expensive.
recognition	<i>n, UC</i>	[,rekəg'nɪʃən]	public respect and thanks for sb.'s work and achievements	He has achieved recognition and respect as a scientist.
tempting	<i>adj</i>	[temptɪŋ]	attractive	The cold beer was very tempting after whole day in the hot weather.
treat	<i>n, C</i>	[tri:t]	sth. that you buy or pay for sb. else	The spa holiday is your birthday treat.
cut ties			damage links between yourself and sb. else	When he left, he cut all ties with our family.
kick out			encouragement to do or complete sth. (inf.)	The new ideas were exactly the kick out he needed.
your cup of tea			sth. that you usually like	Playing tennis is not really my cup of tea, but I'll give it a try.

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Unit 2C Transformation – Effective speaking

amusement	<i>n, UC</i>	[ə'mju:zmənt]	the feeling of being entertained	Why don't you go to the cinema? You look like you need some amusement.
anxiety	<i>n, UC</i>	[æŋ'zaɪəti]	the feeling of being very worried about sth.	There is considerable anxiety among staff about job losses.
boredom	<i>n, UC</i>	[bɔ:dəm]	the feeling of being bored	I won't survive the boredom of another lecture like this!
defensive	<i>adj</i>	[dɪfentsɪv]	used to protect sth. or sb. against an attack	She was standing there in a defensive pose.
eyebrow	<i>n, C</i>	[aɪbraʊ]	a line of hairs above your eye	She raised her eyebrows in astonishment.
fidget	<i>v, I</i>	[fɪdʒɪt]	keep moving your hands or feet, especially because you are bored or nervous	The kids had started to fidget.
grin	<i>v, I</i>	[grɪn]	smile widely	She grinned at me, her eyes sparkling.
irritating	<i>adj</i>	[ɪrɪteɪɪŋ]	making you angry	Can you stop making that irritating sound?
nod	<i>v, I or T</i>	[nɒd]	move your head slightly down and up to show agreement	When I suggested my idea, she just nodded and left.
pose	<i>n, C</i>	[pəʊz]	the position in which you are standing or sitting	All the photographs showed her nervous and in unnatural poses.
shrug	<i>v, I or T</i>	[ʃrʌg]	raise and then lower your shoulders in order to show that you do not know sth. or do not care about sth.	I just shrugged my shoulders and ignored him.
yawn	<i>v, I</i>	[jɔ:n]	open your mouth and take in a lot of air, usually because you are tired or bored	Put a hand in front of your mouth when you're yawning!

Unit 2D Transformation – Persuasion techniques

considerable	<i>adj</i>	[kən'sɪdərəbəl]	significant	The store is offering considerable discounts this week.
up	<i>v, T</i>	[ʌp]	increase (inf.)	If my phone provider tries to up the price of calls again, I'm going to cancel the contract.
hand over			give sth. to sb., especially because they have asked for it or should have it	If a car salesperson ups their price at the last moment, the buyer is quite likely to agree to hand over the money.
make up your mind			decide	Hurry up and make up your mind! Which dress will you take?

run into		meet sb. by accident	Guess who I ran into yesterday? Jamie, an old schoolmate of mine!
tight budget		a very limited financial resource	I'm afraid we've got a rather tight budget for the event.
win over		get sb.'s support or friendship by persuading them or being nice to them	Next time you need to win someone over, here are six techniques that could help.

Unit 2E Transformation – Pitching an idea

anticipate	<i>v, T</i>	[æn'tɪsɪpeɪt]	expect that sth. will happen and be ready for it	Sales are better than anticipated.
hook	<i>v, T</i>	[hʊk]	succeed in making sb. interested in sth. or attracted to sth.	Hook the listener with the first sentence.
measurement	<i>n, C</i>	[meʒəmənt]	size of sth.	What are your measurements, madam?
nasty	<i>adj</i>	[nɑ:sti]	not nice	She had a nasty car accident.
soothing	<i>adj</i>	[su:ðɪŋ]	with a calming effect	She applied a soothing lotion and went to bed.
time-consuming	<i>adj</i>	['taɪmkən,sju:mɪŋ]	needing a lot of time to be done	Washing the dishes is so time-consuming, why don't we get a dishwasher?
toiletries	<i>n, pl.</i>	[tɔɪlətrɪz]	items that you use to wash yourself	Don't forget to pack the toiletries, they're still in the bathroom.

UNIT 3A WHAT'S UP? – PRESENT PERFECT AND PAST SIMPLE

approval	<i>n, UC</i>	[ə'pru:vəl]	permission or agreement to do sth.	Send the order to the CEO for approval.
decline	<i>v, I</i>	[dɪ'klaɪn]	decrease in quantity or importance	Spending on information technology has declined.
remarkably	<i>adv</i>	[rɪ'mɑ:kəblɪ]	unusually	You got remarkably high points in the test, well done!
screen	<i>v, T</i>	[skri:n]	examine sth.	Could you screen the quotes and see which one is best for us?
severe	<i>adj</i>	[sɪ'viə]	very serious	There may be severe consequences of your behaviour.
upturn	<i>n, C</i>	[ʌptɜ:n]	increase in the level of sth., especially in business activity	We are very well positioned for the upturn.
keep on top of			remain in control of a situation	Steve Evans has joined us to help the Admin team keep on top of a heavy workload.
pick up			improve	Demand for our services has been picking up.

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Unit 3B What's up? – Through the grapevine

clumsy	<i>adj</i>	[klaʊmzi]	awkward in movement	I'm so sorry I've spilt wine on you, how clumsy of me!
cunning	<i>adj</i>	[kʌŋɪŋ]	clever, often involving tricking other people	The main character of the story is a cunning fox.
frankly	<i>adv</i>	[fræŋklɪ]	honestly	Quite frankly, I don't see a point in working here any more.
frantic	<i>adj</i>	[fræntɪk]	extremely hurried, using a lot of energy, rather disorganized	Just another day of frantic activity.
hush-hush	<i>adj</i>	[.hʌʃ'hʌʃ]	very secret	Why is it all so hush-hush?
merger	<i>n, C</i>	[mɜːdʒə]	joining together of two or more companies or organizations to form a larger one	How confidential is the news about the merger?
pebble	<i>n, C</i>	[pebl]	a small stone, usually found on the beach	She collected a handful of pebbles before leaving the seashore.
starve	<i>v, I or T</i>	[stɑːv]	become very weak because you do not eat enough	He starved to death.
cancel a debt			allow sb. not to pay back a debt and forget about it	Let's cancel the debt, shall we?
let down			disappointed because sb. has not done sth. that you trusted or expected them to do	He feels let down by other directors.
let on			tell sb. sth., especially sth. you have been keeping secret	Don't let on to anyone, OK?
not like the sound of			feel worried about sth. you have read or heard	I don't like the sound of the word 'downsizing'.
rattle on about sth.			talk about unimportant things for a long time (inf.)	Stop rattling on about details and try to think something up.
speak loosely			not to give exact figures, be approximate	I'm speaking loosely when I say we'll need about 100 pieces.

