absenteeism n [U] the problem of employees not being at work when they should be: [Absentismus] We have a high rate of absenteeism, which is mainly due to stress. – absent adj [abwesend]
accomplish v [T] to succeed in doing something: [erreichen] We accomplished all our goals on the last project. – accomplishment n [C] [Erfolg] – accomplished adj [erfolgreich]
acquisition n [C,U] when one company buys another one or part of another one: [Übernahme] Sales from a recent acquisition increased revenues to $85m.
alliance n [C] an agreement between two or more organisations to work together: [Bündnis] The two companies agreed to form an alliance.
allocate v [T] to decide officially that a particular amount of money, time, etc. should be used for a particular purpose: [zuteilen] Du Pont has allocated funds for the design of four plants. – allocation n [C,U] [Allokation, Zuteilung]
alternative energy n [C] energy that is not derived from fossil fuels like petroleum and coal: [alternative Energie] There is a growing number of firms engaged in alternative energy and power technologies. Synonym renewable energy n [C] [erneuerbare Energie]
analyst n [C] a specialist in a particular market or industry who gives advice and provides forecasts for that sector: [Analyst] The company’s senior oil analyst said that OPEC may need to cut production to balance the market. – analysis n [C] [Analyse]– analyse v [T] [analysieren]
angel n [C] a business angel is a private investor who puts money into new business activities: [Investor] In the UK, business angels are a more important source of investment for start-ups than venture capital funds.
assign v [T] to give someone a particular job or task: [zweisen] The team leader will assign tasks to all the members of the team. – assignment n [C] [Aufgabe]
atorney n [C] AmE a lawyer, especially one who represents clients and speaks in court: [Rechtsanwalt] A company spokesman said that they would be seeking the advice of their attorneys. Synonym lawyer n [C] [Rechtsanwalt] BrE
auction n [C] a public or online meeting where things are sold to the person who offers the most money: [Auktion] 70 per cent of ebay’s sales are from auctions, and the remaining 30 per cent are from fixed price sales. – auction v [T] [versteigern] – auctioneer n [C] [Auktionär]
audience n [C] the number or kind of people who receive a written or spoken message: [Publikum] The ad was broadcast on all major channels, giving it an audience of millions. Collocation target audience
audit 1 n [C] an official examination of a person’s or organisation’s accounts by an expert, to check that they are true and honest: [Audit] An audit of the company showed accumulated losses of $1.5 billion. 2 an official examination of how an organisation behaves, how well it treats its
employees, the environment, etc.: [Audit] The social audit of Ben & Jerry’s commends the company, which gives 7.5 per cent of pre-tax profits to charity. – auditor n [C] [Auditor, Wirtschaftsprüfer] – audit v [T] [auditieren]

Collocations audit report, audit committee, ethical audit, external audit, social audit

**barrier to entry** n [C] any factor which prevents new competition from entering an industry, for example the need for a lot of capital or strict government regulations: [Zugangshindernis] The aircraft engine industry has high barriers to entry and requires a lot of technological capital.


**billboard** n [C] a large sign, usually outdoors, used for advertising: [Plakatwand] The agency estimates that one million drivers pass their billboards every day. Synonym hoarding n [C] [Plakatwand] AmE

**blue-chip shares** n [plural] shares in a well-managed company with a record of paying profits to shareholders during good and bad economic conditions: [Blue Chip Aktien] It’s far less risky to buy blue-chip shares than to buy shares in a start-up. Synonym blue-chip stock n [C,U] [Blue Chip Aktien] AmE Collocation blue-chip company

**brokerage** 1 n [C] a company or organisation that buys or sells securities, currencies, property, insurance, etc. for others: [Maklerfirma] The credibility of a brokerage or bank can disappear overnight. 2 [U] the work done by a brokerage: [Maklergeschäft] The electricity company saved $520,000 in brokerage fees by selling the bonds directly to investors. – broker n [Makler] [C] – broker v [T] [makeln] Collocation broker-dealer

**budget** n [C] the amount of money that an organisation has to spend on a particular activity in a given period of time: [Budget] The service operates on a very tight budget. – budget v [I,T] [budgetieren] – budgetary adj [budgetär]

**business plan** n [C] a document produced by a company, especially a new company, giving details of expected sales and costs and how the business can be financed, and showing why the plan will make money: [Geschäftsplan] The bank requires a three-year business plan from anyone applying for a loan for their company.

