asset n [C] something belonging to an individual or business that has value or the power to earn money

company n [C] a legally registered business [enterprise] There are many different types of companies:
- holding company (holds the share capital of one or more other companies) [holding]
- joint stock company (registered company or limited company) [société par actions]
- public limited or listed company (company whose shares are traded on the stock exchange) [société anonyme]
- subsidiary [société filiale] (company owned by a parent company [société mère])

competition n [U] rivalry between businesses that are operating in the same market [concurrence]
The competition is getting tougher every year.

entrepreneur n [C] someone who starts a company, arranges business deals and takes risks [entrepreneur]
Entrepreneurs have always played a key role in the economy.

freelance n [C] someone who works for different companies and is not employed by one Freelancers usually receive fixed payments and not a salary [freelance]
We’re going to use a freelance designer for the company website.

hierarchy n [C] system of authority within an organization [hiérarchie]
Many Swedish firms have very flat hierarchies – hierarchical adj [hiérarchique]

merger n [C] the creation of a new company by joining two separate companies [fusion]
The merger will have to be approved by the authorities.

share n [C] a unit of the capital of a company Shares in listed companies can be bought and sold on the stock market [action]
Investors are having to pay a higher price for the company's shares – shareholder n [C]

trade union n [C] an organisation that exists to protect the rights of employees in a company [syndicat]
The trade union is in pay negotiations with the employer
**Unit 2  Leadership**

**appraise** v (T) to assess the value of something  
Staff are regularly appraised to see if they have met the objectives that they are given.  
The department manager will appraise each employee individually – appraisal n [C] [évaluation] – appraisee n [C] [personne évaluée] – appraisor n [C] [évaluateur]  
**Collocations** annual appraisal, performance appraisal

**authority** 1 n [U] the power to impose decisions  
The managers in our company have a great deal of authority – authorise v (T) [autoriser] – authorisation n [U] [autorisation] – authoritative adj – [qui fait autorité]  
authoritarian adj [autoritaire]  
**Collocations** lines of authority

**autonomy** n [U] the freedom to make your own decisions without having to request authorization  
I've always believed that it's best to give staff as much autonomy as possible – autonomous adj [autonome]

**coach** 1 n [C] person who is responsible for training a team or an individual  
He's a very successful football coach  
2 v [T] to train people to help them to acquire particular skills:  
I'm responsible for coaching two new people in the department.

**delegate** v [T] to give responsibility to someone at a lower level in the hierarchy to enable them to take decisions  
Managers need to delegate more routine tasks to junior members of staff – delegation n [U] [délégation]

**motivate** v [T] make someone willing to work harder  
He's very good at motivating his sales team – motivation n [U] [motivation] – motivational adj [motivationnel] – motivated adj [motivé]  
**Synonym** highly-motivated, motivational skills, motivation techniques

**objective** n [C] a goal that has been fixed for people to achieve  
I have a meeting with my line manager to fix my objectives every six months  
**Synonyms** goal n [C] [but] aim n [C] [vise] target n [C] [cible]  
**Collocations** set / fix / establish / achieve / meet objectives

**staff** 1 n [plural] the employees of an organization  
The new manager will be joining the staff in November  
2 v [I] to provide workers for an organisation:  
Each of our centres is staffed by expert personnel  
**Synonyms** personnel n [U] [personnel] employees n [C] [employés] workers n [C] [travailleurs]  
**Collocations** staff morale, staff turnover

**subordinate** n [C] a person who works under a more senior member of staff  
I have six subordinates that report to me – subordinate v [T] [subordonner]

**supervise** v [T] to control the work of other people in order to make sure that it is properly done  
We need to supervise the trainees very closely – supervision n [U] [supervision] – supervisory adj [de supervision]  
**Synonym** manage v [T] [gérer]

**task** n [C] a piece of work that has to be done  
Tasks are generally assigned to employees at the start of the week  
**Synonym** duty n [C] [mission]  
**Collocations** assign / delegate a task, task-based, task-driven, task force
**Unit 3  Strategy**