Unit 3C What's up? – Problems and solutions

bleak	<i>adj</i>	[bli:k]	without anything to make you feel happy or hopeful	The company still hopes to find a buyer, but the future looks bleak.
disruption	<i>n, C or UC</i>	[dɪs'rʌpʃən]	a situation in which sth. is prevented from continuing in its usual way	The strike caused widespread disruption.
glitch	<i>n, C</i>	[glɪtʃ]	a small and sudden problem, especially with technology	A computer glitch left passengers unable to check in.

halve	<i>v, I</i>	[hɑ:v]	reduce the size by a half	The budget's just been halved!
nuisance	<i>n, C or UC</i>	[nju:sənts]	a thing, person or situation that is annoying, or causes trouble or problems	What a nuisance that you have to leave now.
prompt	<i>v, T</i>	[prɒmpt]	make sth. happen, cause sth.	What prompted your sudden decision to take part?
setback	<i>n, C</i>	[setbæk]	a problem that delays or prevents sth., or makes a situation worse	She'd suffered a setback but managed to complete everything in time.
stalemate	<i>n, C or UC</i>	[steɪlmeɪt]	a situation in which neither side can win or benefit	We need to find a way out of the stalemate.
withdraw	<i>v, I</i>	[wɪð'drɔ:]	move out or back of a situation you have previously promised or confirmed	She withdrew from the ceremony without any explanation.
find a way around			find a way of dealing with a problem	Try to find a way around this difficult problem, please.
go off without a hitch			happen successfully, without any problems	Let's hope the concert will go off without a hitch.
go smoothly			continue without any problems	Is everything going smoothly?
Unit 3D What's up? – Reacting to news				
downgrade	<i>v, T</i>	[daʊn'greɪd]	the opposite of promote	Why is Ron looking so upset? – He's just been downgraded.
heavy-going	<i>adj</i>	[ˌheɪvɪ'gəʊɪŋ]	difficult to understand	I wish I didn't have to be at such a heavy-going talk.
splendid	<i>adj</i>	[splendɪd]	beautiful, impressive (form.)	The long weekend in Barcelona was splendid.
fingers crossed			said when you hope sth. will happen in the way you want	Fingers crossed it's not a really awful virus.
Mind you.			used to say almost the opposite of what you have just said, or to emphasize or explain it	He looks very young in this photo. Mind you, it was taken years ago.
not have a clue			be completely unable to understand	I don't have a clue what he's talking about.
pretty low			rather unhappy, depressed	Karl seems pretty low, what's up?
splitting headache			strong pain in your head	What do I have to do to get rid of the splitting headache?
wind up			annoy sb. (inf.)	Look at the guy winding Jack up.

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Unit 3E What's up? – Crisis management

credibility	<i>n, UC</i>	[ˌkredəˈbɪlɪtɪ]	the quality of being trusted	How important is the manager's credibility when it comes to it?
downsize	<i>v, I or T</i>	[daʊnsaɪz]	reduce the number of employees	The company has to resort to downsizing.
euphemism	<i>n, C or UC</i>	[juːfəˈmɪzəm]	an indirect or positive expression used in place of a more direct one	Stop using euphemisms and tell me the truth.
heightened	<i>adj</i>	[haɪtənd]	made stronger, intensified	The need for a new assistant has only been heightened recently.
low-income	<i>adj</i>	[ˌləʊˈɪŋkʌm]	not receiving much money from your work, the government etc.	Low-income families spend most of their money on food for their children.
pre-owned	<i>adj</i>	[ˈpriːəʊnd]	second-hand	I'd like to buy a pre-owned car.
selective	<i>adj</i>	[sɪˈlektɪv]	dishonest	I guess he's being selective about the company's real economic situation.
thorough	<i>adj</i>	[θʌrə]	complete	We need to carry out a thorough analysis.
be between jobs			be unemployed	I'm between jobs at the moment.
caught off-guard			surprised by sth. unexpected	I don't want to be caught off-guard so I'm preparing for all alternatives.
facilitation payment			bribe	The official asked for a facilitation payment, would you believe it?
generate negative cash flow			lose money	It looks the company has been generating negative cash flow for the past two years.
go the extra mile			make a special extra effort to achieve sth.	In my opinion, it's you who should go the extra mile, not him.
let sb. go			fire sb.	Miles, we're letting you go.
on strike			stop working temporarily in order to gain an advantage or improvement of conditions	Italian railway workers were on strike again and we missed our flight.
pay off			be successful in the end	Her hard work paid off and she was promoted.

UNIT 4A A BETTER WORLD – COUNTABLE AND UNCOUNTABLE NOUNS

catching	<i>adj</i>	[kætʃɪŋ]	transmitted from one person to another easily	Why is yawning catching?
confectionery	<i>n, UC</i>	[kən'fekʃənri]	small sweets or chocolates	Can you get some confectionery for the gift baskets?
euphoric	<i>adj</i>	[ju:'fɔ:ɪk]	feeling extreme happiness and excitement	She was euphoric when she'd heard the news.
grant	<i>v, T</i>	[grɑ:nt]	officially give sth. to sb.	After two months, they were finally granted a visa.
offensive	<i>adj</i>	[ə'fensɪv]	used for attack	The bull was looking at us in an offensive pose.
suspicious	<i>adj</i>	[sə'spiʃəs]	feeling insecurity about sb.'s honesty	When I offered her a lift, she looked suspicious.
well-being	<i>n, UC</i>	[wel'bi:ɪŋ]	a feeling of being comfortable, healthy and happy	Recent research suggests that doing acts of kindness can also benefit our health and well-being.
lift your spirit			make you happier	When we're kind, it lifts our spirits and we feel more positive and optimistic.

Unit 4B A better world – The price of happiness

allocate	<i>v, T</i>	[æləkeɪt]	use sth. for a particular purpose, give sth. to a particular person, etc. especially after an official decision has been made	There was some disagreement about the amount of time and money to allocate to each project.
deposit	<i>v, T</i>	[dɪ'pɒzɪt]	put money or sth. valuable in a bank or other place where it will be safe	You are advised to deposit your valuables in the hotel safe.
drain	<i>n, C</i>	[dreɪn]	a drain on sth. is sth. that continually uses a lot of time, money etc.	The boat was a drain on our finances.
owe	<i>v, T</i>	[əʊ]	need to pay sb. for sth. that they have done for you or sold to you, or to need to give sb. back money that they have lent you	I owe my brother \$50.
spare	<i>v, T</i>	[speə]	save sth.	Could you spare a few minutes and talk to me?
waste	<i>v, T</i>	[weɪst]	use too much of sth. or use sth. badly	Don't waste any time and find her immediately.
be on the top of the world			be extremely happy	I'm on the top of the world now that we've finally paid back all debts.
be over the moon			be very pleased	She was over the moon when she was told she'd been accepted.

