business card n [C] a small card with your name, job title, company, address, phone, email, etc. on it: [carte de visite] My business card has my email address on it.

contact n [C] a person that you meet because of your work: [contact] I make a lot of contacts at conferences.

— contact v

greet v to welcome someone by saying, for example, Hello or Good morning: [accueillir] My job is to greet people when they arrive at my company’s offices. – greeting n [C] [accueil]

introduce v to tell people each other’s names: [présenter] Let me introduce Karl, from Germany. Karl, this is Fran. – introduction n [C] [présentation]

job title n [C] the name of a job: [fonction] Her job title is ‘sales manager’.

legal adj [C] connected to the law: [juridique] I see my lawyer for legal advice. – law n the system of rules for a country [droit]

name n [C] what people call you: [nom] My first name is John and my family name, or surname, is Smith.

nationality n [C] the right to belong to a country: [nationalité] I have Australian nationality.

qualification n [C] something to show you passed an examination at school, university or work, for which you often receive a certificate or diploma: [diplôme] He has a good qualification in engineering. – qualify v [obtenir un diplôme]

software n [U] a program that a computer uses to do different jobs: [logiciel] I have some new accounting software on my computer.
colleague n [C] a person that you work with: [collègue] This is my colleague, Juan.

communication n [U] when people give information to each other: [communication] Good communication is important in business. – communicate v [communiquer]

consultant n [C] a person who gives a company advice about something: [conseiller] We employ a consultant to organise our computer system.

degree n [C] a qualification, usually a BA (Bachelor of Arts) or BSc (Bachelor of Science), from a university: [licence] I have a degree from Cambridge University.

group n [C] a number of people or things that belong together: [groupe] I work in a group of four scientists.

opinion n [C] what someone thinks about a subject: [opinion] What’s your opinion of the new production plan?

PhD n [C] the highest university degree: [Doctorat] Please call her Doctor Oliveira because she has a PhD.

team n [C] a group of people who work or play sports together: [équipe] It’s a great team because everyone wants to help everyone else.

team leader n [C] the person in charge of a team: [chef d’équipe] The new team leader is popular and a good manager.

team member n [C] a person in a team: [membre d’équipe] All the team members like working together.

teamwork n [U] the ability of a group of people to work well together: [travail d’équipe] Teamwork is very important for this project.

technology n [U] the development of techniques, machines and equipment in science and industry: [technologie] We are leaders in computer technology.

traditional adj ideas and ways of working that have existed for a long time: [traditionnel] We like our traditional ways of working and we don’t want to change. – tradition n [C] [tradition]
base v to use somewhere as your main place of business: [baser] Our company is based in Switzerland.

company n [C] a group who make or sell things: [société] I work for a food company.

employee n [C] someone who works for a company: [employé] My company has 200 employees. – employ v give someone a job: [employer] My company employs 200 people. – employer n someone who employs workers [employeur]

factory n [C] a place where workers make things: [usine] He works in a car factory.

headquarters n [plural] the most important place of work of a company: [siège social] I often have to go to meetings at my company’s headquarters.

manufacture v to make products using machines: [fabriquer] They manufacture mobile phones in their German factory. – manufacturing n [U] making things in factories [fabrication] – manufacturer n [C] a person or company that does manufacturing [fabricant]

profit n [U] when you get more money from a product or service than it costs you to make or do it: [profit] Our profits increase every year. – profitable adj [rentable]

retail n [U] sales to customers in shops: [vente au détail] We sell our products in retail outlets in most European countries. – retail outlet (= SHOP) n [C] [point de vente] – retail v sell to customers in shops: We retail this product at $3.50. – retailer n [C] [détaillant]

sector n [C] part of an economic system: [secteur] We are in the food manufacturing sector.

service industry n [C] companies that sell services (= HELP) instead of products: [secteur tertiaire] Architects and consultants sell services.

specialise v to do only one activity: [spécialiser] They specialise in computer software. – specialist n [C] a person who knows a lot about something: [spécialiste] We have three computer software specialists in our company.
analysis n [C] a careful examination of something: [analyse] We make an analysis of all our products before we sell them.

desk n [C] a table where you work: [bureau] I spend a lot of time at my desk every day.

equipment n [U] things you use to do a job: [matériel] We use special equipment to fight fires.

file n [C] a group of papers with information about something or someone: [dossier] Do you have Mr Roberts’ file?

furniture n [U] things in homes and offices such as tables and chairs: [meubles] How often do you buy new furniture for your office?

office n [C] a room where people work, usually at desks: [bureau] We have an open-plan office instead of individual offices.

organised adj when you have a system for something: [organisé] My desk isn’t very well organised.

