

PRELIMINARY

WORD LIST

Spanish

Module 1 pp 4–5	POS	Pronunciation	Translation	Definition	Examples
advise sb on sth	Verb	/əd'vaɪz ,sʌmbədi ɒn ,sʌmθɪŋ/	aconsejar a alguien sobre algo	to give somebody information on a subject	<i>I advise the managing director on financial matters.</i>
attend a workshop	Phrase	/ə'tend ə 'wɜː(r)kʃɒp/	participar en un taller	to be present at an event where people meet to discuss a particular subject	<i>I attend a lot of workshops as part of my job.</i>
author	Noun	/'ɔːθə(r)/	autor	a person who writes books or articles	<i>She's the author of several books on public speaking.</i>
badge	Noun	/bædʒ/ /biː rɪ'spɒnsəb(ə)l fɔː(r) / , /biː rɪ'spɒnsəb(ə)l fə(r) /	placa	a piece of plastic or metal, with writing on it, that you wear to show who you are	<i>We need to wear a badge with our name and photo at the conference.</i>
be responsible for	Phrase		ser el/la responsable de	having the job of doing something and making sure that nothing goes wrong	<i>I'm responsible for the company's accounts.</i>
CFO = chief financial officer	Noun	/,siː ef 'əʊ/	director financiero	the person in a company who has the most control over the company finances	<i>She's the CFO of a company which designs gadgets and gifts.</i>
complaint	Noun	/kəm'pleɪnt/	queja	a statement that someone makes saying that they are unhappy with something	<i>He deals with customers' complaints.</i>
consultancy	Noun	/kən'sʌltənsɪ/	asesoría	a company that gives expert knowledge and advice to other companies	<i>J&C is a training consultancy for personal and professional development.</i>
consultant	Noun	/kən'sʌltənt/	asesor/a	a person who is paid to give expert knowledge and advice to other people	<i>The IT consultant advises the company on software and system requirements.</i>
design	Verb	/dɪ'zaɪn/	diseñar	to decide how something will look or work, and making drawings of it	<i>The company designs gadgets and gifts.</i>
employee	Noun	/ɪm'plɔɪiː / , /,emplɔɪ'iː/	empleado/a	someone who is paid to work for a company or a person	<i>I deal with employees' problems.</i>
gadget	Noun	/'gædʒɪt/	aparato	a small tool that does something useful	<i>He owns a lot of electronic gadgets.</i>
gift	Noun	/ɡɪft/ /ɡɪv ,sʌmbədi əd'vaɪs ɒn ,sʌmθɪŋ/	regalo	something that you give to someone on a special occasion	<i>His colleagues gave him a clock as a retirement gift.</i>
give sb advice on sth	Phrase		aconsejar a alguien sobre algo	to give someone a suggestion about the best thing to do in a particular situation	<i>The management consultant gives companies advice on their markets, organisation and processes.</i>
interview	Verb	/'ɪntə(r),vjʊː/	entrevista	a meeting in which somebody is asked questions to find out more about them	<i>I interview clients, identify problems and suggest solutions.</i>
IT = information technology	Noun	/,aɪ 'tiː/	informática	the study or use of computers for storing, sending or using information	<i>Our university department needs some IT training.</i>
job	Noun	/dʒɒb/	trabajo	work that you do regularly for payment	<i>What does your job involve?</i>
job title	Noun	/dʒɒb 'taɪt(ə)l/	cargo	a name that describes a job	<i>His job title is chief communications officer.</i>
look for	Phrasal verb	/'lʊk fɔː(r), fə(r)/	buscar	to search for someone or something	<i>I look for new customers.</i>
MD = managing director	Noun	/,em 'diː/	director	the person in charge of a company	<i>Who's the MD of that company?</i>
one-to-one session	Phrase	/wʌn tə ,wʌn 'seɪʃ(ə)n/	sesión individual	a meeting in which two people discuss something without involving anyone else	<i>She sometimes gives one-to-one sessions on the phone or via email.</i>
overcome difficulties	Phrase	/əʊvə(r),kʌm 'dɪfɪk(ə)ltɪz/	superar las dificultades	to succeed in dealing with a problem	<i>She helps business people overcome difficulties.</i>
owner	Noun	/'əʊnə(r)/	propietario	someone who owns something	<i>The owner of the company lives in Greece.</i>
PA = personal assistant	Noun	/,piː 'eɪ/	asistente personal	someone whose job it is to assist just one person, often by organising meetings, making phone calls etc.	<i>I'm the PA to the managing director of a company called Athens Daily Menu.</i>
responsibility	Noun	/rɪ'spɒnsə'bɪləti/ /rʌn ə 'bɪznəs, 'kɔː(r)sɪz, 'fæktri/	responsabilidad	a duty to do something because it is part of your job	<i>His responsibilities include organising the MD's travel and accommodation for business trips.</i>
run a business / courses / a factory	Phrase		gestionar un negocio	to control and organize something such as a course, or company	<i>She runs courses and workshops for companies and universities.</i>
sales rep	Noun	/'seɪlz rep/	representante de ventas	someone whose travels around an area and sell the goods or services of a company	<i>He's a sales rep for Soap Heaven.</i>
sample	Noun	/'sɑːmp(ə)l/	muestra	a small amount of a product that can be looked at or tried	<i>I visit customers and leave product samples.</i>
speaker	Noun	/'spiːkə(r)/	ponente	a person who gives a speech or a talk	<i>He's a very good public speaker.</i>
trainer	Noun	/'treɪnə(r)/	instructor/a	a person whose job it is to teach other people a particular skill	<i>The trainer came to our office to run the workshop.</i>
training	Noun	/'treɪnɪŋ/	formación	the process of learning particular skills needed for a job or activity	<i>The company provides training for all new employees.</i>
work	Noun	/wɜː(r)k/	trabajo	a job that a person does to make money	<i>What time do you start work?</i>
work	Verb	/wɜː(r)k/	trabajar	to have a job	<i>I work in the finance department.</i>
pp 6–7	POS	Pronunciation	Translation	Definition	Examples
balance	Noun	/'bæləns/	equilibrio	a situation in which different things exist in equal, correct or good amounts	<i>Do you have a good work-life balance?</i>
bonus	Noun	/'bəʊnəs/	bonus	extra money you get from your employer because you have worked hard or done well	<i>He always gets a bonus in December.</i>
electrical appliances	Noun	/ɪ,lektrɪk(ə)l ə'plaɪənsɪz/	electrodomésticos	a piece of equipment that you use at home, such as a washing machine, hair dryer, etc	<i>My company makes electrical appliances.</i>
employ	Verb	/ɪm'plɔɪ/	contratar	to pay someone to do a job for you or to work as a member of your organization	<i>How many people do you employ?</i>
goods	Noun plural	/ɡʊdz/	mercancía	things that are produced to be sold	<i>They export most of their goods abroad.</i>
