

Kompendium słownictwa specjalistycznego
do części pisemnej egzaminu końcowego z języka angielskiego (*Use of English*)
dla studiów licencjackich na WPIa

A.

accomplice
account for / accountability for sth
acquire = take over a company / acquisition = takeover / acquirer (*e.g. in mergers and acquisitions*)
action plan (*e.g. implement an action plan*)
address (*e.g. a challenge / problem*)
admissible (*e.g. evidence admissible in court*)
advance / advancement
advertise / advertisement / advert / ad / advertising (*e.g. to run an advertising campaign, indoor [outdoor] advertising*)
affect sth (*e.g. reputation loss affected sales*)
aftersales = post-sales (*e.g. post-sales service*)
AI = artificial intelligence
alimony
amendment
analyse / analysis (pl. analyses) analytical / analyst / analytics
annual
AOB = any other business
apprentice = intern = trainee
apprenticeship = internship
approximate (*e.g. figures*) / approximately
aptitude for
arbitration
arson / arsonist
articles of association
assault / assaulter
asset (*e.g. tangible [intangible] assets, fixed assets / variable assets*)
assign (*e.g. assign a task to somebody, assign somebody a task / role*) / assignment
ATM = cash dispenser = cash machine = cash point
availability (*e.g. availability of credit*)
average (*e.g. an average drop in sales was 10%*)
award / reward V / N

B.

backup (*e.g. backup strategy*)
bail sb out / a bailout / on bail
balance sheet
bars / barrister / the Bar
bargain
behead sb
be in the black
be in the red
be insolvent
be out of / in stock
be promoted
benchmark / benchmarking
binding
blackmail / blackmailer
board (*e.g. board of directors / management board / supervisory board*)
bond (*e.g. government's bonds / junk bonds / corporate bonds*)
bondholder
bonus

boost (*e.g. boost productivity / sales*)

bottom-line

branch

brand awareness

brand extension = brand stretching

break sth down (*e.g. break down the job into several assignments*)

breakdown = burnout

break-even point

bribery / bribe / briber

brick and mortar stores

brief N / V / briefing

brokerage (*e.g. brokerage house / services / companies*) / broker (*e.g. stock broker*)

business angel

bust / go bust

C.

calculate [miscalculate] / calculation [miscalculation]

capacity (*e.g. factory capacity*)

capital (*e.g. capital gain / venture capital*)

capital expenditure

cash flow = cashflow

cast (*e.g. a vote*)

chair = chairperson / president of the board of directors

charge V / N (*e.g. to charge fees / interest / commission / a charge for a service*)

Chief Accountant (CA)

Chief Executive Officer (CEO)

Chief Financial Officer (CFO)

child abuse

child support

civil servant

claim / claimant

cloud-based (*e.g. cloud-based data*)

co-found (*e.g. co-found a company*) / co-founder

cold calling

colleague = fellow employee

comfort zone

commerce / e-commerce / m-commerce

commission / to work on commission

compensate for sth / compensation (*e.g. receive money in compensation for sth / seek or claim compensation*)

compensation package = remuneration = salary and perks

compete / competition / competitive (*e.g. competitive edge / advantage*)

competent [incompetent] / competency = competence [incompetence]

compliance

conformity (with sth)

conglomerate

consignment

constituency

consumer

contingency / contingency plan

copyright

Corporate Income Tax (CIT)

corporation / corporate (*e.g. corporate bonds, corporate culture*)

cost effective = cost-efficient

counterfeit / counterfeiting / counterfeit goods

covering letter = letter of application

creative accounting

credit crunch

credit rating = credit standing

currency

custody / legal custody
customer relationship management (CRM)
Customer Service(s) (Department)
customs (*e.g. go through customs*)

D.

damage limitation
damages (*e.g. pay / claim damages to sb*)
data analysis
data dump
data-mining
deadline (*e.g. miss / meet a deadline*)
death penalty
death row
debit (*e.g. direct debit / to set up / cancel a direct debit*)
debit card
debt / debtor
decline N / V
defamation
default on payment
defendant
deficit
delegate (*e.g. delegate tasks*)
delivery (*e.g. delivery date / method*)
deposit V / N (*e.g. to deposit money in a bank / place a deposit in a bank / banks receive deposits / a bank deposit*) / depositor
deputy
digital / digitalise
digital immigrant
digital native
digital nomad
direct [indirect] taxation / taxes
discharge one's duties
disclose
discount = price reduction (*e.g. discount coupons*)
discretion
dismiss
dispatch N / V (*e.g. dispatch goods*)
distribute / distribution / distributor
dividend
domestic market
down payment
dumping

