

Useful Vocabulary 2

	pronunciation	translation/notes
advantage (n) take advantage of	/əd'vɑ:ntɪdʒ/	You can take advantage of the Hilton's car rental service to explore the nearby ruins of Chichen Itza.
agreement (n) reach an agreement	/ə'gri:mənt/	We have already reached an agreement with a distributor in Naples.
appointment (n) fix an appointment	/ə'pɔɪntmənt/	I've managed to fix appointments with three distributors.
between (prep) just between us	/bɪ'twi:n/	"I hear you've got a new job." "Well, yes. Just between us , I'm moving to Cisco Systems".
bid for (phr v)	/'bɪd fə/	We're bidding for a new contract in Singapore.
blog (n)	/blɒg/	This blog was posted on a business travel message board.
bring out (phr v)	/brɪŋ 'aʊt/	Sony are bringing out a new product in December.
btw (= by the way)	/ba	BTW don't be embarrassed about walking out of boring presentations halfway through.
business card (n)	/'bɪznəs ,kɑ:d/	Hand out as many business cards as you can.
centralise (v)	/'sentrə,lɑɪz/	They are closing the plant because they are trying to centralise production.
close down (phr v) (opposite = open up)	/kləʊz 'daʊn/	They're closing down the Liverpool factory.
comment (v) comment on sth	/'kɒment/	You'll be surprised how many delegates comment on your interesting tie.
conference (n) conference goer	/'kɒnfərəns/ /'kɒnfərəns ,gəʊə/	I am looking for some general tips and advice from experienced

conference organiser	/ˈkɒnfərəns ˌɔːɡənaɪzə/	conference goers on how to make the most out of my first conference.
the connected economy (n)	kəˌnektəd iːˈkɒnəmi/	That woman in the blue suit is the conference organiser . The conference theme is <i>Business in the connected economy</i> .
connection (n)	/kəˈneɪʃən/	The Burj Al Arab occupies a central location in Dubai with flight connections to all the major cities of the world.
consultancy (n)	/kənˈsʌltənsi/	Irena Stefanowitz is a professor at the Warsaw University of Technology. She does quite a lot of consultancy work as well.
contact (n)	/ˈkɒntækt/	My boss has told me to come back with some useful contacts . I've lost his business card which had his contact details on it.
contact details	/ˈkɒntækt ˌdiːteɪlz/	
contract (n)	/ˈkɒntrækt/	We're bidding for a new contract in Singapore.
conversation (n)	/kɒnvəˈseɪʃən/	She's just lost her job; so asking her about work turned out to be a conversation killer . Admiring somebody's tie or earrings is a good way to open a conversation . You can often keep the conversation going by offering somebody food or a drink.
conversation killer	/kɒnvəˈseɪʃən ˌkɪlə/	
start/open a conversation		
keep a conversation going		
deal (n)	/di:l/	They're doing a deal with a supplier in Tel Aviv. I shared a taxi to the airport with two other delegates from the conference.
do a deal with sb		
delegate (n)	/ˈdeləɡət/	
disagreement (n) (opposite = agreement)	/dɪsəˈɡri:mənt/	A friend of mine had a bit of

have a disagreement with sb		a disagreement with Irena Stefanowitz and his latest project proposal was rejected by the authorities.
distributor (n)	/dis'tribju:tə/	I understand you're in talks with a local distributor in Naples.
downsize (v)	/'daʊnsaɪz/	GM are laying off 5,000 workers in the UK because they are downsizing .
embarrassed (adj) be embarrassed about	/ɪm'bærəst/	I was very embarrassed about walking out of the presentation halfway through.
end up (phr v)	/end 'ʌp/	That's how it ended up costing me 75 euros just to get from the airport to the hotel.
etiquette (n)	/'etiket/	A word about audience etiquette : it's very bad manners to walk out of a talk halfway through.
excuse me	/ɪk'skju:z mi:/	If you'll excuse me , I need to make a phone call.
experience (n) an experience to remember	/ɪk'spɪəriəns/	Whether swimming with the dolphins or playing roulette in the offshore casino, you can be sure of an experience to remember .
experienced (adj) (opposite = inexperienced)	/ɪk'spɪəriənst/	I am looking for some general tips and advice from experienced conference goers on how to make the most out of my first conference.
extend to (phr v)	/ɪk'stend tu/	Walt Disney's aim to "make people happy" now extends to corporate hospitality.
first (pron) it's the first I've heard of it	/fɜ:st/	"They're under threat from a hostile takeover bid." "Really? It's the first I've heard of it ".
fix up (phr v)	/fiks 'ʌp/	Would you like to fix up a time to chat over a drink?
gathering (n)	/'g	A conference is a gathering of important people who singly can do nothing, but together decide that nothing can be done.