magazine	Noun	/,mæɡə'ziːn/	revista	a type of large thin book that you can buy every week or month, containing articles, photographs, etc., often on a particular topic	<i>Do you read a magazine in the evening?</i>
produce	Verb	/prə'djuːs/	producir	to make things to be sold, especially in large quantities	<i>We produce a new catalogue every year.</i>
questionnaire	Noun	/,kwestʃə'neə(r)/	cuestionario	a written list of questions that are answered by a number of people so that information can be collected from the answers	<i>Answer the questions in the personality quiz questionnaire.</i>

schedule	Noun	/ˈʃedjuːl/	horario	a plan of activities or events and when they will happen	<i>She is never behind schedule.</i>
ship	Verb	/ʃɪp/	enviar	to transport goods or people	<i>We ship our goods all over the world.</i>
staff	Noun	/stɑːf/	personal	workers employed in an organization considered as a group	<i>We have a staff meeting once a week.</i>
supper	Noun	/ˈsʌpə(r)/	cena	the last meal of the day, either a main meal, usually smaller and less formal than dinner	<i>They have supper together every Friday night.</i>
suffer	Verb	/ˈsʌfə(r)/	sufrir	to be badly affected by a disease, pain, sadness,	<i>Your health may suffer if you don't learn to relax.</i>
work for	Phrase	/wɜː(r)k	trabajar para	to be employed by someone or a organization	<i>I work for a company that supplies computer software.</i>
pp 8–9	POS	Pronunciation	Translation	Definition	Examples
classmate	Noun	/ˈklaːs,mert/	compañero/a de clase	a person who is or was in the same class as you at school or college	<i>Find out where your classmates work.</i>
destination	Noun	/ˌdestɪˈneɪf(ə)n/	destino	a place to which somebody/something is going or being sent	<i>What's your favourite holiday destination?</i>
follow-up	Adjective	/ˈfɒləʊ ʌp/	seguimiento	continuing something that has already started	<i>Ask follow-up questions to find out more information.</i>
greet	Verb	/griːt/	saludar	to say hello or to welcome somebody	<i>How should you greet somebody in the morning?</i>
hobby	Noun	/ˈhɒbi/	afición	an activity that you do for pleasure when you are not working	<i>Do you have any hobbies?</i>
pp 10–11	POS	Pronunciation	Translation	Definition	Examples
allocate	Verb	/ˈæləkeɪt/	asignar	to give something officially to somebody/something for a particular purpose	<i>Allocate one candidate to each group.</i>
ambitious	Adjective	/æmˈbɪʃəs/	ambicioso	determined to be successful, rich, powerful, etc	<i>She has ambitious plans for her career.</i>
annual meeting	Noun	/ˌænjuəl ˈmiːtɪŋ/	reunión anual	an important meeting which the members of an organization hold once a year in order to discuss matters, examine accounts etc	<i>The shareholders' annual meeting is next week.</i>
auditing	Noun	/ˈɔːdɪtɪŋ/	auditoría	a careful examination of something, especially one done to find the amount, size, or effectiveness of something	<i>She sometimes does auditing for other divisions.</i>
award a prize	Phrase	/ə,wɔː(r)d ə ˈpraɪz/	premiar	a reward that is given for being successful in a sport, competition, or game	<i>The company awards a prize to one employee every year.</i>
be in charge of	Phrase	/biː ɪn ˈtʃɑː(r)dʒ əv/	estar al cargo de	to have control over someone or something and to be responsible for them	<i>She is in charge of the company's new email system.</i>
breed	Verb	/briːd/	criar	to keep animals or plants in order to produce young ones in a controlled way	<i>She breeds dogs in her spare time.</i>
business administration	Noun	/ˌbɪznəs əd,mɪnɪˈstreɪf(ə)n/	administración de empresas	the study of how to manage a business	<i>She has a master's degree in business administration.</i>
candidate	Noun	/ˈkændɪdeɪt/	candidato	a person who is trying to be elected or is applying for a job	<i>There are four candidates for the award.</i>
catering service	Noun	/ˌkeɪtərɪŋ ˈsɜː(r)vɪs/	servicio de <i>catering</i>	the provision of food and drinks for meetings or social events, organized by a company	<i>The company provides catering services for local businesses.</i>
Chronic Fatigue Syndrome	Noun	/ˌkrɒnɪk fəˈtiːg ˌsɪndrəʊm/	síndrome de fatiga crónica	an illness that makes people feel extremely weak and tired and that can last a long time	<i>She suffers from Chronic Fatigue Syndrome.</i>
confectionery	Noun	/kənˈfekʃ(ə)n(ə)rɪ/	golosinas	sweet foods such as sweets and chocolates	<i>It's a multinational confectionery company.</i>
co-ordinate	Verb	/kəʊˈɔː(r)dɪneɪt/	coordinar	to organize different parts of an activity and the people involved in so that it works well	<i>He co-ordinates the department's resources.</i>
criterion, criteria (pl)	Noun	/kraɪˈtɪəriən/, /kraɪˈtɪərɪriə/	criterio, criterios	a standard or principle by which something is judged, or with the help of which a decision is made	<i>This candidate fulfils all the criteria.</i>
deal with sth / sb	Phrasal verb	ˌsʌmwaɪn/	ocuparse de	to take appropriate action in a particular situation or according to who you are talking to, managing, etc.	<i>The communications director deals with the company's internal and external communications.</i>
efficiency	Noun	/ɪˈfɪʃ(ə)nsi/	eficacia	the quality of doing something well with no waste of time or money	<i>The new technology helped to improve the company's efficiency and profits.</i>
engineering	Noun	/ˌendʒɪˈnɪərɪŋ/	ingeniería	the activity of applying scientific knowledge to the design, building and control of machines, roads, bridges, electrical equipment, etc	<i>His professional background is in engineering.</i>
have a master's degree in	Phrase	/hæv ə ˌmaːstəz dɪˈɡriː ɪn/	tener un máster en	to hold a further university degree that you study for after a first degree	<i>He has a master's degree in economics</i>
interviewer	Noun	/ˈɪntə(r),vjʊːə(r)/	entrevistador/a	the person who asks the questions in an interview	<i>The interviewer asked me questions about my job.</i>
make a contribution	Phrase	/meɪk ə ˌkɒntrɪˈbjʊːf(ə)n/	contribuir	something that you do that helps to achieve something or to make it successful	<i>The employee made a significant contribution to staff development.</i>
marathon running	Phrase	/ˈmæɾəθ(ə)n ˌrʌnɪŋ/	correr una maratón	a marathon is a race with a distance of 26.2 miles, which can be run or walked	<i>He enjoys marathon running and cooking.</i>
memo	Noun	/ˈmeməʊ/	circular	an official note from one person to another in the same organization	<i>I often write reports and memos for our staff.</i>