**campaign** n [C] a series of actions intended to achieve a particular result: [Kampagne] We are launching a campaign to promote the new product. – campaign v [I] [Kampagne führen] Collocation advertising campaign

**capital** 1 n [U] money or property used to produce wealth: [Kapital] Countries around the world are hungry for capital and economic development. 2 money from shareholders and lenders that can be invested in assets in order to produce profits: [Kapital] Because Mr Blech is injecting new capital, Ecogen said it is no longer seeking a buyer. – capitalism n [U] [Kapitalismus] – capitalist n [C] [Kapitalist] – capitalise v [T] [kapitalisieren] Collocations equity capital, fixed capital, issued capital, venture capital, working capital, capital equipment, capital gains, capital goods

**cartel** n [C] a group of companies who agree to set the price of something they produce at a fixed level in order to limit competition and increase their
own profits: [Kartell] The oil cartel, OPEC, has just had its first major success in forcing up oil prices.

**central bank** *n [C]* the official bank of a country, which is responsible for setting interest rates, controlling the money supply, producing bank notes and keeping the country’s supply of foreign currency and gold, etc.: [Zentralbank] China’s central bank said that a decline in interest rates is unlikely.

**chief technology officer** abbreviation CTO *n [C]* [Technischer Direktor] the manager with the most authority concerning technology: The Chief Technology Officer announced the company’s intention to launch a new consumer electronics product next month.

**clearing bank** *n [C]* one of the high street banks that issues and accepts cheques and passes them through the banking system: [Verrechnungsbank] All cheques have to be authorised by the clearing bank before being accepted. Synonym commercial bank *n [C]* [Kommerzbank]

**collaborate** *v [I]* to work with someone on a project: [zusammenarbeiten] The two teams collaborated well. – collaboration *n [U]* [Zusammenarbeit]

**collateral** *n [U]* assets promised by a borrower to a lender if the borrower cannot repay a loan: [Sicherheit] When the firm went bankrupt, he lost his home because he had used it as collateral for the business. Synonym security *n [U]* [Sicherheit]

**commercial** *n [C]* an advertisement on television, radio, or at the cinema: [Werbung, Reklame] The campaigns were designed to run as television or cinema commercials.

**commission 1** *n [C]* an amount of money paid to someone according to the value of goods, shares, bonds, etc. they have sold: [Kommission, Provision] He didn’t charge a commission on trades, as other brokers do. 2 an official organisation that ensures that the law is obeyed in a particular activity: [Komitee] The Equal Opportunities Commission works to eliminate sex discrimination.

**commit** *v [I,T]* to agree to do something or say that someone else will do something: [sich verpflichten] Sorry, I’ve already committed myself to working on the other team. – commitment *n [U]* [Verpflichtung] – committed adj [verpflichtet]

**competitive advantage** *n [C]* an advantage that makes a company more able to succeed in competing with others: [Wettbewerbsvorteil] Advanced Micro’s chip carries the competitive advantage of using less power than Intel’s. Collocation comparative advantage

**component** *n [C]* 1 one part of something: [Bestandteil] The microchip department is the main component of our technology division. 2 one part used in making a piece of equipment: [Bauteil] TTPcom is a firm that designs and manufactures software components for satellite navigation systems.

**conglomerate** *n [C]* a large business organisation consisting of different companies that have joined together: [Mischkonzern] TWE is a cable TV and film subsidiary of the world’s largest media conglomerate.

