

Kompendium słownictwa do części pisemnej egzaminu końcowego z języka angielskiego (*Use of English*) dla studiów licencjackich I stopnia Wydziału Ekonomicznego oraz Wydziału Zarządzania

A.

access V / N (*e.g. to have access to credit*)

account (*e.g. bank account / current account / savings account*) / accounting / accountant

account for / accountability for sth (*e.g. How do you account for the company's high staff turnover?*)

accreditation / accredited (*e.g. Are you the accredited member of the press?*)

accumulate / accumulation (*e.g. accumulation of wealth*)

achieve (*e.g. to achieve targets*) / achievement

acknowledge / acknowledgement

acquire = take over a company / acquisition = takeover / acquirer

action plan (*e.g. to implement an action plan*)

action point (*e.g. There were 3 action points after the meeting.*)

adapt to sth (*e.g. companies adapting to change*)

address (*e.g. a challenge / problem*)

adjust (*e.g. to adjust to changes*)

admire / admirable

adopt (*e.g. to adopt a new approach*)

advance / advancement

advertise / advertisement / advert / ad / advertising (*e.g. to run an advertising campaign, indoor [outdoor] advertising*)

advise / advice / advisable

affect sth (*e.g. The loss of reputation substantially affected sales.*)

afford / affordable

aftersales = post-sales (*e.g. post-sales service*)

agenda (*e.g. to follow the agenda of the meeting*)

agile (*e.g. Most agile corporations have flexible management systems.*)

agree / agreement / agreeable

AI (artificial intelligence)

align (*e.g. You need to align the numbers properly in a column.*)

allegation (*e.g. Allegations of corruption are widespread in this country.*)

alliance (*e.g. Our company has entered into a strategic alliance with GMT.*)

allocate (*e.g. to allocate resources*)

allowance (*e.g. travel allowance / student allowance / child allowance*)

alternative to

amount V / N

analyse / analysis (*plural analyses*) analytical / analyst / analytics

announce / announcement

annual

anticipate / anticipation (*e.g. to anticipate risk*)

AOB (any other business)

appeal to sb (*e.g. This product does not appeal to teenagers.*) / appealing

apply / application (*e.g. to apply for a job, to fill in an application form*)

appoint / appointment (*e.g. He was appointed the new Sales Manager.*)

appraise / appraisal (*e.g. I didn't do well during my last quarterly appraisal.*)

appreciate

apprehension / apprehensive

apprentice = intern = trainee

apprenticeship = internship

approach V / N / approachable [unapproachable]

approximate (*e.g. figures*) / approximately

aptitude for

arise - arose - arisen (*e.g. a problem arose*)

arrange
aspect
aspire / aspirational (e.g. aspirational brand)
assess / assessment (e.g. assessment of the competition)
assets (e.g. intangible assets / fixed assets / variable assets)
assign (e.g. to assign a task to somebody / to assign somebody a task / role) / assignment
associate N (e.g. our most important business associate)
assure / assurance
ATM = cash dispenser = cash machine = cash point
atmosphere
attach / attachment
attitude
attract (e.g. This packaging will attract customers' attention.)
audience
audit / auditor
authority
autocratic (e.g. autocratic management style)
automation (e.g. Automation may cause unemployment.)
autonomy / autonomous
availability (e.g. availability of credit)
average (e.g. An average drop in sales was 10%.)
award / reward V / N
awareness (e.g. awareness of body language) / aware of
B.
back sb / backing (e.g. I have the backing of others in the room for my idea. / financial backing) / backer
backfire (e.g. The company's decision to lower the prices backfired as the quality of their products also dropped and sales did not increase in the end.)
background
background check (e.g. Companies often conduct a background check before hiring an applicant.)
backup (e.g. backup strategy)
bail sb out / a bailout (e.g. Central banks sometimes bail out commercial banks in trouble.)
balance (e.g. balance of payments / balance of trade / check the balance) / balanced (e.g. balanced budget)
balance sheet
band (e.g. The scheme is devised for young people in the 15-20 age band.)
bank V / N (e.g. a retail bank / a commercial bank / a high street bank) / bank with / at (e.g. He banks with / at City Bank.) / banking (e.g. mobile / online / electronic banking)
bankruptcy / to go bankrupt = to go bust
banner (e.g. banner ads)
bargain
be based in (e.g. I work for Google and I am based in Italy.)
be out of / in stock (e.g. This model is currently out of stock.)
be promoted
be ripped off (e.g. I overpaid, I think I was ripped off.)
bear sth in mind
benchmark / benchmarking
benefit V / N beneficial
bias / biased (e.g. I stopped watching this channel, their news is always biased and unobjective.)
big picture (e.g. We must see the big picture and look at the problem globally.)
bitcoin
blend V / N
blended learning
blue-collar jobs / workers
board (e.g. board of directors / management board / supervisory board)
boast
bond (e.g. government's bonds / junk bonds / corporate bonds) / bondholder
bonus
boom V / N / booming / (baby) boomer
boost V (e.g. boost productivity / sales)

