

1 Living abroad

1.1 About business - Working abroad

abroad (adv)	/ə'brɔ:d/	do zahraničí	<i>We try to go abroad at least once a year.</i>
analyse (v) T	/'ænləlaɪz/	analyzovat	<i>The quarterly sales figures will be analysed at our next meeting.</i>
application (n) C/U	/ˌæplɪ'keɪʃ(ə)n/	žádost, přihláška	<i>His application for membership of the club was rejected.</i>
candidate (n) C	/'kændɪdət/	kandidát	<i>The candidate must demonstrate good communication skills.</i>
career (n) C	/kə'kɪə(r)/	kariéra	<i>Rosen had decided on an academic career. He felt like having a career change and went into teaching.</i>
chameleon (n) C	/kə'mɪliən/	chameleon	<i>You have to be a cultural chameleon if you work for a multinational company.</i>
competitive (adj)	/kəm'petɪtɪv/	konkurenční	<i>the struggle to survive in a highly competitive marketplace.</i>
cover letter (n) C	/'kʌvə(r) ,letə(r)/	motivační dopis	<i>The first thing your potential employer will read is your cover letter.</i>
culture (n) U	/'kʌltʃə(r)/	kultura	<i>If you're looking for culture, then Paris is the place for you. Britain's literary culture.</i>
CV (n) C British	/'si: 'vi:/	CV, životopis	<i>The Euro CV is the best kind of CV to use when looking for a job.</i>
drought (n) C	/draʊt/	sucho	<i>The country's economy suffered because of a drought.</i>
emergency (n) C/U	/'ɜ:mə:(r)dʒ(ə)nəsi/	stav nouze, pohotovost	<i>We always carry a medical kit for emergencies.</i>
expect (v) T	/'ɪk'spekt/	očekávat	<i>We are expecting good weather at the weekend.</i>
handwrite (v) T	/'hændraɪt/	napsat rukou	<i>Candidates for this job are requested to handwrite their letters of application.</i>
homesick (adj)	/'həʊm,sɪk/	toužící po domově	<i>I was feeling homesick.</i>
manufacture (v)	/'mænjʊ'fæktʃərə(r)/	vyrábět	<i>The firm manufactures women's clothing.</i>
mirror (v) T	/'mɪrə(r)/	představovat, odrážet	<i>Does art mirror society or shape it?</i>
reference (n) C usu. pl.	/'ref(ə)rəns/	reference, doporučení	<i>Her former employer provided a reference for her.</i>
relevant (adj)	/'reləv(ə)nt/	týkající se	<i>How is that relevant to this discussion?</i>

relocate (v) I/T	/ˈriːləʊˈkeɪt/	přesídlit se, přemístit se	<i>I left my job because the company relocated.</i>
shortlist (v) T	/ʃɔː(r)tlist/	dostat se do užšího výběru	<i>If you get your cover letter wrong, you destroy your chances of getting shortlisted for interview.</i>
straightforward (adj)	/ˈstreɪtˈfɔː(r)wɔː(r)d/	přímočarý, jasný	<i>a straightforward process</i>
withdraw (v) I	/wɪðˈdrɔː/	odstoupit, ustoupit	<i>The injury has forced him to withdraw from the competition.</i>

1.2 Vocabulary - living abroad

bulletin board (n) C	/'bʊlətɪn ˌbɔː(r)d/	nástěnka, vývěska, informační tabule (i na internetu)	<i>New job adverts will be posted on the company's bulletin board.</i>
contract (n) C	/'kɒntrækt/	smlouva, kontrakt	<i>After six months she was offered a contract of employment.</i>
deposit (n) C	/dɪˈpɒzɪt/	kauce, deposit	<i>She paid a €400 deposit when she rented the flat.</i>
exception (n) C	/ɪk'seɪp(ə)n/	výjimka	<i>There are some exceptions to every grammatical rule.</i>
insurance (n) U	/ɪnˈʃʊərəns/	pojištění	<i>Do you have insurance for the house yet?</i>
landline (n) C	/'lænd(ɪ)laɪn/	pevná telefonní linka	<i>I'll try to call you later when I get to a landline.</i>
landlord (n) C	/'lænd(ɪ)lɔː(r)d/	majitel nemovitosti, pronajímatel	<i>My landlord has increased the rent price for my flat for the second time this year.</i>
overdraft (n) U	/'əʊvə(r)dɾɑːft/	debet, přečerpaní účtu	<i>You have to pay large fines if you exceed your overdraft limit.</i>
prepaid (adj)	/ˈpriːpeɪd/	předplacený	<i>a prepaid phone card.</i>
register (v) I/T	/'redʒɪstə(r)/	registrovat, zapsat	<i>Births must be registered within 42 days.</i>
top-up (n) C British	/'tɒp ʌp/	dobití telefonní (i jiné) karty nebo kreditu finanční částkou	<i>Is buying top-ups easy?</i>
utility bill (n) C	/'juːtɪlɪti ˌbɪl/	účet za služby (plyn atd.)	<i>If you want to open a bank account in Britain, you may have to show utility bills with your name on them</i>

1.3 Grammar - Present simple and prepositions of time

attend (v) I/T	/ə'tend/	účastnit se	<i>Most of his colleagues attended the wedding.</i>
au pair (n) C	/əu'peə(r)/	au pair	<i>I worked as an au pair in England in 2004.</i>
budget (n) C	/'bʌdʒɪt/	rozpočet	<i>Two-thirds of their budget goes on labour costs.</i>
canteen (n) C	/kæn'ti:n/	kantýna, jídelna	<i>I usually eat my lunch in the company canteen.</i>
fireworks (n) Pl.	/'faɪə(r)wɜ:(r)ks/	ohňostroj	<i>On 31 December people set fireworks off at midnight.</i>
grave (n) C	/greɪv/	hrob	<i>He's never even visited his mother's grave.</i>
kite (n) C	/kaɪt/	drak (papírový)	<i>Flying large kites is a popular pastime in Afghanistan.</i>
parade (n) C	/pə'reɪd/	průvod, přehlídka	<i>There are military parades on the Independence Day.</i>
permanent (adj)	/'pɜ:(r)mənənt/	stálý, trvalý	<i>The illness can cause permanent blindness.</i>
repay (v) T	/rɪ'peɪ/	splatit	<i>I need to repay my student loan.</i>
shadow (n) C/U	/'ʃædəʊ/	stín	<i>The dogs are always trying to chase their own shadows.</i>
vacancy (n) C	/'veɪkənsɪ/	volné pozice, volná pracovní místa	<i>We have several vacancies to fill in the Sales Department.</i>
winery (n) C	/'waɪn(ə)rɪ/	výrobná vína	<i>South African wineries are known for their excellent Cabernet Sauvignon wines.</i>