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cheer sb. up	make sb. happier	You'd need a pet to cheer you up.
drown in debt	be unable to pay the bills	He's drowning in debt and cannot even afford to buy food any more.
get sb. down	make sb. unhappy	The prospect of losing my job is really getting me down.
keep your head above water	manage to continue to live on your income or keep your business working when this is difficult because of financial problems	Now we've sold the boat, we're keeping our heads above water again.
look up	improve	Now the summer's here things are looking up!
pour money	spend a large amount of money on sth.	Do we need to pour money into car repairs all the time?
pull the plug on	prevent a plan, business, etc. from being able to continue, especially by deciding not to give it any more money	We wondered if the bank would pull the plug on our loans.
run out of	use all of sth. and not have any more left	I'm afraid I'm running out of time.
spend money like water	spend large amounts of money	You must stop spending money like water!
splash out	spend a lot of money on sth. that you do not really need	We've splashed out on a new kitchen.
stay afloat	have enough money to operate or stay out of debt	We weren't sure whether we could stay afloat.

Unit 4C A better world – Articles overview

backer	<i>n, C</i>	[bækə]	sb. who supports a plan, especially by providing money	We're still trying to find backers for the housing development scheme.
edible	<i>adj</i>	[edɪbəl]	possible to eat	The meal doesn't look very edible, does it?
fellow	<i>n, C</i>	[feləʊ]	sb. who has the same interests or belongs to the same group as you	Let me introduce a fellow scientist, Kirk Darren.
fund	<i>v, T</i>	[fʌnd]	give money to a project	Who's going to fund all this?
pledge	<i>v, T</i>	[pledʒ]	make a formal, usually public, promise that you will do sth.	Visitors to the site can read information about the projects and might then decide to pledge money to one of the entrepreneurs if they like the idea.
get sb. off the ground			help sb. start to succeed	The question is: what can we do to get the business off the ground?

venture capitalist			sb. who invests in a business venture, providing capital for start-up or expansion	Most investors, including banks and venture capitalists, will usually charge high interest for a loan or want a large percentage of any future profits your idea may earn.
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Unit 4D A better world – Handling meetings

agenda	<i>n, C</i>	[ə'dʒendə]	a list of the subjects to be discussed at a meeting	We don't have a lot of time so it would be helpful if we could stick to the agenda.
autonomy	<i>n, UC</i>	[ə:'tɒnəmi]	independence, the right to decide what you will do	I'm sure middle management would appreciate more autonomy.
chairperson	<i>n, C</i>	[tʃeəpɜ:sən]	sb. who leads a meeting	The chairperson asked him to stick to the agenda.
clarify	<i>v, T</i>	[klæɪfaɪ]	make sth. clearer or easier to understand	Could you clarify one or two points for me?
contribute	<i>v, I or T</i>	[kən'trɪbjʊ:t / kɒn'trɪbjʊ:t]	give sth., especially money or work, to the benefit of a larger group	He's contributed a lot of useful ideas.
cover	<i>v, T</i>	[kʌvə]	look at, discuss	We'll cover that in a minute.
perk	<i>n, C</i>	[pɜ:k]	sth. that you get legally from your work in addition to your wages, such as goods, meals, or a car	What other perks can make a job more enjoyable?
review	<i>v, T</i>	[rɪ'vju:]	look at sth. again, possibly consider changing it	We need to review our pension scheme.
shortly	<i>adv</i>	[ʃɔ:tlɪ]	in a moment, soon	I'll be with you shortly.
subsidized	<i>adj</i>	[sʌbsɪdaɪzd]	paid by sb. else, usually your employer or the state	We get subsidized food and drink at work.
firm up			make sth. definitive	Could we firm up the terms today?
take a sabbatical			stop doing your usual work in order to study or travel for a period of time, usually for sb. in a university job	She took a long sabbatical.

Unit 4E A better world – Making decisions

donation	<i>n, C or UC</i>	[dəʊ'neɪʃən]	money given to a charity or organization	Thank you for your generous donation.
estimate	<i>v, T</i>	[estɪmət]	calculate the value, size, amount, etc. of sth. using the information that you have, which may not be complete	We need to estimate the number of people who will come.

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fulfil	<i>v, T</i>	[fʊl'fɪl]	make sth. come true	She finally fulfilled her dream to see the Eiffel Tower.
gathering	<i>n, C</i>	[gæðərɪŋ]	meeting as a group	We hold annual gatherings in October.
mobility	<i>n, UC</i>	[məʊ'bɪlɪtɪ]	the ability to move	In the last years of her life, she had quite a few mobility problems.
punctuality	<i>n, UC</i>	[,pʌŋktju'ælətɪ]	the quality of arriving, happening, or being done at exactly the time that has been arranged	We need someone with a sense of punctuality.
revenue	<i>n, UC</i>	[revənju:]	money that a business or the government receives	Most of the theatre's revenue comes from ticket sales.
robust	<i>adj</i>	[rəʊ'brʌst]	strong and heavy	Luckily, the robust vase didn't break when he knocked it down.
supply	<i>v, T</i>	[sə'plaɪ]	regularly provide goods or services to a company	We supply Italian ingredients to hundreds of restaurants.
vocational	<i>adj</i>	[vəʊ'keɪʃənəl]	related to training for a specific job	He might choose to go to a vocational school if he wants to be a car mechanic.
medical treatment			care and medicine needed to cure an illness	They provide the best medical treatment in town.
single-parent family			a family in which sb. has their children living with them, but no partner	Society should do more to help single-parent families.
social enterprise			a business which aims to help people in need but makes profit	After 20 years in an executive position, she set up a small social enterprise.
talk the talk ... walk the walk			lead by example and do what you tell others to do	As for separating waste, he talks the talk but doesn't walk the walk.
work virtually			work online from home rather than in an office	The company saves money on running the office, so everyone works virtually.