borrow (<i>e.g. money</i>) / borrower
bottom line N / bottom-line ADJ (<i>e.g. The bottom-line profits were satisfactory this quarter.</i>)
bound to do sth / to sth
boycott
brainstorm / brainstorming
branch
brand ambassador
brand awareness = brand recognition
brand extension = brand stretching
brand image
brand loyalty
brand profile
break down / breakdown = burnout
break sth down (<i>e.g. Survey results were broken down by regions.</i>) / breakdown
break-even point (<i>e.g. The company should reach the break-even point next year.</i>)
bribery
brick and mortar stores
brief V / N / briefing
broad / broaden
broadcast V / N
bubble (<i>e.g. economic bubble / dot.com bubble</i>)
budget (<i>e.g. to be over budget</i>)
bullet point
bureaucracy / bureaucratic
business aims = goals = objectives
business angel
business casual style
business cycle
business plan
buy out / buyout (<i>e.g. a buyout offer</i>)
C.
calculate [miscalculate] / calculation [miscalculation] / calculated (<i>e.g. a calculated risk</i>)
call centre (<i>also</i> call center)
campaign V / N
cancel / cancellation
candidate
capability
capacity (<i>e.g. factory capacity</i>)
carbon emissions
career development
carry something out (<i>e.g. to carry out market research / to carry out an audit</i>)
cash flow (<i>also</i> cashflow)
cashier (teller)
catastrophe / catastrophic
cater / caterer
cautious
centralised (<i>also</i> centralized) [decentralised (<i>also</i> decentralized)] / centralising [<i>also</i> centralizing] (<i>e.g. centralising management style</i>)
chain (<i>e.g. a discount chain / a retail chain/ a supermarket chain</i>)
chair = chairperson = chairman / woman (<i>plural: chairmen / women</i>) = president of the board of directors
challenge V / N / challenging
charge V / N (<i>e.g. to charge fees / to charge interest / to charge commission / a charge for a service</i>)
charity
Chief Accountant (CA)
Chief Executive Officer (CEO)
Chief Financial Officer (CFO)
circulate
circumstances

claim V / N (<i>e.g. to claim expenses</i>)
clarify / clarification
client (<i>e.g. a base of clients = a client base</i>)
climb (<i>e.g. to climb the (career) ladder, to climb the hierarchy</i>)
close a deal
cloud-based (<i>e.g. cloud-based data</i>)
coach V / N / coaching / coachee (<i>e.g. a career coach / coaching management style</i>)
co-found (<i>e.g. to co-found a company</i>) / co-founder
cold calling
collaborate / collaboration = co-operation / collaborating (<i>e.g. collaborating management style</i>) / collaboratively
colleague = fellow employee
collective (<i>e.g. collective targets</i>)
come into place
come to life
come up (<i>e.g. The problem of transportation came up unexpectedly.</i>)
comfort zone
commerce / e-commerce / m-commerce
commercial (<i>e.g. to make a TV commercial</i>)
commercial vehicle
commission / to work on commission
commit to sth / commitment
commodity
common ground
community manager (<i>e.g. A Community Manager is needed to moderate our chat rooms.</i>)
commute to work / commuter / commuting
company car
company department
company hierarchy
company image
compassion / compassionate
compatible [incompatible]
compensate for sth / compensation (<i>e.g. to receive money in compensation for sth / to seek or claim compensation</i>) / compensatory
compensation (<i>e.g. a competitive compensation package</i>)
compete / competition / competitiveness / competitive (<i>e.g. competitive edge / advantage</i>)
competency = competence / competent [incompetent]
complete / completion
complex
compromise V / N
compulsory
concept
concern V / N
conduct V / N
conference (<i>e.g. a conference venue / conference delegates = participants</i>)
confident
confirm / confirmation
conflict
connect [disconnect] / connectivity [computers]
consensus (<i>e.g. to reach a consensus</i>)
conservation
consider / consideration
consistent
consolidate / consolidation (<i>e.g. a consolidation of power</i>)
constraint
constructive
consult / consultant / consultative (<i>e.g. consultative style</i>) / consulting (<i>e.g. a consulting firm</i>)
consume / consumption / consumer
consumer base = customer base