1.4 Speaking - Making small talk

conference (n) C	/'kɒnf(ə)rəns/	konference	<i>a conference hall/room/centre.</i>
corporate (adj)	/'kɔ:(r)p(ə)rət/	podnikový, společenský	<i>corporate culture.</i>
divorce (n) C/U	/dɪ'vɔ:(r)s/	rozvod	<i>I want a divorce.</i>
extremely (adv)	/ɪk'stri:mli/	velmi, mimořádně	<i>He knows the area extremely well.</i>
icebreaker (n) C	/'aɪs,breɪkə(r)/	seznamovací aktivita k prolomení ledů	<i>We'll start our training with an icebreaker so that we could learn each other's names.</i>
have something in common (phrase)	/hæv 'sʌmθɪŋ ɪn 'kɒmən/	mít (něco) společného	<i>We've got such a lot in common.</i>

networking (n) U	/'netwɜ:(r)kɪŋ/	navazování kontaktů	<i>A lot of networking is essential if you want to survive in this business.</i>
technique (n) C	/tek'ni:k/	technika, technologie	<i>surgical techniques.</i>
unique (adj)	/ju:'ni:k/	unikátní, jedinečný	<i>It is her use of colour that makes her work unique.</i>

1.5 Writing - Formal and informal emails

agenda (n) C	/ə'dʒenda/	plán, program	<i>Cutting the number of workers is not on the agenda.</i>
attached (adj)	/ə'tæʃt/	příložený, v příloze	<i>Please see the attached PDF document for details.</i>
colleague (n) C	/'kɒli:ɡ/	spolupracovník, kolega	<i>Friends and colleagues will remember him with affection.</i>
grateful (adj)	/'ɡreɪtɪf(ə)l/	vděčný	<i>I'm very grateful for all your help with the party.</i>
reservation (n) C/U	/ˌrezə(r)'veɪʃ(ə)n/	rezervace	<i>Could you make a reservation for me at a nearby hotel?</i>

1.6 Case study - Global Recruit

advisor (alternate spelling: adviser) (n) C	/əd'vaɪzə(r)/	poradce	<i>the Prime Minister's advisers.</i>
boutique (n) C	/'bu:'ti:k/	butik	<i>She buys her clothes in the most expensive New York boutiques.</i>
high-profile (adj)	/'haɪ ˌprəʊfaɪl/	známý, uznávaný, (zpravidla protože se často objevuje v médiích)	<i>a high-profile campaign/ company/politician</i>
leading (adj)	/'li:ɪŋ/	vedoucí, čelný, přední	<i>He became a leading figure in the London art world.</i>
location (n) C	/ləʊ'keɪʃ(ə)n/	místo, poloha	<i>The talks are taking place at a secret location.</i>
opportunity (n) C	/'ɒpə(r)'tju:nəti/	příležitost	<i>The trip sounds like a wonderful opportunity.</i>
process (v) T	/'prəʊses/	zpracovat, zpracovávat	<i>Data is processed as it is received.</i>
qualification (n) C British	/'kwɒlɪfɪ'keɪʃ(ə)n/	kvalifikace	<i>Simon left school with no qualifications.</i>
requirement (n) C	/'rɪ'kwəɪə(r)mənt/	požadavek	<i>a list of safety requirements.</i>

taverna (n) C	/tə'veɪ:(r)nə/	řecká restaurace, taverna	<i>Ms Mitropoulos works in a family taverna.</i>
unemployed (adj)	/ˌʌnim'plɔɪd/	nezaměstnaný	<i>Have you been unemployed for a year or more?</i>

2 Dealing with customers

2.1 About business - The shopping experience

chain (n) C	/tʃeɪn/	řetězec (hotelů, restaurací atd.)	<i>Japan's leading hotel chain.</i>
consultant (n) C	/kən'sʌltənt/	konzultant, poradce	<i>a design consultant.</i>
convenience (n) U	/kən'veɪniəns/	pohodlí	<i>Her hair was cut short for convenience rather than fashion.</i>
department store (n) C	/dɪ'pɑ:(r)tmənt stɔ:(r)/	obchodní dům	<i>Harrods is the most famous department store in the world.</i>
elegant (adj)	/eɪləgənt/	elegantní	<i>She always looks so elegant.</i>
exceptional (adj)	/ɪk'seɪʃ(ə)nəl/	výjimečný	<i>Her scores were quite exceptional.</i>
facility (n) C	/fə'sɪləti/	funkee, zařízení, vybavení, možnost(i)	<i>the text messaging facility on your phone.</i>
flagship (n) C	/'flæɡʃɪp/	nejvýznamnější produkt, vlajková loď	<i>The company now consists of a flagship store in Stuttgart and a further thirteen stores across Germany.</i>
luxury (adj)	/'lʌkʃəri/	luxusní	<i>a luxury hotel/item/car</i>
reliable (adj)	/'ri:ələb(ə)l/	spolehlivý	<i>a reliable workman/car</i>
standard (n) C	/'stændə(r)d/	standard, kvalita	<i>What can be done to raise standards in schools?</i>

2.2 Vocabulary - Telephoning and customer care

blame (v) T	/bleɪm/	obviňovat, obvinít	<i>If it a'll goes wrong, don't blame me.</i>
call centre (n) C	/'kɔ:l ,sentə(r)/	call centrum	<i>When was the last time you telephoned a company call centre?</i>
calm (adj)	/kɑ:m/	klidný	<i>a calm voice</i>
confirm (v) T	/kən'fɜ:(r)m/	potvrdit	<i>You can make an appointment now, and then call nearer the time to confirm.</i>

dissatisfied (adj) /dɪs'sætɪs'faɪd/ nespokojený a *dissatisfied* customer

2.3 Grammar - Countable & uncountable nouns, requests & offers

busy (adj)	/'bɪzi/	zanepřázdňený, zaměstnaný	<i>He is an extremely busy man.</i>
direct number (n) C	/daɪ'rekt 'hʌmbə(r)/	přímé telefonní číslo	<i>Could you give me his direct number, please?</i>
extension (n) C	/ɪk'stɛnʃ(ə)n/	telefonní linka, provolba	<i>I'm on extension 334.</i>
household (n) C	/'haʊs'həʊld/	domácnost	<i>How many people are there in your household?</i>
scale (n) Sg./U	/skeɪl/	škála, závažnost	<i>Is the Government aware of the scale of the problem (=are they aware of how big it is)?</i>
competence (n) U	/'kɒmpɪtəns/	kompetence, schopnosti	<i>I am not questioning your competence.</i>

2.4 Speaking - Telephoning: Handling complaints

broken down (adj)	/brəʊkən 'daʊn/	pokazit se, přestat fungovat	<i>The photocopier's broken down again.</i>
distribution centre (n) C	/dɪstrɪbjuːʃ(ə)n 'sentə(r)/	distribuční centrum	<i>The problem occurred at our distribution centre - the wrong label was put on the wrong consignment.</i>
double-book (v) I/T often passive	/ˌdʌb(ə)l 'bʊk/	zarezervovat si (například stejnou místnost) na stejný čas jako někdo jiný	<i>The meeting room has been double-booked.</i>
credit (v) T	/'kredit/	připsat ve prospěch	<i>The money will be credited to your account.</i>
urgent (adj)	/'ɜː(r)dʒ(ə)nt/	urgentní, naléhavý	<i>He had some urgent business to attend to.</i>

