

# Intelligent Business Elementary

## Italian Glossary

### Unit 1 Contacts

**business card** *n* [C] a small card with your name, job title, company, address, phone, email, etc. on it: [biglietto da visita] *My business card has my email address on it.*

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

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

**introduce** *v* to tell people each other's names: [presentare] *Let me introduce Karl, from Germany. Karl, this is Fran.* – **introduction** *n* [C] [presentazione]

**job title** *n* [C] the name of a job: [posizione] *Her job title is 'sales manager'.*

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

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

**nationality** *n* [C] the right to belong to a country: [nazionalità] *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: [qualifica] *He has a good qualification in engineering.* – **qualify** *v* [qualificare]

**software** *n* [U] a program that a computer uses to do different jobs: [software] *I have some new accounting software on my computer.*



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## Unit 2 Teams

**colleague** *n* [C] a person that you work with: [collega] *This is my colleague, Juan.*

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

**consultant** *n* [C] a person who gives a company advice about something: [consulente] *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: [grado] *I have a degree from Cambridge University.*

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

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

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

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

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

**team member** *n* [C] a person in a team: [membro del team] *All the team members like working together.*

**teamwork** *n* [U] the ability of a group of people to work well together: [lavoro di gruppo] *Teamwork is very important for this project.*

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

**traditional** *adj* ideas and ways of working that have existed for a long time: [tradizionale] *We like our traditional ways of working and we don't want to change. – tradition n [C] [tradizione]*



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## Unit 3 Companies

**base** *v* to use somewhere as your main place of business: [base] *Our company is based in Switzerland.*

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

**employee** *n* [C] someone who works for a company: [dipendente] *My company has 200 employees.* – **employ** *v* give someone a job: [impiegare] *My company employs 200 people.* – **employer** *n* someone who employs workers [datore di lavoro]

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

**headquarters** *n* [plural] the most important place of work of a company: [sedi centrali] *I often have to go to meetings at my company's headquarters.*

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

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

**retail** *n* [U] sales to customers in shops: [vendita] *We sell our products in retail outlets in most European countries.* – **retail outlet** (= SHOP) *n* [C] [outlet] – **retail** *v* sell to customers in shops: *We retail this product at \$3.50.* – **retailer** *n* [C] [rivenditore]

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

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

**specialise** *v* to do only one activity: [specializzare] *They specialise in computer software.* – **specialist** *n* [C] a person who knows a lot about something: [specialista] *We have three computer software specialists in our company.*



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## Unit 4 Offices

**analysis** *n* [C] a careful examination of something: [analisi] *We make an analysis of all our products before we sell them.*

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

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

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

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

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

**organised** *adj* when you have a system for something: [organizzato] *My desk isn't very well organised.*  
– **organisation** *n* [C] [organizzazione] – **organise** *v* to put things in a system [organizzare]

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

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

**tidy** *adj* when everything is in the correct place: [ordinato] *I'm not a very tidy person.* – **tidy** *v* *Tidy your desk.*



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## Unit 5 Events

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

**corporate event** *n* [C] something organised by a company to entertain clients: [evento aziendale] *We often have corporate events and take our best clients to international football matches.*

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

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

**guest** *n* [C] someone you invite to an event or to visit your home: [ospite] *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: [salute e sicurezza] *Who is in charge of health and safety in the factory?*

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

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

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

**socialise** *v* to go out with people to have fun: [socializzare] *I often socialise with my colleagues.*

**special occasion** *n* [C] an important event or ceremony: [occasione speciale] *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: [cameriere, cameriera] *Waiter – can I have the bill, please?*



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## Unit 6 Money

**account** *n* [C] if you have an account with a bank, you can leave money there: [conto] *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: [costo della vita] *The cost of living is increasing all the time.*

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

**discount** *n* [C] a lower price than usual: [sconto] *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: [tasso di cambio] *The exchange rate today is two dollars to the pound.*

**goods** *n* [plural] things that are made for people to buy: [merci] *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: [fattura] *Can you pay last month's invoices, please?*

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

**pay** *v* to give money for something that you buy: [pagare] *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: [prezzo] *What's the price of this laptop?*

**supplier** *n* [C] a company that sells goods to shops and businesses: [fornitore] *They work for an office equipment supplier.* – **supply** *v* to sell to a company: [fornitura] *They supply our paper and pens.*



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## Unit 7 Projects

**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: [scadenza] *The deadline for completing the project is 1 May.*

**labour** *n* [U] the total number of workers: [lavoro] *The cost of labour is not high at the moment.*

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

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

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

**research** *n* [U] the activity of finding information about a subject: [ricerca] *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: [programma] *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: [fase] *We started stage four of the project last week.*