consumer profile = customer profile
contingency / contingency plan
contract work / contractor
control / controlling (<i>e.g. controlling management style</i>)
convenience / convenient
convenience store
convert / conversion (<i>e.g. to convert money, to convert shares, to convert dollars into euros</i>)
convince / convincing / convinced
co-operate / co-operation
cope with sth
core (<i>e.g. core business / core value</i>)
corporation / corporate (<i>e.g. corporate bonds, corporate culture, corporate value, corporate tax</i>)
corrupt / corruption
cost effective (<i>also cost-effective</i>) = cost-efficient
counter-argument
course of action
covering letter = cover letter = letter of application
crash V / N (<i>e.g. the 1929 stock market crash</i>)
creative / creativity
creative accounting
credit crunch
credit V / N / creditor
crisis (<i>plural crises</i>)
crisis management
criterion (<i>plural criteria</i>)
criticise (<i>also criticize</i>) / criticism / critical
critical thinking
cross-functional approach (<i>e.g. We need a cross-functional approach to solve this problem.</i>)
crowdfunding
cultivate
culture (<i>e.g. company = corporate culture / business culture</i>)
currency
customer
customer engagement
customer satisfaction
Customer Service(s) (Department)
CV (curriculum vitae)
cyberattack
D.
damage V / N (<i>e.g. The scandal did some serious damage to the company's reputation. / damage limitation</i>)
damages (<i>plural</i>) (<i>e.g. to pay damages to sb / to claim damages</i>)
data analysis
data dump
data mining
deadline (<i>e.g. to miss / meet a deadline</i>)
deal (<i>e.g. to make a deal</i>) / dealership / dealings
debit card
debit V / N (<i>e.g. direct debit / to set up / to cancel a direct debit</i>)
debt / debtor (<i>e.g. to be in debt</i>)
decent / decency
decision-making (<i>e.g. a decision-making process</i>)
decisive [indecisive]
decline V / N
declining = dwindling = shrinking (<i>e.g. declining market</i>)
decrease V / N
default on (<i>e.g. If you default on the loan payment, the bank will charge extra interests.</i>)
define
delegate (<i>e.g. to delegate tasks</i>), delegating (<i>e.g. delegating management style</i>)

delivery (e.g. <i>delivery date / delivery method</i>)
demand V / N
democratic (e.g. <i>democratic management style</i>)
demographic N / ADJ
demonstrate sth to sb / demonstration (e.g. <i>a demonstration of a new product</i>)
department (e.g. <i>department store</i>)
dependency on sth / dependent
deposit V / N (e.g. <i>to deposit money in a bank / to place a deposit in a bank / banks receive deposits</i>)
depression (e.g. <i>Depression is a major downturn in the business cycle.</i>)
desk research = secondary research
deteriorate (e.g. <i>Sales results have deteriorated this quarter.</i>) / deterioration
develop / developer / development (e.g. <i>professional development</i>)
device
devise (e.g. <i>to devise a new plan</i>)
diagnose / diagnosis (plural diagnoses)
dial in (e.g. <i>The connection is bad, I will dial in again.</i>)
differ / differentiation
diffuse (e.g. <i>to diffuse a conflict</i>)
digitalise (also digitalize) / digital
digital immigrant
digital native
digital nomad
dimension
dip into sth (e.g. <i>We had to dip into our savings.</i>)
direct [indirect] (e.g. <i>indirect taxation</i>)
directional
directive (e.g. <i>directive management style</i>)
discount = price reduction (e.g. <i>discount coupons / discount retailer / discount supermarket / to sell at a discount</i>)
dismiss
disposable income
disrupt / disruptor / disruptive (e.g. <i>a major disruptor in the healthcare industry / a disruptive technology</i>)
distract / distraction
distribute / distribution / distributor (e.g. <i>distribution centre / distribution channel</i>)
distrust
diverse / diversification / diversity
dividend
domestic market
donate
down payment
downside of sth
downturn
DPA (digital personal assistant)
dress code
drop = fall = decrease in value
E.
earn / earnings
eco-friendly
e-commerce (electronic commerce)
economic cycle (boom, slowdown, downturn, recession, crisis, depression, recovery, upturn)
effectiveness / effective [ineffective]
efficiency / efficient [inefficient]
elaborate
embrace (e.g. <i>to embrace the challenge / problem</i>)
emerging (e.g. <i>emerging markets / emerging technology</i>)
empathy / empathetic
employ / employment / employer / employee / employed / self-employed
empower / empowerment = autonomy / empowering