UNIT 5A THE HUMAN FACTOR – COMPARISON AND CONTRAST

clique	<i>n, C</i>	[kli:k]	a group of people who spend a lot of time together and not welcome other people in the group	A number of staff have formed a clique and the others feel unwelcome.
competence	<i>n, C or UC</i>	[kɒmpɪtənts]	enough skill or knowledge to do sth. to a satisfactory standard	With her lack of competence, I doubt she'll be able to fix it.
dedicated	<i>adj</i>	[dedɪkeɪtɪd]	giving sth. a lot of time and energy	I've never met such a dedicated assistant, she seems to be always working.
desirable	<i>adj</i>	[dɪ'zʌərəbəl]	wanted	The desirable results is 20% of the market.
deteriorate	<i>v, I</i>	[dɪ'tɪəriəreɪt]	become worse	Ethel's health has deteriorated.

envy	<i>n, UC</i>	[ɛnvɪ]	the feeling of wanting to have sth. that sb. else has	Envy is one of the most terrible characteristics.
evaluation	<i>n, C or UC</i>	[ɪ,væljʊ'eɪʃən]	judging how good, useful, or successful sth. is	We're carrying out evaluation of employees' work this week.
irrelevant	<i>adj</i>	[ɪ'relɪvənt]	unimportant in relation to a particular situation	Your comments are irrelevant in the present situation.
likability	<i>n, UC</i>	[laɪkəbɪlɪtɪ]	the quality of being liked	Likability has proved to be a key factor when choosing a mentor.
obvious	<i>adj</i>	[ɒbvɪəs]	clear, apparent	It was obvious that he was lying.
particularly	<i>adv</i>	[pə'tɪkjʊləli]	especially	This product is particularly popular with students.
sack	<i>v, T</i>	[sæk]	dismiss, fire sb. from work	When they found out what she'd done, they sacked her immediately.
underperform	<i>v, I</i>	[ˌʌndəpə'fɔ:m]	not do as well as you should, work below the standard	Tim has been constantly underperforming for a couple of months.
turn to			ask sb. for help	You should turn to someone senior if you need help.

Unit 5B The human factor – Making generalizations

abrupt	<i>adj</i>	[ə'brʌpt]	sudden, unexpected	Avoid abrupt interruptions of the meeting, it's very impolite.
egalitarian	<i>adj</i>	[ɪ,gæləɪ'teəriən]	based on the belief that everyone is equal and should have equal rights (form.)	On the whole, this is a very egalitarian society.
generalization	<i>n, C or UC</i>	[dʒenərəlaɪ'zeɪʃən]	speaking about sth. in general, not considering exceptions	Don't make hasty generalizations, you'll soon find that people here are very friendly.
refute	<i>v, T</i>	[rɪ'fju:t]	say that sth. or sb. is wrong (form.)	He refuted the argument without giving it a thought.
swiftly	<i>adv</i>	[swɪftli]	quickly and easily	The dancers were moving swiftly across the stage.
by and large			all things considered	By and large, I think he's right.

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Unit 5C The human factor – Time management

in-house	<i>adj</i>	[ˌɪnˈhaʊs]	done within the company rather than outsourced	We've got an in-house translator, it's cheaper than an agency.
prioritize	<i>v, / or T</i>	[praɪˈɒrɪtaɪz]	put several things, problems, etc. in order of importance, so that you can deal with the most important ones first	You need to prioritize your tasks.
rely	<i>v, /</i>	[rɪˈlaɪ]	depend	Our production relies on supplies from the East.
at cross purposes			when two people talk at cross purposes, they each talk about a different thing without realising it	I'm afraid we're speaking at cross purposes, which report do you mean?
beat the clock			do things quickly and well before the deadline	Don't try to beat the clock all the time, relax a little.
pencil in			arrange to do sth. knowing it might change later	Let's pencil the date in and confirm it later.
put off			postpone	She keeps putting the meeting off, I think she's trying to avoid seeing me.
set aside			keep sth., especially time, money, or a particular area, for a special purpose	Do you ever set time aside for planning?
turn out			be discovered in the end and surprisingly	He asked me out but it turned out he didn't have a penny on him.

Unit 5D The human factor – Being assertive

amendment	<i>n, C or UC</i>	[əˈmɛndmənt]	change	Before we implement the amendments, I'd like to ask how you all feel about them.
bother	<i>v, / or T</i>	[bʌðə]	make an effort to do sth.	He borrowed the car and didn't even bother to ask.
cross	<i>adj</i>	[kros]	angry, annoyed	The manager got really cross when I asked for a pay rise.
geek	<i>n, C</i>	[gi:k]	sb. boring, unfashionable (inf.)	If he weren't such a geek, he'd actually be quite nice.
inconsiderate	<i>adj</i>	[ˌɪnkənˈsɪdərət]	not taking into consideration feelings of others	My inconsiderate neighbours play loud music every night.
shift	<i>v, / or T</i>	[ʃɪft]	move or change sth. from one position to another	We're thinking about shifting working time.
yell	<i>v, / or T</i>	[jel]	shout at sb.	Stop yelling at me, will you?
get the message across			succeed in communicating an idea or piece of information to sb.	How can you make sure you're making your message across?

lose your temper	become angry	I lost my temper and started yelling.
storm out	leave a place quickly and in a violent way	He stormed out of the room without saying a word.
the last straw	the last problem in a series of problems that finally makes you give up, get angry, etc.	Making me work late on Friday was the last straw.

Unit 5E The human factor – Weighing alternatives

addict	<i>n, C</i> [ædɪkt]	sb. who cannot live without sth., especially drugs, alcohol, coffee, etc.	My mum is a soap opera addict, she can't miss a single episode.
angle	<i>n, C</i> [æŋɡl]	point of view	Look at the issue from a different angle!
guzzle	<i>v, I or T</i> [ɡʌz]	consume a lot of sth. quickly (inf.)	The machine guzzles electricity at a frightening rate.
inclined	<i>adj</i> [ɪn'klaɪnd]	wanting sth. more than another option	I'm inclined to agree with the second alternative.
intern	<i>n, C</i> [ɪntɜ:n]	sb. who is doing a practical training in a company, usually as part of their studies	I'm looking after the new intern this month.
measure	<i>n, C</i> [meʒə]	a way of dealing with a situation	The company urgently needs to introduce cost-saving measures.
stationery	<i>n, UC</i> [steɪʃənəri]	ordinary things you need in the office, such as paper, pens, paper clips, post-its, etc.	We'll have to cut stationery costs, they're just too high.
cut costs		reduce the amount of money spent on sth.	The staff brainstormed a few ideas how to cut costs.
keep sth. up and running		keep sth. working, in operation	I'll welcome any suggestions how to keep the system up and running 24/7.
place a heavy burden on		put a lot of pressure on sth.	The international project has placed a heavy burden on all departments.
start the ball rolling		start doing an activity in order to encourage others to do the same	So, who'll start the ball rolling?
the bottom line		the profit or the amount of money that a company makes or loses	This is certainly a threat for the company's bottom line.
trigger a surge in		cause a sudden increase in sth.	The unstable economic situation triggered a surge in customers leaving the bank.