**analysis**  
*n [C] the work of studying data and information [analyse] Detailed analysis of our results shows that productivity has increased only marginally – analyse v [T] [analysier] – analyst n [C] [analyseur]**  
*Collocations financial analysis*

**campaign**  
*n [C] a planned operation which aims to achieve a particular result [campagne] A new campaign by activists has forced the company to reconsider some of its policies – campaign v [I] [+ for/against] [faire campagne + pour/contre] – campaigner n [C] [militant] *Collocations advertising campaign, marketing campaign, political campaign*

**growth**  
*n [U] an increase in the size or quantity of something [croissance] Research suggests that there will be significant growth in the market for women’s products – grow v [I] [croître] *Collocations growth rate*

**industry**  
*n [C] the production of goods using capital and labour [industrie] The automobile industry is facing increased competition – industrial adj [industriel] – industrialise v [T] [industrialiser] – industrialisation n [C] [industrialization] *Collocations manufacturing industry, service industry, industrial relations*

**market share**  
*n [U] the proportion of the total market that is supplied by a particular company [part de marché] Our objective is to increase our European market share by five per cent this year – market-sharing n [U] [partage du marché] *Collocations increase / lose / take / win market share*

**opportunity**  
*n [C] a situation with future potential [opportunité] Japan represents a great opportunity for our new brand *Collocations lose / seize / take an opportunity*

**resources**  
*n [C] this includes the capital, personnel and knowledge that an organisation has at its disposal [resources] A key element of the new strategy is the more effective use of our resources *Collocations human resources, financial resources*

**sales**  
*1 n [plural] the value of the goods and services sold during a period [ventes] The company reported sales of $42 million during the first quarter 2 the department responsible for the activity of selling goods and services to customers: I’ll put you through to our sales department – salesman/woman n [C] [vendeur/vendeuse] – salesclerk n [C] AmE [vendeur] *Collocations sales agent, sales call, sales conference, sales department, sales drive, sales figures, sales forecast, sales manager, sales outlet, sales pitch, sales promotion, sales representative, sales talk*

**strategy**  
*n [C] a plan of action to enable a firm to compete [stratégie] As part of our new strategy we are developing closer links with our suppliers – strategic adj [stratégique] – strategically adv [stratégiquement] *Collocations develop / revise a strategy, strategic alliance, strategic management, strategic planning, strategic business unit (SBU)*

**supply**  
*n [U] the amount of goods or services available on a market at a certain time [offre] Improved production techniques will increase the supply of raw materials – supply v [T] [approvisionner] – supplier n [C] [fournisseur] – supplies n [C] [fournitures] *Collocations order supplies, supply and demand, supply chain management, supply side, oversupply*

**threat**  
*n [C] a potential danger to the interests of a company [menace] Deregulation of the market is a real threat to established telecom operators – threaten v [T] [menacer] – threatening adj [menaçant] – threateningly adv [de manière menaçante]*
**Unit 4  Pay**

**board** *n* [C] the group of directors elected by the shareholders to manage a company [conseil] The board has approved the director’s salary Collocations board of directors, board meeting, boardroom

**budget** *n* [C] an account of probable future income and expenditure during a fixed period [budget] We are currently preparing the budget for next year – budget *v* [I] [établir le budget] – budgetary *adj* [budgétaire] Collocations be on / over / under budget, budget deficit, budget surplus, meet a budget

**compensation** *n* [U] payment, including salary and other incentives like stock options [remuneration] The best paid executives received more than $10 million in compensation last year – compensate *v* [T] [rémunérer] Collocations compensation deal, compensation package

**contract** *n* [C] a document setting out an agreement between two or more parties [contrat] Under the new contract the company becomes the exclusive distributor for North America – contractor *n* [C] [entrepreneur] – sub-contractor *n* [C] [sous-traitant] Collocations agree a contract, be under contract, breach a contract, negotiate a contract, review a contract, sign a contract, terminate a contract

**damages** *n* [plural] an amount of money paid to a person who has suffered an injustice [dommages-intérêts] The company paid damages to staff who were unfairly dismissed.