**contractor** *n [C]* a person or company that makes an agreement to do work or provide goods for another company: [Auftragnehmer] The company has
no plans to expand its use of contractors. – contract n [C] [Vertrag]

control v [T] to limit something or prevent it from increasing too much; check that something is as it should be: [kontrollieren, prüfen] To help control costs, the company cut salaries by 12 per cent last month. – control n [C] [Kontrolle, Prüfung] – controller n [C] [Controller]

co-ordinate v [T] to organise all the different parts of something to ensure an effective operation: [koordinieren] Your job is to co-ordinate the different aspects of the project. – co-ordination n [U] [Koordination] – co-ordinator n [C] [Koordinator]

core business n [C] the business that makes the most money for a company and that is considered to be its most important and central one: [Kerngeschäft] US car maker Chrysler is to sell off its $1 billion technology arm to concentrate on its core business.

corporate culture n [C,U] the attitudes or beliefs that are shared by a particular organisation: [Unternehmenskultur] Working late hours seems to be part of the corporate culture.

corporate identity n [C,U] the way in which a company uses similar designs and colours on all its products, advertisements, letters, etc. so that people will become familiar with the company: [Unternehmenspersönlichkeit] People throughout the world recognise our company thanks to our strong corporate identity.

creative director n [C] someone who is in charge of the work relating to producing advertisements and image campaigns for a company: [Kreativdirektor] The new creative director wants the communications department to start working on a whole new image of corporate social responsibility for the company.

crude oil n [U] oil in a natural condition, before it has been transformed in an industrial process in order to separate it into different products: [Rohöl] 300 million tons of crude oil are exported every year. Synonym crude n [U] [Rohöl] (when used in the context of the oil industry)

customise v [T] to make, build or adapt especially for a customer: [maßschneidern] Our training courses are customised to suit all our customers’ specific needs.

damages n [plural] money that a court orders someone to pay someone else for harming them or their property, or causing them financial loss: [Schadenersatz] The group is facing claims for damages due to faulty components. Synonym compensation n [U] [Schadenersatz]

data n [plural] information or facts about a particular subject that someone has collected: [Daten] We cannot tell you the results until we have looked at all the data. Collocations data bank, data management, data mining, data processing, data warehouse

database n [C] an organised set of information stored in a computer: [Datenbank] A database of more than 14,000 training courses is being marketed by an information services company.

deadline n [C] a date or time by which you have to do or complete something: [Termin] The team will never meet these deadlines; they’re too tight!

defendant n [C] the person or organisation in a court of law accused of
doing something illegal or of causing harm to another person [Beklagter]: *The defendant was accused of fraud and tax evasion.*

delay *n* [C] the situation in which something does not happen or start when it should do: [Verzögerung] *The government has been blamed for the delay in executing the project.* – delay *v* [I,T] [verzögern]
delegate *n* [C] someone who has been chosen by their company to attend a conference, meeting or training course: [Entsandter, Teilnehmer] *We sent several delegates on a new management training course.* – delegate *v* [T] [entsenden]
differentiate *v* [T] when a company differentiates its products, it shows how they are different from each other and from competing products: [differenzieren] *The only viable strategy was to differentiate Citibank credit cards from all the low-cost alternatives.* – differentiation *n* [U] [Differenzierung]
display *n* [C] an attractive arrangement of objects for people to look at or buy, for example in a shop: [Auslage] *There was a wide range of goods on display.* – display *v* [T] [ausstellen]
distribution *n* [U] the actions involved in making goods available to customers after they have been produced, for example, moving, storing and selling the goods: [Vertrieb] *The company plans to establish a network of central warehouses to make product distribution more efficient.* Collocations distribution chain / channel / network
dividend *n* [C] a part of the profits of a company for a particular period of time paid to the shareholders for each share that they own: [Dividende] *The company has announced a dividend of 25 cents per ordinary share.* Collocations annual dividend, interim dividend, share dividend, dividend yield, dividend payment
download *v* [T] to move computer software or information from one computing device to another: [herunterladen] *You can now download music and video clips from the internet onto your mobile phone.* – download *n* [C] [Download]
economies of scale *n* [plural] the advantages that a big factory, shop, etc. has over a smaller one because it can spread its fixed costs over a larger number of units and therefore produce or sell things more cheaply: [Größeneffekt] *Toys ‘R’ Us buys massive quantities directly from manufacturers and has gigantic stores with huge economies of scale.*
end user *n* [C] the person who actually uses a particular product, rather than someone involved in its production or sale: [Endbenutzer] *End users can often choose who they buy their electricity from.*
entrepreneur *n* [C] someone who starts a company, arranges business deals and takes risks in order to make a profit: [Unternehmer] *State governments had sought to promote economic growth by working closely with local entrepreneurs.* – entrepreneurship *n* [U] [Unternehmertum] – entrepreneurial *adj* [unternehmerisch]
equity 1 *n* [U] the capital that a company has from shares rather than from loans: [Eigenkapital] *The strong market will encourage companies to use equity to finance acquisitions.* Collocation shareholder equity 2 [plural] the shares of a company listed on the Stock Exchange: [Aktien] *Investors are
placing funds in equities as they look for higher returns on their investments.