enable
encourage
encrypt
enforce
engage
enlarge
ensure (<i>also insure</i>)
enter (<i>e.g. new markets</i>)
enterprise / entrepreneur / entrepreneurial
equity
equity stake
establish
estimate V / N (<i>e.g. to estimate costs</i>)
e-tailer (electronic retailer)
ethical [unethical]
ethnicity / ethnic
etiquette
evaluate / evaluation
event (<i>e.g. corporate event / promotional event / event company</i>)
evidence / evident
evolve
examine
exchange rate
executive directors = executives
exhibit / exhibition
expand / expansion
expectation
expenditure = expense
expertise
export V / N / exporter
extend / extension / extensive (<i>e.g. to extend a brand / brand extension</i>)
external [internal]
extreme
extroverted [introverted]
F.
face V / N
face-to-face
facilitate / facilitation / facility / facilitator
factor
factory = plant
fair trade
fall = drop by x% (<i>e.g. a fall in sales / a fall in profits / a fall in exports</i>)
fall out
fast fashion
faulty = defective product
feature (<i>e.g. product feature</i>)
fee
feedback
feedback loop
field
figure sth out
file (<i>e.g. to file documents / to file applications</i>)
Finance (Department)
finance(s)
financial forecast
financial inclusion
financial institution
financial loss

financial services
financial statements
financial system
financier
findings (<i>usually plural</i>)
fire = dismiss = lay off = make somebody redundant
firm N
fit V / N
flexibility / flexible [inflexible] (<i>e.g. flexible hours / to work flexible hours</i>)
flourish
focus group
focus V / N focused
follow
follow-up ADJ
force V / N
forecast V / N (<i>e.g. sales forecast</i>)
foresee
form V / N
formulate
forum (<i>plural</i> fora BrE or forums AmE)
forward thinking
fraction
framework
freelancer / freelanced / freelancing
fringe benefits = perks
frustration / frustrated / frustrating
fulfil (<i>also</i> fulfill)
fully-fledged (<i>e.g. What started as a small business is now a fully-fledged company.</i>)
function V / N / functional
funding
fusion
G.
gain V / N (<i>e.g. to gain access / to gain admittance</i>)
garment
gather (<i>e.g. to gather information / to gather data</i>)
gauge V / N
GDP (gross domestic product)
generate (<i>e.g. to generate income / to generate sales</i>)
generation X / Y / Z
get beyond (<i>e.g. Many readers never get beyond the headlines.</i>)
get by (<i>e.g. Students often have to get by on little money.</i>)
get carried away
get the ball rolling
get things back on track
get to the bottom of the problem
give priority to sth
give sb the go-ahead
globalise (<i>also</i> globalize) / globalisation (<i>also</i> globalization) / global
GNP (gross national product)
go forward
go over (<i>e.g. Let me go over my main points again.</i>)
go the extra mile
go through the roof
goal
goods
government organisation (<i>also</i> government organization)
grant (<i>e.g. government grants</i>)
gravitate (<i>e.g. Because of the pandemic customers gravitate towards online shopping.</i>)