**legal action** *n* [C,U] using the law to defend one’s rights [action judiciaire] The consumer association said it will consider legal action Synonyms litigation *n* [U] [litige] law suit *n* [C] [poursuite] Collocations take legal action, win a legal action

**pay** *1 n* [U] money earned by an employee as a salary or wage [paie] Some employees are complaining that their pay has not increased in line with inflation – payment *n* [C] [paiement] Collocations pay as you earn (PAYE), pay freeze, pay rise, payroll, pay-slip, pay talks 2 to give money to someone in exchange for items or services :We’re paying more than the market rate.

**pension** *n* [C] a regular payment made to a person after they have retired from active work [retraite] Some businesses have decided to ask their staff to contribute another one per cent towards their pensions Collocations pension fund, pension contribution

**reward** *v* [T] to give a payment for services performed or for excellent work or behaviour [récompenser] We like to reward our staff when they reach the objectives – reward *n* [C,U] [prime] – rewarding *adj* [gratifiant]

**salary** *n* [C,U] an amount of money paid every month to an employee in exchange for their services [salaire] Salaries are always paid in the local currency – salaried *adj* [salarié] Collocations be on a salary of, earn a salary, negotiate a salary, salary scale

**severance deal / pay** *n* [C,U] money paid by an employer when an employee’s services are terminated [indemnité de départ] Severance pay for top executives has increased significantly in recent years.

**stock option** *n* [C] an option given to executive employees allowing them to buy shares in the company at a favourable price [option d’achat d’actions] Microsoft has announced that it plans to end stock options for employees.
consortium *n* [C] an association between two or more companies to work together on a specific project (usually a major construction or engineering project) [consortium] SK Gas has formed a consortium with automakers to produce gas-powered vehicles.

cost 1 *n* [C] the price paid for something [coût] The total cost for the new equipment will be $50,000 2 the money that is required to produce or sell something: It looks like production and labour costs will be higher than we expected – cost *v* [I] [établir le coût] Synonym overheads *n* [C] [frais généraux]

Collocations fixed costs, variable costs, cost-cutting, cost control, cost-effective, occur a cost

development 1 *n* [C] the growth and expansion of a business, industry or economy [développement] The OECD provides advice and assistance on all aspects of development 2 research to produce new, improved products: Our company is actively pursuing the development of new biotechnology solutions 3 a change or alteration: Another recent development has been the arrival of Asian companies on the market – developer *n* [C] [développeur] – developing adj [en développement] Collocations research and development (R&D), developing countries

loan *n* [C] money lent to an individual or organization [prêt] The World Bank has agreed to a five-year loan of $125m – loan *v* [T] [prêter] Collocations apply for a loan, bank loan, interest on a loan, take out a loan

negotiation *n* [C] the process of negotiating a business deal [négociation] The success of the negotiations will depend on the financial terms of the deal – negotiate *v* [I,T] [négocier] – negotiator *n* [C] [négociateur] Synonyms talks *n* [plural] [pourparlers] Collocations negotiate an agreement / a deal, negotiation skills

prosperity *n* [U] a state of being rich, having economic success [prospérité] The nation’s future prosperity will depend on developing a highly-skilled workforce – prosper *v* [I] [prospérer] – prosperous adj [prospère]

reserve 1 *n* [C] the amount of something kept for future use [réserver] Shell has revised its estimate of available oil reserves 2 an amount of money set aside from profits: Ten per cent of earnings have been transferred to reserves – reserve *v* [T] [réserver] Synonym resources *n* [U] [resources] Collocations hold in reserve, use up reserves

revenue *n* [C] money received especially from selling goods and services [recettes] Revenues have increased by six per cent to £183m

wealth *n* [U] the amount of money or possessions owned by an individual, organisation or country [richesse] Accumulating wealth is the key to financial independence – wealthy adj [riche] Collocations acquire / accumulate wealth
barrier to entry *n* [C] any factor which prevents new competition from entering a market [barrière à l’entrée]

A strong brand can become a barrier to entry in some markets, while a simple product cannot

benefit *n* [C] an advantage or an improvement [avantage]