**estimate** v [I,T] to calculate what you think the value, size, amount, etc. of something will probably be: [schätzen] The value of the deal is estimated at £12m. – estimate n [C] [Schätzung, Schätzwert] – estimation n [C] [Schätzung]

**exchange rate** n [C] the price at which one currency can be bought with another: [Wechselkurs] If the euro-dollar exchange rate remains at its current level, US exporters could lose $5 billion in business annually. Collocations fixed exchange rates, floating exchange rate

**exclusivity** n [U] the fact that a product is so expensive that not many people can afford to buy it: [Exklusivität] Porsche highlighted its exclusivity by aiming at the high end of the luxury-car segment. – exclusive adj [exklusiv]

**exhibition** n [C] a public event where businesses and other organisations show their products or services: [Ausstellung] Exhibitions and trade shows are expensive but effective ways to promote products.

**facilitator** n [C] someone who helps a team to work together effectively: [Vermittler] A facilitator should remain neutral and ensure everyone follows the agreed ground rules. – facilitate v [T] [erleichtern]

**fee** n [C] an amount of money paid to a professional person or organisation for their services [Gebühr]: Legal fees for registering a company range from $500 to $1,000.

**feedback** n [U] advice or criticism about how someone is doing their job: [Feedback] I’m sure he’ll improve if he gets positive feedback after each task.

**forecast** n [C] a description of what is likely to happen in the future, based on information that is available now: [Prognose] The figures for 2015 are forecasts, the others are actuals. – forecast v [I,T] [prognostizieren]

**fortune** n [C] a very large amount of money: [Vermögen] He made a fortune by investing on the stock exchange.

**fossil fuel** n [C] a fuel such as coal, gas or oil that is produced by the gradual decay of animals or plants over millions of years: [fossiler Brennstoff] Fossil fuels currently account for about 90 per cent of world energy consumption.

**fraud** n [U] a method of illegally getting money from a person or an organisation, often using clever and complicated methods: [Betrug] The external auditor discovered the firm was involved in massive fraud. – fraudulent adj [betrügerisch]

**fuel** n [C,U] a substance such as coal, gas or oil that can be burned to produce heat or energy: [Brennstoff] The rising cost of fuel has prompted protests across Europe. – fuel v [T] [antreiben]

**gasoline** abbreviation **gas** n [U] AmE a liquid obtained from petroleum, used mainly for producing power for the engines of motor vehicles: [Benzin] The US alone consumes well over a hundred billion gallons of gasoline per
year.  Synonym petrol  n [U]  BrE [Benzin]