globalisation (n)	/ˈglɒbəlɪzɪʃən/	Kim Lane will be giving a talk on globalisation later this week.
go (v)	/gəʊ/	The batteries are going on my mobile. Can I call you back? Deluxe suites, a helipad, a golden domed ballroom and spectacular views across the Arabian Gulf all go to make this the ultimate business venue.
hand out (phr v)	/hænd 'aʊt/	Hand out as many business cards as you can.
headhunt (v)	/'hed hʌnt/	Karl Schelling was headhunted from Philips. They made him an offer he couldn't refuse.
head up (phr v)	/hed 'ʌp/	Margo Timmerman heads up Cisco's technical department in the Netherlands.
honest (adj) (opposite = dishonest) to be honest	/'ɒnəst/	"I like your watch. Is it an Omega?" "Well, to be honest , don't tell anyone, but it's a fake."
hospitality (n) corporate hospitality	/'hɒspɪ'tæləti/	Walt Disney's aim to "make people happy" now extends to corporate hospitality .
influential (adj)	/ɪnflu:'enʃəl/	Irena Stefanowitz is quite influential in Warsaw.
interest (n) show interest in sth	/'ɪntərəst/	That marketing manager from Cisco showed a lot of interest in our product.
keep up with (phr v)	/ki:p 'ʌp wɪθ/	Make sure you're keeping up with the latest trends by going to all the big talks by industry leaders.
keynote (adj) keynote speech/presentation	/'ki:nəʊt/ /'ki:nəʊt ,spi:tʃ/,prezən'teɪʃən/	Margo Timmerman is giving the keynote presentation at the conference.
lay off (phr v) (opposite = take on)	/leɪ 'ɒf/	GM are laying off 5,000 workers in the UK because they are downsizing.
learning experience (n)	/'lɜ:nɪŋ ɪk'spɪəriəns/	I would like to use the event as a networking opportunity

line of business (n)	/laɪn əv 'bɪznɪs/	as well as a learning experience . What line of business are you in?
logistics (n pl)	/lə'dʒɪstɪks/	Send us your requirements and we will plan the logistics for you.
make (v) make the most out of sth	/meɪk/	I am looking for some general tips and advice from experienced conference goers on how to make the most out of my first conference.
merger (n)	/'mɜːdʒə/	Mergers can be very difficult for both the companies involved.
message board (n)	/'mesɪdʒ bɔːd/	This blog was posted on a business travel message board .
mingle (v)	/'mɪŋɡəl/	Coffee breaks give you a chance to mingle with the other delegates.
mountain (n) a mountain of sth	/'maʊntən/	Don't give your business card to everyone you meet or you'll have a mountain of e-mail when you get back!
multi-media (adj)	/mʌltɪ'miːdiə/	Sony are bringing out some sort of multi-media entertainment system in December.
negotiating skills (n pl)	/nə'gəʊʃɪeɪtɪŋ ,skɪlz/	There was an excellent workshop on improving your negotiating skills .
negotiations (n pl)	/nə'gəʊʃɪ'eɪʃənz/	The negotiations are going quite well.
network (v)	/'netwɜːk/	You can network much better at workshops and small group sessions.
networking (n)	/'netwɜːkɪŋ/	The hotel bar is where the real networking gets done.
note (n) take notes on sth	/nəʊt/	Use lunch and coffee breaks to take notes on what you've learned and who you've met.
occupy (v)	/'ɒkjʊːpaɪ/	The Burj Al Arab occupies a central location in Dubai with flight connections to all