mentor	Noun	/ˈmentɔː(r)/	mentor	an experienced person who advises and helps somebody with less experience over a period of time	<i>New employees have the support of a mentor when they join the company.</i>
provide	Verb	/prəˈvaɪd/	proporcionar	to give something to somebody or make it available for them to use	<i>The company provides food and drink for receptions and business dinners.</i>
R&D = research and development	Noun	/ˌɑːr ən ˈdiː/	I+D= investigación y desarrollo	work that tries to find new products and processes or to improve existing ones	<i>He manages R&D of new product ideas.</i>
scuba diving	Noun	/ˈskuːbə ˌdaɪvɪŋ/	buceo	the sport or activity of swimming underwater using special breathing equipment	<i>He usually goes scuba diving at the weekends.</i>
set a positive example	Phrase	/set ə ˌpɒzətɪv ɪɡˈzɑːmp(ə)l/	dar un ejemplo positivo	to be a good model for others to copy	<i>She sets a positive example to all her staff.</i>
show sb around	Phrase	/ʃəʊ ˌsʌmbədi əˈraʊnd/	enseñar a alguien un lugar	to be a guide for somebody when they visit a place for the first time	<i>I show new employees around the office.</i>
supervise	Verb	/ˈsuːpə(r)vaɪz/	supervisar	to be in charge of somebody/something and make sure that everything is done correctly, safely, etc	<i>He supervises all new projects.</i>
welcome	Verb	/ˈwelkəm/	dar la bienvenida	to say hello to somebody in a friendly way when they arrive somewhere	<i>It's my job to welcome visitors.</i>
pp 12–13	POS	Pronunciation	Translation	Definition	Examples
advert	Noun	/ˈædvɜː(r)t/	anuncio	a notice, picture or film telling people about a product, job or service	<i>The job advert is on the website.</i>
eraser	Noun	/ɪˈreɪzə(r)/	goma de borrar	a small piece of rubber or a similar substance, used for removing pencil marks from paper	<i>Rub out your mistakes with an eraser.</i>
feature	Noun	/ˈfiːtʃə(r)/	característica	something important, interesting or typical of a place or thing	<i>The latest phone has lots of new features.</i>
leaflet	Noun	/ˈliːflət/	folleto	a printed sheet of paper or a few printed pages that are given free to advertise or give information about something	<i>The information leaflet is very helpful.</i>
minute	Noun	/ˈmɪnɪt/	minuto	a period of 60 seconds. There are 60 minutes in one hour	<i>I need to leave in 30 minutes.</i>
overall grade	Phrase	/əʊvərˌɔːl ˈɡreɪd/	nota global	the total quality of work	<i>Your results show your overall grade.</i>
pass grade	Phrase	/ˈpɑːs ɡreɪd/	aprobado	the minimum grade required to progress to the next stage	<i>The pass grade is around 65%.</i>
report	Noun	/rɪˈpɔː(r)t/	informe	to give people information about something that you have heard, seen, done, etc.	<i>I write a weekly report for my manager.</i>
Module 2					
pp 14–15	POS	Pronunciation	Translation	Definition	Examples

amazing	Adjective	/ə'meɪzɪŋ/	increíble	very surprising, especially in a way that makes you feel pleasure or admiration	<i>The scenery is amazing.</i> <i>There is a new branch opening in Japan.</i> <i>I'm checking the financial report.</i> <i>The construction of the shopping centre is behind schedule.</i> <i>The local staff are working very well with our management team.</i>
branch	Noun	/brɑːntʃ/	sucursal	a local office or shop belonging to a large company or organization	
check	Verb	/tʃek/	comprobar	to examine something to see if it is correct, safe or acceptable	
construction	Noun	/kən'strʌkʃ(ə)n/	construcción	the process or method of building or making something, especially roads, buildings, bridges, etc.	
management	Noun	/'mænɪdʒmənt/	gestión	the act of running and controlling a business or similar organization the person who is in charge of running the part of a business which is responsible for presenting, advertising and selling a company's products or services in the best possible way	
marketing manager	Noun	/'maː(r)kɪtɪŋ ,mænɪdʒə(r)/	director de marketing	not very large, important or serious	<i>We're having a party to say goodbye to our marketing manager.</i> <i>Apart from some minor problems, everything is going to plan.</i> <i>My business partner is in Brazil at the moment.</i> <i>The project manager is meeting the subcontractors this afternoon.</i>
minor	Adjective	/'maɪnə(r)/	menor	one of the people who owns a business and shares the profits, etc.	
partner	Noun	/'pɑː(r)tnə(r)/	socio/a	the person in overall charge of the planning and execution of a particular project.	
project manager	Noun	/,prɒdʒekt 'mænɪdʒə(r)/	gestor/a de proyectos	the natural features of an area, such as mountains, valleys, rivers and forests, when you are thinking about them being attractive to look at	
scenery	Noun	/'siːnəri/	paisaje	a group of shops/stores built together, sometimes under one roof	
shopping centre	Noun	/'ʃɒpɪŋ ,sentə(r)/	centro comercial	to develop and become more complete or organized	<i>Brazil has some beautiful scenery.</i> <i>I'm working on the plans for the shopping centre.</i> <i>The new shopping centre is quickly taking shape.</i> <i>A temp is helping out in the office this month.</i> <i>Your job is temporary, so you will only be here for a month.</i>
take shape	Phrase	/teɪk 'ʃeɪp/	tomar forma	an employee in an office who will only work there for a limited time	
temp	Noun	/temp/	empleado/a temporal	not long lasting or intended to be used only for a short amount of time; not permanent	
temporary	Adjective	/'temp(ə)rəri/	temporal	to give somebody the most recent information about something; to add the most recent information to something	
update	Noun + Verb	/'ʌpdet/ (noun), /ʌp'det/ (verb)	novedad		
pp 16–17	POS	Pronunciation	Translation	Definition	Examples
commute	Noun + Verb	/kə'mjuːt/	viaje al trabajo/viajar al	to travel regularly by bus, train, car, etc. between your place of work and your home	<i>The daily commute is taking longer and longer. / I don't like having to commute.</i> <i>Some employees discover that flexible working isn't for them.</i> <i>We have to cut costs, so we need to dismiss some staff.</i> <i>We need to employ more office staff to work on this project.</i>
discover	Verb		trabajo	to find something that you did not expect to find	
dismiss	Verb		descubrir	to remove somebody from their job	
employ	Verb		despedir	to give somebody a job to do for payment	
financial services	Noun	/faɪ,nænʃ(ə)l 'sɜː(r)vɪsɪz/, /fɪ,nænʃ(ə)l 'sɜː(r)vɪsɪz/	contratar	professional services involving the investment, lending, and management of money and assets.	