2.5 Writing - Dealing with an email complaint

component (n) C	/kəm'pəʊnənt/	komponent, součástka	<i>The delivery arrived on time but some of the components are missing.</i>
exhibition (n) C	/ˌeksɪ'biʃ(ə)n/	výstava	<i>an exhibition hall/centre/space</i>

non-refundable (adj)	/nɒn rɪ'fʌndəb(ə)l/	nevratný	non-refundable tickets
sincere (adj)	/sɪn'sɪə(r)/	upřímný	His apology seemed sincere .
submit (v) T	/səb'mɪt/	odevzdat	The plans will be submitted next week.
unacceptable (adj)	/ˌʌnək'septəb(ə)l/	nepřijatelné	This is unacceptable and I expect an immediate refund.

2.6 Case study - The Panorama conference

blanket (n) C	/'blæŋkt/	příkrývka	They had to ask for extra blankets to keep warm.
check in (n) C/U	/'tʃek ɪn/	check-in, zaregistrování se, odbavení	There are always long queues for check-in at Heathrow Airport.
thermostat (n) C	/'θɜ:(r)məʊ'stæt/	termostat	There is one central thermostat which controls temperature in the building.

3 Operations

3.1 About business - Lean manufacturing

defect (n) C	/'di:fekt/	vada, defekt	The aim of lean manufacturing is to eliminate all defects .
domestic (adj)	/də'mestɪk/	domáci, tuzemský	domestic chores ; domestic appliances
efficient (adj)	/'ɪfɪ(ə)nt/	efektivní	The new machine is far more efficient than the old one.
eliminate (v) T	/'ɪlɪmɪneɪt/	omezovat	Many infectious diseases have been virtually eliminated .
enthusiasm (n) U	/'m'θju:zɪ.æzəm/	entuziasmus, nadšení	His enthusiasm for music has stayed strong.
flexible (adj)	/'fleksəb(ə)l/	flexibilní, pružný	A more flexible approach is needed.
implement (v) T	/'ɪmplɪ'ment/	realizovat, implementovat	Attempts to implement change have met with strong opposition.
keen (adj)	/ki:n/	zapálený (např. cyklista)	a keen cyclist/gardener; Luke's keen on swimming.
premises (n) Pl.	/'premɪsɪz/	prostory	The company will move to new premises next month.
rumour (n) C/U	/'ru:mə(r)/	pomluva	A student had been spreading rumours about the teachers.

specific (adj)	/spə'sɪfɪk/	specifický, určitý	<i>You have to enter the information in a specific order.</i>
superior (adj)	/su'piəriə(r)/	nejvyššího standardu	<i>The hotel's service is superior.</i>
systematic (adj)	/sɪstə'mætɪk/	systematický	<i>The TPS is a systematic way to satisfy customer needs.</i>
turnover (adj)	/'tɜ:(r)nəʊvə(r)/	obrat	<i>Just-in-time system means that the costs are cut and turnover is increased.</i>
warehouse (n) C	/'weə(r)haus/	sklad	<i>I'll speak to the warehouse manager and see if we have the items you requested in stock.</i>
workshop (n) C	/'wɜ:(r)kʃɒp/	workshop, seminář	<i>a creative writing workshop.</i>

3.2 Vocabulary - Trends and planning

aviation (n) U	/,eɪvi'eɪʃ(ə)n/	letectví	<i>the aviation industry.</i>
competitor (n) C	/kəm'petɪtə(r)/	konkurent	<i>All our major competitors are also bidding for that contract.</i>
destination (n) C	/,destɪ'neɪʃ(ə)n/	cíl, destinace	<i>a popular holiday destination.</i>
hire (v) T	/haɪə(r)/	najmout si	<i>I hired someone to paint the house.</i>
leak (v) I/T	/li:k/	protékat, prosakovat	<i>The roof is still leaking.</i>
lifeguard (n) C	/'laɪfgɑ:(r)d/	plavčík	<i>There are no lifeguards or security patrols on the beach.</i>
market leader (n) C	/,mɑ:(r)kɪt 'li:də(r)/	přední firma/výrobce na trhu	<i>We would like to become the market leader by the end of next year.</i>
pickpocket (n) C	/'pɪk,pɒkɪt/	kapsář (zloděj)	<i>The police know that pickpockets are working at the markets and on the beach.</i>
subsidiary (n) C	/səb'sɪdiəri/	dceřiná společnost	<i>a subsidiary of General Motors.</i>

3.3 Grammar - Present continuous, adverbs and present simple passive

conventional (adj)	/kən'venʃ(ə)nəl/	běžný, tradiční	<i>a conventional oven / conventional weapons (=not nuclear or chemical weapons)</i>
ingredient (n) C	/ɪn'grɪdiənt/	ingredience, přísady	<i>Mix all the ingredients together carefully.</i>
laboratory (n) C	/lə'bɒrət(ə)rɪ/	laboratoř	<i>our new research laboratory.</i>

organic (adj)	/ɔ:(r)'gænik/	ekologický, organický, bio-	organic apples/meat.
pesticide (n) C	/'pestɪˌsaɪd/	pesticid	Instead of pesticides , some farmers use bats and owls to keep bugs under control.
state (n) C	/steɪt/	stát	the state of Michigan
strict (adj)	/'strikt/	přísný, tvrdý	They operate within strict time limits; Lynn gave us strict instructions to be good.

3.4 Speaking - Presentations: signposts and stepping stones

cosmetic (adj)	/kɒz'metɪk/	kosmetický	cosmetic products
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3.5 Writing- Instructions and procedures for an exhibition stand

annual (adj)	/'ænjʊəl/	každoroční, výroční	an annual conference/festival/ holiday
attendee (n) C	/ə'ten'di:/	účastník	There were more than 600 attendees at the conference last month.
convention (n) C	/kən'venʃ(ə)n/	shromáždění, konference	Chicago was chosen as the site for an international crime convention .
costume (n) C/U	/'kɒstjʊ:m/	kostým	There is a fantastic costume contest in the evening.
expand (v) I/T	/ɪk'spænd/	rozšiřovat	We are expanding the programme to provide more student places.
freebie (n) C	/'fri:bi/	věc zdarma (zpravidla reklamní dárek)	What kind of freebies should we provide for our stand at the trade fair in Barcelona?
location (n) C	/ləʊ'keɪʃ(ə)n/	místo	The talks are taking place at a secret location .
logistics (n) Pl.	/lə'dʒɪstɪks/	logistika	We haven't thought about the logistics of delivery.
seminar (n) C	/'semlnə:(r)/	seminář	a seminar on marketing.
showcase (n) C	/'ʃəʊ.keɪs/	ukázka toho nejlepšího	The exhibition is a showcase for British exports.