gather  v [T] to collect information, ideas, etc.:  [sammeln]  Successful market research depends on the quality of the information that is gathered.
goal  n [C] something that you hope to achieve in the future:  [Ziel]  Our goal is to meet all the team’s requirements.  Synonyms aim  n [C]  [Ziel]  – objective  n [C]  [Ziel]
hardware  n [U] computer machinery and equipment:  [Hardware]  The continued evolution of computer hardware imposes new challenges.
incentive  n [C] something which is used to encourage people, especially to make them work harder and produce more:  [Anreiz]  Training opportunities for staff can be more of an incentive than financial bonuses.
information  n [U] facts or details that tell you about something or someone:  [Information(en)]  Corporations are making more financial information available to investors.  Collocations inside information, information system, information technology
ingredient  n [C] a component or element that is added to form a compound or mixture:  [Bestandteil]  Mineral oil and petroleum are the basic ingredients in many cosmetic products.
initial public offering  abbreviation IPO  n [C] an occasion when a company offers shares on a stock market for the first time:  [Börsengang]  The government will sell 40 per cent of the company through an initial public offering.
intelligence  n [U] information that is collected about the activities of an organisation or individual:  [Informationen]  We provide confidential reports and intelligence for companies operating in the biotechnology sector.  Collocations business intelligence, competitive intelligence
interest 1  n [U] an amount paid by a borrower to a lender, for example by a bank to someone who saves money with them:  [Zinsen]  Any spare cash is best put in a savings account where it can earn interest.  2  the rate of interest at which a particular sum of money is borrowed or lent:  [Zinssatz]  Small businesses have to pay interest at 12 per cent and upwards if they go through microfinance institutions.  Collocations interest rate / rate of interest
invention  n [C]  1  a new product that was not available before:[Erfindung]  The paperclip was one of the most useful inventions of the twentieth century!  2  [U] when something is made or designed for the first time:  [Erfindung]  Mobile phones have changed considerably since their invention.
– inventor  n [C]  [Erfinder]  – inventive  adj  [erfinderisch]
investment bank  n [C] a bank that buys stocks and shares and then sells them to members of the public, and offers financial advice to businesses:  [Investmentbank]  JPMorgan is a leading US investment bank specialising in asset management.  Synonyms corporate bank  n [C]  [Geschäftsbank]  – merchant bank  n [C]  [Handelsbank]
issue  v [T] to make securities such as bonds and shares available for people to buy:  [emittieren]  In January, AMR issued five million new shares.
– issue  n [C]  [Emission]  Collocation share issue
launch  v [I,T] to show or make a new product available for sale for the first time:  [einführen]  The company is launching a new range of perfumes.
– launch  n [C]  [Einführung]
lawsuit n [C] a charge, claim or complaint against a person or an organisation that is made in a court of law by a private person or company, not by the police or state: [Zivilprozess] Local residents have filed a lawsuit over water pollution. Synonym court case n [C] [Zivilprozess]

legal action n [C,U] the process of taking a case or a claim against a person or organisation to a court of law: [Klage] The European Commission is threatening to take legal action in order to protect the environment. Synonym litigation n [U] [Klage]

legal department n [C] the service in a company or organisation that looks after all matters relating to questions of law [Rechtsabteilung]: Our legal department is preparing the new licensing agreement.

litigate v [I,T] to take a claim or complaint against a person or organisation to a court of law [prozessieren]: Angry consumers have announced that they will litigate. – litigant n [C] [Prozessführer] – litigation n [U] [Prozess] – litigious adj [strittig]

lucrative adj an activity, project, job, etc. that is lucrative makes a lot of money: [lukrativ] Investing in the Euro tunnel wasn’t as lucrative as investors thought it would be. Synonym profitable adj [profitabel]

market share n [C,U] the proportion of the total market that is supplied by a particular company: [Marktanteil] If the two companies’ market shares are combined, they’ll have 28 per cent of the US market.

mass consumption n [U] buying and using products and services on a large scale: [Massenkonsum] Mass consumption has transformed not only industry but society as a whole.

mass market n [U] the market for standardised consumer products: [Massenmarkt] We access the mass market by selling our clothing range in department stores.

measurement n [C] the result of an evaluation of the size or dimension of something: [Messung] Precise measurements of business performance enable managers to make better decisions.

media n [plural] the (mass) media are all the different ways of entertaining and giving information to the public and advertising goods, for example, television, radio, newspapers and the internet: [Medien] The company is keen to get its views across in the media.

merger n [C] the creation of a new company by joining two separate companies: [Fusion] The merger between the two biggest supermarket chains will have to be approved by the authorities. – merge v [I,T] [fusionieren]

model n [C] a particular type or design of a machine or device: [Modell] This is the most expensive model in our range of luxury watches.

monetary policy n [C] the way a central bank controls the amount of money in the economy at a particular time, for example by changing interest rates: [Geldpolitik] Unless the Bank of Japan relaxes monetary policy and makes borrowing easier, the stock market is unlikely to improve.

