

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

access N / V (<i>e.g. have access to credit</i>)
account (<i>e.g. bank account / current / checking account / savings account</i>) / accounting / accountant
account for / accountability for sth
accumulate / accumulation (<i>e.g. accumulation of wealth</i>)
achieve (<i>e.g. achieve targets</i>) / achievement
acknowledge / acknowledgement
acquire = take over a company / acquisition = takeover / acquirer (<i>e.g. in mergers and acquisitions</i>)
action plan (<i>e.g. implement an action plan</i>)
acumen (<i>e.g. have business acumen</i>)
adapt to sth (<i>e.g. companies adapting to change</i>)
address (<i>e.g. a challenge / problem</i>)
adjust (<i>e.g. adjust to changes</i>)
admission of liability
adopt (<i>e.g. adopt a new approach</i>)
advance / advancement
advertise / advertisement / advert / ad / advertising (<i>e.g. to run an advertising campaign, indoor [outdoor] advertising</i>)
advertorial
affect sth (<i>e.g. reputation loss affected sales</i>)
affordable
aftersales = post-sales (<i>e.g. post-sales service</i>)
agenda (<i>e.g. follow the agenda of the meeting</i>)
allocate (<i>e.g. allocate resources</i>)
allowance (<i>e.g. travel allowance / student allowance / child allowance</i>)
alternative to
amount N / V
analyse / analysis (pl. analyses) analytical / analyst / analytics
annual
anti-authoritarian
anticipate / anticipation (<i>e.g. to anticipate risk</i>)
appoint (<i>e.g. he was appointed the new Sales Manager</i>)
appraise / appraisal
apprentice = intern = trainee
apprenticeship = internship
approach N / V / approachable [unapproachable]
approximate (<i>e.g. figures</i>) / approximately
aptitude for
arise (<i>e.g. a problem arose</i>)
arrange
assembly line
assess / assessment = appraisal = evaluation (<i>e.g. assessment of the competition</i>)
asset (<i>e.g. tangible [intangible] assets, fixed assets / variable assets</i>)
assign (<i>e.g. assign a task to somebody, assign somebody a task / role</i>) / assignment
associate with
ATM = cash dispenser = cash machine = cash point
attachment / attach
audience
audit / auditor
availability (<i>e.g. availability of credit</i>)
average (<i>e.g. an average drop in sales was 10%</i>)
award / reward V / N
aware of / awareness (<i>e.g. awareness of body language</i>)
backup (<i>e.g. backup strategy</i>)
bail sb out / a bailout
balance (<i>e.g. balance of payments / trade / check the balance</i>) / balanced (<i>e.g. budget or account is balanced</i>)
balance sheet

bank N / V (e.g. a bank transfer / retail bank / commercial bank / 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
banner (e.g. banner ads)
bargain
be based in (e.g. I work for Google, I am based in Italy)
be in debt
be in the black
be in the red
be insolvent
be kept in / out of the loop
be liable for company's debts
be on schedule
be on the same page
be out of / in stock
be promoted
be ripped off
bear (e.g. bear investor / market)
benchmark / benchmarking
bet on
bias / biased
bid (e.g. hostile takeover bid) / bid for sth [outbid sb]
bilateral (e.g. bilateral agreement)
bill
billboards = hoardings
blue-collar jobs / workers
board (e.g. board of directors / management board / supervisory board)
bond (e.g. government's bonds / junk bonds / corporate bonds)
bondholder
bonus
bookkeeping
boom N / V / booming
boost (e.g. boost productivity / sales)
borrow money / borrower
bottom-line
brainstorm / brainstorming
branch
brand awareness
brand extension = brand stretching
brand identity
brand image
brand loyalty
brand name
brand positioning
brand recognition
break sth down (e.g. break down the job into several assignments)
breakdown = burnout
break-even point
bribery
brick and mortar
brief N / V / briefing
brokerage (e.g. brokerage house / services / companies) / broker (e.g. stock broker)
budget
budget airlines = low cost carrier (LCC) = no-frills airlines
bull (e.g. bull investor / market)
bureaucracy
business aims = goals = objectives
business angel
business cycle
bust / go bust
buyout (e.g. leveraged buyout)
calculate [miscalculate] / calculation [miscalculation]
call centre
cancel / cancellation