3.6 Case study - ScotAir

budget airline (n) C	/ˌbʌdʒɪt 'eə(r)laɪn/	nízkonákladová letecká společnost	Don't count on free in-flight food if you're flying with a budget airline .
carbon footprint (n) C	/ˌkɑː(r)bən 'fʊtprɪnt/	uhlíková stopa (vypočtená množství CO ₂ a skleníkových plynů, které člověk vytváří svou činností)	There are websites which allow you to calculate carbon footprint of a flight.
crew (n) C	/kruː/	personál, posádka	All the passengers and crew on board the jet were killed.
discomfort (n) C	/dɪs'kʌmfə(r)t/	nepohodlí	the discomforts of life in the desert.
emission (n) C	/ɪ'mɪʃ(ə)n/	emise	New laws are aimed at reducing vehicle emissions .
route (n) C	/ruːt/	trasa, cesta	The tunnel is the route taken by most drivers.
second hand (adj)	/ˌsekənd 'hænd/	použitý, ze second-handu	second-hand books/clothing.
short-haul (adj)	/'ʃɔː(r)t 'hɔːl/	na krátkou vzdálenost	Most airlines do no longer serve meals on short-haul flights.
uniform (n) C	/'juːnɪfɔː(r)m/	uniforma	He was still wearing his school uniform .

4 Success stories

4.1 Speaking - Making small talk

ambition (n) U	/æm'biʃ(ə)n/	ambice	His ambition was to become a successful writer.
contact (n) C/U	/'kɒntækt/	kontakt	Do you and Jo still keep in contact ?
dedication (n) U	/ˌdedɪ'keɪʃ(ə)n/	obětavost, oddanost	his dedication to the fight against AIDS.
financial (adj)	/faɪ'nænzj(ə)l/	finanční	banks and other financial institutions
icon (n) C	/'aɪkɒn/	ikona	one of the best-known pop icons of the 1980s.
immigrant (n) C	/'ɪmɪgrənt/	imigrant	There has been a rise in the number of immigrants coming from Eastern Europe.
lipstick (n) C/U	/'lɪpstɪk/	rtěnka	She was wearing the most expensive lipstick .
luck (n) U	/lʌk/	štěstí	We'd all like to wish you luck in your new job.
motto (n) C	/'mɒtəʊ/	motto	The company's motto is 'Bringing the best to everyone we touch'.
original (adj)	/ə'ɹɪdʒ(ə)n(ə)l/	originální	a highly original design , a very original songwriter

secrecy (n) U	/'sɪkɹəsi/	tajnost, utajení	Discussions took place in total secrecy .
sophisticated (adj)	/sə'fɪstɪkətɪd/	důmyslný, rafinovaný	Consumers are getting more sophisticated .
tip (n) C	/tɪp/	tip, rada	The booklet gives some good tips on getting the most out of your software.
waft (v) I	/wɒft/	nést se vzduchem, zavanout	The scent wafted through the crowd of shoppers.

4.2 Vocabulary - Describing yourself and being successful

cope (v) I	/kəʊp/	zvládat, vyrovnat se	Considering how bad her injuries are, she is coping very well. The safety system is designed to cope with engine failure.
file (n) C	/faɪl/	záznamy, evidence	medical files .
habit (n) C/U	/'hæbɪt/	návyk, zvyk	healthy eating habits .
risk (n) C/U	/rɪsk/	riziko, hrozba	The risks to consumers are being analysed
role model (n) C	/rəʊl 'mɒd(ə)l/	vzor, příklad	Highly successful business owners are great role models .
stand out from the crowd (phrase)	/,stænd aʊt frəm ðə 'kraʊd/	vyčínat z davu	He's the kind of man who stands out from the crowd .
well-informed (adj)	/wel ɪnfɔ:(r)md/	dobře informovaný	The press doesn't seem to be very well-informed .

4.3 Grammar - Past simple, past continuous and used to

basket (n) C	/'bɑ:skɪt/	koš	a laundry basket .
collateral (n) U	/kə'læt(ə)rəl/	zástiava, záruka	The will definitely ask for some security or collateral when considering your application for a loan.
entrepreneur (n) C	/,ɒntrəprə'neɪ(r)/	podnikatel, provozovatel	The newspaper was founded in 1909.
found (v) T	/faʊnd/	založit (firmu apod.)	The company will launch a new version of the software in July.
launch (v) T	/lɔ:ntʃ/	spustit, uvést na trh	

poverty (n) U	/'pɒvə(r)ti/	chudoba, bída	<i>Half the world's population is living in poverty.</i>
reality show (n) C	/ri'æləti_ʃəʊ/	reality show	<i>Big Brother™ is a well-known reality show.</i>
rural (adj)	/'ruərəl/	venkovský	<i>rural areas/roads/schools</i>
vicious circle (n) Sg.	/'viʃəs 'sɜ:(r)k(ə)l/	zачарованý kruh	<i>He lent the villagers money so that they could escape the vicious circle of poverty.</i>

4.4 Speaking - Appraisals

element (n) C	/'elɪmənt/	součást, prvek	<i>Fieldwork is a key element of this course. Advertising is not the only element in the marketing process.</i>
flexitime (n) U British Business	/'fleksɪ'taɪm/	flexibilní pracovní doba	<i>Let's introduce flexitime so that everybody can decide when they come to and leave the office.</i>
intern (n) C	/'ɪntɜ:(r)n/	praktikant, stážista	<i>I don't have a contract of employment yet - I'm still an intern in this company.</i>
pressure (n) C/U	/'preʃə(r)/	tlak, nátlak	<i>Pressure for political change increased in the 1990s.</i>
self-assessment (n) U	/'self ə'sesmənt/	sebehodnocení	<i>Let's look at the self-assessment part of your appraisal.</i>

4.5 Writing - Profiles of business leaders

charity (n) C/U	/'tʃærəti/	charitativní organizace	<i>I donated €1,000 to a local charity.</i>
campaign (n) C	/kæm'peɪn/	kampaň	<i>an election / advertising campaign.</i>
float (v) T	/'fləʊt/	začít obchodovat své akcie (o firmě)	<i>The company was floated in 1983.</i>
limited edition (n) C	/'lɪmɪtɪd ɪ'dɪʃ(ə)n/	limitovaná edice	<i>The Steiff Company has produced a number of limited edition teddy bears.</i>
merchandise (n) U formal	/'mɜ:(r)ʃ(ə)n,dɑ:zɪ/	zboží	<i>She contracted polio when she was a small child.</i>
polio (n) U	/'pəʊliəʊ/	dětská obrna	<i>Refugees are facing serious food and fuel shortages.</i>
shortage (n) C/U	/'ʃɔ:(r)tɪdʒ/	nedostatek	<i>This name is a registered trademark and you cannot use it on your products.</i>
trademark (n) C	/'treɪd,mɑ:(r)k/	obchodní/ochranná známka	<i>As a result of an accident, she had to spend the rest of her life in a wheelchair.</i>
wheelchair (n) C	/'wi:l'tʃeə(r)/	invalidní vozík	