– organisation n [C] [organisation] – organise v to put things in a system [organiser]

share v to use something with other people: [partager] Everyone has their own computer but we share a printer.

stationery n [U] things used for writing such as envelopes, paper and pens: [papeterie] We keep all our stationery in a large cupboard.

tidy adj when everything is in the correct place: [rangé] I’m not a very tidy person. – tidy v Tidy your desk.
Unit 5  Events

client  n [C] a customer, often one that buys a service: [client] We need more clients.

corporate event  n [C] something organised by a company to entertain clients: [sortie d’entreprise] We often have corporate events and take our best clients to international football matches.

entertain  v to take clients to films, shows, restaurants, etc.: [divertir] We often entertain foreign clients in our large company restaurant. – entertainment  n [C] [divertissement] We spend about $10,000 a year on entertainment for clients.

event  n [C] something you organise such as a party or conference: [événement] My job is to organise events for important visitors.

guest  n [C] someone you invite to an event or to visit your home: [invité] We plan to have a big party with more than a hundred guests.

health and safety  n [U] laws and systems related to stopping accidents and illness at work: [santé et sécurité] Who is in charge of health and safety in the factory?

order  v to ask for something such as food in a restaurant: [commander] I’d like to order steak and chips.

presentation  n [C] when someone explains an idea to a group: [présentation] He gave a presentation about the new marketing plan. – present  v to give a presentation [présenter]

reception  n [C] a formal party: [réception] We sometimes go to a reception at a top London hotel.

socialise  v to go out with people to have fun: [fréquenter des gens] I often socialise with my colleagues.

special occasion  n [C] an important event or ceremony: [occasion spéciale] People often have parties for special occasions like birthdays.

waiter  n [C] (male), waitress  n [C] (female) a person who brings you food and drinks in a restaurant: [serveur, serveuse] Waiter – can I have the bill, please?
**Unit 6 Money**

**account n [C]** if you have an account with a bank, you can leave money there: [compte] He pays £500 into his bank account every month.

**cost of living n** the amount of money people need in order to buy the things they need: [coût de la vie] The cost of living is increasing all the time.

**currency n [C]** the money that a country uses: [devise] The currency in France is the euro.

**discount n [C]** a lower price than usual: [remise] There is a 10% discount on all our products this week.

**exchange rate n [C]** the value of the money of one country when you change it for the money of another country: [taux de change] The exchange rate today is two dollars to the pound.

**goods n** plural things that are made for people to buy: [marchandises] Our company produces electrical goods.

**invoice n [C]** a document that a supplier gives to a customer, with information about what the customer is buying and how much it costs: [facture] Can you pay last month’s invoices, please?

**money n [U]** coins and notes that you use to buy things: [argent] I never have enough money at the end of the month.

**pay v** to give money for something that you buy: [payer] Can I pay in euros? – **pay n [U]** the money you get for working: I get my pay at the end of the month.

**price n [C]** how much money something costs: [prix] What’s the price of this laptop?

**supplier n [C]** a company that sells goods to shops and businesses: [fournisseur] They work for an office equipment supplier. – **supply v** to sell to a company: [fournir] They supply our paper and pens.
aim n [C] something that you want to do or get: [objectif] My aim is to work for a big company. – aim v to want to do something: We aim to increase sales.

budget n [C] an amount of money that is available: [budget] My team has a budget of one million dollars. – budget v to organise how to spend money: We budget about €50,000 for advertising every year.

deadline n [C] a date or time when you must finish something: [délai] The deadline for completing the project is 1 May.

labour n [U] the total number of workers: [main d’œuvre] The cost of labour is not high at the moment.

materials n [U] the things you use in order to make something: [matériaux] Chairs are made of materials like plastic or wood.

project n [C] planned work that is done over a period of time: [projet] The new project starts in June and finishes in September.

project manager n [C] someone who is in charge of a project: [chef de projet] Rafael is the project manager.

research n [U] the activity of finding information about a subject: [recherche] Steve did a lot of research into the new car design.

schedule n [C] a list of things to do and when to do them: [programme] The project is behind schedule so we need to work faster. – schedule v to plan when you do things

stage n [C] part of a process: [étape] We started stage four of the project last week.
agriculture n [U] growing plants for food and keeping animals to produce food: [agriculture] There is a lot of agriculture in my country, mainly fruit and sheep.

complain v to say you are not happy with goods or services: [se plaindre] I complained to the waiter about my food. – complaint n [C] [plainte]

create v to make something new: [créer] We need to create more jobs in this industry. – creative adj good at thinking of new ideas: [créatif] Most designers are creative.

