

absence (n) in sb's absence	/'æbsəns/	Shavi wants to know what decisions and arrangements you've made in his absence .
in action	/ɪn 'ækʃən/	The idea would be to spend a few days following you around with a camera to see you in action .
agreement (n) (opposite = disagreement) reach agreement with sb	/ə'gri:mənt/	We have almost reached agreement with the Baumann Studio but we're still stuck on price.
agree to sth (phr v)	/ə'gri: tə ,sʌmθɪŋ/	They have agreed to everything else we wanted but they're asking for another seven million euros.
approve (v)	/ə'pru:v/	We are still waiting for you to approve the sale of the old film studios in Berlin.
authority (n) have sth on good authority (that)	/ɔ:'θɒrəti/	I have it on good authority that you're going to win the award.
authorisation (n)	/'ɔ:θərəɪ,zeɪʃən/	I'd prefer to have your authorisation before making the final offer.
brand awareness (n)	/ˌbrænd ə'weənəs/	At RippleEffect we specialise in using social networks to promote brand awareness online.
briefing (n)	/'bri:fiŋ/	We'll hold our usual Monday staff briefing on the Tuesday morning instead.
bring sth forward (phr v)	/brɪŋ ,sʌmθɪŋ 'fɔ:wəd/	I wonder if we could bring the meeting forward a week?
buy (n)	/baɪ/	I still think they are a very good buy and that we should go ahead and accept their terms before one of our competitors does.
catch up (phr v)	/kætʃ 'ʌp/	I've kept Friday pretty much free to catch up with some paperwork.
chance (n) take a chance	/tʃɑ:ns/	If Kumar had never taken any chances , he wouldn't be running his own media empire

change of plan (n)	/tʃeɪndʒ əv 'plæn/	today. I'm sorry to inconvenience you but there's been a slight change of plan .
clash with sth (phr v)	/'klæʃ wɪθ ,sʌmθɪŋ/	If my parents' deadly party clashes with anything important, please think of an excuse for me not be there!
come up (phr v)	/kʌm 'ʌp/	Let me know if any opportunities to talk to the media come up .
come up with sth (phr v)	/kʌm 'ʌp wɪθ ,sʌmθɪŋ/	Our creative team has come up with some preliminary ideas I'd like to share with you.
coming (adj)	/'kʌmɪŋ/	Our meetings with the bank and with Sony are our big priorities over the coming weeks.
competition (n)	/kəmpe'tɪʃən/	I suggest we make that an all-day meeting now that we've got some competition .
competitor (n)	/kəm'petɪtə/	We should go ahead and accept their terms before one of our competitors does.
contact (v)	/'kɒntækt/	I've been trying to contact you all weekend.
convenient (adj) (opposite = inconvenient)	/kən'vi:njənt/	Monday would be a convenient time to set up a videoconference.
creative team (n)	/kri:'eɪtɪv ,ti:m/	Our creative team has come up with some preliminary ideas I'd like to share with you.
direct line (n)	/'daɪrekt laɪn/	I was given your direct line by your secretary last week.
draft (v)	/dra:ft/	Can you draft replies to some of my e-mails, please? I'll work on them tomorrow.
empire (n)	/'empaɪə/	When he is away, Kumar leaves the running of his media empire to his team.
entrepreneur (n)	/'ɒntreɪprə'nɜ:z/	The ambassador would like to invite you to speak to a group of entrepreneurs .
exclusive (adj)	/eks'klu:sɪv/	In an exclusive interview with <i>Cool Million</i> magazine, Kumar claimed that the secret of his success is regularly skipping work and going off on one of his adventures.