4.6 Case study - The English Academy

campus (n) C/U	/'kæmpəs/	univerzitní kampus	<i>We have rooms for 2,000 students on campus.</i>
hydroelectricity (n) U	/ˌhaɪdrəʊlɪk'trɪsɪti/	elektrina z vodní energie	<i>Hydroelectricity accounts for more than half of Switzerland's electricity production.</i>
industrial estate (n) C/British	/ɪnˌdʌstriəl ɪ'steɪt/	průmyslová zóna	<i>They opened a new language school on an industrial estate.</i>
magnate (n) C	/'mæɡnɪt/	magnát	<i>an oil magnate.</i>
orphanage (n) C	/ɔ:(r)f(ə)mɪdʒ/	sirotčinec	<i>When she was six, her mother died, so she grew up in an orphanage.</i>
outskirts (n) Pl.	/'aʊtˌskɜ:(r)ts/	okraj, periferie	<i>a park on the outskirts of Edinburgh.</i>
patent (n) C	/'peɪt(ə)nt/	patent	<i>In 1878 Edison received a patent for his phonograph.</i>
prestigious (adj)	/pre'stɪdʒəs/	prestižní	<i>The school is in a very prestigious location.</i>
quality (n) C/U	/'kwɒləti/	kvalita, jakost	<i>This cut in funding will affect the quality of education in our schools. The food is of the highest quality.</i>
refugee (n) C	/'refjuːdʒi:/	uprchlík	<i>His family moved as refugees to Greece in the early 1920s.</i>
steel (n) U	/sti:l/	ocel	<i>The works produced a million tons of steel a year.</i>
tanker (n) C	/'tæŋkə(r)/	tanker	<i>The western coast suffered from oil pollution when two tankers collided yesterday.</i>
tailor (n) C	/teɪlə(r)/	krejčí	<i>He learnt everything about making clothes in his mother's small tailor shop.</i>
untimely (adj)	/ʌn'taɪmli/	předčasný	<i>his untimely death.</i>
whaler (n) C	/'weɪlə(r)/	velrybářská loď	

5 Selling

5.1 About business - Advertising

billboard (n) C	/'bɪl,bɔː(r)d/	billboard	The company's advertisements could be seen on billboards all around the country.
branded (adj)	/'brændɪd/	značkový	Athletes have always earned a lot of money by wearing branded sports clothes.
desire (n) C/U	/dɪ'zʌə(r)/	přání, touha	his desire to join the army.
differentiate (v) I/T	/ˌdɪfə'renʃieɪt/	rozdlišit, rozlišovat	Neil is colour-blind and cannot differentiate between red and green.
forehead (n) C	/fɔː(r)'hed/	čelo	She had a long face with a high forehead .
hype (n) U %infml	/haɪp/	intenzivní propagace a reklama	I hate all the hype about portable music players.
lease (v) T	/liːs/	pronajmout	The offices are currently leased to a design company.
logo (n) C	/'lɒgəʊ/	logo	The company has changed its logo for the third time in the past ten years.
potential (adj)	/pə'tenʃ(ə)l/	potenciální	The disease is a potential killer.
run (v) I	/rʌn/	rozpouštět se	When athletes begin to sweat, the tattoo starts to run .
tasteful (adj)	/'teɪstf(ə)l/	vkusný	Some consumers may not find this type of advertising very tasteful .
taboo (n) C	/tə'buː/	tabu	In some parts of the world showing too much skin in public is a taboo .
unique selling proposition (n) C	/ˌjuːnɪk'selɪŋ'prɒpə'zɪʃ(ə)n/	výjimečná vlastnost výrobku, která jej odlišuje od ostatních výrobků stejného druhu	Many advertising campaigns fail because the product's USP is too weak.
word of mouth (n) U %infml	/wɜː(r)'d əv 'mɔːθ/	ústní doporučení od někoho	Most of our customers hear about us by word of mouth .

5.2 Vocabulary - Buying and selling

characteristics (n) PL	/ˌkærɪktɪ'rɪstɪks/	vlastnosti, charakteristické rysy	main characteristics of 20th-century culture
complicated (adj)	/'kɒmplɪkətɪd/	komplikovaný	It looks very complicated to use.
potential (adj)	/pə'tenʃ(ə)l/	potencionální	a potential disaster.
pricey (adj) %infml	/'praɪsi/	drahý, nákladný	It was a bit pricey but definitely value for money.

rival (n) C

/ˈraɪv(ə)l/

rival, protivník

She scored twice as many points as her **rival**.

5.3 Grammar - Comparatives, superlatives and asking questions

assure (v) T formal	/əˈʃʊ:(r)/	ubezpečit	There's no mistake, I can assure you.
breakdown (n) C	/'breɪk daʊn/	porucha, havária	You won't have a breakdown with this car.
detection (n) U	/dɪ'tekʃ(ə)n/	odhalení, vypátrání	aircraft capable of avoiding detection .
downloadable (adj)	/daʊn'laʊdəb(ə)l/	ke stažení z internetu	The NewTech GPS Mapping System features celebrity voices as a downloadable option.
exotic (adj)	/ɪg'zɒtɪk/	exotický, cizokrajný	There isn't a good selection of exotic fruit.
helmet (n) C	/'helmt/	helma	a motorcycle helmet .
integrate (v) I/T	/'ɪntɪgreɪt/	integrovat, začlenit	How would such culturally different people be integrated into our society?
portable (adj)	/'pɔ:(r)təb(ə)l/	přenosný	a portable television/heater
satellite (n) C	/'sætələɪt/	satelit	a spy/communications/weather satellite
state-of-the-art (adj)	/'steɪt əv ðɪ 'ɑ:(r)t/	nejmodernější (po technické stránce)	state-of-the-art voice recognition technology.
steering wheel (n) C	/'stiəriŋ wi:l/	volant	A hands-free handset allows you to talk on the phone without taking your hands off the steering wheel .
trolley (n) C British	/'trɒli/	vozik (např. v obchodě)	Please leave your trolley here when you're leaving the supermarket.
waterproof (adj)	/'wɔ:tə(r),pru:f/	voděodolný, nepromokavý	a waterproof jacket.