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## Unit 8 Solutions

**agriculture** *n* [U] growing plants for food and keeping animals to produce food: [agricoltura] *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: [lamentarsi] *I complained to the waiter about my food.* – **complaint** *n* [C] [reclamo]

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

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

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

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

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

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

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

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

**work** *v* to not be broken: [lavoro] *Is your computer working now?*





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## Unit 9 Products

**describe** *n* [C] to say or write what something is like: [descrivere] *Can you describe the mobile phone that you lost?* – **description** *n* [C] [descrizione]

**feature** *n* [C] something that is different about a product: [caratteristica] *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: [imballaggio] *We need to reduce plastic packaging.* – **package** *n* [C] [pacchetto] *We sent three packages to you in the post.*

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

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

**size** *n* [C] how big or small something is: [dimensione] *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: [peso] *The weight of this product is 1kg.* – **weigh** *v* [pesare] *This product weighs 1kg.*



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## Unit 10 Competitors

**architect** *n* [C] a person who design buildings: [architetto] *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: [concorrente] *There are too many competitors in this market.* – **compete** *v* to try to be more successful than another company: [competere] *We compete in many different markets.* – **competition** *n* [U] a situation where businesses try to be more successful than other companies: [competizione] *We have a lot of competition in the African market.* – **competitive** *adj* [competitivo]

**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: [commercializzare] *We use TV and radio advertisements to market our products.*

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

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

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

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

**weakness** *n* [C] what you are not good at doing: [debolezza] *Their big weakness is their marketing.* – **weak** *adj* [debole]



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## Unit 11 Location

**abroad** *adv* in a foreign country: [estero] *He often travels abroad.*

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

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

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

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

**healthcare** *n* [U] using doctors, nurses, hospitals and medicine: [cura della salute] *Some healthcare is free in the UK.*

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

**quality of life** *n* [U] how well people live: [qualità della vita] *We moved out of the city to get a better quality of life.*

**temperature** *n* [U] how hot something is: [temperatura] *The temperature is 12°C today.*



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## Unit 12 Careers

**apply** *v* to ask for something in writing: [applicare] *You can apply for this job online.* – **application form** *n* a printed piece of paper on which you write answers to questions: [modulo di domanda] *You have to complete an application form to get a visa.*

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

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

**curriculum vitae** (CV) *n* [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** *n* [C] an organisation that helps people find a job: [agenzia di collocamento] *I found my new job by using an employment agency.*

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

**pa** (per annum) *adv* every year: [pa] *She earns \$50,000 pa.*

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

**promotion** *n* [C] a better job in the same company: [promozione] *He really deserves promotion.* – **promote** *v* [promuovere]

**retired** *adj* stop working because of your age, usually after many years: [pensionato] *He was an accountant, but he's retired now.* – **retire** *v* [pensionamento] *Most people retire at 65 in my country.*

**salary** *n* [C] money that you get for working: [salario] *I want a job with a higher salary.*



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## Unit 13 Ideas

**advice** *n* [U] when you say what you think someone should do: [suggerimento] *Can I give you some advice?*

**brainstorm** *v* to think of ideas in a creative way: [brainstorm] *Let's brainstorm some ideas for a new design.*

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

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

**exchange** *v* to give something for another thing: [scambio] *Let's exchange business cards.*

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

**imagination** *n* [C] the ability to think of new ideas: [immaginazione] *You should use your imagination when you brainstorm.* – **imagine** *v* to think what something would be like: [immaginare] *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: [suggerimento] *Does anyone have any suggestions for increasing profits?* – **suggest** *v* [suggerire]



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## Unit 14 Travel

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

**arrival** *n* [C] when you arrive at a place: [arrivo] *My arrival time is 10 o'clock.* – **arrive** *v* [arrivare]

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

**business trip** *n* [C] travelling because of your work: [viaggio d'affari] *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: [interruzione di carriera] *I took a career break to travel around the USA.*

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

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

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

**pleasure** *n* [C] **1** something nice: [piacere] *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: [prenotazione] *I'd like to make a reservation for eight o'clock tonight, please.* – **reserve** *v* [prenotare]

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

**travel** *v* to go somewhere, usually a long distance: [viaggio] *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: [agente di viaggio] *I booked my plane tickets with an internet travel agent.*



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## Unit 15 Trends

**bar chart** *n* [C] a diagram using rectangles of different sizes to show information: [diagramma a barre] *The bar chart showed that more people drink coffee in the morning than tea or fruit juice.*

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

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

**full-surround** *adj* from every direction: [circondato] *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: [grafico] *You can see on this graph that profits increased between May and September.*

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

**nuclear** *adj* using energy from atoms: [nucleare] *What do you think of nuclear power?*

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

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

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