E.

economic bubble
economic cycles (boom, slowdown, downturn, recession, crisis, depression, recovery, upturn)
efficiency / efficient [inefficient]
eligible (for sth)
embezzlement / embezzler
emerging = rising markets
employ / employment / employer / employee / employed / self-employed
employee turnover = staff turnover = personnel rotation
employees = staff = personnel = workforce
empowerment = autonomy / empowering
endorsement
enterprise / entrepreneur
equity
equity finance
equity stake

exchange rate

excise duty

executive directors / executives

exemption / to be exempt from tax

expand / expansion

expertise

extend / extension

F.

facilitation / to facilitate

facilities

factory = plant

fair trade

fast-moving consumer goods (FMCG)

faulty = defective (*e.g. defective product*)

fee

file (*e.g. file documents / applications*)

fine (*e.g. to pay a fine*)

fire = dismiss = lay off = make somebody redundant = sack sb = give sb a sack

fixed-term contract

flat rate

flexibility / flexible [inflexible] (*e.g. flexible hours / to work flexible hours*)

focus group

forensics

foster family

fraud

fringe benefits = perks

fugitive

G.

gauge N/ V

generate (*e.g. generate income / sales / publicity*)

getaway (*e.g. car , plan*)

get to the bottom of the problem

give priority to sth

good faith (*to act in good faith*)

grant (*e.g. government grants*)

gross [net] (*e.g. gross figures / profit*)

gross domestic product (GDP)

gross misconduct

gross national product (GNP)

ground-breaking

guarantee = warranty

guilt

H.

handcuffs

harassment / harasser

heir / heiress

high-profile (*e.g. high-profile product launch*)

hijacking

hire = take on = recruit = employ sb

hold a press conference / a meeting / hold a patent

hostile (*e.g. a hostile takeover*)

Human Resources (Department)

I.

impact

import N / V export N / V / importer / exporter

implement / implementation (*e.g. implement a policy, plan etc.*)

impose

imprisonment

incapacity (*e.g. legal incapacity*)

incentive (*e.g. financial incentive*)

inclusion N / inclusive ADJ

income (*e.g. annual income / gross income / net income / disposable income / income stream / income level*)

income tax

individual proprietorship / sole trader

induction (*e.g. induction training / programme*)

inflation rate

infringe/infringement

in-house (*e.g. in-house experts / training*)

injured person

inquiry

innovate / innovation / innovative / innovator

insure against

interest (*e.g. interest rate*)

internet of things

interpersonal skills

interrogate/interrogation

interview / interviewer / interviewee

invoice N / V

IP address = Internet Protocol address

issue (*e.g. issue a press release / currency / a statement / shares / bonds*)

J.

joint venture

judgment

jurisdiction

L.

label N / V

lawful

lawsuit

lay off (*e.g. employees were laid off as an attempt to cut costs*)

launch = introduce = bring out a product into the market / product launch

leave N / sick leave / maternity leave / paternity leave

legal capacity

legal entity

liability = responsibility / limited liability company (Ltd)

line manager

liquidity

litigation

listed = quoted company / listings = quotations

loan (*e.g. banks make or grant loans*)

M.

make concessions

manage [mismanage]

market leader

market research

market segment / market segmentation

market share

market value

marketing campaign

mass-market product

maturity date / redemption date of a bond

maximise profits

mediator / mediation

mentor N / V / mentoring / mentee N

merge [demerge] / merger

minutes (*e.g. take minutes of the meeting*)

mitigate (*e.g. mitigate losses / crisis*)

money order

money transfer service

money-back guarantee

monitor N / V

morale

mortgage

motion

mugging / mugger

multinationals

N.

nationalise [denationalise]

natural person

needs analysis

negligence

negotiate / negotiation / negotiator

nepotism

net worth

network N / V / networking

nine-to-five job

nuisance

O.

objective (*e.g. set objectives / achieve objectives*)

observe (*e.g. observe the law*)

offence/offender

open-plan office = open-space office

operating (*e.g. operating expenses = overheads / operating profit*)

operating costs

order N / V (*e.g. place an order with company X for goods*)

outcome N / V

outlet (*e.g. retail outlets*)

output

outsourcing / to outsource manufacturing

overdraft (*e.g. overdraft facility / apply for an overdraft*)

P.