5.4 Speaking - Negotiating

agenda (n) C	/ə'dʒendə/	plán, program	Cutting the number of workers is not on the agenda .
ballet (n) U	/'bæleɪ/	balet	<i>classical/modern ballet.</i>
compromise (n) C/U	/'kɒmprəmaɪz/	kompromis	Neither of them is willing to make compromises .
subsidize (v) T	/'sʌbsɪ,dəɪz/	podporovat, dotovat	The company canteen should no longer be subsidized .

sum up (v) T	/sʌm 'ʌp/	shrnutí,	<i>It's a good idea to sum up agreements regularly.</i>
trekking (n) U	/'trekiŋ/	treking	<i>He had trekked across South Africa. She's going trekking in New Zealand.</i>

5.5 Writing - Negotiating by email

etiquette (n) U	/'etɪkət/	etiketa, společenská pravidla	<i>professional/business/diplomatic etiquette.</i>
inclusive (adj)	/m'klʊ:sv/	včetně,	<i>These goods are inclusive of VAT.</i>
prompt (adj)	/prɒmpt/	okamžitý	<i>Prompt action is required.</i>

5.6 Speaking - Making small talk

brochure (n) C	/'brəʊʃə(r)/	brožura	<i>holiday brochure.</i>
disposable income (n) U	/dɪ,spəʊzəb(ə)l 'ɪnkʌɪm/	čistý příjem po srážce daně	<i>This social group has a very high disposable income.</i>
innovative (adj)	/'ɪnəvətɪv/	inovační, pokrokový	<i>innovative products.</i>
pamper (v) T	/'pæmpə(r)/	rozmazlovat	<i>You can relax and pamper yourself in one of our five-star hotels.</i>
relatively (adv)	/'relatɪvli/	relativně, poměrně	<i>a relatively small flat</i>
status symbol (n) C	/'steɪtəs ˌsɪmb(ə)l/	znak společenského postavení	<i>For some, a personal bodyguard has become something of a status symbol.</i>
track down (phr.v.) T	/'træk 'daʊn/	vystopovat, najít někoho	<i>I finally managed to track him down in Manchester.</i>
trendspotter (n) C	/'trend,spɒtə(r)/	člověk, který sleduje trendy	<i>A team of brilliant young trendspotters track down new products before they become too popular and everyone has them.</i>

6 The organization

6.1 About business - Entrepreneurs

debt (n) C	/det/	dluh	<i>By this time we had debts of over £15,000.</i>
expand (v) I/T	/ɪk'spænd/	expandovat, šířit se	<i>The population is expanding rapidly.</i>
festivities (n) Pl.	/fɛ'stɪvətɪz/	slavnosti, oslavy	<i>Festivities include a parade and an open-air concert.</i>
headquarters (n) Pl.	/ˈhed'kwɔ:(r)tə(r)z/	sídlo společnosti, centrála, ústředí	<i>She has never been to her company's headquarters in Birmingham.</i>
liability (n) U	/ˌlɪə'bɪlətɪ/	závazek, odpovědnost	<i>The owner's liability is only limited to the amount they invested.</i>
paperwork (n) U	/ˈpeɪpə(r)wɜ:(r)k/	papírování, kancelářská práce	<i>You don't have to do the paperwork yourself.</i>

6.2 Vocabulary - Types of companies

bankrupt (adj)	/'bæŋkɹʌpt/	zkrachovalý	<i>If you're a sole trader and you go bankrupt, you may have to sell your possessions to pay your debts.</i>
diversify (v) I/T	/daɪ'vɜ:(r)sɪˌfaɪ/	zvyšovat různorodost produktů, vkládat kapitál do různých podniků (s cílem snížit riziko)	<i>You have to diversify your activities to be successful in business.</i>
global warming (n) U	/ˌɡləʊb(ə)l 'wɔ:(r)mɪŋ/	globální oteplování	<i>Big companies don't invest their big profits to stop global warming.</i>
monopoly (n) C/U	/mə'nɒpəli/	monopol	<i>No company should have a monopoly on rail transport.</i>
pollute (v) T	/pə'lju:t/	znečistit, znečišťovat	<i>The oil spillage has polluted the harbour.</i>

6.3 Grammar - Reported speech

cognac (n) U	/'kɒŋjæk/	koňak	<i>A good choice of present is an expensive cognac.</i>
face to face (adj)	/'feɪs tə 'feɪs/	tváří v tvář, osobně	<i>a face to face meeting</i>
interrupt (v) I/T	/ˌɪntə'rʌpt/	přerušit, rušit	<i>Please don't interrupt her while she's working.</i>

6.4 Speaking - Interrupting in meetings

absenteeism (n) U	/ˌæbsənˈtiːz(ə)m/	absence	<i>If people keep injuring themselves, we'll have more absenteeism.</i>
clarification (n) U formal	/ˌklærəfɪˈkeɪʃ(ə)n/	vysvětlení, objasnění	<i>If I don't understand what someone means, I ask for clarification.</i>
counterproductive (adj)	/ˌkauntə(r)prəˈdʌktɪv/	kontraproduktivní, s opačným účinkem	<i>Research shows that sending young offenders to prison can be counterproductive.</i>
frown (v) I	/fraʊn/	mračit se	<i>I never frown when I am talking.</i>
lose the thread (phrase)	/ˌluːz ðə ˈθreɪd/	ztratit nit/souvislost	<i>More than once she lost the thread and had to ask them to speak more slowly.</i>

6.5 Writing - Agendas and action minutes

atmosphere (n) Sg.	/ˈætmosˌfɪə(r)/	atmosféra	<i>There is an atmosphere of tension in the city today.</i>
demotivated (adj)	/diːˈmɔʊtɪvɪtɪd/	demotivovaný	<i>Staff are demotivated by the lack of promotion opportunities.</i>
hot desking (n) U	/hɒt ˈdeskɪŋ/	sdílení pracoviště – u jednoho stolu se střídá více zaměstnanců	<i>Staff are not happy about hot desking.</i>
newsletter (n) C	/ˈnjuːzˌleɪtə(r)/	newsletter, informační bulletin	<i>We'd like to ask staff to contribute materials to our company newsletter.</i>
quarterly (adj) (adv)	/ˈkwɔː(r)tə(r)li/	kvartální, čtvrtletní	<i>a quarterly report.</i>
quotation (n) C	/kwəʊˈteɪʃ(ə)n/	cenová nabídka, předkalkulace	<i>Can you give me a quotation for replacing all the windows?</i>
structure (n) C/U	/ˈstrʌktʃə(r)/	struktura	<i>the structure of DNA; the changing structure of agriculture in this country</i>
summary (n) C	/ˈsʌməri/	shrnutí, stručný obsah	<i>The text provides summaries of the plots of Shakespeare's plays.</i>
temporary (adj)	/ˈtemp(ə)rəri/	dočasný, prozatímní	<i>These measures are only temporary.</i>

6.6 Case study - Soup kitchen vs Gourmet to go

be located (phrase)	/bi ˌləʊˈkeɪtɪd/	být umístěn	<i>The centre is conveniently located close to many historical sites.</i>
biodegradable (adj)	/ˌbaɪəʊdɪˈɡreɪdəb(ə)l/	biologicky odbouratelný	<i>We use biodegradable components to manufacture our packages.</i>
cater (v) I/T	/ˈkeɪtə(r)/	postarat se, starat se	<i>Our sales objective for next year is to cater for an average of 50 business</i>

functions a week.
healthy food: a **healthy** diet/ lifestyle.
organic apples/meat, **organic** farming.
a set of **pots** and pans.
cooking **utensils**.
We only serve **wholesome** soups.