monopoly n [C,U] a situation where a business activity is controlled by only one company or by the government and other companies do not compete with it: [Monopol] Many national airlines used to be monopolies, but this is no longer the case. – monopolist n [C] [Monopolist] – monopolise v [T]
monopolisieren

motivation n [U] willingness, eagerness or desire to do something without being forced to do it: [Motivation] Some of the staff seem to lack motivation.

seminar n [C] [Seminar] a fairly informal meeting of a group of people, who share information and ideas and often discuss matters relating to work: The people attending the management training seminar were all from accountancy firms.

multinational adj a multinational organisation has offices, factories, activities, etc. in many different countries: [Multi] Big multinational companies can earn huge profits.

nanotechnology n [U] a science that combines computer technology and chemistry to build things from atoms: [Nanotechnologie] Nanotechnology could allow us to invent devices that manufacture at almost no cost, by replicating atoms in the way that computers produce information.

network n [C] a group of people or organisations that are connected or that work together: [Netzwerk] It is important to build up a network of professional contacts. – networking n [U] [Networking] – network v [I] [networken]

network n [C] a set of computers which are connected to each other and operate as part of the same system, able to exchange information and messages: [Netzwerk] Incoming orders are processed automatically by the computer network.

nuclear power n [U] the energy, usually in the form of electricity, that is produced by a nuclear reactor: [Nuklearenergie] The expansion of nuclear power depends substantially on politics.

outsourcing v [T] to transfer work to an outside supplier: [Auslagerung] The company outsourced all their financial operations to an accounting consultant. – outsourcing n [U] [Auslagerung] Synonym subcontract v [T] [Untervertrag abschließen]

portfolio 1 n [C] a collection of shares owned by a person or a company: [Portfolio] Over 50 per cent of his portfolio is in European shares and the rest is in American and Asian investments. 2 all the products or services offered by a business: [Portfolio] The company has struck a deal with a biotechnology company of similar size and product portfolio. Collocations portfolio management, portfolio manager, portfolio mix

positioning n [U] the way people think about a product in relation to the company’s other products and to competing products, or the way that the company would like them to think about it: [Positionierung] A price reduction may have the effect of damaging the brand’s image and positioning.

power plant n [C] a factory or building that generates electricity, usually by the burning of fossil fuels: [Kraftwerk] The new power plant will generate enough power to meet the annual residential needs of nine million people.

pricing n [U] the prices of a company’s products or services in relation to each other and in relation to those of competitors, and the activity of setting them: [Preisgebung, Preisgestaltung] Aggressive pricing helped increase
our sales. Collocations pricing agreement, pricing policy / strategy, pricing structure, discount pricing

procedure n [C] the accepted method and order of doing something in a formal situation: [Verfahren] We are currently reviewing our procedures for invoicing our customers.

process v [T] to put information into a computer to be examined and to produce a particular result: [verarbeiten] The accounts are processed by the central system. – process n [C] [Prozess] – processor n [C] [Prozessor]

Collocations (electronic) data processing, word processing

product demonstration n [C] an act of explaining and showing how a product works or how something is done: [Produktvorführung] We organise weekly, live product demonstrations.

product placement n [C,U] when the maker of a product arranges for it to appear or be used in a film or television programme, as a form of advertising: [Produktplatzierung] Product placement in video games is part of a new strategy by advertisers eager to reach the young consumer.

production 1 n [U] The process of making or growing things to be sold as products, usually in large quantities: [Produktion] Toshiba is increasing production of its popular line of laptop computers. 2 an amount of something that is produced: [Produktion] In August, production of passenger cars climbed 12 per cent from a year earlier. – produce v [T] [produzieren] – productive adj [produktiv] Collocations just-in-time production, mass production, production costs, production line, production manager, production plant, production process

profit margin n [C] the difference between the price of a product or service and the cost of producing it, or between the cost of producing all of a company’s products or services and the total sum they are sold for: [Gewinnspanne] Slow sales have cut profit margins in the industry.