gross [net] (<i>e.g. gross figures / profit</i>)
ground-breaking (<i>also groundbreaking</i>)
grounds (<i>plural</i>) (<i>e.g. What are the grounds for such behaviour?</i>)
grow - grew - grown / growth / grower = farmer / growing = developing = expanding market
guarantee = warranty
guidance
guideline
gut feeling
H.
hack / hacker / hacked
hand in (<i>e.g. She handed in her resignation.</i>)
handle V
hazard / hazardous
head office = headquarters (HQs)
header
headhunt / head-hunter
health and safety
hierarchy / climb the hierarchy
high-flyer (<i>also high flier</i>)
high-growth ADJ (<i>e.g. Amazon is a high-growth company, their earnings are rapidly increasing.</i>)
highlight V
high-powered
high-profile (<i>e.g. a high-profile product launch</i>)
hindsight (<i>e.g. With hindsight, I should have seen the warning signs.</i>)
hire = take on = recruit = employ sb
hit a problem
hold (<i>e.g. a press conference, a meeting</i>)
honesty / honest / honestly
hostility / hostile (<i>e.g. a hostile takeover</i>)
housing market
Human Resources (Department) (HR)
I.
iconic
identify
idle ADJ
imagine / imaginative
immigrate / immigrant
impact V / N
implement / implementation (<i>e.g. to implement a policy, plan etc.</i>)
import V / N / importer
impose
improve / improvement
incentive (<i>e.g. a financial incentive</i>)
inclusion (<i>e.g. The inclusion of women in business is still not taking place in some countries.</i>) / inclusive
income (<i>e.g. annual income / gross income / net income / disposable income / income stream / income tax</i>)
in-company = in-house (<i>e.g. an in-house training for the staff</i>)
increase V / N
in-depth (<i>e.g. an in-depth customer survey</i>)
indicate / indicator
individual proprietorship = sole trader
induction (<i>e.g. an induction training / an induction programme</i>)
industry
inevitable
inflation (<i>e.g. a high inflation rate</i>)
influence / influencing N / influential
infrastructure
inherit / inheritance

initiative (<i>e.g. to take the initiative</i>)
innovate / innovation / innovative / innovator
insight
install
instinct
in-store
insure against
insured loss
integrate / integration
integrity
intention
interact / interaction
interconnected
interest (<i>e.g. interest rate</i>)
international = overseas = worldwide market / internationalisation (<i>also internationalization</i>)
interpersonal skills
interview / interviewer / interviewee
intuition / intuitive
invaluable
invest in / investment (<i>e.g. foreign investment</i>) / investor
invoice V / N / invoicing N
involve / involvement
IOT (internet of things)
IP address = Internet Protocol address
irritation
isolated
issue V / N (<i>e.g. to issue a press release / to issue a statement / to issue shares</i>)
J.
job title
jobseeker (<i>also job seeker</i>)
joint venture
judge [misjudge] / judgement [misjudgement]
judge sth against sth
junior (<i>e.g. a junior colleague</i>)
justify / justification / justified
K.
key ADJ (<i>e.g. the key findings in the reports</i>)
kill by / with kindness
L.
label V / N
labour market
labour-intensive
labour-scarce
lack V / N
large-scale [small-scale] (<i>e.g. A small-scale industry is more flexible.</i>)
launch V / N = introduce = bring out a product into the market / product launch
law-abiding
lay off (<i>e.g. Employees were laid off as an attempt to cut costs.</i>)
lead / leader / leadership
leave V / N (<i>e.g. a sick leave / a maternity leave / a paternity leave / to leave the company</i>)
legal action
lend (<i>e.g. money</i>) (lend-lent-lent)
lengthy
let sb down
level
liability = responsibility / limited liability company (Ltd)

line manager
liquidity
live up to sth (<i>e.g. His performance did not live up to his manager's expectations so he lost his job.</i>)
livelihood
loan (<i>e.g. Banks grant loans.</i>)
log
logistics
logo
long-standing
long-term [short-term]
lose out to
loss
loyalty (<i>e.g. a loyalty card</i>)
M.
mainstream N / ADJ
maintain (<i>e.g. to maintain a good business relationship</i>)
make concessions
make hard calls
make provisions for sth
manage [mismanage] / management / manager / managing director
management style (<i>e.g. people-orientated management style</i>)
manipulative
manufacture / manufacturer / manufacturing
market (<i>e.g. emerging markets / global market</i>)
market growth
market leader
market research
market share
market survey
marketing (<i>e.g. interactive marketing</i>) / marketers = marketeers
marketing budget
marketing campaign
mass-market product
maximise profits
meaningful
measure V / N
mediation / mediator
memorable
menial (<i>e.g. menial jobs, a menial task</i>)
mentor V / N / mentoring / mentee
merge [demerge] / merger
millennials
mindful
mindset
minimise (<i>also minimize</i>) / minimal
minimum wage
mitigate (<i>e.g. mitigate losses / crisis</i>)
m-learning = mobile learning
m-banking = mobile banking
mobile money service
mobilise (<i>also mobilize</i>) / mobility
moderate / moderator
monetise (<i>also monetize</i>) (<i>e.g. The problem was how to monetise this kind of social networking site.</i>)
money order
money transfer service
money-back guarantee
monitor V / N
morale