ANGLICKO-ČESKÝ SLOVNÍČEK

UNIT 6A NOTHING BUT THE TRUTH? – PAST SIMPLE AND PAST PERFECT

declare	<i>v, T</i>	[dɪ'kleə]	announce sth. officially	After two years, he was declared dead although his body had never been found.
devastated	<i>adj</i>	[dɪ'veɪstetɪd]	completely destroyed	After the break-up, she looked devastated.
elated	<i>adj</i>	[ɪ'leɪtɪd]	extremely happy and excited	He hugged his wife, elated by her rescue.
fraud	<i>n, C or UC</i>	[frɔ:d]	the crime of deceiving people in order to gain sth. such as money or goods	He's been charged with tax fraud.
grief	<i>n, C or UC</i>	[gri:f]	feeling of extreme sadness	Her grief seemed to master her.
grown-up	<i>adj</i>	[.grəʊn'ʌp]	fully developed as an adult	Before you know it, the children will be grown-up and leaving home.
reunion	<i>n, C or UC</i>	[.ri:'ju:nɪən]	when people are brought together again after a period of being separated	They had an emotional reunion with their father.
undercharge	<i>v, I or T</i>	[.ʌndə'tʃɑ:dʒ]	charge too little or less than the correct amount of money for sth.	The city is grossly undercharging companies to use the land.
widow	<i>n, C</i>	[wɪdəʊ]	a woman whose husband has died	The widow was seen wearing only black.
break the news			tell sb. some bad news	Anne had to break the news to their two sons.

Unit 6B Nothing but the truth? – Honesty and deceit

blink	<i>v, I or T</i>	[blɪŋk]	move and shut your eyes quickly	I blinked as I came out into the sunlight.
clue	<i>n, C</i>	[klu:]	a sign or information that will help you solve a mystery, secret etc.	All the clues pointed to the gardener.
convincing	<i>adj</i>	[kən'vɪntsɪŋ]	able to make sb. believe sth. easily	The actress was very convincing in her role.
deceive	<i>v, T</i>	[dɪ'si:v]	make sb. believe sth. that is not true	He had been deceived by a young man claiming to be the son of a millionaire.
demanding	<i>adj</i>	[dɪ'mɑ:ndɪŋ]	needing a lot of time or energy or expecting a lot	Her boss is very demanding, he's not easily satisfied with average results.
fabricate	<i>v, T</i>	[fæbrɪkeɪt]	invent a story, piece of information, etc. in order to deceive sb.	The police were accused of fabricating evidence.
mislead	<i>v, T</i>	[.mɪs'li:d]	make sb. believe sth. that is not true by giving them information that is false or not complete	Politicians have misled the public over the dangers of these chemicals.

reverse	<i>n, UC</i>	[rɪ'vɜ:s]	going backwards, from the end to the beginning	She put the car into reverse and left as fast as she could.
make up			invent a story or excuse	What excuse are you going to make up today?
plead (not) guilty			state in a court of law whether or not you are guilty of a crime	The CEO has pleaded not guilty to the charges.
take in			make sb. believe a lie	She was completely taken in by his lies.

Unit 6C Nothing but the truth? – Between the lines

acquire	<i>v, T</i>	[ə'kwɪə]	get, gain	I managed to acquire the first edition of the book.
bureaucrat	<i>n, C</i>	[bjʊə'rækræt]	sb. who works in public service (disappr.)	Peter's become such a bureaucrat since he started work for the ministry.
circumstances	<i>n, pl.</i>	[sɜ:kəm'stɑ:ntsɪz]	the conditions that affect a situation, action, event, etc.	There are other circumstances where certain forms of lying are justified.
complicity	<i>n, UC</i>	[kəm'plɪsɪtɪ]	involvement in a crime	He was charged with complicity in murder.
innocent	<i>adj</i>	[ɪnəsənt]	the opposite of guilty	Jim pleaded innocent despite all the evidence pointing to him.
laid-back	<i>adj</i>	[leɪd'bæk]	relaxed and seeming not to be worried about anything (inf.)	I don't know how you can be so laid-back about your exams.
skinny	<i>adj</i>	[skɪnɪ]	too thin (disappr.)	You're so skinny, you should really put on weight.
mother tongue			your native language that you learnt as a child	My mother tongue's Chinese, although I grew up in South Korea.
ring in sick			call to work to tell them you are not coming that day because you are not feeling good	I rang in sick and went to the beach.
take refuge			find protection or shelter from danger somewhere	She took refuge in a remote cottage to escape from the busy city.

Unit 6D Nothing but the truth? – Compliments

compelled	<i>adj</i>	[kəm'peld]	obliged, feeling you have to do sth.	He felt compelled to repay her favour.
flirtatious	<i>adj</i>	[flɜ:'teɪjəs]	behaving as if you were sexually attracted to sb.	Doesn't the skirt look too flirtatious?
gorgeous	<i>adj</i>	[gɔ:dʒəs]	very beautiful	Linda looked gorgeous in her new evening dress.
perceive	<i>v, T</i>	[pə'si:v]	believe	She perceived his behaviour in a wrong way.

ANGLICKO-ČESKÝ SLOVNÍČEK

recipient	<i>n, C</i>	[rɪˈsɪpiənt]	sb. who receives sth. (form.)	Write the name of the recipient here.
subordinate	<i>n, C</i>	[səˈbɔːdɪnət]	sb. who is on a lower position than you	I asked all managers to inform their subordinates about the change.

Unit 6E Nothing but the truth? – Breaches of trust

betray	<i>v, T</i>	[bɪˈtreɪ]	not to be loyal and help sb.'s enemies	He betrayed his country during the war.
breach	<i>n, C</i>	[bri:tʃ]	an action that breaks a law, rule, or agreement	This was a clear breach of the 1994 Trade Agreement.
demotion	<i>n, C or UC</i>	[dɪˈməʊʃən]	being lowered in position	He didn't accept his demotion and quit the job.
furious	<i>adj</i>	[fjʊəriəs]	extremely angry	Your wife will be furious when she finds out you've been fired.
reveal	<i>v, T</i>	[rɪˈvi:l]	show sth. that was hidden or kept secret	When his real life story had been revealed, everyone was shocked.
wreck	<i>n, C</i>	[rek]	a damaged car or ship	Are you serious about buying that wreck?
be entitled to sth.			have the right to sth.	I am entitled to social benefits.
propose to sb.			ask sb. to marry you	After ten years of dating, he finally proposed to her.
turn around			change to become sth. else	Her life turned around in a minute.