fire	Verb	/'fɪaɪə(r)/	servicios financieros	dismiss an employee from a job.	<i>He works in financial services.</i> <i>Why are you firing me?</i> <i>Many businesses are offering flexible working hours to staff.</i>
flexible	Adjective		despedir	able to change to suit new conditions or situations	
flexitime	Noun		flexible	a system in which employees work a particular number of hours each week or month but can choose when they start and finish work each day	
hire	Verb		horario flexible	to give somebody a job	
pay rise / cut	Noun	/'peɪ ,raɪz/, /'peɪ ,kʌt/	contratar	the act of increasing/reducing a salary	
perform	Verb		aumento/disminución de	to do something, such as a piece of work, task or duty	<i>The department is hiring new employees to work in the Tokyo office.</i> <i>The company is giving a pay rise to employees who meet their targets. / Some employees will have to take a pay cut if they don't perform well.</i> <i>The department is firing employees who perform badly.</i>
project	Noun		suelto	a planned piece of work that is designed to find information about something, to produce something new, or to improve something	
sack	Verb		rendir	being told by your employer that you can no longer continue working for a company, usually because of something that you have done wrong	
stressful	Adjective		causando una gran ansiedad y preocupación	causing a lot of anxiety and worry	
take on	Phrasal verb	/ ,teɪk 'bʌn/	despedir		<i>The business is taking on new staff to help complete the project.</i> <i>I have to meet my sales targets this year.</i> <i>I've got a new job as a tour guide.</i> <i>The company's workforce is growing quickly.</i>
target	Noun		estresante		
tour guide	Noun		contratar	to employ somebody	
workforce	Noun		objetivo	a result that you try to achieve	
pp 18–19	POS	Pronunciation	Translation	Definition	Examples
abroad	Noun	/ə'brɔːd/	guía turístico/a	someone whose job it is to show tourists around a place and explain its history, architecture etc	<i>The company is offering me a post abroad.</i> <i>Please confirm you can attend the meeting.</i>
confirm	Verb		plantilla	all the people who work for a particular company, organization, etc.	
finance director	Noun		en el extranjero	in or to a foreign country	
job applicant	Noun		confirmar	to state or show that something is definitely true or correct	
kid	Noun	/kən'fɜː(r)m/	director financiero	the person who is in charge of a company's finance	<i>I've got a meeting with the finance director now.</i>
potential client	Noun		candidato a un puesto de		
present	Verb		trabajo	a person who applies for a job	
production plant	Noun		niño	a child or young person	
quality inspector	Noun	/pə'tenʃ(ə)l 'klaɪənt/	cliente potencial	someone who may pay for the services of a professional person	<i>I'm interviewing the job applicants this morning.</i> <i>He's collecting the kids from school later.</i> <i>I'm meeting a potential new client this afternoon.</i> <i>I'm presenting the company to a group of visitors.</i>
reception (a place)	Noun		presentar	to show something for other people to look at or consider	
sales team	Noun		planta de producción	an industrial site, where workers manufacture goods or operate machines processing one product into another.	
strategy meeting	Noun		inspector/a de calidad	a person whose job is to visit to check that rules are being obeyed and that standards are acceptable	
suggestion	Noun	/'kwɒlɪtɪ ɪn,spektə(r)/	recepción	the area inside of a building where guests or visitors go first when they arrive	<i>She's showing the quality inspectors around the building.</i> <i>See you in Reception at 12.30.</i> <i>The sales team have their monthly meeting tomorrow.</i>
trade fair	Noun		equipo de ventas	the division of a business that's responsible for selling products or services.	
				an meeting that is used to set priorities, focus resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals	
				an idea or a plan that you mention for somebody else to think about	
				an event at which many different companies show and sell their products	

pp 20–21	POS	Pronunciation	Translation	Definition	Examples
attendance	Noun	/ə'tend(ə)ns/	asistencia	the act of being present at a place a large building that is designed to hold a convention, where individuals and groups gather to promote and share common interests.	<i>Please confirm your attendance at the trade fair.</i>
convention centre	Noun	/kən'venʃ(ə)n ,sentə(r)/	centro de convenciones		<i>The fair is taking place at the new convention centre.</i>
invite	Verb	/ɪn'vaɪt/	invitar	to ask somebody to come to a social event	<i>I am writing to invite you to a book fair.</i>
reception (a party)	Noun	/rɪ'sepʃ(ə)n/	recepción	a formal social occasion to welcome somebody or celebrate something	<i>We are holding a reception on Thursday evening to celebrate our tenth anniversary.</i>
return flight	Noun	/rɪ,tʒ:(r)n 'flaɪt/	vuelo de vuelta	the plane jounery that takes you back to your previous location	<i>My return flight is on Saturday.</i>
self-employed	Adjective	/,self ɪm'plɔɪd/	autónomo/a	working for yourself and not employed by a company, etc.	<i>I'm self-employed, so I work at home.</i>
venue	Noun	/'venjuː/	lugar	a place where people meet for an organized event, for example a concert, sporting event or conference	<i>The International Convention Centre is a good venue for the conference.</i>
pp 22–23	POS	Pronunciation	Translation	Definition	Examples
correspondence	Noun	/,kɒrɪ'spɒndəns/	correspondencia	the letters a person sends and receives with another person	<i>I deal with correspondence as part of my job.</i>
reservation	Noun	/,rezə(r)'veɪʃ(ə)n/	reserva	an arrangement for a seat on a plane or train, a room in a hotel, etc. to be kept for you	<i>I'd like to change my reservation, please.</i>
skill	Noun	/skɪl/	aptitud	the ability to do something well	<i>Negotiation skills are important for my job.</i>
Module 3					
pp 24–25	POS	Pronunciation		Definition	Examples
franchise	Noun	/'fræntʃaɪz/	franquicia	formal permission given by a company to somebody who wants to sell its goods or services in a particular area	<i>The fast-food franchise was very successful.</i>
pp 26–27	POS	Pronunciation	Translation	Definition	Examples
aircraft	Noun	/'eə(r),kraːft/	avión	any vehicle that can fly and carry goods or passengers	<i>He didn't own the first two aircraft he operated.</i>
budget airline	Noun	/,bʌdʒɪt 'eə(r),laɪn/	aerolínea de bajo coste	Aircraft companies offering reduced prices usually in exchange for reduced service a person who makes money by starting or running businesses, especially when this involves taking financial risks	<i>EasyJet and Ryanair are two of the biggest budget airlines in Europe.</i>
entrepreneur	Noun	/,ɒntrəprə'nɜː(r)/	emprededor/a		<i>The entrepreneur started the company from her living room.</i>
expand	Verb	/ɪk'spænd/	extenderse	to become greater in size, number or importance; to make something greater in size, number or importance	<i>The company grew quickly and expanded into France, Germany and Sweden.</i>