project n [C] an important and carefully planned piece of work that will create something new or improve a situation: [Projekt] British Aerospace expected the project to be completed by 2005. Collocations project finance, project management, project manager, pilot project

promotion n [C] an activity such as special advertisements or free gifts intended to sell a product or service: [Werbeaktion] ABC has announced a joint promotion with Mullen. – promote v [T] [bewerben] – promotional adj [Werbe-] Collocations seasonal promotion, promotional campaign, promotional price

public relations abbreviation PR n [plural] the activity of telling the public about an organisation, person, product, etc. so that people think of them in a good way: [Public Relations] Good public relations is always good for a business. Collocations public relations officer (PRO), public relations agency

publicise v [T] to give information about something to the public, so that they know about it: [publizieren, der Öffentlichkeit vorstellen] Car makers are publicising a new generation of fuel-efficient vehicles. – publicity n [U] [Publicity] – publicist n [C] [Publizist]

reserve n [C] an amount of something valuable such as oil, gas, etc., kept for future use: [Reserve] Most countries have a strategic reserve of
petroleum which they can use if supply is interrupted.

**revolution** *n* [C] a complete change in ways of thinking, methods of working, etc.: [Revolution] Computer technology has caused a revolution in working practices. – **revolutionise** *v* [T] [revolutionieren] – **revolutionary** *adj* [revolutionär]

**Sarbanes-Oxley Act** *n* US government legislation introduced to ensure honest accountability and corporate governance practices in US companies: [Sarbanes-Oxley Act] The USA’s response to Enron and other scandals was to introduce strict financial controls through the Sarbanes-Oxley Act.

**scarce** *adj* if something is scarce, there is not enough of it available: [knapp] Demand is up, supply is dwindling and new finds are scarce. – **scarcity** *n* [U] [Knappheit]

**schedule** *n* [C] a plan of what someone is going to do and by when they are going to do it: [Zeitplan] We are running several weeks behind schedule. – **schedule** *v* [T] [planen] Collocation time schedule

**Securities Exchange Commission** *n* [U] the US agency responsible for stock market regulation: [Börsenaufsichtsbehörde (USA)] The SEC is looking into a large US corporation’s investment arrangements, as it thinks they may be illegal.

**settlement** *n* an agreement to resolve a dispute before it is taken to court [Beilegung] :The two companies refused to disclose the financial details of their out-of-court settlement.

**share** *n* [C] a unit of the capital of the company. Shares in listed companies can be bought and sold on the stock exchange: [Aktie] Investors are having to pay a higher price for the company’s shares. – **shareholder** *n* [C] [Aktionär] – stockholder *n* [C] [Aktionär] AmE – **shareholding** *n* [C] [Aktionenbesitz] Synonym stock *n* [C] [Aktie] AmE Collocations share capital, share certificate, share dealing, share issue, share price

**shortage** *n* [C,U] a situation in which there is not enough of something that people need or want: [Mangel] Illegal exports and high world oil prices are the main causes of the current fuel shortage.

**software** *n* [U] sets of programs put into a computer to perform particular tasks: [Software] There’s plenty of good software on the market to help us improve security.

**specifications** *n* [usually plural] a detailed description of how something should be designed or made: [Spezifikationen] They delivered parts that did not conform to contract specifications. Collocation job specifications

**speculate** *v* [I] to buy goods, shares, property, etc. in the hope that their value will increase so that they can be sold for a profit: [spekulieren] Many individuals are now speculating on the stock exchange through special savings schemes provided by their banks. – **speculation** *n* [U] [Spekulation] – speculative *adj* [spekulativ]

**sponsor** *v* [T] [sponsern] to give money to pay for a television programme, a sports or arts event, training, etc., in exchange for advertising or to get public attention: Eagle Star Insurance sponsored the charity’s first TV campaign. – **sponsor** *n* [C] [Sponsor] – sponsorship *n* [U] [Sponsoring]

**spreadsheet** *n* [C] a computer program that can show rows of figures and perform calculations with them. Spreadsheets are often used to work out
sales, taxes, profits and other financial information: [Arbeitsblatt] Most spreadsheets can transform data and figures into graphs and charts.