UNIT 7A FINDING FIXES – MIXED CONDITIONALS

breakdown	<i>n, C</i>	[breɪkdaʊn]	failure to work correctly	There's been another breakdown of the system.
shortage	<i>n, C</i>	[ʃɔːtɪdʒ]	not enough of sth.	The country is facing a shortage of food supplies.
beyond your control			when sth. is beyond your control, you cannot change or control it	The system requirements are beyond my control, Sir.
teething problem			a small problem that you have when you first start doing a new job or using a new system	However, these teething problems need to be viewed in context.

Unit 7B Finding fixes – Risk assessment

dump	<i>v, T</i>	[dʌmp]	throw sth. away in a careless way	My neighbours dump waste in the backyard.
escort	<i>v, T</i>	[ɪˈskɔːt]	accompany sb. to make sure they leave a place or arrive somewhere safely	He was promptly escorted to the exit.
patrol	<i>v, I or T</i>	[pəˈtrəʊl]	walk around an area checking it is secure	Armed guards patrolled the grounds.

premises	<i>n, pl.</i>	[premɪsɪz]	the buildings and land that a shop, restaurant, company, etc. uses	Schools may earn extra money by renting out their premises.
squad	<i>n, C</i>	[skwɒd]	a group of people trained to work together	Who's the head of the squad?
unauthorized	<i>adj</i>	[ʌn'ɔ:θəraɪzd]	not having permission to be somewhere	We've had several cases of unauthorized access.
close off			shut sth. to prevent access	We need to close off the premises with immediate effect.

Unit 7C Finding fixes – Complaints

backlash	<i>n, C</i>	[bækklæʃ]	a strong negative reaction by a number of people against recent events, especially against political or social developments	The 1970s saw the first backlash against the women's movement.
compensation	<i>n, UC</i>	[kɒmpen'seɪʃən]	money paid to sb. because they have suffered injury or loss, or because sth. they own has been damaged	Modern consumers are more likely to negotiate some type of compensation when transactions are unsatisfactory.
high-profile	<i>adj</i>	[ˌhaɪ'prəʊfaɪl]	attracting a lot of public attention, usually deliberately	Solar is a high-profile international annual event.
reverse	<i>v, / or T</i>	[rɪ'vɜ:s]	change the direction of sth. backwards	We need to find a way to reverse their decision.
savvy	<i>n, UC</i>	[sævɪ]	practical knowledge or ability (inf.)	The target group is a young technology-savvy generation.
terminate	<i>v, / or T</i>	[tɜ:mɪneɪt]	end sth.	We've decided to terminate the contract.
voice	<i>v, T</i>	[vɔɪs]	tell people your opinions or feelings about a particular subject	The senator voiced concern at how minorities and immigrants are treated in California.
pop out			go somewhere quickly and for a short period of time	I'll just pop out to buy a snack.
time slot			a particular period of time planned for an event or activity	You can pay for delivery in a particular time slot.
vote with your feet			express your negative opinion not orally, but by not returning somewhere	He voted with his feet and never stepped in the restaurant again.

Unit 7D Finding fixes – Negotiating

outline	<i>v, T</i>	[aʊtlaɪn]	draw a rough picture of sth.	Could you outline what you'll talk about in your presentation?
reluctant	<i>adj</i>	[rɪ'lʌktənt]	not willing to do sth.	I'm rather reluctant to relocate the office.

ANGLICKO-ČESKÝ SLOVNÍČEK

win-win	<i>adj</i>	[ˌwɪnˈwɪn]	describes a situation when both sides win or benefit	The desirable outcome is a win-win situation.
draw up			design sth.	I'll draw up the contract and send it over by Wednesday.
state-of-the-art			using the most modern and recently developed methods, materials, or knowledge	A spokesperson announced plans to turn Holden Lodge into a state-of-the-art leisure complex.
think over			think about sth. carefully, considering all options	I need to think it over before I make a decision.

Unit 7E Finding fixes – Problem solving

grab	<i>v, I or T</i>	[græb]	take sth. quickly and violently with your hands	I grabbed my bag and ran!
waterproof	<i>adj</i>	[wɔːtəpruːf]	not allowing water to go through	You'll need a waterproof jacket to go to the mountains.
wreck	<i>v, T</i>	[rek]	damage sth.	Your mistake has wrecked all the cooperation.
traffic warden			traffic police officer	Don't park here, traffic wardens regularly check it around here.

UNIT 8A BREAKING NEWS – PASSIVE OVERVIEW

consumption	<i>n, UC</i>	[kənˈsʌmpʃən]	how much of sth. you use or eat	Coffee consumption can affect your health.
extent	<i>n, UC</i>	[ɪkˈstent]	amount of sth.	The cost depends on time schedule to a large extent.
glance	<i>v, I</i>	[glɑːnts]	quickly look at sth. or sb.	The man glanced nervously at his watch.
in-depth	<i>adj</i>	[ɪndepθ]	detailed and very careful	The team's task is to carry out an in-depth analysis.
obtain	<i>v, T</i>	[əbˈteɪn]	get, gain sth. (form.)	Make sure you obtain clear results.
passerby	<i>n, C</i>	[ˌpɑːsəˈbaɪ]	sb. who is walking past a place by chance	They sell drinks to passersby.
scan	<i>v, T</i>	[skæn]	read or look at sth. quickly	Scan the text and answer the first question.

Unit 8B Breaking news – Asking questions

rumour	<i>n, C or UC</i>	[ruːmə]	gossip, information that is not confirmed	There have been rumours about you and Garry...
unfounded	<i>adj</i>	[ʌnˈfaʊndɪd]	not based on fact or evidence	The accusation is unfounded and I'm not commenting it.
walk out of			leave	He walked out of the job on the first day.

Unit 8C Breaking news – The media

brunch	<i>n, C</i>	[brʌntʃ]	a combination of breakfast and lunch, a meal eaten in the late morning	Why don't we go for brunch on Friday?
buzzword	<i>n, C</i>	[bʌzwɜːd]	word or phrase that is used a lot in the media or business	'Multimedia' has been a buzzword in the computer industry for years.
frenemy	<i>n, C</i>	[frenəmɪ]	sb. who says they like you but also seem to hate you	Why does everyone seems to be a frenemy to me?
gloomy	<i>adj</i>	[gluːmi]	not bright, looking pessimistic	The economic forecast looks gloomy.
multi-tasking	<i>n, UC</i>	[ˌmʌltɪ'tɑːskɪŋ]	doing more than one thing at the same time	Multi-tasking has become an essential ability.
netiquette	<i>n, UC</i>	[netɪket]	the commonly accepted rules for polite behaviour when communicating with other people on the Internet	One helpful article contains some very useful tips on netiquette.
presumably	<i>adv</i>	[prɪ'zju:məblɪ]	likely to happen	They're planning downsizing next year, presumably by 10%.
puzzling	<i>adj</i>	[pʌz ɪŋ]	difficult to understand, confusing	The puzzling plot left me wondering who that movie was made for.
setting	<i>n, C</i>	[setɪŋ]	the place or time where the events in a book, film, etc. happen	The problems with characters and setting would be less serious if the storyline was better written.
channel hopping			changing TV channels quickly without really watching one	Could you stop channel hopping and choose a programme to watch?
costume drama			a film set in a particular historical period, involving a lot of costumes	Have you seen the latest costume drama with Keira Knightley?
couch potato			sb. who is lazy and prefers to sit on a sofa instead of going out	Don't be such a couch potato and take up some exercise!
current affairs			important political events or other events in society that are happening now	Do you watch current affairs programmes?
give sth. a try			try sth. to see if it will work or be good	I think we should give the film a try.
twenty-four seven			if sth. happens twenty-four seven, it happens all the time, every day	There's someone on duty twenty-four seven.