fleet	Noun	/fli:t/	flota	a group of planes, buses owned by the same organization someone who is not permanently employed by a particular company, but sells their services to more than one company	<i>The company has a large fleet of planes.</i>
freelancer	Noun	/'fri:lɑːnsə(r)/	autónomo/a		<i>He works as a freelancer for several different companies.</i>
go public	Phrase	/gəʊ 'pʌblɪk/	empezar a cotizar en bolsa	when a company goes public anyone can buy a share of the company a company which is legally separate from the people who run it and has separate finances from the shareholders personal ones. The owners are only responsible for business debts limited to the value of their investments	<i>The company went public in 2012.</i>
limited company (Ltd)	Noun	/,lɪmɪtɪd 'kʌmp(ə)ni/	sociedad limitada		<i>She works for Williams & Co. Ltd.</i>
merge	Verb	/mɜː(r)dʒ/	fusionarse	to combine or make two or more things combine to form a single thing	<i>The two companies merged in 2015.</i>
non-profit organisation	Noun	/nɒn ,prɒfɪt ɔː(r)ɡənaɪ'zeɪʃ(ə)n/	organización sin ánimo de lucro	tax exempt or charitable organizations that do not pay income tax on the money that they receive for their organization.	<i>It's a non-profit organisation that does a lot of wildlife conservation work.</i>
partnership	Noun	/'pɑː(r)tnə(r)ʃɪp/	colaboración	a business owned by two or more people who share the profits	<i>She set up a partnership with her former boss.</i>
public limited company (plc)	Noun	/,pʌblɪk lɪmɪtɪd 'kʌmp(ə)ni/	sociedad anónima	a limited company that has that has offered shares to the general public	<i>I worked at Lloyds Bank plc before I got this job.</i>
raw materials	Noun	/,rɔː mæ'tɪərɪəlz/	materias primas	a basic material that is used to make a product	<i>They bought the raw materials directly from the producers.</i>
sole trader	Noun	/,səʊl 'treɪdə(r)/	comerciante individual	a person who owns and runs a business on their own rather than with a partner	<i>Working as a sole trader has many advantages.</i>
pp 28–29	POS	Pronunciation	Translation	Definition	Examples
announce	Verb	/ə'naʊns/	anunciar	to tell people something officially, especially about a decision, plans, etc.	<i>We are pleased to announce the signing of a major new deal with a Japanese car manufacturer.</i>
business partner	Noun	/'bɪznəs ,pɑː(r)tnə(r)/	socio/a	people who share ownership or run a company together	<i>He sent an email to his business partner.</i>
contract	Noun	/'kɒntrækt/	contrato	an official written agreement	<i>The company has signed a new contract with a Japanese manufacturer.</i>
core business	Phrase	/,kɔː(r) 'bɪznəs/	actividad principal	the main area or activity that a company was founded on or focuses on	<i>Their core business is financial products.</i>
distribute	Verb	/dɪ'strɪbjʊːt/, /'dɪstrɪbjʊːt/	distribuir	to send goods to shops so that they can be sold	<i>They distribute their products internationally.</i>
hardware	Noun	/'hɑːd(r),weə(r)/	hardware	the machinery and electronic parts of a computer system	<i>We are leaders in hardware and software solutions for satellite technology.</i>
organic	Adjective	/ɔː(r)'ɡænɪk/	ecológico/a	(of food) produced without using artificial chemicals	<i>We have just announced a new line in vegetarian and organic menus.</i>
performance	Noun	/pə(r)'fɔː(r)məns/	rendimiento	how well or badly you do something	<i>They want us to improve our performance when presenting and negotiating.</i>
press release	Noun	/'pres rɪ'liːs/	nota de prensa	an official statement made to journalists	<i>They issued a press release announcing their new CEO.</i>
provide	Verb	/prə'vaɪd/	proporcionar	to give something to somebody or make it available for them to use	<i>The also provide catering for special occasions, from banquets for up to 1,000 people to romantic dinners for two.</i>
purchasing manager	Noun	/'pɜːtʃæsɪŋ ,mænɪdʒə(r)/	director de compras	an employee in an organization who is responsible for buying goods and services needed by the company	<i>Let me introduce our new purchasing manager.</i>
software	Noun	/'sɒf(t),weə(r)/	software	the programs, etc. used to operate a computer	<i>I work for a company that designs computer software.</i>
supply	Verb	/sə'plaɪ/	suministrar	to provide somebody with something that they need or want, especially in large quantities	<i>The company supplies meals for over 15,000 people every lunchtime!</i>
turnover	Noun	/'tɜː(r)n,əʊvə(r)/	ventas	the total amount of goods sold by a company during a particular period of time	<i>The company has a turnover of \$7.5 million.</i>
validation	Noun	/,vælɪ'deɪʃn	validación	the act of stating officially that something is useful and of an acceptable standard	<i>validation.</i>
pp 30–31	POS	Pronunciation	Translation	Definition	Examples
commitment	Noun	/kə'mɪtmənt/	compromiso	the willingness to work hard and give your energy and time to a job or an activity	<i>We achieved this position through our quality design and commitment to meeting clients' needs.</i>
decrease	Verb	/dɪ'kriːs/	disminución	to become or make something become smaller in size, number, etc.	<i>Sales decreased after Christmas.</i>
delighted	Adjective	/dɪ'lɑɪtɪd/	encantado/a	very pleased	<i>I am delighted to announce that last year was an excellent year for sales.</i>

design	Noun	/dɪˈzaɪn/	diseño	the art or process of deciding how something will look or work by drawing plans	We are one of the leading web design agencies in Europe. Our production rose dramatically in the third and fourth quarter. The share price dropped in the first half of the year. In the second quarter, worldwide sales fell sharply.
dramatically	Adverb	/drəˈmætɪkli/	de forma drástica	very suddenly and to a very great and often surprising degree	
drop	Verb	/drɒp/	caer	to become or make something lower or less	
fall	Verb	/fɔːl/	descender	to drop down from a higher level to a lower level	
go up	Phrasal verb	/gəʊ ˈʌp/	subir	to increase steadily	New orders from Asia meant that sales went up to their previous level by the end of the year. The company is growing steadily. Sales increased towards the end of the year.
grow	Verb	/grəʊ/	crecer	to increase in size, number, strength or quality	
increase	Verb	/ɪnˈkriːs/	aumentar	to become or to make something greater in amount, number, value, etc.	
level off	Phrasal verb	/ˌlev(ə)l ˈɒf/	estabilizarse	to stay at a steady level of progress after a period of sharp rises or falls	After rising for several months, the share price levelled off during the summer. The warehouse location means we can supply our products all over Europe.
location	Noun	/ləʊˈkeɪʃ(ə)n/	ubicación	a place where something happens or exists; the position of something	
meet sb's needs	Phrase	/miːt ˌsʌmbədi ˈniːdz/	satisfacer las necesidades de alguien	to provide whatever someone requires a period of three months, used especially as a period for which bills are paid or a company's income is calculated	We are committed to meeting our clients' needs.