capacity (e.g. factory capacity)
capital (e.g. capital gain / venture capital)
career development
career ladder (e.g. climb the career ladder)
career move (e.g. make a career move)
career path
carry something out (e.g. carry out market research / an audit)
cash flow = cashflow
cashier = teller
chair = chairperson / president of the board of directors
charge V / N (e.g. to charge fees / interest / commission / a charge for a service)
charge sb with sth (e.g. to charge sb with fraud)
Chief Accountant
Chief Executive Officer (CEO)
Chief Financial Officer (CFO)
clinch = land a deal
cloud-based (e.g. cloud-based data)
coach N / V / coaching / coachee
co-found (e.g. co-found a company) / co-founder
cold calling
collaboration = co-operation
collate data
collateral
colleague = fellow employee
commerce / e-commerce / m-commerce
commercial / to make a TV commercial
commission / to work on commission
commodity
common platform
commute to work / commuter
company department
company hierarchy
company image
company's assets and liabilities
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
conference (e.g. conference venue / delegates = participants)
conglomerate
consignment
consumer
consumer behaviour
consumer goods
consumer prices
consumer profile
consumer spending
contingency / contingency plan
contract work / contractor
convert (e.g. convert dollars into euros) / conversion / convertible (e.g. convertible shares / bonds) / convertibles
core business
Corporate Income Tax (CIT)
corporate social responsibility (CSR)
corporation / corporate (e.g. corporate bonds)
corrupt / corruption
cost effective = cost-efficient
counterfeit / counterfeiting / counterfeited goods
covering letter = letter of application
creative accounting
credit / creditor
credit crunch
credit rating = credit standing
crisis (pl. crises)

crisis management
cross-functional approach
culture (<i>e.g. company = corporate culture / business culture</i>)
currency
customer base
customer demand
customer profile
customer relationship management (CRM)
customer retention
customer satisfaction
Customer Service(s) (Department)
customs (<i>e.g. go through customs</i>) customs duty yield
cutting-edge = modern = state-of-the-art (<i>e.g. state-of-the-art technology</i>)
cyberattack
damages (<i>e.g. pay / claim damages to sb</i>)
data dump
data-mining
deadline (<i>e.g. miss/ meet a deadline</i>)
deal (<i>e.g. make a deal</i>) / dealership / dealings
debit (<i>e.g. direct debit / to set up / cancel a direct debit</i>)
debit card
debt / debtor
debt finance
decline N / V
declining = dwindling = shrinking (<i>e.g. declining market</i>)
default on payment
deficit
delegate (<i>e.g. delegate tasks</i>)
delivery (<i>e.g. delivery date / method</i>)
demand N / V
demote / demotion / be demoted
deposit N / V / depositor
deposit V / N (<i>e.g. to deposit money in a bank / place a deposit in a bank / banks receive deposits / a bank deposit</i>)
derivatives
digital / digitalise
digital immigrant
digital native
digital nomad
direct [indirect] taxation / taxes
discount = price reduction (<i>e.g. discount coupons</i>)
dispatch N / V (<i>e.g. dispatch goods</i>)
distribute / distribution / distributor
distribution centre
distribution channel
dividend
domestic market
down payment
dress code
drop = fall = decrease in value
due diligence
dumping
economic bubble
economic cycles (boom, slowdown, downturn, recession, crisis, depression, recovery, upturn)
economies of scale
efficiency / efficient
embezzlement
emerging = rising markets
employ / employment / employer / employee / employed / self-employed
employee retention
employee turnover = staff turnover = personnel rotation
employees = staff = personnel = workforce
empowerment = autonomy / empowering / empowerment
enter new markets

enterprise / entrepreneur
equity
equity finance
equity stake
estimate N / V (<i>e.g. estimate costs</i>)
evaluate / evaluation
exchange rate
excise duty
executive directors / executives
expand / expansion
expenditure / expense
expertise
extend / extension
face-to-face
facilitation / to facilitate
facilities
factory = plant
fair trade
fall = drop by x% (<i>e.g. fall in sales/ profits/ exports</i>)
fallen angel
fast-moving consumer goods (FMCG)
faulty = defective product
feature (e.g. product feature)
fee
file (e.g. file documents / applications)
Finance (Department)
financial forecast
financial loss
financial statements
financier
fire = dismiss = lay off = make somebody redundant = sack sb = give sb a sack
flat rate tax / flat taxation
flexibility / flexible [inflexible] (<i>e.g. flexible hours / to work flexible hours</i>)
floatation = initial public offer / offering (IPO)
focus group
forecast N / V (<i>e.g. sales forecast</i>)
free sample
freelancer / freelanced / freelancing
fringe benefits = perks
fully-fledged = full-fledged
generate (<i>e.g. generate income / sales / publicity</i>)
generic products
get snowed under
get the ball rolling
get things back on track
get to the bottom of the problem
give priority to sth
glass ceiling
go against sb's core values
go into liquidation = administration
go on strike = take industrial action
goodwill payment
grant (<i>e.g. government grants</i>)
gross [net] (<i>e.g. gross figures / profit</i>)
gross domestic product (GDP)
gross national product (GNP)
growing = developing = expanding market
guarantee = warranty
guidance
guideline
head office = headquarters (HQs)
headhunt / headhunter
hedge one's bets = spread risk / hedging (<i>e.g. hedging funds</i>)
hierarchy / climb the hierarchy