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Unit 8D Breaking news – Clarifying

ambiguous	<i>adj</i>	[æm'bigjʊəs]	possible to be interpreted or understood in two different ways	What you said sounded rather ambiguous.
approximate	<i>adj</i>	[ə'prɒksɪmət]	rough, not exact	The approximate time of the training is 3 hours.
inaccurate	<i>adj</i>	[ɪ'nækjʊrət]	not completely correct	The date given in the e-mail is inaccurate.

Unit 8E Breaking news – Dealing with a problem

harsh	<i>adj</i>	[hɑ:ʃ]	very severe and unkind	Don't be so harsh with the kids.
statement	<i>n, C</i>	[steɪtmənt]	an official expression of an opinion, written or spoken	The company is going to release a statement later today.
unfortunate	<i>adj</i>	[ʌn'fɔ:tʃənət]	unlucky	How did the unfortunate accident happen?
jump to conclusions			reach an opinion too quickly, not considering all factors carefully enough	Let's not jump to conclusions, OK?

UNIT 9A SECURITY AND PRIVACY – MAKING PREDICTIONS

bound	<i>adj</i>	[baʊnd]	very likely to happen, almost certain	The number of credit card customers is bound to decline sharply over the next few years.
entice	<i>v, T</i>	[ɪn'taɪs]	offer sth. pleasant to sb. and as a result, persuade them to do sth.	Companies are always trying to entice potential buyers.
iris	<i>n, C</i>	[aɪrɪs]	the part of your eye that is circular and coloured	The machine will scan your iris and open the door.
recession	<i>n, C or UC</i>	[rɪ'seʃən]	a difficult time when there is less trade, business activity, etc. in a country than usual	Despite the severe recession in most of our markets, there was only a temporary downturn in orders.
in the red			in debt	I find it impossible not to be in the red by the end of the month.

Unit 9B Security and privacy – Modal perfect

eject	<i>v, T</i>	[ɪ'dʒekt]	make sb. leave a place	The man was ejected from the stadium.
evade	<i>v, T</i>	[ɪ'veɪd]	avoid sth. (form.)	The entrepreneur tried to evade taxes but was found out.
expose	<i>v, T</i>	[ɪk'spəʊz]	show sth. to the public	The authorities exposed the materials without prior warning.
grounded	<i>adj</i>	[graʊndɪd]	not being able to fly	All the flight have been grounded.

impersonate	<i>v, T</i>	[ɪm'pɜ:səneɪt]	pretend to be sb. else by copying their appearance, voice, and behaviour, especially in order to deceive people	Do you know it is a very serious offence to impersonate a police officer?
intercept	<i>v, T</i>	[,ɪntə'sept]	catch sth. before it reaches a particular place	Has the police intercepted the supply of drugs?
pose	<i>v, I</i>	[pəʊz]	stand in a particular position in order to be photographed	She was standing in front of the camera, posing to the photographer.
stunt	<i>n, C</i>	[stʌnt]	sth. done to attract attention (disappr.)	Has the promotion stunt been a success?
utterly	<i>adv</i>	[ʌtəli]	completely	He was utterly miserable when he was demoted.
key in			put information into a computer or other machine, using buttons or a keyboard	I keyed in the wrong password.
Unit 9C Security and privacy – Breaches of privacy				
allegation	<i>n, C</i>	[,ælə'geɪʃən]	a statement accusing sb. of doing sth. wrong (form.)	In the end, the newspaper decided to withdraw their allegations.
defendant	<i>n, C</i>	[dɪ'fendənt]	a person in a lawsuit who is accused of illegal behaviour (leg.)	The defendant didn't stand a chance.
embed	<i>v, T</i>	[ɪm'bed]	include and fix sth. into sth. else	The presentation includes an embedded video.
fraudulently	<i>adv</i>	[frɔ:dʒʊləntli]	dishonestly, illegally	He fraudulently gained access to the building and hid in one of the rooms.
intervene	<i>v, I</i>	[,ɪntə'vi:n]	get involved in a situation	The manager intervened in the heated debate.
invade	<i>v, I or T</i>	[ɪn'veɪd]	enter a place by force	Your workers invaded my personal property.
lawsuit	<i>n, C</i>	[lə'sju:t]	a problem or complaint that a person or organization brings to a court of law to be settled	His lawyer filed a lawsuit against the city.
outrage	<i>n, UC</i>	[aʊt'reɪdʒ]	a feeling of anger, shock	The ban led to an outrage among students.
surveillance	<i>n, UC</i>	[sə'veɪlənts]	when the police, army, etc. watch a person or place carefully because they may be connected with criminal activities	Video surveillance is used for security purposes only.
tease	<i>v, I or T</i>	[ti:z]	laugh at sb. and say unkind things about them	Stop teasing the boy, can't you see he's crying?
violate	<i>v, T</i>	[vaɪələɪt]	break a law or sb.'s rights	The court ruled the company had violated human rights.

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widespread	<i>adj</i>	[ˌwaɪdˈspred]	very common, frequent, seen in many places	This brand is quite widespread in the USA.
money laundering			hiding the origins of money made in an illegal way	The company was charged with money laundering.
suspended sentence			delay of punishment when the person is watched for a period of probation	The suspended sentence was considered to be a great success under such circumstances.