quarter	Noun	/ˈkwɔː(r)tə(r)/	trimestre	something happening in a smooth, gradual, and regular way.	We received a lot of new orders in the first two quarters. Oil prices have remained steady for the second half of the year. We continue to give excellent returns to our investors. The share price rose steadily for the first two quarters.
remain steady	Phrase	/rɪˌleɪn ˈstedi/	mantenerse estable	the amount of profit that you get from something	
return	Noun	/rɪˈtɜː(r)n/	devolución	to reach a higher level or position	
rise	Verb	/raɪz/	subir	one of the equal parts into which a company's capital is divided. A person who owns shares receive part of the	
share	Noun	/ʃeə(r)/	acción	company's profits.	Last year, our share price increased by 30 per cent. Sales went up sharply after the product was advertised on TV. Clients have easy access to our staff. Two years ago, we started working successfully with clients all over the world. We provide unique and individual web designs for each company. Worldwide sales dropped last year.
sharply	Adverb	/ˈʃɑː(r)pli/	bruscamente	suddenly and by a large amount	
staff	Noun	/stɑːf/	personal	all the workers employed in an organization considered as a group	
successfully	Adverb	/səkˈsesf(ə)li/	con éxito	in a way that achieves your aims or what was intended	
unique	Adjective	/juːˈniːk/	único/a	being the only one of its kind	
worldwide	Adjective	/ˌwɜː(r)ldˈwaɪd/	en todo el mundo	in, or relating to, all parts of the world	
pp 32–33	POS	Pronunciation	Translation	Definition	Examples
delegate	Noun	/ˈdelɪɡət/	delegar	a person who attends a conference	We need a bottle of water for each delegate.
gist	Noun	/dʒɪst/	lo esencial	the general meaning of a piece of writing, a speech or a conversation	You need to listen for gist in this part of the exam.
hall	Noun	/hɔːl/	salón	a building or large room for public meetings, social events etc.	The stand is located in Hall J at the exhibition.
management	Noun	/ˈmænɪdʒmənt/	directiva	the people who run and control a business or similar organization	The new management have decided to invest in staff training.
negotiate	Verb	/nɪˈɡəʊʃieɪt/	negociar	to try to reach an agreement by formal discussion	I've managed to negotiate a pay rise.
sparkling water	Noun	/ˌspɑː(r)klɪŋ ˈwɔːtə/	agua con gas	water containing bubbles of gas (carbonated)	Can we have some sparkling water for our meeting, please?
still water	Noun	/ˌstɪl ˈwɔːtə/	agua sin gas	water that is not carbonated	Do you prefer sparkling or still water?
Module 4					
pp 34–35	POS	Pronunciation	Translation	Definition	Examples
city	Noun	/ˈsɪti/	ciudad	a large and important town	The new headquarters are in the city.
clothing	Noun	/ˈkləʊðɪŋ/	ropa	clothes	We've had plenty of interest in the new clothing range.
competitor	Noun	/kəmˈpetɪtə(r)/	competidor/a	a person or an organization that competes against others, especially in business	Their main competitor is a Japanese company.
consumer	Noun	/kənˈsjuːmə(r)/	consumidor	a person who buys goods or uses services	Goods are transported from European citites for Chinese consumers.
container (large metal box)	Noun	/kənˈteɪnə(r)/	contenedor	a box, bottle, etc. in which something can be stored or transported	The train pulls containers of clothing and smaller personal items.
customer	Noun	/ˈkʌstəmə(r)/	cliente	a person who buys goods or uses services	We need to lower our prices in order to attract more customers.
customs	Noun plural	/ˈkʌstəmz/	aduanas	the government department that collects taxes on goods bought and sold and on goods brought into the country, and that checks what is brought in	We had three containers held up by customs for two weeks.
electrical goods	Noun plural	/ɪˈlektɹɪk(ə)l ˌɡʊdz/	aparatos eléctricos	devices that use electricity to perform a function	China is a major producer of electrical goods. Does your country export many goods?
export	Verb	/ɪkˈspɔː(r)t/	exportar	to sell and send goods to another country	
goods	Noun plural	/ˌɡʊdz/ /ˈɪmpɔː(r)t/ (n), /ɪmˈpɔː(r)t/	mercancías	things that are produced to be sold	Which types of goods does the train transport?
import	Noun / Verb (v)		importación/ importar	a product that is brought into one country from another / to bring a product into one country from another	We import a lot of our raw materials. / Our country uses a lot of Chinese imports. The train also carries smaller personal items, such as wallets and bags. The journey from Yiwu to London is around 12,000 kilometres. Our sales meeting is on Friday morning. Have you heard the good news? The ship arrived at the port three days ago. UK producers fill up the train with British-made products. A couple of large retailers are ready to place their orders. The company's main rival has just launched a new product. The train follows a similar route to the famous Silk Road.
item	Noun	/ˈaɪtəm/	artículo	a single article or object	
journey	Noun	/ˈdʒəː(r)ni/	viaje	an act of travelling from one place to another, especially when they are far apart	
meeting	Noun	/ˈmiːtɪŋ/	reunión	an occasion when people come together to discuss or decide something	
news	Noun	/njuːz/	noticias	new information about something that has happened recently	
port	Noun	/pɔː(r)t/	puerto	a place where ships load and unload goods or passengers	
producer	Noun	/prəˈdjuːsə(r)/	productor	a person, a company or a country that grows or makes food, goods or materials	
retailer	Noun	/ˈriːˌteɪlə(r)/	minorista	a person or business that sells goods to the public	
rival	Noun	/ˈraɪv(ə)l/	rival	a person or company competing with another person or company	
route	Noun	/ruːt/	ruta	way that you follow to get from one place to another	
warehouse	Noun	/ˈweə(r),haʊs/	almacén	a building where large quantities of goods are stored, especially before they are sent to shops to be sold a person or company that sells goods in large quantities to other companies or people who then sell them to the public	They are building a new warehouse to store the goods. It's an attractive alternative for smaller traders and wholesalers who may not wish to use expensive carrier services.
wholesaler	Noun	/ˈhəʊlˌseɪlə(r)/	mayorista		
pp 36–37	POS	Pronunciation	Translation	Definition	Examples

advice	Noun	/əd'vaɪs/	consejo	an opinion or a suggestion about what somebody should do in a particular situation	He gave me some good advice.
agenda	Noun	/ə'dʒendə/	agenda	a list of items to be discussed at a meeting	Send out the agenda a few days in advance of the meeting.
available	Adjective	/ə'veɪləb(ə)l/	disponible	(of a person) free to see or talk to people	I'm afraid she isn't available at the moment.
