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

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

– contact  v

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

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

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

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

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

nationality  n [C] the right to belong to a country:  [narodowość] 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:  [kwalifikacje] He has a good qualification in engineering. – qualify  v [kwalifikować]

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

communication \text{n [U]} when people give information to each other: [komunikacja] \text{Good communication is important in business. – communicate \text{v [porozumiewać się]}}

consultant \text{n [C]} a person who gives a company advice about something: [konsultant] \text{We employ a consultant to organise our computer system.}

degree \text{n [C]} a qualification, usually a BA (Bachelor of Arts) or BSc (Bachelor of Science), from a university: [tytuł naukowy] \text{I have a degree from Cambridge University.}

group \text{n [C]} a number of people or things that belong together: [grupa] \text{I work in a group of four scientists.}

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

PhD \text{n [C]} the highest university degree: [doktor] \text{Please call her Doctor Oliveira because she has a PhD.}

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

team leader \text{n [C]} the person in charge of a team: [szef zespołu] \text{The new team leader is popular and a good manager.}

team member \text{n [C]} a person in a team: [członek zespołu] \text{All the team members like working together.}

teamwork \text{n [U]} the ability of a group of people to work well together: [praca zespołowa] \text{Teamwork is very important for this project.}

technology \text{n [U]} the development of techniques, machines and equipment in science and industry: [technologia] \text{We are leaders in computer technology.}

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

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

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

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

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

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

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

retail n [U] sales to customers in shops: [sprzedaż detaliczna] We sell our products in retail outlets in most European countries. – retail outlet (= SHOP) n [C] [punkt sprzedaży] – retail v sell to customers in shops: We retail this product at $3.50. – retailer n [C] [sprzedawca]

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

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

specialise v to do only one activity: [specjalizować się] They specialise in computer software. – specialist n [C] a person who knows a lot about something: [specjalista] We have three computer software specialists in our company.
**Unit 4** Offices

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

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

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

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

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

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

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

– **organisation** n [C] [organizacja]

– **organise** v to put things in a system [organizować]

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

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

**tidy** adj when everything is in the correct place: [czysty] *I’m not a very tidy person.*

– **tidy** v [sprzątać] *Tidy your desk.*
client n [C] a customer, often one that buys a service: [klient] We need more clients.

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

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

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

guest n [C] someone you invite to an event or to visit your home: [gość] 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: [bezpieczeństwo i higiena] Who is in charge of health and safety in the factory?

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

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

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

socialise v to go out with people to have fun: [udzielać się towarzysko] I often socialise with my colleagues.

special occasion n [C] an important event or ceremony: [specjalna okazja] 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: [kelner, kelnerka] Waiter – can I have the bill, please?
account  n  [C]  if  you  have  an  account  with  a  bank,  you  can  leave  money  there:  [konto]  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:  [koszty  utrzymania] The  cost  of  living  is  increasing  all  the  time.

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

discount  n  [C]  a  lower  price  than  usual:  [upust,  rabat]  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:  [kurs  wymiany]  The  exchange  rate  today  is  two  dollars  to  the  pound.

goods  n  [plural]  things  that  are  made  for  people  to  buy:  [dobra,  towary]  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:  [faktura]  Can  you  pay  last  month’s  invoices,  please?

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

pay  v  to  give  money  for  something  that  you  buy:  [placić]  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:  [cena]  What’s  the  price  of  this  laptop?

supplier  n  [C]  a  company  that  sells  goods  to  shops  and  businesses:  [dostawca]  They  work  for  an  office equipment  supplier.  –  supply  v  to  sell  to  a  company:  [dostarczać]  They  supply  our  paper  and  pens.
aim n [C] something that you want to do or get: [cel] 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: [budżet] 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: [data wykonania] The deadline for completing the project is 1 May.

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

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

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

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

research n [U] the activity of finding information about a subject: [badania] 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: [harmonogram] 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: [etap] We started stage four of the project last week.
agriculture n [U] growing plants for food and keeping animals to produce food: [rolnictwo] 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: [skarżyć się] I complained to the waiter about my food. – complaint n [C] [skarga]

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

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

emergency n [C] a dangerous situation that happens suddenly: [wypadek] 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: [naprawiać] A mechanic fixed my car.

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

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

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

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

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

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

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

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

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

weight n [C] how heavy something is: [waga] The weight of this product is 1kg. – weigh v [ważyć] This product weighs 1kg.
architect n [C] a person who design buildings: [architekt] 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: [konkurent] There are too many competitors in this market. – compete v to try to be more successful than another company: [konkurować] We compete in many different markets. – competition n [U] a situation where businesses try to be more successful than other companies: [konkurencja] We have a lot of competition in the African market. – competitive adj [konkurencyjny]

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

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

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

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

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

weakness n [C] what you are not good at doing: [słabość] Their big weakness is their marketing. – weak adj [słaby]
Unit 11 Location

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

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

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

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

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

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

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

**quality of life** n [U] how well people live: [jakość życia] 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.
apply v to ask for something in writing: [ubiegać się] You can apply for this job online. – application form n a printed piece of paper on which you write answers to questions: [podanie] 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: [kariera] 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: [warunki] 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: [życiorys] To apply for this job, please send a letter and your CV.

employment agency n [C] an organisation that helps people find a job: [biuro pośrednictwa pracy] 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: [dyplom MBA] Jean has an MBA from a French business school.

pa (per annum) adv every year: [rocznie] 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: [emerytura] Most people get a pension when they retire.

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

retired adj stop working because of your age, usually after many years: [emerytowany] He was an accountant, but he’s retired now. – retire v [iść na emeryturę] Most people retire at 65 in my country.

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

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

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

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

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

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

imagination n [C] the ability to think of new ideas: [imigracja] You should use your imagination when you brainstorm. – imagine v to think what something would be like: [wyobraźać sobie] 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: [sugestia] Does anyone have any suggestions for increasing profits? – suggest v [sugerować]
arrangement n [C] something you have agreed or organised: [ustalenie] Have you made your travel arrangements yet? – arrange v [ustalać, aranżować]

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


business trip n [C] travelling because of your work: [delegacja] 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: [przerwa w pracy] I took a career break to travel around the USA.

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

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

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

pleasure n [C] 1 something nice: [przyjemność] 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: [rezerwacja] I’d like to make a reservation for eight o’clock tonight, please. – reserve v [rezerwować]

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

travel v to go somewhere, usually a long distance: [podróż] 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: [biuro podróży] I booked my plane tickets with an internet travel agent.
bar chart  n  [C]  a diagram using rectangles of different sizes to show information: [wykres słupkowy]  The bar chart showed that more people drink coffee in the morning than tea or fruit juice.

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

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

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

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

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

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

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

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