high volume production
high-profile (<i>e.g. high-profile product launch</i>)
hire = take on = recruit = employ sb
hold a press conference / a meeting
holding = controlling stake
household name
Human Resources (Department)
import N / V export N / V / importer / exporter
implement / implementation (<i>e.g. implement a policy, plan etc.</i>)
impose
incentive (<i>e.g. financial incentive</i>)
income (<i>e.g. annual income / gross income / net income / disposable income / income stream / income level</i>)
income tax
indemnity
individual proprietorship / sole trader
induction (<i>e.g. induction training / programme</i>)
infant industry
inflation rate
in-house (<i>e.g. in-house experts / training</i>)
innovate / innovation / innovative / innovator
insider trading
instalment (<i>e.g. instalment payment / to pay in instalments / by instalments</i>)
insurance premium
insure against
intangibles (<i>e.g. competitive intangibles / legal intangibles</i>)
interest (<i>e.g. interest rate</i>)
interest rate (<i>e.g. fixed / floating / variable interest rate</i>)
intermediary / middleman / agent
international = overseas = worldwide market
internet of things
interview / interviewer / interviewee
inventories = stocks
invest in / investor / investment (<i>e.g. foreign investment</i>)
investment bank = merchant bank
investment portfolio
invoice N / V
issue (<i>e.g. issue a press release / currency / a statement / shares / bonds</i>)
job losses
job rotation
job security
job sharing
joint venture
joint-stock company
label N / V
labour-scarce
lay off (<i>e.g. employees were laid off as an attempt to cut costs</i>)
launch = introduce = bring out a product into the market / product launch
leaflets / flyers
leave / quit / resign from sb's job / hand in sb's notice
leave / sick leave / maternity leave / paternity leave
ledger
legal action
legal entity
lend money (lend-lent-lent)
leverage
levy taxes
liabilities
liability = responsibility / limited liability company (Ltd)
liquidity
listed = quoted company / listings = quotations
loan (<i>e.g. banks make or grant loans</i>)
loan shark
loophole (<i>e.g. find a loophole in taxation law</i>)
lose credibility

luxury brands
make concessions
manage [mismanage]
management buyout (MBO)
management style (autocratic, centralising, delegating, democratic, directive, collaborative, controlling, hands-on, laissez-faire, people-orientated, task-orientated)
market adaptation
market challenger
market leader
market niche
market penetration
market position
market research
market sector
market segment / market segmentation
market share
market skimming
market value
marketing / marketers = marketeers
marketing budget
marketing campaign
marketing mix
marketing plan
marketing strategy
mass-market product
maturity date / redemption date of a bond
maximise profits
mediator / mediation
menial tasks
mentor N / V mentoring / mentee
merge [demerge] / merger
minutes (e.g. take minutes of the meeting)
mission statement
money laundering
money order
money transfer service
money-back guarantee
monitor N / V
morale
mortgage
motivate [demotivate] / motivation / motivator
multinationals
mutually beneficial
mutually exclusive
nationalise [denationalise]
needs analysis
negotiate / negotiation / negotiator
nepotism
net worth
network N / V / networking
nine-to-five job
objective (e.g. <i>set objectives / achieve objectives</i>)
occupancy rate
offshoring / to offshore production / offshore baking
open-plan office = open-space office
operating (e.g. <i>operating expenses = overheads / operating profit</i>)
operating costs
order N / V (e.g. <i>place an order with company X for goods</i>)
outclass
outcome N / V
output
outsell
outside the scope of the meeting
outsourcing / to outsource manufacturing