could	Modal verb	/kʊd/, /kəd/	podría	used to ask if you can do something	Could you call back later, please?
dossier	Noun	/'dɒsɪɪ/, /'dɒsɪə(r)/	dosier	a collection of documents that contain information about a person or a subject	I need to read through this dossier by tomorrow.
effective	Adjective	/'ɪfektɪv/	eficaz	producing the result that is wanted or intended	We need more effective communication within the department.
embarrassing	Adjective	/ɪm'bærəsɪŋ/	embarazoso	making you feel shy, awkward or ashamed	It's embarrassing when I forget clients' names.
empty	Adjective	/'empti/	vacío/a	with no people or things inside	Our shops could be empty next week.
excuse	Noun	/ɪk'skjuːs/	excusa	a reason, either true or invented, that you give to explain or defend your behaviour	I have to make excuses for my colleague when he's away from his desk for a long time.
face-to-face	Adjective	/,feɪs tə 'feɪs/	cara a cara	involving people who are close together and looking at each other	Teleconferencing is much cheaper than face-to-face meetings overseas.
flat	Adjective	/flæt/	descargado/a	unable to supply any more electricity	My mobile phone battery was flat, so I couldn't call you.
ideal	Adjective	/aɪ'diəl/	ideal	perfect; most suitable	This is the ideal job for me.
message	Noun	/'mesɪdʒ/	mensaje	a written or spoken piece of information, etc. that you send to somebody or leave for somebody when you cannot speak to them yourself	Can I leave a message, please?
recommendation	Noun	/,rekəmen'deɪʃ(ə)n/	recomendación	a suggestion about the best thing to do	He gave me a good recommendation for a restaurant.
reflect (show)	Verb	/rɪ'flekt/	reflejar	to show or be a sign of the nature of something or of somebody	Your colleague is often late for meetings with suppliers and it reflects badly on the company.
send out	Phrasal verb	/send 'aʊt/	mandar	to send something to a lot of different people or places	Can you send out the minutes as soon as possible after the teleconference?
should	Modal verb	/ʃʊd/	debería	used to show what is right, or for giving, or asking for, advice	You should apply for that job.
teleconference	Noun	/'teli,kɒnf(ə)rəns/	teleconferencia	to attend a conference or discussion at which members are in different places and speak to each other using telephone and video connections	Write the minutes of the teleconference for everyone.
type	Verb	/taɪp/	mecanografiar	write (something) on a typewriter or computer by pressing the keys.	How fast can you type?
pp 38–39	POS	Pronunciation	Translation	Definition	Examples
apologise	Verb	/ə'pɒlədʒaɪz/	pedir perdón	to say that you are sorry for doing something wrong or causing a problem	I apologise for the delay with your order.
caller	Noun	/'kɔːlə(r)/	persona que llama	a person who is making a telephone call	The caller wants to make a complaint.
delivery	Noun	/dɪ'lɪv(ə)ri/	entrega	the act of taking goods, letters, etc. to the people they have been sent to	We are still waiting for delivery of our goods.
discount	Noun	/'dɪs,kɑʊnt/	descuento	an amount of money that is taken off the usual cost of something	I would like to offer you a discount of ten per cent.
printer cartridge	Noun	/'prɪntə(r) ,kɑː(r)trɪdʒ/	cartucho de impresora	is a container for the liquid ink used in some types of printers	I ordered two printer cartridges last week.
quantity	Noun	/'kwɒntəti/	cantidad	an amount or a number of something	We received the incorrect quantity of envelopes.
stationery	Noun	/'steɪʃ(ə)n(ə)ri/	material de papelería	materials for writing and for using in an office, for example paper, pens and envelopes	I am writing to complain about our stationery order.
pp 40–41	POS	Pronunciation	Translation	Definition	Examples
budget figures	Phrase	/,bʌdʒɪt 'fɪgə(r)z/	presupuesto	numbers representing the particular amounts of money in a budget. A budget is the money available to a person or company and a plan of how it will be spent	Can you send me your budget figures for the report?
copy	Noun	/'kɒpi/	copia	a thing that is made to be the same as something else, eg. a document	Could you post a copy of his tax form for last year?
distributor	Noun	/dɪ'strɪbjʊtə(r)/	distribuidor	a person or company that supplies goods to shops, stores, etc.	They are the largest distributor of books in Europe.
email address	Noun	/'iːmeɪl ə,dres/	electrónico	an individual name that you use to receive email on the Internet	Does he have your email address?
equipment	Noun	/'ɪ'kwɪpm(ə)nt/	equipamiento	the things that are needed for a particular purpose or activity	I need the prices for a shipment of electrical equipment.
exporter	Noun	/'ɪk'spɔː(r)tə(r)/	exportador/a	a person, company or country that sells goods to another country	Brazil is the world's largest coffee exporter.
extension number	Noun	/'ɪk'stenʃ(ə)n ,nʌmbə(r)/	extensión	a phone number on an internal telephone line attached to the organization	Could you tell me her extension number, please?
file	Noun	/faɪl/	documento	a collection of information stored together physically in a box or folded piece of card, or on a computer	Can you help me carry these files?
freight forwarder	Noun	/'freɪt ,fɔː(r)wə(r)də(r)/	transportista	a company that receives and ships goods on behalf of other companies.	The freight forwarder will organise the best way to transport the goods.
importer	Noun	/ɪm'pɔː(r)tə(r)/ /,mænɪdʒɪŋ də'rektə(r)/,	importador	a person, company, etc. that buys goods from another country in order to sell them in their own country	He's an importer of French food.
managing director	Noun	/,mænɪdʒɪŋ daɪ'rektə(r)	director	the person who is in charge of a business	She's in a meeting with the managing director at the moment.
manufacturer	Noun	/,mænju'fæktʃərə(r)/	fabricante	a person or company that produces goods in large quantities	I've spoken to our manufacturer in Europe about increasing production.
merchandising	Noun	/'mɜː(r)tʃ(ə)n,daɪzɪŋ/	mercadotecnia	products connected with a popular film, band, person or event; the process of selling these goods	When will the merchandising products be available?
personnel	Noun	/,pɜː(r)sə'nel/	personal	the department in a company that deals with employing and training people	Have you spoken to someone in Personnel?
personnel manager	Noun	/,pɜː(r)sə'nel ,mænɪdʒə(r)/	jefe de personal	person who is in charge of the department in a company that deals with employing and training people	Can you put me through to the personnel manager, please?
post office	Noun	/'pəʊst ,ɒfɪs/	oficina de correos	the national organization in many countries that is responsible for collecting and delivering letters, etc.	I can take those letters to the post office on my way home.
production manager	Noun	/prə'dʌkʃ(ə)n ,mænɪdʒə(r)/	jefe de producción	the person in charge of the manufacturing processes	The production manager is having a lunch meeting with the managing director.
schedule	Noun	/'ʃedjuːl/	calendario	a plan that lists all the work that you have to do and when you must do each thing	The project has already fallen behind schedule.
shipment	Noun	/'ʃɪpmənt/	cargamento	the process of sending goods from one place to another	We've got a shipment of electrical equipment arriving next week.
tax form	Noun	/'tæks fɔːm/	formulario de impuestos	forms that report income, expenses and other tax information.	I need a copy of my tax form from last year.
pp 42–43	POS	Pronunciation	Translation	Definition	Examples
agree	Verb	/ə'ɡriː/	estar de acuerdo	to have the same opinion as somebody	I don't agree with him.
candidate	Noun	/'kændɪdət/, /'kændɪdeɪt/	candidato	a person who is trying to be elected or is applying for a job	Write down the information about each candidate in this table.