**staff loyalty** n [U] if staff are loyal to their company, they enjoy working for it, they keep company secrets and tend to stay for a long time: [Mitarbeiterloyalität] The Human Resources department has built up staff loyalty by ensuring good working conditions, awarding regular bonuses and providing in-company training.

**stakeholder** n [C] a person or group of people who are considered to be an important part of an organisation because they have responsibility within it or receive advantages from it: [Stakeholder, Anspruchsberechtigter] When a company is new and small it can stay close to its stakeholders – staff, customers and suppliers.

**stock exchange** n [C] a market where company shares are traded: [Börse] Companies listed on the Madrid stock exchange dropped about 3 per cent this year.

**strategic alliance** n [C] an alliance formed as part of a plan with important aims: [strategisches Bündnis] Singapore airlines and Lufthansa have announced a strategic alliance with broad implications for competition.

**stress** n [U] continuous feeling of worry about your work or personal life that prevents you from relaxing: [Stress] He has been under a lot of stress at work recently, due to tight deadlines and staff shortages. – stressful adj [stressig] Collocations stress-related (illness), stress management

**subcontractor** n [C] a person or company who is paid to do part of the work of another person or company: [Subunternehmer] Always check whether a contractor is using subcontractors, and who is liable if things go wrong.

**sue** v [I,T] to make a legal claim against someone, especially for an amount of money, because you have been harmed in some way. [verklagen] The company was sued for non payment by their supplier.

**surveillance** n [U] the act of monitoring a person or group of people: [Überwachung] Employees must be notified if they are under surveillance at their workplace.

**sustainable** adj an action or process that is sustainable can continue or last for a long time: [nachhaltig] The benefits from sustainable fuels would be enormous. – sustainability n [U] [Nachhaltigkeit] Synonym renewable adj [erneuerbar] Collocation sustainable development

**switch** v [I,T] to change from one thing to another, usually suddenly: [umsteigen] Consumers are switching to more affordable brands.

**synergy** n [C,U] additional advantages, profits, etc. that are produced by two people or organisations combining their ideas and resources: [Synergie] The companies could benefit from cost savings, as well as synergies from combining their manufacturing activities. – synergistic adj [synergistisch]

**target** n [C] a limited group of people or area that a plan, idea, etc. is aimed at: [Zielpublikum] The main target for Gucci’s watches is successful businessmen and women. – target v [T] [abzielen] Collocations target audience / customers / group, sales target

**task** n [C] 1 a piece of work that has to be done, especially one that has to be done regularly: [Aufgabe] Scheduling is a key task for team leaders. 2 a
piece of work that is very difficult but important: [Herausforderung] The team is facing the difficult task of installing a new accounting procedure.

team n [C] a group of people who work together to do a particular job: [Team] We have recruited an excellent management team. Collocations team leader, team player, team spirit, teamwork

telecommunications n [plural] the process or business of sending and receiving information by telephone, television, the internet, etc.: [Telekommunikation] Telecommunications is one of the fastest growing industries today.

telemarketing n [U] the practice of telephoning people in order to sell things: [Telemarketing] Telemarketing can be used to update your client database. – telemarketer n [C] [Telemarketer]

trader n [C] someone who deals in shares, bonds, currencies, commodities (= oil, metal and farm products), etc. on a market, either for themselves or for a financial institution: [Makler] Traders are predicting that the dollar will rise in European markets. – trade v [I,T] [handeln]

training n [U] the process of teaching someone or being taught the skills and knowledge for a particular job: [Ausbildung] When the new software system was installed, we had to provide training for all the staff in how to use it. – trainer n [C] [Ausbilder] – trainee n [C] [Auszubildender]

Collocations assertiveness training, computer-based training, management training

upload v [T] to move computer software or information from one computing device to another especially from a local computer to a central server or network: [hochladen] If you are uploading big files, you’ll need a high-speed internet connection.– upload n [C] [Upload]

venture n [C] a new business activity or project that involves risk: [Risikoprojekt] Investors are always looking for business ventures that they think will show a healthy profit. Collocation venture capital