One benefit of the new design is that it can be installed easily – benefit [+ from] *v* [bénéficier + de] – beneficial *adj* [avantageux]

brand *n* [C] the identity of a product or service [marque]

Eastman Kodak is a premier brand in traditional and digital imaging – brand *v* [T] [positionner] Collocations brand image, brand leader, brand loyalty, brand manager, brand management, brand name, brand-stretching, cross-branding, own brand, premium brand

consumer *n* [C] a person who buys products and/or services [consommateur]

Nokia is committed to providing consumers with the information they need – consume *v* [T] [consommer] – consumption *n* [U] [consommation] Collocations consumer goods, consumer research, consumer survey

logo *n* [C] a sign or symbol used as a trademark to represent a company or a brand [logo]

The Nike ‘swoosh’ is an instantly recognisable logo.

marketing mix *n* [U] the four different components of marketing [marketing mix]

1 place *n* [C] the distribution and delivery of goods to market [distribution]

2 price *n* [C] the amount of money for which something can be sold [prix] – price *v* [T] [établir un prix pour] Collocations cost price, cut price, fixed price, list price, retail price, purchase price, recommended price, wholesale price, price-list, price-tag, price war

3 product *n* [C] normally a manufactured item but also refers to everything that surrounds the product: the brand, the packaging, the product’s features and performance characteristics [produit]

4 promotion *n* [C] activities that help sell a product [communication]

premium *n* [C] a price that is higher than the standard price, usually due to higher quality [prix majoré]

Organically grown foods are sold at a premium Collocations premium rate

promotion *n* [C] a method of communicating and publicising a product [promotion]

America Online plans to launch a promotion on Thursday that will let its members download full-feature films – promote *v* [T] – [promouvoir] promotional *adj* [promotionnel] Collocations seasonal promotion, promotional campaign, promotional price

point of sale *abbreviation POS* *n* [C] the place where a consumer can buy a product or service [point de vente]

New electronic systems can approve credit for customers at the point of sale.
Unit 7 Outsourcing

back office n [C] the departments of a financial company where routine administrative tasks are done without direct contact with customers (service de post-marché, back-office) Efficient management of the back office can reduce costs.

business process n [C] any activity that is essential for a firm to conduct its business (processus d’entreprise) Organisations that have complete control over their business processes are the most productive Collocations business process re-engineering

database n [C] an organised set of information stored in a computer (base de données) We’re currently updating all our customer files in the database.

downsizing v [I] to reduce the number of employees in an organisation (réduire ses effectifs) European companies are continuing to downsize their manufacturing operations – downsize v [T] (réduire les effectifs de) Synonyms lay off v [T] (licencier)

knowledge work n [U] work that involves developing or using knowledge (travail du savoir) The profitability of most business today depends more on knowledge work than on manual work – knowledge worker n [C] (travailleur du savoir)

offshoring n [U] transferring work to an outside supplier based in another country (delocalization) Offshoring is only suitable for tasks that have been clearly defined and can be managed at a distance – offshore adj [extraterritorial] – offshore n [U] (offshore) Synonyms outsource v [T] (externaliser)

outsourcing v [T] transferring work to an outside supplier (externaliser) We are planning to outsource all of our IT operations to an Indian supplier – outsourcing n [U] (externalisation) Synonyms subcontract v [T] (sous-traiter)

overhead n [C] a cost that does not vary with output (e.g. rent, salaries) (frais généraux) The pressure on corporate management to reduce overheads is increasing Synonyms fixed cost n [C] (frais fixes)

productivity n [U] The relationship between the output of goods and the resources needed to produce them (productivité) Productivity has continued to grow strongly.

saving n [C] money and materials saved by economical working (économie) New construction techniques resulted in a saving of 25 per cent of operation and maintenance costs – savings [plural] (économies) Synonym economy n [U] (réduction des dépenses) Collocations cost saving, make savings

service provider n [C] a company that provides services for users especially in computer networks (prestataire de services) There are several issues to consider when selecting a service provider.

shortage n [C] a lack or scarcity of something (pénurie) Silicon Valley is facing a shortage of skilled programmers.
**Unit 8 Finance**