		the major cities of the world.
offer (n) make sb an offer they can't refuse	/ˈɒfə/	Karl Schelling was headhunted from Philips. They made him an offer he couldn't refuse .
official (adj) (opposite = unofficial)	/əˈfɪʃəl/	It's not official yet. They will announce the takeover next week.
originally (adv)	/ɒˈrɪdʒɪnəli/	I live in Poland but I was from South Africa originally .
pay (v) not to pay	/peɪ/	It doesn't pay to get on the wrong side of Irena Stefanowitz. She's quite influential in Warsaw.
plant (n)	/plɑːnt/	GEC are setting up a new plant in Warsaw.
position (n) in sb's position	/pəˈzɪʃən/	"William Hall doesn't look very happy." "Neither would you in his position . He's just lost his job."
post (v)	/pəʊst/	This blog was posted on a business travel message board.
posting (n)	/ˈpəʊstɪŋ/	This advice is completely different, even though the two postings are about the same subject.
present (v)	/prəˈzent/	Karl Schelling is presenting this afternoon. He's giving a talk about data security.
production (n)	/prəˈdʌkʃən/	They are closing the plant because they are trying to centralise production .
proposal (n)	/prəˈpəʊzəl/	His latest project proposal was rejected by the authorities.
rate (v)	/reɪt/	The Hilton Cancun is rated among the three best hotels in Latin America.
reject (v)	/rɪˈdʒekt/	His latest project proposal was rejected by the authorities.
represent (v)	/reprɪˈzent/	Lisa will be the only person representing the company at the conference.

requirements (n pl)	/rɪ'kwaɪəmənts/	Send us your requirements and we will plan the logistics for you.
risky (adj) (opposite = safe)	/'rɪski/	It could be a bit risky to get onto the subject of politics.
run out of (phr v)	/rʌn 'aʊt əv/	I always run out of business cards by the second day of the conference.
security (n) data security	/sɪ'kʊərəti/ /ˌdeɪtə sɪ'kʊərəti/	Karl Schelling is giving a talk about data security .
sense (n) make sense	/sens/	That makes sense . They do most of their business there.
sensitive information (n)	/'sensɪtɪv ɪnfə'meɪʃən/	Philips must be worried about the sensitive information Karl Schelling could give to Siemens.
session (n) group session	/'seʃən/ /gru:p 'seʃən/	You can network much better at workshops and small group sessions .
set up (phr v)	/set 'ʌp/	GEC are setting up a new plant in Warsaw.
side (n) get on the wrong side of sb	/saɪd/	It doesn't pay to get on the wrong side of Irena Stefanowitz. She's quite influential in Warsaw.
singly (adv)	/'sɪŋgli/	A conference is a gathering of important people who singly can do nothing, but together decide that nothing can be done.
skip (n)	/skɪp/	Let's skip the big presentation and go and see something of Rome.
socialise (v)	/'səʊʃəlaɪz/	When I first arrived I was too tired to do much socialising .
stand out (phr v)	/stænd 'aʊt/	One way to stand out at conferences is to wear one subtle but interesting thing.
supplier (n)	/sə'plaɪə/	They're doing a deal with a supplier in Tel Aviv.
sure (adj) that's for sure	/'ʃʊə/	It gets pretty cold in Moscow, that's for sure .

taboo (adj)	/tə'bu:/	Sex is a taboo subject.
takeover bid (n)	/'teikəʊvə bid/	They are under threat from a hostile takeover bid .
talk (n) be in talks	/tɔ:k/	I understand you're in talks with a local distributor in Naples.
talk shop (v)	/tɔ:k 'ʃɒp/	When business people get together they often just talk about work. This is called " talking shop ".
tempted (adj) be tempted to do sth	/'temptəd/	Don't be tempted to spend every evening in the bar; you will end up exhausted.
theme (n)	/θi:m/	The conference theme is <i>Business in the connected economy</i> .
threat (n) under threat from	/θret/	They are under threat from a hostile takeover bid.
tip (n)	/tɪp/	I am looking for some general tips and advice from experienced conference goers on how to make the most out of my first conference.
top-up (n)	/'tɒpʌp/	"Can I get you another drink?" "Just a top-up , thanks."
transfer (v)	/'trɑ:nsfɜ:/	I understand you're being transferred to head office in Stockholm.
trend (n)	/trend/	Make sure you're keeping up with the latest trends by going to all the big talks by industry leaders.
turn up (phr v)	/tɜ:n 'ʌp/	Many people don't have the right money for the coffee machine or turn up to a talk without a pen.
understand (v)	/ʌndə'stænd/	I understand you're leaving the company in April.
venue (n)	/'venju:/	Deluxe suites, a helipad, a golden domed ballroom and spectacular views across the Arabian Gulf all go to make this the ultimate business venue .
walk out of (phr v)	/wɔ:k 'aʊt əv/	Don't be embarrassed

workshop (n)

/'wɜ:kʃɒp/

about **walking out of**
boring presentations
halfway through.

You can network much
better at **workshops** and
small group sessions.