Unit 9D Security and privacy – Indirectness

backlog	<i>n, C</i>	[ˈbæklog]	the amount of work you have to do	I've got a huge backlog to do this week.
deterrent	<i>n, C</i>	[dɪˈterənt]	sth. that makes sb. less likely to do sth., by making them realize it will be difficult or have bad results	The small fines for this type of crime do not act as much of a deterrent.
encounter	<i>n, C</i>	[ɪnˈkaʊntə]	unexpected meeting (form.)	Do you know what to do in an encounter with a bear?
expire	<i>v, I</i>	[ɪkˈspaɪə]	come to an end	The software license has expired.
interlocutor	<i>n, C</i>	[ˌɪntəˈlɒkjʊtə]	the person you are speaking to (form.)	Do the interlocutors have equal status and power, or is one inferior and the other superior?
jam	<i>v, I or T</i>	[dʒæm]	if a moving part of sth. jams, or if you jam it, it not longer works properly because sth. is preventing it from moving	Oh no, my printer's jammed!
at the end of the day			in the end	At the end of the day, what matters most is the profit.
trial version			a time-limited version of sth. that is provided as a sample	I've downloaded a trial version of the programme.

Unit 9E Security and privacy – Monitoring at work

concession	<i>n, C or UC</i>	[kənˈseʃən]	sth. that you give up in order to avoid disagreement	I'm not going to make concessions every time you need to change the contract.
counter	<i>v, I or T</i>	[kaʊntə]	oppose sth. and fight against it	What are you doing to counter crime in that area?
divulge	<i>v, T</i>	[dɪˈvʌldʒ]	make known what has previously been secret	The source of the information has never been divulged.
drop	<i>v, T</i>	[drɒp]	stop doing an activity	Why did you drop yoga?
insufficient	<i>adj</i>	[ˌɪnsəˈfɪʃənt]	not enough	The boy's health deteriorated due to insufficient food intake.

keystroke	<i>n, C</i>	['ki:stɹəʊk]	pressing a key, usually on a computer keyboard	I deleted all day's work with a single keystroke.
unregulated	<i>adj</i>	[ʌn'regjuleɪtɪd]	not controlled by a set of rules	The whole business is completely unregulated.
phone extension			one of a number of telephones connected to the same switchboard in one building	Do you remember her phone extension?

UNIT 10A FLEXIBLE THINKING – VERB PATTERNS

genuinely	<i>adv</i>	[dʒenjuɪnli]	really, truly	The boy seemed genuinely interested.
retrain	<i>v, I</i>	[ri:'treɪn]	qualify for a different profession than you did before	I went back to college to retrain as an engineer.
careers guidance expert			sb. who helps you choose the best profession for you	Students in their final year are given advice by a career guidance expert.

Unit 10B Flexible thinking – Extreme adjectives and adverb usage

convention	<i>n, C</i>	[kən'ventʃən]	an official meeting for a lot of people with similar interests	Are you going to attend the autumn translation convention?
deserted	<i>adj</i>	[dɪ'zɜ:tɪd]	empty, with no people	The deserted office was almost frightening.
filthy	<i>adj</i>	[fɪlθɪ]	extremely dirty	The house was filthy, with clothes and newspapers strewn everywhere.
giggle	<i>v, I</i>	[gɪɡl]	laugh in a childish way	The girls started to giggle as soon as the boy appeared.
hilarious	<i>adj</i>	[hɪ'leəriəs]	extremely funny	Karl and I found this hilarious and started to giggle.
regards	<i>n, pl.</i>	[rɪ'gɑ:dʒ]	greetings (form.)	Give my regards to all of them.
slip	<i>v, I</i>	[slɪp]	slide on sth. by accident	I slipped on the ice and fell down.
spotless	<i>adj</i>	[spɒtləs]	extremely clean	We used to share our office with the manager, who liked everything to be kept spotless.
starving	<i>adj</i>	[stɑ:vɪŋ]	extremely hungry	You haven't eaten all day. You must be starving!
catch up on news			talk to sb. you have not seen for a long time and find what they are doing now	Let's go for lunch, I want to catch up on all the news.

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Unit 10C Flexible thinking – Giving feedback

anxious	<i>adj</i>	[æŋkʃəs]	very worried about sth.	The staff is quite anxious about job losses.
attain	<i>v, T</i>	[ə'teɪn]	achieve sth. (form.)	Hans has attained brilliant results.
calm	<i>adj</i>	[kɑ:m]	quiet, not hurried or easily worried	Linda is a very calm person, I can't believe she shouted at the CEO.
conscientious	<i>adj</i>	[,kɒntʃɪ'entʃəs]	careful to do everything that it is your job or duty to do	A conscientious teacher may feel inclined to take work home.
grumpy	<i>adj</i>	[grʌmpɪ]	bad-tempered and easily annoyed (inf.)	Mina's always a bit grumpy first thing in the morning.
impose	<i>v, T</i>	[ɪm'pəʊz]	force sb. to obey a rule or law	The organization imposed a ban on the country.
moody	<i>adj</i>	[mu:di]	often annoyed and unhappy	Keith had seemed moody all morning.
peer	<i>n, C</i>	[piə]	sb. equal to you	He might take the criticism better from a peer.
prompt	<i>adj</i>	[prɒmpt]	done quickly, immediately, or at the right time	Prompt action must be taken.
self-assured	<i>adj</i>	[,selfə'ʃɔ:d]	calm and confident about what you are doing (appr.)	He seems very self-assured, doesn't he?
slapdash	<i>adj</i>	[slæpdæʃ]	careless and done too quickly (inf., disappr.)	His work's started to become quite slapdash and that's not like him.
bite sb.'s head off			treat sb. angrily without a reason (inf.)	The boss will bite Mick's head off when he tells him about the loss.

Unit 10D Flexible thinking – Motivation

amend	<i>v, T</i>	[ə'mend]	change sth.	We need to amend the bid to make it more cost-effective.
hammock	<i>n, C</i>	[hæmək]	a type of cloth bed that you tie between two trees or poles, usually used outdoor	She fell asleep lying in the hammock.
proceed	<i>v, I</i>	[prə'si:d]	continue (form.)	That's certainly a good point, but let's hear what Lara has to say. Please, Lara, proceed.
revise	<i>v, T</i>	[rɪ'vaɪz]	look at sth. again in order to improve it	First of all, we need to revise the original plan.
pull together			work hard together with a group of people to achieve sth.	If we all pull together, we'll finish on time.

Unit 10E Flexible thinking – Managing change

draft	<i>n, C</i>	[drɑ:ft]	a plan, suggestion of the main ideas, but only rough and meant for a later revision	Mind you, this is just a draft proposal.
suspicion	<i>n, C</i>	[sə'spɪʃən]	insecurity about sb.'s honesty	When her suspicion finally proved right, she collapsed.
always chopping and changing			constantly changing ideas	Some people are always chopping and changing.
for the sake of			doing sth. when there is no need to	I get the impression that we are working on this just for the sake of working.
ring the changes			do sth. differently	Let's ring the changes and find a new way of doing things.
set in your way			like to do things the way that you have always done them	The teacher was set in her way and nothing could make her change her habits.

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