**balance sheet** *n [C]* a statement showing the wealth of a business or organisation at a particular date [bilan] The balance sheet has two parts showing assets and liabilities: *Buildings and machinery are assets that should be listed on the balance sheet* Synonyms statement of financial position *n [C] AmE [bilan]*

**bankrupt** *adj* unable to pay your debts [en faillite] *The company is almost bankrupt and will need to secure a loan to survive* – bankrupt *v, n [C] [mettre en faillite, faille]* – bankruptcy *n [U] [banqueroute]* Synonyms insolvent *adj AmE [insolvable]*

**bottom line** *n [C]* the last line on a financial document which shows the final result (total profit once all costs have been deducted) [résultat net] *Falling sales are going to have a negative impact on the bottom line.*

**expense 1** *n [C]* money spent [dépense] *We have significantly reduced our expenses over the last five years* – expenditure *n [C] [frais]* Synonyms spending *n [U] [dépenses]* 2 *n [C]* money spent by an employee that can be claimed back frais *I put the restaurant bill on expenses* Collocations expense account, expenses claim form, claim expenses

**financial statement** *n [C]* a document showing the state of the finances of an organisation or business [état financier] *Financial statements must be completed by the end of August.*

**forecast** *n [C]* an estimate of a future situation [prévision] *According to forecasts, prices will rise more slowly next year* – forecast *v [T] [prévoir]* Synonyms projection *n [C] [projection]*

**income statement** *n [C] AmE* a financial statement showing revenue, expenditure and profit from operations during a given period [compte de résultat] *Enron’s income statement did not accurately reflect its losses* Synonyms profit and loss account *n [C] BrE [compte de profits et pertes]* statement of earnings *n [C] AmE [état des resultants]*

**mismanagement** *n [U]* poor quality management [mauvaise gestion] *Lack of cashflow is often due to mismanagement* – mismanage *v [T] [mal gérer]*

**profit and loss account** *n [C] BrE* a financial statement showing revenue, expenditure and profit from operations during a given period [compte de résultat] *Ahold’s profit and loss account did not show all its losses* Synonyms income statement *n [C] AmE [compte de profits et pertes]* statement of earnings *n [C] AmE [état des resultants]*

**regulator** *n [C]* a government agency responsible for overseeing a profession or an activity [autorité de réglementation] *Stock market regulators are in charge of protecting investors* – regulation *n [C] [réglementation]* Synonyms controller *n [C] [autorité de contrôle]*

**Securities Exchange Commission** *abbreviation SEC* *n* the US agency responsible for stock market regulation [commission de contrôle des opérations de bourse] *The SEC is currently investigating ten cases of fraud.*
accountable adj responsible for the effects of your actions [responsible] Managers are accountable for the performance of their employees Synonyms responsible [+ for] adj [comptable + de]

applicant n [C] a person who is applying for a position [candidat] All applicants are asked to provide a letter of reference – apply [+ for] v [I] [postuler + à/pour] – application n [C] [candidature] Synonyms candidate n [C] [postulant]

assign v [T] give someone a particular task to do [assigner] Employees are assigned duties that correspond to their skills and training – assignment n [C] [assignation]

cover letter n [C] a letter written to an employer in response to a job advertisement [lettre d’accompagnement] Candidates should send a cover letter with a copy of their CV

curriculum vitae abbreviation CV n [C] a document that gives details of a person’s experience and qualifications [curriculum vitae (CV)] Her CV is fairly typical for a business graduate Synonyms resumé n [C] AmE [CV]

deadline n [C] the date by which something has to be completed [date limite] The deadline for applications has been extended until the 25 May Collocations fix a deadline, meet a deadline, miss a deadline, set a deadline

empower v [T] give someone the power or ability to do something [habiliter] Staff are empowered to shape their career development – empowerment n [U] [autonomisation]

hire v [T] employ someone [embaucher] Businesses are hiring as job growth booms – hire n [C] [embauche] Synonyms recruit v [T] [recruteur] employ v [T] [employeur] Collocations hiring and firing, hiring manager