healthy (adj)	/'helθi/	zdravý
organic (adj)	/ɔ:(r)'gænik/	organický
pot (n) C	/pɒt/	hrnec
utensil (n) C	/ju:'tens(ə)l/	náčiní, nádobí
wholesome (adj)	/'həʊls(ə)m/	zdravý, prospěšný zdraví

7 The stock market

7.1 About business - Keep it in the family

buyback (n) C	/'baɪbæk/	odkoupení, zpětný nákup	a share buyback
consolidated (adj)	/kən'sɒlɪdeɪtɪd/	konsolidovaný, souborný	a consolidated financial report.
dividend (n) C	/'dɪvɪdend/	dividenda	The next dividend will be paid out on 31 January 2008.
secure (v) T formal	/sɪ'kjʊə(r)/	zabezpečit	The team secured their second victory of the season.
stock exchange (n) C	/'stɒk ɪks'tʃeɪndʒ/	burza cenných papírů	He invested everything on the stock exchange .

7.2 Vocabulary - Dealing with figures

annually (adv)	/'ænjuəl/	každý rok	The directory is published annually .
lifespan (n) C	/'laɪf'spæn/	délka života	The average lifespan of a car in the UK has been estimated as between 13-17 years.
phishing (n) U	/'fɪʃɪŋ/	phishing (online podvod požadující sdělení osobních informací vydávající se za důvěryhodnou instituci)	The online bank was once again target of a phishing attack.
productivity (n) U	/'prɒdʌk'tɪvətɪ/	produktivita	Productivity grew by 7% in the third quarter.
surplus (n) C/U	/'sɜ:(r)pələs/	nadbytek	a surplus of oil

unemployment (n) U	/ˌʌnɪm'plɔɪmənt/	nezaměstnanost	Unemployment rose last month to its highest level in five years.
vehicle (n) C	/'viːk(ə)l/	prostředek (pro uskutečnění něčeho)	He launched the newspaper as a vehicle for his campaign.
virus (n) C Computing	/'vaɪrəs/	virus	Most viruses are spread over the Internet.
overtake (v) T	/'əʊvə(r)'teɪk/	předstihnout, předhonit	The women students seem to be overtaking the men.

7.3 Grammar - **will** and **won't**, **be going to**, **first conditional**

curry (n) C/U	/'kʌrɪ/	kari (koření)	Italians don't seem to like curry flavour pizzas.
dozen (det)	/'dɒz(ə)n/	tucet	a dozen red roses
nuclear (adj)	/'njuːklɪə(r)/	nukleární, jaderný	nuclear power/energy
pensioner (n) C	/'penʃ(ə)nə(r)/	důchodce	By 2075 there will be one worker for three pensioners .
power plant (n) C	/'paʊə(r) plænt/	elektrárna	The Government has announced that 12 out of 23 nuclear power plants will be closed by 2030.
risky (adj)	/'rɪski/	rizikový, nebezpečný	The decision is politically risky .
solar panel (n) C	/'səʊlə(r) pænl(ə)l/	solární panel	I'm going to install solar panels to save on electricity bills.
terrorist (n) C	/'terərɪst/	terorista	a suspected/convicted terrorist .
villa (n) C	/'vɪlə/	víla	We have a luxury villa in the Bahamas.

7.4 Speaking - Negotiations: making offers and agreeing deadlines

catalogue (n) C	/'kætəlɒɡ/	katalog	a mail order catalogue .
guarantee (v) T	/'gærən'ti:/	garantovat, zaručit	The government provides help for small businesses, but it cannot guarantee their success.
maintenance (n) U	/'meɪntənəns/	údržba	aircraft maintenance .
turnover (n) C/U	/'tɜː(r)n_əʊvə(r)/	obrat	Just-in-time system means that the costs are cut and turnover is increased.

7.5 Writing - Describing figures

resignation (n) C/U	/ˈreɪzɪɡˈneɪʃ(ə)n/	resignace	Rebel groups have demanded the resignation of the government.
run out (phr.v) I	/rʌn ˈaʊt/	vyčerpat zásobu něčeho	Many hospitals are running out of money.
short-lived (adj)	/ˌʃɔː(r)t ˈlɪvd/	přechodný, krátkodobý	The rise in share price was short-lived .
speculation (n) C/U	/ˌspekjuˈleɪʃ(ə)n/	spekulace	Share speculation was responsible for the collapse of the stock market.
takeover (n) C	ˈteɪkˌoʊvə(r)/	převzetí (společnosti)	There was a talk of a takeover bid .
turbulent (adj)	ˈtɜː(r)bjuˌlənt/	neklidný, bouřlivý	the country's turbulent history.

7.6 Case study - Trading stocks

barrel (n) C	ˈbærəl/	barel	A barrel of oil was up USD 0.9 yesterday.
chip (n) C	/tʃɪp/	čip	a computer chip manufacturer.
fabricate (v) T Business	ˈfæbrɪkeɪt/	vyřábět	Cyberchip Plc has two fabrication plants.
field (n) C	/fi:ld/	naleziště, pole	The company intends to increase production from its larger gas fields .
frost (n) U	/frɒst/	jinovačka	bushes covered with frost .
genetically-modified (adj)	/dʒenetɪkli ˈmɒdɪfaɪd/	geneticky modifikované	Genezap Inc. is a company which produces genetically-modified seed.
pipeline (n) C	ˈpaɪpˌlaɪn/	potrubí, ropovod	a 500-kilometre oil pipeline .
plant (n) C	/plænt/	továrna	a nuclear/ chemical plant .
processed (adj)	ˈprəʊsest/	zpracovaný	processed meat/cheese
profitability (n) U	/ˌprɒfɪtəˈbɪləti/	ziskovost, rentabilita	We have consistently increased turnover and profitability .
refinery (n) C	/rɪˈfɪnəri/	rafinerie	oil refinery .
triple (adj)	ˈtrɪp(ə)l/	trojitý	a triple killing.

8 Going global

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8.1 About business - Franchising

corporate identity (n) C	/ˌkɔː(r)pəreɪt aɪ'dentɪti/	image firmy	We need to think of a new corporate identity for the Asian market.
establish (v) T	/ɪ'stæblɪʃ/	založit (firmu)	The company was established in 1860.
fulfil (v) T	/fʊl'fɪl/	splňovat	Do you fulfil the entry requirements for the course?
global player (n) C	/'glɔʊb(ə)l ˌpleɪə(r)/	globální hráč (na trhu)	If you would like to be a global player , perhaps you should think about setting up a franchise business.
globe (n) C mainly literary	/gləʊb/	zeměkoule	on the other side of the globe .
legislation (n) U	/'ledʒɪ'sleɪʃ(ə)n/	legislativa	a complex piece of legislation .
outlet (n) C	/'aʊtˌlet/	prodejna, obchod	Subway has more outlets in the USA and Canada than McDonald's.
overseas (adj)	/'əʊvə(r)'siːz/	zámořský	overseas visitors/students/markets
relocate (v) I/T	/'riːləʊ'keɪt/	přesídlit se, přemístit se	I left my job because the company relocated .
reputation (n) U	/'replʊ'teɪʃ(ə)n/	reputace, pověst	The town has a bad reputation .
tried and tested (adj)	/'traɪd ən 'testɪd/	vyzkoušený	We only buy tried-and-tested products.