mortgage
motion (<i>e.g. a motion to postpone the vote</i>)
motivate [demotivate] / motivation / motivator
movement
multinational N / ADJ
mutual
mutually beneficial
mutually exclusive
N.
nationalise (<i>also nationalise</i>) [denationalise (<i>also denationalize</i>)]
needs analysis
negotiate / negotiation / negotiator
nepotism
net [gross] (<i>e.g. net worth / net profit</i>)
network V / N / networking
notice V / N
notify / notification / notified
nurturing
nutshell (<i>e.g. 'What went wrong?' 'Everything - in a nutshell.'</i>)
O.
objection to sth
objective (<i>e.g. to set objectives / to achieve objectives</i>) / objectively
obstacle
occupant (<i>e.g. The building has 4 occupants.</i>)
odds (<i>plural the odds</i>)
offshore (<i>e.g. offshore production</i>)
old-school ADJ
on the / sb's radar
on the same page
one-to-one
one-way street (<i>e.g. Mentoring is never a one-way street.</i>)
ongoing
online banking
on-the-job (<i>e.g. on-the-job training</i>)
open-plan office = open-space office
operate / operations / operator
operating (<i>e.g. operating expenses / operating costs</i>)
opinion leader (<i>e.g. Instagrammers are often opinion leaders for teenagers.</i>)
opportunity
optimise (<i>also optimize</i>)
option
order V / N (<i>e.g. to place an order with company X for goods</i>)
organic
outcome
outdated
outlet (<i>e.g. retail outlets</i>)
outperform (<i>e.g. We have outperformed our rivals.</i>)
outproduce
output (<i>e.g. to increase output from the factory</i>)
outsell
outside the scope of sth
outsource (<i>e.g. to outsource manufacturing</i>)/ outsourcing
outweigh
over-cautious
overdraft (<i>e.g. an overdraft facility / to apply for an overdraft</i>) / overdrawn
overestimate
overload / overloaded (<i>e.g. information overload</i>)

overlook (<i>e.g. to overlook important details</i>)
oversee / oversight
overtime (<i>e.g. to do overtime</i>)
overview
owe (<i>e.g. He owes me money.</i>)
own-brand / own-label products
P.
pace (<i>e.g. the right pace of development</i>)
parent company
participate / participation / participant
partnership / partner
part-time job [full-time job]
pass sth on (<i>e.g. Could you pass this info on to the rest of the team?</i>)
pay V / N / payee / payer
pay rate
pay rise
pay structure
peer (<i>e.g. peer worker</i>)
pension (<i>e.g. pension fund</i>)
people pleaser
perfectionist
perform / performance (<i>e.g. performance review</i>)
permit V / N
persistent
personalise (<i>also personalize</i>) / personalisation (<i>also personalization</i>)
perspective
persuade / persuasive
petition
picture V / N (<i>e.g. Just picture it, celebrities endorsing our brand, isn't it marvellous?</i>)
piece rate (<i>e.g. His piece rate is \$2.</i>)
pilot N (<i>e.g. The pilot shows there's going to be the demand for this product.</i>)
pitch V / N (<i>e.g. to pitch to the investors / to make a pitch for a product</i>)
planning tool (<i>e.g. We need to buy a professional planning tool to manage the project.</i>)
platform (<i>e.g. an e-learning platform</i>)
policy (<i>e.g. a non-smoking policy</i>)
popularisation (<i>also popularization</i>)
pose V / N (<i>e.g. to pose a threat to sb / sth</i>)
position = post
postpone
potential N / ADJ
practise V / practice N / practical
pre-defined (<i>e.g. pre-defined goals</i>)
predict / prediction / predictive
premises of a company
present V / presentation
press release
prevalence / prevalent
prevent / preventive
pricing N
pride yourself on sth
primary (market) research
prioritise (<i>also prioritize</i>) / priority
problem-solving / problem-solver
procedure
proceedings
process V / N (<i>e.g. to process data</i>)
produce / production
product design