payroll n [U] 1 a list of the employees in an organisation [registre du personnel] 2 the administration of employee pay [paie] Salaries are calculated according to the number of days that employees are on the payroll Collocations payroll management, cut/reduce the payroll

qualification n [C] an examination passed at school or university [qualification] Candidates must have qualifications in accounting – qualify v [I] [se qualifier] – qualified adj [qualifié]

resumé n [C] AmE a document that gives details of a candidate’s experience and qualifications [curriculum vitae (CV)] Preparing a good resumé should be the starting point for all job seekers Synonyms Curriculum Vitae BrE [CV]

screen v [T] to examine or test people [tester] Each candidate is screened for education, experience, expertise and salary.

train v [T] to teach someone the skills of a particular job or activity [former] Staff are trained to watch for situations where they may be required to help – training n [U] [formation] – trainee n [C] [stagiaire] – trainer n [C] [formateur]
**Unit 10 Counterfeiting**

**copycat n [C]** the term for someone who copies the work of another person [copieur] The Australian government has announced that it is cracking down on copycats.

**copyright n [U]** the legal right that belongs to the person who has created a new artistic work or piece of software [droit d'auteur] All of the graphics and editorial content on this site are protected under US copyright.

**currency n [C]** the type of money that is used by a particular country or trading bloc [devise] The euro is the currency of most member states of the European Union Synonyms money n [U] [monnaie] Collocations foreign currency, hard currency, currency dealer, currency exchange rate, currency trading.

**defraud v [T]** to cheat another person by taking something that they own [escroquer] He admitted defrauding his employer of more than £2m.

**enforce v [T]** to make people obey a law or rule [faire appliquer] Enforcing a patent can be a long and expensive process – enforcement n [U] [application– enforceable adj [applicable]

**fake n [C]** a copy or imitation of a genuine article [contrefacon] Experts have identified the components as fakes – fake v [T] [contrefaire] Synonyms copy v [C] [copier] – copy n [C] [copie]

**file-swapping n [U]** exchanging files between computers on a network [échange de fichiers] Record companies tried to close down the illegal file-swapping website.

**infringement n [U]** a breach of the law or of another person's rights [violation] The company is being sued over infringements of copyright technology.

**intellectual property n [U]** something that a person or business has invented and which is protected by patent [propriété intellectuelle] All international businesses are having to spend more on protecting their intellectual property.

**patent n [C]** a special right given to the inventor of a machine or process [brevet] Some governments do not recognise patents on software – patent v [T] [breveter] – patented adj [breveté] Synonyms copyright n [C,U] [droit d'auteur] Collocations patent pending, patent office.

**piracy n [U]** infringement of copyrights [piraterie] The association has launched a campaign to fight software piracy.

**profitability n [U]** the ability of a business to earn profits [rentabilité] Increased labour costs have reduced our profitability – profit n [C] [benefices] – profit v [I] [profiter] –profitable adj [rentable]

**trademark n [C]** a special, registered picture or symbol that is associated with a particular brand or product [marque commerciale] Our trademark is now well-known in most countries in the region.

business to business abbreviation B2B adj refers to any business or correspondence between two companies [interentreprises] The B2B sector will be the biggest growth area in internet traffic.

dealer n [C] a person who specialises in trading a particular type of goods [marchand] The company only uses authorised dealers who are fully trained – deal n [C] [affaire] – deal v [I,T] [négocier] Collocations foreign exchange dealer, broker-dealer, dealership, make/reach/conclude a deal, raw deal

demand n [C,U] the quantity required to supply orders [demande] Total petroleum demand has increased by one per cent Collocations supply and demand

e-business n [U] business to business relationships conducted using internet technology [affaires électroniques] IBM is one of the leading suppliers of e-business solutions.

e-commerce n [U] selling activities that are conducted using internet technology [commerce électronique] Some consumers still lack confidence in e-commerce.