8.2 Vocabulary - Setting up a franchise

appeal (v) I	/ə'piːl/	působit, být přitažlivý	I think we should offer something that will appeal to kids.
contact (v) T	/'kɒntækt/	kontaktovat někoho	Please contact us if you have any information.
market research (n) U	/'mɑː(r)kɪt rɪ'ssɜː(r)ʃ/	průzkum trhu	Companies always do thorough market research before launching a new product.
persuade (v) T	/pə'sweɪd/	přesvědčit, přemluvit	He did finally come with us, although it took a long time to persuade him.
prestigious (adj)	/'pre'stɪdʒəs/	prestižní	The school is in a very prestigious location.
realistic (adj)	/'riːəlɪstɪk/	realistický	Changing your job is the only realistic solution. I don't think it's very realistic to expect her to help us.

sceptical (adj)	/'skeptɪk(ə)l/	skeptický	<i>I'm very sceptical about the results of the survey.</i>
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8.3 Grammar - Past simple and past perfect

appliance (n) C	/ə'plaiəns/	spotřebič, přístroj	<i>appliances such as washing machines and refrigerators.</i>
asset (n) C	/'æset/	aktivum, majtková hodnota	<i>The company has assets of over USD 1.7 trillion.</i>
diamond (n) C/U	/'daɪəmənd/	diamant, diamantový	<i>a diamond ring/necklace/bracelet.</i>
household (n) C	/'haʊs.həʊld/	domácnost	<i>household appliances.</i>
joint venture (n) C	/dʒɔɪnt 'venʃə(r)/	společný podnik	<i>The two companies have set up a joint venture to bid for the government contract.</i>
light bulb (n) C	/'laɪt bʌlb/	žárovka	<i>The light bulb was invented by Thomas Edison.</i>
misunderstanding n (U)	/'mɪsʌndə(r)'stændɪŋ/	nedorozumění	<i>There's been a misunderstanding: Mr Jones isn't expecting you until tomorrow.</i>
radical (adj)	/'rædɪk(ə)l/	radikální,	<i>a radical solution to the problem of juvenile crime</i>
restructure (v) T	/'ri:stɹʌktʃə(r)/	rekonstruovat	<i>There has been some radical restructuring in the last few years.</i>
silicon (n) U	/'sɪlɪkən/	křemík	<i>Siemens developed a method to produce ultra-pure silicon.</i>

8.4 Speaking - Presentations: handling questions

control tower (n) C	/kən'trəʊl 'taʊə(r)/	kontrolní věž, věž letové kontroly	<i>The control tower is located near the arrivals terminal.</i>
domestic (adj)	/də'mestɪk/	domáci, tuzemský	<i>domestic politics</i>
expand (v) I/T	/ɪk'spænd/	expandovat, šířit (se)	<i>The population is expanding rapidly; There are plans to expand the national park.</i>
fog (n) U	/fɒg/	mlha	<i>Heavy fog forced drivers to slow down.</i>
groundwater (n) U Science	/'graʊnd,wɔ:tə(r)/	podzemní voda	<i>The groundwater in this area will have to be lowered.</i>
impact (n) C	/'ɪmpækt/	dopad, vliv	<i>Internet shopping has begun to have a serious impact on traditional bookshops.</i>
runway (n) C	/'rʌnweɪ/	vzletová a přistávací dráha, ranvej	<i>The longest runway in the world is at Qamdo Bangda Airport, China.</i>

statistics (n) Pl.	/stə'tɪstɪks/	statistika	<i>There are three types of lies: lies, damned lies and statistics.</i>
terminal (n) C	/'tɜ:(r)mɪn(ə)l/	terminál	<i>A second terminal was opened in 2001.</i>
transit (n) U	/'trænst/	tranzit, přeprava	<i>Our suitcases were damaged in transit.</i>

8.5 Writing - Reports of recommendation

availability (n) U	/ə'veɪlə'bɪləti/	dostupnost	<i>Parents are concerned about the availability of drugs in the school.</i>
component (n) C	/kəm'pəʊnənt/	součástka, komponent	<i>XYZ Inc. is our main supplier of electronic components.</i>
criteria (n) Pl.	/kraɪ'tɪəriə/	měřítka, kritéria	<i>Everyone whose qualifications meet our criteria will be considered.</i>
dependent (adj)	/dɪ'pendənt/	závislý	<i>Your pay is dependent on your work experience.</i>
disruption (n) C/U	/dɪs'rʌpʃ(ə)n/	přerušení, porucha	<i>There was a major disruption at our factory yesterday.</i>
drawback (n) C	/'drɔː,bæk/	nevýhoda, stinná stránka	<i>The main drawback of the plan is its expense.</i>
flood (n) C/U	/flʌd/	povodeň	<i>The southwest of England has been badly hit by floods.</i>
forecast (v) T	/'fɔ:(r)kɑ:st/	předpovídat	<i>We forecast that costs are likely to increase quickly.</i>
humidity (n) U	/hju:'mɪdətɪ/	vlhkost	<i>The problem here is the high humidity.</i>
infrastructure (n) C	/'ɪnfɹə'strʌktʃə(r)/	infrastruktura	<i>Germany has a very good transport infrastructure.</i>
monsoon (n) C	/mɒn'su:n/	monzun	<i>the monsoon period.</i>
rust (n) U	/rʌst/	rez, korozie	<i>Materials and parts will have to be kept in special buildings to stop them from rusting.</i>

8.6 Case study - Choosing a franchise

bonus (n) C	/'bəʊnəs/	bonus, prezent (w pracy), dodatkowe świadczenie od pracodawcy	<i>a Christmas bonus.</i>
cotton (n) U	/'kɒt(ə)n/	bavlna	<i>a cotton dress.</i>

disabled (adj)	/dɪs'ɛɪb(ə)ld/	postižený, invalidní	<i>We provide care to help older and disabled people.</i>
overtime (n) U	/'əʊvə(r)taɪm/	práce přesčas	<i>I've done a lot of overtime since the beginning of this month.</i>
retire (v) I	/rɪ'taɪə(r)/	odejít do výslužby/do důchodu	<i>He retired from the army last month.</i>
sustainable (adj)	/sə'steɪnəb(ə)l/	trvale udržitelný	<i>You can also help to make this world greener, cleaner and more sustainable.</i>