product endorsement
product innovation
product line
product placement
product range
Production (Department)
productivity / productive
professional [unprofessional]
proficiency / proficient
profile V / N
profit / profitability (<i>e.g. profit growth</i>) / profitable
profit margin
prohibit / prohibitive (<i>e.g. prohibitive costs</i>)
project manager
promote / promotion (<i>e.g. promotion opportunities / sales promotion</i>) / promotional (<i>e.g. promotional event</i>)
prompt ADJ / V
propose / proposal
pros and cons
prospects / prospective (<i>e.g. a prospective buyer / a prospective entrepreneur</i>)
public N / ADJ
PR (public relations)
publicise (<i>also publicize</i>)
publicity
purchase V / N / purchasing
pursue (<i>e.g. to pursue your career</i>)
pushed for time
put sb in touch with sb
put sth / sb on hold
put sth by (<i>e.g. to put some money by for hard times</i>)
put sth down (<i>e.g. I managed to put the deposit for the house down.</i>)
put sth off (<i>e.g. to put the meeting off / to put off the meeting</i>)
put your heads together
put yourself in sb's shoes
Q.
qualification / qualified
quality (<i>e.g. quality control</i>) / qualitative (<i>e.g. qualitative data / research</i>)
quantity / quantitative (<i>e.g. quantitative research</i>)
quarter / quarterly
questionable
questionnaire
quit (<i>e.g. quit your job</i>)
R.
raise (<i>e.g. We have to raise prices. / to raise capital</i>)
range (<i>e.g. a wide product range</i>)
ransomware
rapport (<i>e.g. to establish a good rapport with customers</i>)
rate (<i>e.g. an exchange rate</i>)
raw materials
real economy
real estate
real time (<i>e.g. a real time chat</i>)
re-assess (<i>also reassess</i>)
recognise (<i>also recognize</i>) / recognition (<i>e.g. in recognition of hard work / the recognition of achievement</i>) / recognisable (<i>also recognizable</i>)
recommend / recommendation
reconsider

recover / recovery
recruit V / N / recruitment
redundancy (<i>e.g. compulsory redundancies / a redundancy package</i>) / redundant (<i>e.g. to make sb redundant</i>)
reference(s) / referee
refine
reflect
refund V / N
regret V / N
regulate [deregulate] (<i>e.g. to deregulate the financial sector</i>) / regulation
regulatory approval
reinvent
relocate / relocation
rely on
remortgage
remote / remotely
renegotiate / renegotiation
reorganise (<i>also reorganize</i>) / reorganisation (<i>also reorganization</i>)
report on / to sb
request V / N
require / requirement
R&D = Research and Development
residence / resident
resign from sth / resignation
resist / resistance
resolution
resolve
resources
respect
respondent
responsible [irresponsible]
responsive
restore
restructure / restructuring
retail (<i>e.g. retail trade</i>) / retailer
retain / retention (<i>e.g. staff retention / retention rate / customer retention / employee retention</i>)
retire / retirement
retrain staff
return = profit (<i>e.g. a return on investment</i>)
revenue
review V / N
revise / revision
revolutionise (<i>also revolutionize</i>)
reward V / N (<i>e.g. a reward system</i>)
rigid
rigour
rise - rose - risen (<i>e.g. Petrol prices rose dramatically.</i>)
rise through the ranks
risk analysis / risk analyst
risk assessment = evaluation
risk-sensitive
risk-tolerant
room for improvement
routine
run (<i>e.g. to run a company / to run a business / to run a / the risk</i>)
run up debts / bills
run-through N / to run through sth (<i>e.g. Let's give the new software a run-through to see if it works.</i>)
S.
sabbatical (leave)

salary (<i>e.g. annual salary</i>)
sale(s)
sample (<i>e.g. free samples</i>)
satisfy / satisfaction [dissatisfaction] / satisfactory
savings (<i>plural</i>)
scaremongering (<i>e.g. scaremongering about rising unemployment</i>)
schedule V / N (<i>e.g. to be behind the schedule / to be on schedule</i>) / scheduled
scheme
scratch (<i>e.g. to start sth from scratch</i>)
screenshot
search engine (<i>e.g. a search engine optimisation (also optimization)</i>)
secondee / secondment
sector
secure V / ADJ
self-evident
seminar
senior (<i>e.g. senior management</i>)
sense of community
sensitive [insensitive]
sensor
service (<i>e.g. after-sales service</i>)
session
set (<i>e.g. to set a price / to set goals</i>)
set sb on the path to / towards sth
set sth up (<i>e.g. set a company up / set up a joint venture</i>)
setback
settle in / into
settle on sth
severe / severity
share V / N (<i>e.g. to share debt / the share capital</i>)
shareholders / stockholders
shares = stocks (<i>e.g. to issue shares</i>)
ship V / shipping
shortlist V / N (<i>e.g. to shortlist candidates</i>)
shrink - shrank - shrunk
significance / significant
silent generation
skill (<i>e.g. digital skills / soft skills</i>)
slogan
slowdown
SME = small and medium enterprise
social integration
solvency [insolvency] / solvent [insolvent]
source
specialist / specialised (<i>also specialized</i>)
specifics (<i>plural</i>)
spending habits
spidergram
sponsor (<i>e.g. an event / a sports team</i>) / sponsorship
spread V / N (<i>e.g. to spread the risks</i>)
spreadsheet
staff (<i>e.g. staff turnover</i>)
stake in the business
standardise (<i>also standardize</i>) / standard
standstill
start-up
status
stay ahead of sb
stock exchange