glitch n [C] a minor fault with a computer program or machine [pépin] A glitch in the computer system has led to the cancellation of several flights Synonyms malfunction n [C] [dysfonctionnement] bug n [C] [bogue]

gross v [T] to calculate revenue before tax and other charges have been deducted [faire un profit brut] The film grossed $8.5m in the first two weeks – gross adj [brut] Collocations gross profit, gross margins, gross national product, gross domestic product (GDP)

inventory n [C] a list of the stocks held by a business [inventaire] New software has made it possible to control inventory more accurately Synonyms stock n [C] [stocks]

market research n [U] the work of finding out what kind of goods consumers want [étude de marché] Conducting online surveys is a new and promising approach to market research.

mass market n [U] the market for standardised consumer products [marché de masse] Licensing is one way for small businesses to enter the mass market – mass-market adj [de masse]

merchandising n [U] toys, clothes and other products based on a popular film, TV show, etc and sold to make additional profits [marchandisage] Star Wars merchandising made far more profit than the films.

price setting n [U] fixing the prices at which goods and services will be sold [fixation des prix] In price setting you try to estimate how much customers will be prepared to pay for an item


tender n [C] a written offer by a supplier to provide goods or services at a certain price [offrir] Your tender has been accepted at the agreed price – tender v [I,T] [faire une soumission]
aid n [U] assistance given to a country or organisation in difficulty [aide] The World Bank is repeating its call for rich countries to increase the amount of aid given to the poorest nations – aid v [T] [aider]

boycott n [C] a protest where people refuse to buy or use a product or service [boycott] The consumer group is calling for the boycott of all tobacco products – boycott v [T] [boycotter]

charity n [C] a non profit-making organisation that collects goods and money in order to provide assistance [organisation caritative] The charity managed to raise £3m for homeless people in the UK.

debt relief n [U] the cancellation or reduction of a debt [allègement de la dette] The government is firmly committed to a programme of debt relief.

demonstration n [C] a march to publicly protest about something [manifestation] The demonstration will take place at G7 summit on 10 June.

fair trade n [U] a movement which promotes fairer trading conditions for developing countries [commerce equitable] Fair trade gives consumers an opportunity to help change the world.

grant n [C] a sum of money given to a person or organisation to help them to pay for something [subvention] The Central Development Fund has awarded a grant of $7.5m – grant v [T] [accorder]

income n [C.U] money received by a person, family or organization [revenu] In some parts of the country incomes have fallen by as much as 25 per cent Synonyms revenue n [C] [revenu] Collocations income tax, gross income, net income

litigation n [U] legal action against an individual or organization [litige] Litigation has increased significantly over the years – litigate v [U] [contester en justice] – litigator n [C] [avocat-conseil]

lobby v [T] to try to persuade a government or organisation to change a policy or situation [exercer des pressions] Big companies are lobbying the president to open up marine reserves for oil drilling – lobby n [U] [lobby] lobbyist n [U] [lobbyiste]

petition n [C] a document signed by many people asking someone in authority to change something [pétition] So far, five thousand people have signed the petition – petition [+ against/for] v [I,T] [faire circuler une pétition + contre/pour]

pressure group n [C] a group that tries to influence the opinions of other people [groupe de pression] The pressure group is coordinating the protests.

protectionism n [U] protecting a country’s trade by taxing foreign goods [protectionnisme] Protectionism usually increases the prices of basic goods to the consumer.

quota n [C] an official limit on the amount of something [quota] Quotas have been imposed on 25 categories of imported clothing.

subsidy n [C] money given by a government to certain producers to help them to produce without losing money [subvention] World Bank economists are urging rich countries to cut subsidies to certain industries – subsidise v [T] [subventionner]

taxpayer n [C] any person or organisation that is liable to pay tax [contribuable] Taxpayers will pay more to subsidise the development of alternative energy sources.
correspondence *n* [U] writing, receiving and answering letters [correspondance] *I’m catching up on my correspondence* – *correspond* *v* [t] [correspondre]

information technology *abbreviation IT* *n* [C] the technology of processing, storing or transmitting data by electronic means [technologies de l’information] *Information technology has revolutionised all aspects of management.*

mobile *n* [C] a wireless telephone [téléphone mobile] *The introduction of colour screens and digital imaging have made mobiles even more essential* Synonyms *cell phone* *n* [C] AmE [téléphone cellulaire]