overdraft (<i>e.g. overdraft facility / apply for an overdraft</i>)
over-the-counter (OTC)
overtime (<i>e.g. do overtime</i>)
owe
own-brand / own-label products
packaging
paperwork
parent company
partnership
part-time job [full-time job]
pawnbroker
pay rise
payroll
pay structure
peer worker
pension (<i>e.g. pension fund</i>)
perform / [outperform] (<i>e.g. we have outperformed our rivals</i>) / performance (<i>e.g. performance review</i>)
Personal Income Tax (PIT)
pitch to sb / make a pitch
point-of-sale (POS) (<i>e.g. point-of-sale displays</i>)
pop-ups / pop-up pages on the internet
portable gadget
premises of a company
price list
primary (market) research
primary [secondary] market
principal (<i>e.g. principal of a loan</i>)
priority / prioritise
private company
probationary period
problem-solver
produce [outproduce]
product endorsement
product feature
product launch
product lifecycle
product lines
product mix
product placement
product portfolio
product range
product recall
Production (Department)
productivity / productive
profit / profitability (<i>e.g. profit growth</i>)
profit margin
promote / promotion (<i>e.g. promotion opportunities</i>)
public company (plc)
purchase N / V
qualitative data / research
quantitative data / research
quarter / quarterly
questionnaire
quota
quote (<i>e.g. quote bid and offer prices</i>)
raid (in mergers and acquisitions)
ransomware
rapport (<i>e.g. have / establish a good rapport with customers</i>)
raw materials
rebrand / rebranding
receipt
recognise / recognition (<i>e.g. recognition of hard work / achievement</i>)
red tape = bureaucracy
redeem bonds

redundant (<i>e.g. make sb redundant</i>) / redundancy (<i>e.g. compulsory redundancies / redundancy package</i>)
refund N / V
regulate [deregulate] (<i>e.g. to deregulate the financial sector</i>)
reinsurance / reinsurers
relocate / relocation
reorganize / reorganization
report on / to sb
reporting lines
representative of
require / requirement
Research and Development (R&D)
restructure / restructuring
retail outlet
retailer
retention / staff retention / retain staff / retention rate
retire / retirement
retrain staff
return = profit (<i>e.g. return on equity / investment</i>)
revenue
risk assessment = evaluation
royalty
run up debts / bills
salary / annual salary
Sales and Marketing (Department)
sales figures
sales increase
sales results
sales revenue
sales targets
sales volume
salesperson
saturated
schedule N / V
search engine
secondary (market) research = desk research
secondee
secondment
securities
Securities and Exchange Commission (SEC) - USA
set (<i>e.g. a price / goals / prices</i>)
set up a company / a joint venture
severance payment = golden handshake
share (<i>e.g. share debt / share capital</i>)
share profits and losses
shared purpose
shareholders / stockholders
shares = equities = stocks
shipping
shortlist N / V (<i>e.g. to shortlist candidates</i>)
slogan
solvent [insolvent] / solvency [insolvency]
spending habits
sponsor (<i>e.g. an event / a sports team</i>) / sponsorship
spread (<i>e.g. spread the risks, spread margin</i>)
spreadsheet
stake in the business
stakeholder
standing order / to set up / cancel a standing order
STEP analysis
stock market / stock exchange
stock market index
strategic alliance
strategic industry
strategic partner

streamlined
subordinates
subprime borrowers
subsidiary
subsidise / subsidy
success / succeed
superiors
supervise / supervision / supervisor
supply N / V supplier
supply chain
support N / V / supportive [unsupportive] colleagues
surplus
survey
sustainability / sustainable
sweatshop labour
SWOT analysis
synergy
target (e.g. sales target / target audience / target customer / target market / inflation target)
tariff
target company (in mergers and acquisitions)
tax avoidance / to avoid taxes
tax declaration / tax return
tax deductibles
tax evasion / to evade taxes
tax exemption / to be exempt from taxes
tax haven / tax oasis
tax incentive
tax on goods and services / value added tax (VAT)
tax on sth
tax rate / taxation
tax refund / tax rebate
tax relief
taxable
team (e.g. remote teams / cross-cultural teams / multi-cultural teams)
team members = teammates
team roles (e.g. creator, leader, doer, gluer)
team-building
think tank
threat of legal action
threat of redundancy
time constraints
top-end of the market
tough working conditions
trade
trade in securities
trade show / demonstration / trade fairs
trade union
tradeable = negotiable = saleable instruments
trademark
trading to go bankrupt
training courses
transparency
treasury bills
treasury bonds
trigger / to trigger chaos / to trigger health problems
triple bottom line
troubleshooting
trust fund
turnover
tycoons
underlying (e.g. underlying assets)
unemployment
unemployment (e.g. unemployment benefit / rate) = to be on a dole
unemployment rate

unique selling point / proposition (USP)
upmarket [downmarket]
vacant position / vacancy
valid [invalid]
value for money
value N / V [devalue] / valued [devalued]
venture capital
viable
viral advertising / marketing
voice recognition
volatile / volatility
vouchers
wage / weekly wage / minimum wage
warehouse
warranty
wearables
weigh up (<i>weigh up pros and cons of sth</i>)
whistle blower
white-collar jobs / workers
wholesale / wholesaler
win-win situation
wireless
withdraw (<i>e.g. withdraw a product from the market / withdraw cash</i>) / withdrawal
word-of-mouth advertising
work flexitime
work under pressure
workflow
work-life balance
workload
workshops