electricity n [U] the power that we use for lights and computers: [électricité] Many machines that use electricity need a battery. – electric, electrical adj [électrique, électrique]

emergency n [C] a dangerous situation that happens suddenly: [urgence] Telephone 911 if there is an emergency.

energy n [U] power from oil, coal, etc. that makes machines work: [énergie] Solar energy can heat homes.

fix v to repair something: [réparer] A mechanic fixed my car.

invent v to think of or make something completely new: [inventer] Leonardo da Vinci invented the helicopter. – invention n [C] [invention]

power n [U] energy used to make a machine work: [alimentation] Wind power is cheap and it's good for the environment.

solution n [C] the answer to a problem: [solution] We found a solution to our financial problems. – solve v [résoudre]

work v to not be broken: [fonctionner] Is your computer working now?
describe n [C] to say or write what something is like: [décrire] Can you describe the mobile phone that you lost? – description n [C] [description]

feature n [C] something that is different about a product: [fonction] This mobile phone has many special features, like a camera and an MP3 player.

packaging n [U] the box or bag that you sell a product in: [emballage] We need to reduce plastic packaging. – package n [C] [paquet] We sent three packages to you in the post.

product n something that is made or sold by a company: [produit] We sell about 200 different food products. – product description n [C] information about the size, shape and material of a product: [description du produit] The product description says that it’s made of wood and is one metre long. – production n [U] the process of making things: [production] Production costs were high and we didn’t make a profit. – produce v [produire]

shape n [C] the shape of something is whether it is a circle or a square, etc.: [forme] What shape is the table?

size n [C] how big or small something is: [taille] His garden is the size of a football field.

useful adj helping you do or get what you want: [utile] My car is very useful for getting to work.

weight n [C] how heavy something is: [poids] The weight of this product is 1kg. – weigh v [peser] This product weighs 1kg.
architect n [C] a person who design buildings: [architect] A famous German architect designed our new factory.

competitor n [C] a company that sells products or services in the same market as your company: [concurrent] There are too many competitors in this market. – compete v to try to be more successful than another company: [concurrir] We compete in many different markets. – competition n [U] a situation where businesses try to be more successful than other companies: [concurrence] We have a lot of competition in the African market. – competitive adj [concurrentiel]

marketing n [U] finding the best way to make customers buy products: [marketing] We need to spend more on marketing so people know about our products. – market v to make customers interested in what your company sells: [marché] We use TV and radio advertisements to market our products.

opportunity n [C] the chance to do something: [opportunité] I had the opportunity to work in New York, but I couldn’t go.

range n [C] all the products a company sells: [gamme] We have nearly 1,000 products in our range.

strength n [C] what you are good at doing: [force] My strength is in sales. – strong adj

threat n [C] something that can have a bad effect: [fort] The new product is a threat to us in the Asian market.

weakness n [C] what you are not good at doing: [menace] Their big weakness is their marketing. – weak adj [failible]
abroad adv in a foreign country: [à l'étranger] He often travels abroad.

average adj usual: [moyenne] My average lunch break is 45 minutes.

climate n [C] the typical weather conditions in an area: [climat] The climate in Egypt is hot and sunny.

culture n [U] what people believe, do and how people think, in a particular country: [culture] I learned about Spanish culture before I went to live in Spain.

emigrate v to go to another country to live and work: [émigrer] Many people emigrated to America in the 1900s. – emigration n [U] [émigration]

healthcare n [U] using doctors, nurses, hospitals and medicine: [soins de santé] Some healthcare is free in the UK.

location n [C] the place where something is: [emplacement] What's the location of your factory? – locate v to put something somewhere: [situer] They located their new factory in South America.

quality of life n [U] how well people live: [qualité de vie] We moved out of the city to get a better quality of life.

temperature n [U] how hot something is: [température] The temperature is 12°C today.
apply verb to ask for something in writing: [postuler] You can apply for this job online. – application form noun a printed piece of paper on which you write answers to questions: [formulaire de candidature] You have to complete an application form to get a visa.

career noun [C] a job or profession that you do for a long time: [carrière] You have to study for a long time if you want a good career in law.

conditions noun [plural] the situation in which you work: [conditions] The pay is low but the working conditions are very good.

curriculum vitae noun (CV) [C] a document that gives information about a person’s education and previous jobs: [curriculum vitae] To apply for this job, please send a letter and your CV.

employment agency noun [C] an organisation that helps people find a job: [agence pour l’emploi] I found my new job by using an employment agency.