overload *n* [C] an excessive quantity of something [satisfaction] *You may be overwhelmed by the overload of information that is available on the net – overload* *v* [t] [saturer]

prioritise *v* [T] to put things in the order of importance so that you can deal with the most important things first [prioriser] *Prioritising your work will help you to avoid backlogs.*

process *v* [T] to deal with information or documents [traiter] *All the data is processed on the server – process* *n* [C] [processus]

product recall *n* [C] a situation where a defective product is withdrawn from the market and returned to the manufacturer [rappel de produits] *Product recalls of children’s toys are now very rare.*

text messaging *n* [U] a system which allows short text messages to be communicated by telephone [messagerie texte] *Text messaging is far more popular than voice calls* Synonyms SMS (Short Message Service) *n* [C] [SMS]

white-collar *adj* employees who work in offices [employé] *White-collar jobs are moving abroad.*
**Unit 14  Logistics**

**distribution** *n* [U] the arrangements and activities required in order to get goods from the manufacturer to the consumer [distribution] Distribution is organised via a product list.

**finished goods** *n* [plural] goods or products that are ready to be sold on to consumers [produits finis] We keep close track of the stock levels of our finished goods.

**freight** *n* [U] the transportation of goods by air, sea, rail or road [fret] All freight is paid by the customer – freight *v* [T] [affréter] Collocations air-freight, freight car (AmE), freight train, freight forward

**grey marketing** *n* [U] selling products without the authorisation of the trademark owner [grey marketing, importations parallèles] Any authorised dealers who resort to grey marketing will be immediately suspended.

**haulage** *n* [U] the business of transporting goods by road or railway [roulage] We are a haulage and warehousing company based in Poland Collocations road-haulage

**loading bay** *n* [C] the area in a factory or warehouse where goods are loaded for transport [baie de chargement] When a truck arrives at the loading bay an employee registers the delivery.

**pilot** *v* [T] to test a new idea or product [experimenter] We are piloting new ways to improve our supply chain management Synonyms test *v* [T] [tester] trial *v* [T] [faire des essais sur]

**raw materials** *n* [plural] materials such as minerals and hydrocarbons which are used in a production process [matières premières] Securing long term supplies of raw materials is critical.

**ship** *v* [T] to move goods from one place to another [expédier] This order is being shipped to Puerto Rico – shipment *n* [U] [chargement – shipping *n* [U] [expedition] - ship *n* [C] [navire] Synonyms deliver *v* [T] [livrer]

**supply chain** *n* [C] the interactions between the suppliers, manufacturers and distributors when making and selling a product [chaîne d’approvisionnement] Information technology has changed the dynamics of the supply chain Collocations supply chain management
Unit 15 Innovation

achievement n [C] something that you succeed in doing by your own efforts [realization] Designing the first laptop computer was one of his greatest achievements – achieve v [T] [réaliser] – achiever n [C] [battant]

borderline n [C] the point at which one thing ends and another begins [limite] Many products fall into the borderline between different product categories – borderline adj [limite]

breakthrough n [C] an important new discovery [percée] The iMac was a major breakthrough in computer design Collocations make a breakthrough

business practices n [plural] the methods used to conduct business [pratiques commerciales] The company is running a scheme to encourage best business practices.

design v [T] to make a drawing or plan of something that will be made [concevoir] At the moment she’s designing a new range of furniture to be used in schools – design n [C] [conception, design] – designer n [C] [conceptrice, designer] – designer adj [de grande marque, de synthèse] Collocations designer goods, designer label, designer ware

feature n [C] an important part of something [caractéristique, fonction] The programme has a number of interesting new features – feature v [T] [comporter] Synonyms characteristic n [C] [particularité] Collocations product features, special features

generic adj a product that does not have a trademark [Générique] Generic drugs sell at a much lower price.

mass-production adj produced in large quantities [de série] Many companies have moved their mass-production overseas to cheaper markets – mass-produce v [T] [fabriquer en série] – mass-production n [U] [production en série]

prototype n [C] the first form that a new design takes [prototype] The prototype has revealed areas where the design can be improved.