packaging

parent company

parole

partnership (*e.g. general partnership*)

part-time job [full-time job]

pay rise

payroll

peer worker

penal measures

penalty

pension (*e.g. pension fund*)

perform / [outperform] (*e.g. we have outperformed our rivals*) / performance (*e.g. performance review*)

perpetrator

Personal Income Tax (PIT)

pitch to sb / make a pitch

premises of a company

primary (market) research

private company

probation

proceeding
produce [outproduce]
product feature
product recall
productivity / productive
profit / profitability (e.g. profit growth)
profit margin
promote / promotion (e.g. *promotion opportunities*)
prosecution
public company (plc)
purchase N / V

Q.

qualitative data / research
quantitative data / research
questionnaire
quorum
quota

R.

ransomware
rapport (e.g. *have / establish a good rapport with customers*)
real estate
reasonable
recall
reciprocal / reciprocity
recognise / recognition (e.g. *recognition of hard work / achievement / judgment*)
recommendation
recover / recovery
redundant (e.g. *make sb redundant*) / redundancy (e.g. *compulsory redundancies / redundancy package*)
redress (e.g. *redress damage*)
referral
refund N / V
regime (e.g. *community property regime*)
register / registry / registrar / registration / registered partnership / registered office
regulation
rehabilitate / rehabilitation
reimburse / reimbursement (e.g. *reimbursement of costs*)
relevant (e.g. relevant law)
rely / reliance
relief
remedy N / V
remit / remittance / remission
remorse / remorseful [remorseless]
render / rendition (e.g. *render a decision*)
remuneration
renewal
reorganize / reorganization
repayment
report V / N
repossession
reprehensible
require / requirement
reserve (e.g. *reserve the right*)
residence
resolve / resolution (e.g. *resolve disputes*)
resource
respondent
restitution

restraint

restrict / restrictive / restriction

restructure / restructuring

retailer

retain / retention / staff retention = employee retention / right retention / customer retention

retaliate / retaliation

retire / retirement

retrain staff

return (*e.g. return on equity / investment/ tax return*)

revenue

review

revise

revoke / revocation (*e.g. revoke a will/ attorney*)

right of audience

risk management

royalty

rule of law

ruling

S.

sabbatical

salary / annual salary

Sales and Marketing (Department)

salesperson

sanction

satisfy the conditions

schedule N / V

scrutinise / scrutiny

seal

secondment

security

seek a legal remedy

sentence

serve (*e.g. a document on somebody; the time*)

set up a company / a joint venture

settle / settlement

sever (*e.g sever business relations with sb*)

severe

share (*e.g. share debt / share capital*)

shareholders / stockholders

shares = equities = stocks

slander / slanderous

sole

solicitor

solvent

spread (*e.g. spread the risks, spread margin*)

spreadsheet

stake in the business

stakeholder

statute / statutory

stay in proceedings/ stay of execution

stipulate

stock market / stock exchange

strict / strictly confidential

subject matter

subject to

submit / submission

subordinates

subsidiary

substantial

sue / lawsuit
suffer harm
summary offence/ proceedings
summons
supreme (e.g. supreme court)
suspect N / V
suspend
survey N / V
sustainability / sustainable
sweatshop labour

T.

tangible [intangible]
target (*e.g. sales target / target audience / target customer / target market / inflation target*)
tariff
tax on goods and services / value added tax (VAT)
taxation
temporary
tenancy
termination
testament / testator
testify / testimony
theft
think tank
threat of legal action
time constraints
title
tort/ tortfeasor / tortious
tough working conditions
tradeable = negotiable = saleable instruments
trademark
trade union
training courses
traineeship
transparency
treaty
treason
trespass
trial
tribunal
trigger / to trigger chaos / to trigger health problems
troubleshooting
trust fund
trustee
turnover
tycoons

U.

unanimous / unanimity
unauthorised
undertake
unemployment (*e.g. unemployment benefit / rate*) = to be on a dole
unenforceable
unequivocal
uniform
unilateral
unlawful
unique selling point (USP)
uphold a decision

V.

vacant position / vacancy

valid [invalid] / validate

value for money

value N / V [devalue] / valued [devalued]

vendor / vendee

venture capital

verdict

viable

victim

violate / violation

viral advertising / marketing

visitation

vocational

void

volatile / volatility

voluntary

vote

W.

wage / weekly wage / minimum wage

waive / waiver

warehouse

warrant

warranty

weigh up (*weigh up pros and cons of sth*)

white-collar crime

wholesale / wholesaler

win-win situation

winding-up

withdraw (*e.g. withdraw a product from the market / withdraw cash*) / withdrawal

withhold

witness

word-of-mouth advertising

workflow

workload

workplace

worst-case scenario

wrong / wrongdoer / wrongful ADJ

Y.

yield N / V