stock market
stockbroker
strategy / strategist / strategic (<i>e.g. a strategic planning / a strategic alliance</i>)
strike up a conversation
structure / structural / structured
subsidiary
subsidise / subsidy / subsidised (<i>also</i> subsidized)
substantial
substitute V / N
succeed / success
sufficient [insufficient]
sum up
summarise (<i>also</i> summarize) / summary
supervise / supervision / supervisor
supply chain
supply V / N / supplier
support V / N / supportive [unsupportive] colleagues
survey V / N
sustainability / sustainable [unsustainable]
sweatshop (<i>e.g. sweatshop labour</i>)
SWOT analysis (strengths, weaknesses, opportunities, threats)
synergy
T.
tackle (<i>e.g. to tackle the problem of inflation</i>)
take (the) credit for sth (<i>e.g. It was Susan's idea, but her boss took all the credit for it.</i>)
take sth into account
take sth on board (<i>e.g. We will take this idea on board during our next team meeting.</i>)
take sth personally
take over (<i>e.g. to take over a company</i>) / takeover
takeover bid
target N / ADJ (<i>e.g. a sales target / a target audience / a target customer / a target market</i>)
tax V / N / taxation / taxable
tax requirement
team (<i>e.g. remote teams / cross-cultural teams / multi-cultural teams</i>)
team members = teammates
team-building
tendency
tension
terms (<i>e.g. delivery terms / payment terms</i>)
think tank
timeline
to-do list
top up (<i>e.g. to top up your pre-paid phone card</i>)
top-end of the market
tough (<i>e.g. tough working conditions</i>)
track V / N
track record (<i>e.g. With a track record like that, you should have no problem attracting potential investors.</i>)
trade V / N (<i>e.g. fair trade / a trade fair / a trade union</i>)
trademark
train / training / trainer / trainee
transaction / transactional
transfer V / N (<i>e.g. a bank transfer</i>)
transformation
transit
transition
transparency / transparent
trigger (<i>e.g. to trigger chaos / to trigger health problems</i>)
troubleshoot / troubleshooting

trust fund
trust V / N [mistrust]
trustworthiness
turn sth around / turnaround
turning point
turnover (<i>e.g. staff turnover / employee turnover / annual turnover</i>)
two-way street
U.
ultimate / ultimately
unbanked (<i>e.g. Unbanked customers always pay with cash.</i>)
uncompromising
under pressure
underestimate
underperform
unemployment (<i>e.g. unemployment benefit / rate</i>) = to be on a dole
unethical
unforeseen
USP (unique selling point / proposition)
update V / N
upmarket = upscale
urgent / urgency
utility (<i>e.g. to pay utility bills</i>)
V.
vacant position = vacancy
valid [invalid]
value for money
value V / N [devalue] / valued [devalued] / valuable
venture capital
viable
vintage
viral advertising / marketing
virtual reality
visualise (<i>also visualize</i>) / vision / visualisation (<i>also visualization</i>) / visual
voice recognition
volatility / volatile (<i>e.g. volatile markets</i>)
volume (<i>e.g. a high-volume production</i>)
volunteer V / N
vouchers
W.
wage / weekly wage / minimum wage
warehouse
wavelength (<i>e.g. My boss and I are on the same wavelength.</i>)
way (<i>e.g. the way forward</i>)
webinar
weigh up (<i>to weigh up pros and cons of sth</i>)
white-collar jobs / workers
wholesale / wholesaler
win-win situation
wireless
withdraw - withdrew - withdrawn (<i>e.g. to withdraw a product from the market / to withdraw cash</i>) / withdrawal
work your way up
workflow
workforce
work-life balance
workload

workshop
workspace
worst-case scenario
Y.
yield V / N (<i>e.g. yield from investment</i>)