MBA noun (Masters in Business Administration) [C] a postgraduate degree in business for people who have work experience: [MBA] Jean has an MBA from a French business school.

pa adjective every year: [par an] She earns $50,000 pa.

pension noun [C] money a company or government pays to people after they stop working because they are too old or ill: [retraite] Most people get a pension when they retire.

promotion noun [C] a better job in the same company: [promotion] He really deserves promotion. – promote verb [promouvoir]

retired adjective stop working because of your age, usually after many years: [retraité] He was an accountant, but he’s retired now. – retire verb [partir en retraite] Most people retire at 65 in my country.

salary noun [C] money that you get for working: [salaire] I want a job with a higher salary.
advice n [U] when you say what you think someone should do: [conseils] Can I give you some advice?

brainstorm v to think of ideas in a creative way: [remuer les méninges] Let’s brainstorm some ideas for a new design.

creative thinking n [U] a way to use your imagination to find ideas: [pensée créative] We need some creative thinking to find a solution.

discuss v to talk to someone about something: [discuter] We had a long meeting to discuss the project. – discussion n [C] [discussion]

exchange v to give something for another thing: [échanger] Let’s exchange business cards.

idea n [C] a plan, thought or suggestion: [idée] He never has good ideas.

imagination n [C] the ability to think of new ideas: [imagination] You should use your imagination when you brainstorm. – imagine v to think what something would be like: [imaginer] Can you imagine being rich?

logo n [C] a design that is the official sign of a company, used on products or in advertising: [logo] It’s a very successful company and everyone knows its logo.

suggestion n [C] an idea to help someone: [suggestion] Does anyone have any suggestions for increasing profits? – suggest v [suggérer]
**Unit 14 Travel**

**arrangement** *n [C]* something you have agreed or organised: [accord] Have you made your travel arrangements yet? – arrange *v [organiser]*

**arrival** *n [C]* when you arrive at a place: [arrivée] My arrival time is 10 o’clock. – arrive *v [arriver]*

**book** *v* to arrange something: [réserver] Can I book a table for tonight, please? – booking *n [C] [réservation]* The travel agent can make the booking for you.

**business trip** *n [C]* travelling because of your work: [voyage d’affaire] I’m going on a business trip to South Africa next month.

**career break** *n [C]* when you stop your job for a period to do something different: [interruption de carrière] I took a career break to travel around the USA.

**departure** *n [C]* when you leave a place: [départ] I was sad about his departure from the company. – depart *v [partir]*

**destination** *n [C]* the place you are going to: [destination] What’s the destination of this train?

**itinerary** *n [C]* a list of places to visit: [itinéraire] The next place on the itinerary is the factory.

**pleasure** *n [C]* 1 something nice: [plaisir] It’s a pleasure to meet you. 2 something you do because you want to: I write reports for work but I write stories for pleasure.

**reservation** *n [C]* an arrangement to have a seat on a plane or train or in a hotel or restaurant: [réservation] I’d like to make a reservation for eight o’clock tonight, please. – reserve *v [réserver]*

**sightseeing** *n [U]* seeing the most famous places during a visit: [visite] We saw Big Ben when we went sightseeing in London.

**travel** *v* to go somewhere, usually a long distance: [voyager] I often travel to Japan on business. – travel *n [U]* Travel helps us to learn about other people.

**travel agent** *n [C]* a person whose job is to make travel arrangements: [agent de voyage] I booked my plane tickets with an internet travel agent.
bar chart n [C] a diagram using rectangles of different sizes to show information: [diagramme à barres] The bar chart showed that more people drink coffee in the morning than tea or fruit juice.

bionic adj part human and part machine: [bionique] In the film I saw last night the police were bionic!

decrease v to become less: [diminuer] I think mobile phone sales in Europe will decrease next year. – decrease n

decrease n full-surround adj from every direction: [full surround] I like to listen to music in full-surround sound.

graph n [C] a diagram using lines to show increases and decreases during a period of time: [diagramme] You can see on this graph that profits increased between May and September.

increase v to become more: [augmenter] I’m happy that our sales in China are increasing. – increase n [C]

increase n nuclear adj using energy from atoms: [nucléaire] What do you think of nuclear power?

pie chart n [C] a diagram using sections of a circle to show information: [diagramme circulaire] This pie chart shows we have 72% market share.

prediction n [C] something you think will happen in the future: [prédiction] My prediction is that the price of oil will increase next year. – predict v [prédire] Do you predict that profits will remain steady?

trend n [C] changes and developments in a situation during a period of time: [tendance] The trend is for mobile phones to become smaller and to have more features.