finalise (v)	/ˈfɑːmələɪz/	We are hoping to finalise the purchase of the Baumann Studio.
firm (adj)	/fɜːm/	I don't think I can put Film Forum off much longer. I've promised them a firm answer by Monday.
fit in (phr v)	/fɪt 'ɪn/	We need to do the filming within the next few months, but we can fit in around your schedule.
fixed for ...	/ˈfɪkst fə/	You need to know how I'm fixed for appointments, in case anyone calls or e-mails while I'm away.
follow sb around (phr v)	/ˈfɒləʊ ˌsʌmbədi əraʊnd/	The idea would be to spend a few days following you around with a camera to see you in action.
formality (n)	/fɔːˈmæləti/	The formality of an e-mail will vary depending on who has sent it.
forthcoming (adj)	/ˈfɔːθkʌmɪŋ/	I wanted to speak to you about a forthcoming event.
friend (n) friends in high places	/frend/	Don't ask me how I know. Let's just say that I have friends in high places .
get back to sb (phr v)	/get 'bæk tə ˌsʌmbədi/	Get back to me as soon as you can because I have to set things up and there's very little time.
get sb interested in sth (phr v)	/get ˌsʌmbədi 'ɪntərestəd ɪn ˌsʌmθɪŋ/	There's a real chance we may finally get a Hollywood studio interested in our latest movie.
get things moving	/get θɪŋz 'muːvɪŋ/	I'm meeting Rama Gaming Systems in the morning just to get things moving and then flying home in the afternoon.
go-ahead (n) give sb the go-ahead	/ˈgəʊəhed/	Just give me the go-ahead to buy the shares for you and I'll do the rest.
go ahead (phr v)	/gəʊ ə'hed/	The people in Berlin always want me to OK big decisions before they go ahead .
go through (phr v)	/gəʊ 'θruː/	If the Sony deal goes through , it would be nice to get some publicity for that. I've been going through the contract we're about to sign

go with (phr v)	/ˈgəʊ wɪθ/	with Viacom. Public speaking goes with the job.
hold (v) hold a call	/həʊld/ /həʊld ə ˈkɔ:l/	Could you hold my calls for the next half hour, please.
inconvenience (v)	/ɪnkənˈviːnjəns/	I'm sorry to inconvenience you but there's been a slight change of plan.
introduce (v)	/ɪntrəˈdjuːs/	Allow me to introduce myself.
investment (n)	/ɪnˈvestmənt/	This is a sure thing, a completely safe investment .
the media (n pl)		Let me know if any opportunities to talk to the media come up.
move (v)	/muːv/	They are asking for another seven million euros and I don't think they'll move on that.
negotiate (v)	/nəˈgəʊʃieɪt/	Your team missed one or two points when they were negotiating the deal with Viacom.
negotiations (n pl) open negotiations	/nəˈgəʊʃiˈeɪʃənz/ /ˈəʊpən nəˈgəʊʃiˈeɪʃənz/	I'm staying in Delhi to open our negotiations with Rama Gaming Systems.
network (n) social network	/ˈnetwɜːk/ /ˌsəʊʃəl ˈnetwɜːk/	At RippleEffect we specialise in using social networks to promote brand awareness online.
nominate (v) be nominated for sth	/ˈnɒmɪneɪt/	Your movie, <i>Dharma</i> , has been nominated for Best Foreign Language Film at Cannes this year.
offer (n) final offer	/ˈɒfə/ /ˌfaɪnəl ˈɒfə/	I'd prefer to have your authorisation before making the final offer .
OK (v)	/əʊˈkeɪ/	The people in Berlin always want me to OK big decisions before they go ahead.
pain (n) be a real pain	/peɪn/	The guy from the Indian Embassy in Washington is a real pain .
the paparazzi (n pl)		I would like to organize something special for the paparazzi . Something which

