

Useful Vocabulary 3

	pronunciation	translation/notes
applicant (n)	/ˈæplɪkənt/	We will be interviewing three applicants for the position of divisional manager.
arrangements (n pl)	/ə'reɪndʒmənts/	Are you making progress with the conference arrangements ?
asap (= as soon as possible)	/eɪseɪ'piː/	Can you e-mail the PowerPoint slides to me asap ?
attendance (n)	/ə'tendəns/	We have contacted all the speakers to confirm their attendance .
authorise (v)	/ˈɔːθəraɪz/	Can you authorise me to offer them a 14% discount on 50,000?
candidate (n) strong candidate	/ˈkændɪdət/	There were several strong candidates so we devised a simple test.
catch (v)	/kætʃ/	I didn't catch that. Can you speak up please?
come up (phr v)	/kʌm 'ʌp/	I'll have to go, I'm afraid. Something's come up .
conduct (v) conduct an interview	/kən'dʌkt/	We conducted interviews with our best customers to find out what they really wanted from the product.
confirm (v)	/kən'fɜːm/	We have contacted all the speakers to confirm their attendance.
consignment (n)	/kən'saɪnmənt/	The stock control manager says we despatched the Venezuelan consignment a week ago.
contract (n)	/ˈkɒntrækt/	I'm calling about an estimate for a contract in Malaysia.
deadline (n)	/ˈdedlaɪn/	We will have to work late every day this week if we are to meet Friday's deadline .
deadlocked (adj) be deadlocked on sth	/ˈdedlɒkt/	The negotiations in Nagoya are going pretty well but we seem to be deadlocked on price.
despatch (v)	/dɪs'pætʃ/	The stock control manager says we despatched the

		Venezuelan consignment a week ago.
devise (v)	/dɪ'vaɪz/	There were several strong candidates so we devised a simple test.
endangered (adj)	/ɪn'deɪndʒəd/	Kangaroos are not exactly endangered . There are twice as many kangaroos in Australia as there are Australians.
estimate (n)	/'estɪmət/	I'm calling about an estimate for a contract in Malaysia.
face to face (adv)	/feɪstə'feɪs/	I don't like making calls in English. I find it much easier to talk to someone face to face .
fax (v)	/fæks/	I corrected those figures you faxed me.
feasibility study (n)	/fi:zə'bɪləti ,stʌdi/	Head office waited six months for the preliminary report, another six months for the feasibility study and now they want to see some results.
figures (n pl)	/'fɪgəz/	I included the quarterly figures in the report.
get (v)	/get/	Did you get all that or shall I go through it once more?
get back to sb (phr v)	/get 'bæk tə ,sʌmbədi/	Please leave a message after the tone and I'll get back to you as soon as I can.
		I need to discuss the discount with my boss. Can I get back to you on that?
go well (phr v)	/gəʊ 'wel/	The negotiations in Nagoya are going pretty well but we seem to be deadlocked on price.
handout (n)	/'hændaʊt/	All these figures will be on the handout that you will be given at the end of the presentation.
healthy option (n)	/'helθi ,ɒpʃən/	Kangaroo meat is a really healthy option with ten times less fat than a beef steak.
launch (n)	/lɔ:ntʃ/	We are working hard to be ready for the launch in March.
leave (v) leave sth with sb	/li:v/	I think I've given you all the relevant facts, so can I leave it with you for a few days?

line (n) on the other line	/laɪn/	I've got someone on the other line . Can I call you back?
memory stick (n)	/'meməri ,stɪk/	I've lost the memory stick with my entire presentation on it.
misunderstand (v) (opposite = understand)	/mɪsʌndə'stænd/	I totally misunderstood what he said on the phone.
negotiations (n pl)	/nəˌɡəʊʃi'eɪʃənz/	The negotiations in Nagoya are going pretty well but we seem to be deadlocked on price.
packing department (n)	/'pækɪŋ dəˌpɑ:tmənt/	Can you pass their complaint on to the packing department .
position (n)	/'pə'zɪʃən/	We will be interviewing three applicants for the position of divisional manager.
preliminary report (n)	/'prɛ'lɪmɪnəri rɪˌpɔ:t/	Head office waited six months for the preliminary report , another six months for the feasibility study and now they want to see some results.
processing plant (n)	/'prəʊsesɪŋ ,plɑ:nt/	The visitors from the UK didn't have time to see the processing plant .
progress (n) make progress with sth	/'prəʊɡres/	Are you making progress with the conference arrangements?
purpose (n)	/'pɜ:pəs/	Can I ask the purpose of your call?
put off (phr v)	/pʊt 'ɒf/	I have been putting off this call because I don't want to speak English.
put through (phr v)	/pʊt 'θru:/	I'll just put you through to Ms Mellor now.
quality control (n)	/'kwɒləti kənˌtrəʊl/	Bill Andrews asked a lot of questions about quality control .
quarterly (adj)	/'kwɔ:təli/	I included the quarterly accounts in the report.
query (v)	/'kwɪəri/	The people in Seattle are querying our invoice.
read back (phr v)	/ri:d 'bæk/	Can you read those figures back to me, please?
refer to (phr v)	/rɪ'fɜ: tu/	The lawyer referred to the well-known Gates v Monopolies Commission case.

reinvoice (v)	/ri:'ɪnvɔɪs/	Can you ask Accounts to check the figures and reinvoice if necessary.
reminder (n)	/rɪ'maɪndə/	If they haven't paid by the end of the month, we will have to send them a reminder .
requirements (n pl)	/rɪ'kwəɪəmənts/	We are meeting next week to discuss my client's requirements .
shipping agent (n)	/'ʃɪpɪŋ,eɪdʒənt/	The shipping agent has confirmed that the goods were delivered this morning.
sound (v)	/saʊnd/	You sounded quite rude and unhelpful but perhaps you were busy.
speak (v)	/spi:k/	I'd like to speak to somebody in the Accounts Department, please.
speaker (n)	/'spi:kə/	We have contacted all the speakers to confirm their attendance.
speak up (phr v)	/spi:k 'ʌp/	I didn't catch that. Can you speak up please?
stock control (n)	/'stɒk kən,tʁəʊl/	The stock control manager says we despatched the Venezuelan consignment a week ago.
stuck (adj) be stuck in	/stʌk/	I'm still stuck in a meeting at head office. I think you should start without me.
tone (n)	/təʊn/	Please leave a message after the tone and I'll get back to you as soon as I can.
touch (n) be in touch	/tʌtʃ/	They said they'd be in touch in the next couple of days or so.
track (n) lose track of sth	/træk/	I completely lost track of the conversation because my English is not very good.
tricky (adj) (opposite = easy)	/'trɪki/	What was the trickiest question they asked you at the interview?
unpronounceable (adj)	/ʌnpɹə'naʊnsəbəl/	I find some of our Polish colleagues' names unpronounceable .
visual (n)	/'vɪʒʊəl/	My memory stick won't work and all the visuals for my presentation are on it!

worry (n)
have no worries

/'wʌrɪ/

So he asked about quality control? I hope you told him he's **got no worries** there.