paperwork (n)	/ˈpeɪpəwɜ:k/	will be in all the newspapers. I've kept Friday pretty much free to catch up with some paperwork .
point (n)	/pɔɪnt/	You have to admit, he has a point!
portfolio (n)	/pɔ:t'fəʊliəʊ/	The company has some exciting new products - games for mobile phones. I think they'd make an excellent addition to our portfolio .
preliminary (adj)	/prə'limɪnəri/	Our creative team has come up with some preliminary ideas I'd like to share with you.
prioritise (v)	/praɪ'ɔrətɪz/	Prioritise the e-mails according to how important or urgent they are.
priority (n)	/praɪ'ɔrəti/	Our meetings with the bank and with Sony are our big priorities over the coming weeks.
promote (v)	/prə'məʊt/	At RippleEffect we specialise in using social networks to promote brand awareness online.
promotion (n)	/prə'məʊʃən/	We've got a meeting with indiamusic.com about an online promotion .
publicity (n)	/pʌb'lɪsəti/	If the Sony deal goes through, it would be nice to get some publicity for that.
public speaking (n)	/ˌpʌblɪk 'spi:kɪŋ/	Public speaking goes with the job.
put sb off (phr v)	/ˈpʊt ˌsʌmbədi ɒf/	I don't think I can put Film Forum off much longer. I've promised them a firm answer by Monday.
represent (v)	/reprɪ'zent/	I represent the charity Punarjanm.
reschedule (v)	/ri:'fedju:l/	Let me know if Thursday 20 th suits you or if we'll just have to reschedule .
schedule (n)	/'fedju:l/	We need to do the filming within the next few months, but we can fit in around your schedule .
schedule (v)	/'fedju:l/	No wonder you scheduled a meeting to sign the band the week after we asked the bank to lend us 20 billion rupees.

set (v) set things up	/set/ /set θɪŋz 'ʌp/	Get back to me as soon as you can because I have to set things up and there's very little time.
shares (n pl) buy shares in sth	/'ʃeəz/	If you are going to buy shares in that Web TV company, you have to do it fast because the price is about to take off.
short notice (n)	/'ʃɔ:t ,nəʊtɪs/	I realize it is rather short notice but I have been trying to reach you for several days.
skip (v)	/skɪp/	Kumar claimed that the secret of his success is regularly skipping work and going off on one of his adventures.
specialise in sth (phr v)	/'speʃəlaɪz ɪn ,sʌmθɪŋ/	At RippleEffect we specialise in using social networks to promote brand awareness online.
story (n) the inside story	/'stɔ:ri/ / 'stɔ:ri/	The actress promises to tell the inside story of your three-year relationship.
sb's side of the story	ˌsʌmbədɪz saɪd əv 'stɔ:ri/	This journalist offered to interview me to get 'my side of the story '. What story?
stuck (adj) be stuck on sth	/stʌk/	We have almost reached agreement with the Baumann Studio but we're still stuck on price.
success (n) the secret of sb's success	/sʌk'ses/ / ,sʌmbədɪz sʌk'ses/	Kumar claimed that the secret of his success is regularly skipping work and going off on one of his adventures.
suit (v)	/su:t/	Let me know if Thursday 20 th suits you or if we'll just have to reschedule.
sure thing (n)	/'ʃʊə θɪŋ/	This is a sure thing , a completely safe investment.
take off (phr v)	/teɪk 'ɒf/	If you are going to buy shares in that Web TV company, you have to do it fast because the price is about to take off .
talk (n) in talks with sb	/tɔ:k/	Rama Gaming Systems are already in talks with Dell India.

talk (v)	/tɔ:k/	This mistake could cost us a lot of money. We could be talking millions!
terms (n pl) accept sb's terms	/tɜ:mz/ /ək'sept ,sʌmbədɪz 'tɜ:mz/	We should go ahead and accept their terms before one of our competitors does.
tie (v) be tied up with sb/sth	/taɪ/	I will be tied up with Sony Pictures all next week.
think (n) have a think about sth	/θɪŋk/	Anyway, have a think about making this film and I'll call you in a few days to see if you'd like to go ahead.
think (v) be thinking of	/θɪŋk/	I don't know what your team were thinking of when they negotiated this deal.
think through (phr v)	/θɪŋk 'θru:/	I need some time to think through this Pixar deal.
no wonder	/nəʊ 'wʌndə/	No wonder you scheduled a meeting to sign the band the week after we asked the bank to lend us 20 billion rupees.