creative	Adjective	/ˈkriːetɪv/	creativo/a	having the skill and ability to produce something new a formal meeting at which somebody is asked questions to see if they are suitable for a particular job, or for a course of study at a college, university, etc.	<i>I like working with creative people.</i>
interview	Noun	/ˈɪntə(r)vjuː/	entrevista		<i>I've come for an interview for the sales job.</i>
mini-presentation	Noun	/ˌmɪni ˌprez(ə)nˈteɪʃ(ə)n/	minipresentación	a short formal talk in which you describe or explain something to a group of people	<i>Part Two of the Speaking Test is a mini-presentation.</i>
multinational	Adjective	/ˌmʌltiˈnæʃ(ə)nəl/	multinacional	existing in or involving many countries	<i>She works for a multinational company in Paris.</i>
opinion	Noun	/əˈpɪnjən/	opinión	your feelings or thoughts about somebody/something, rather than a fact	<i>In my opinion, big cities are more exciting than the countryside.</i>
personal details	Phrase	/ˌpɜː(r)s(ə)nəl ˈdiːteɪlz/	información personal	details about a person such as their name and address	<i>Can I take some personal details from you?</i>
topic	Noun	/ˈtɒpɪk/	tema	a subject that you talk, write or learn about	<i>You need to choose a topic for your presentation.</i>
town	Noun	/taʊn/	ciudad	a place with many houses, shops etc. where people live and work.	<i>Do you think it's better to live in a small town or a big city?</i>
Module 5 pp 44–45	POS	Pronunciation	Translation	Definition	Examples
accommodation	Noun	/əˌkɒməˈdeɪʃ(ə)n/	alojamiento	a place to live, work or stay in	<i>We offer bed and breakfast accommodation.</i>
borrow	Verb	/ˈbɒrəʊ/	tomar prestado	to take and use something that belongs to somebody else, and return it to them at a later time	<i>We borrowed a lot of money from the bank to get started.</i>
countryside	Noun	/ˈkʌntriˌsaɪd/	campo	land outside towns and cities, with fields, woods, etc.	<i>They sold their house in the city and moved to the countryside.</i>
debt	Noun	/det/	deuda	a sum of money that somebody owes	<i>Sales decreased and they had lots of debt.</i>
do sth different	Phrase	/duː ˌsʌmθɪŋ ˈdɪfrənt/	hacer algo distinto	unusual; not like other people	<i>When he was made redundant, he had the opportunity to do something different.</i>
earn an income	Phrase	/ɜː(r)n ən ˈɪnkʌm/	ganar un sueldo	to gain money for doing your job	<i>I earned a good income as a stockbroker in the city.</i>
earn money	Phrase	/ɜː(r)n ˈmʌni/	ganar dinero	obtain money for doing your job	<i>I earn less money now, but I'm happier.</i>
farmhouse	Noun	/ˈfɑː(r)mˌhaʊs/	caserío	the main house on a farm, where the farmer lives	<i>They've bought a farmhouse in the Tuscan hills.</i>
go bankrupt	Phrase	/gəʊ ˈbæŋkrʌpt/	quebrar	not having enough money to pay what you owe	<i>The firm he worked for went bankrupt.</i>
grow up	Phrasal verb	/grəʊ ˈʌp/	crecer	to develop into an adult	<i>The children are growing up so fast.</i>
huge	Adjective	/hjuːdʒ/	enorme	extremely large in size or amount	<i>She sold her old comic books for a huge sum of money.</i>
income	Noun	/ˈɪnkʌm/	ingresos	the money that a person, company etc. earns	<i>Bed and breakfast will not be the only source of income.</i>
make a loss	Phrase	/meɪk ə ˈlɒs/	sufrir pérdidas	money that a person, company, organization loses when it spends more than it earns	<i>The business made a loss last year.</i>
make a profit	Phrase	/meɪk ə ˈprɒfɪt/	generar beneficios	the income remaining after total costs are deducted from total revenue	<i>We won't make a profit in the first year.</i>
make enquiries	Phrase	/meɪk ɪnˈkwærɪz/	hacer preguntas	to request information, or ask a question, about somebody/something	<i>A lot of people have made enquiries about our new products.</i>
make friends	Phrase	/meɪk ˈfrendz/	hacer amigos	form relationships with other people	<i>Learning Spanish helped me to make lots of new friends.</i>
make money	Phrase	/meɪk ˈmʌni/	hacer dinero	to earn a lot of money; to make a profit	<i>We hope to make money from our business in the future.</i>
produce	Noun	/ˈprɒdʒuːs/	productos	to make things to be sold, especially in large quantities the way of life where people living and working in a large city compete in an aggressive way with each other in order to be more successful and earn more money	<i>We will start selling farm produce next year.</i>
rat race	Noun	/ˈræt reɪs/ /rɪˈzʌɪn frəm/, /rɪˈzʌɪn	carrera de codazos		<i>Have you ever thought of escaping the rat race?</i>
resign from	Phrase	frɒm/	dimitir	to state formally that you are leaving a job permanently	<i>I resigned from my job last year.</i>
reward	Noun	/rɪˈwɔː(r)d/	premiar	a thing that you are given because you have done something good.	<i>I was a successful stockbroker with the typical rewards of success.</i>
settle in	Phrasal verb	/ˌset(ə)l ˈɪn/	instalarse	to move into a new home, job, etc. and start to feel comfortable there	<i>We are settling in to our new home.</i>
spend (time)	Verb	/spend/ (/ˈtʌɪm/)	pasar (tiempo)	to stay somewhere or to do something for a period of time	<i>I spend more time with my children now.</i>
spend (money)	Verb	/spend/ (/ˈmʌni/)	gastar (dinero)	to use money to pay for things	<i>I've spent all my money on a new computer.</i>
stockbroker	Noun	/ˈstɒkˌbrəʊkə(r)/	corredor/a de bolsa	a person or a company that buys and sells shares for other people	<i>I worked as a stockbroker in the city.</i>
stress out	Phrasal verb	/stres ˈaʊt/	estresarse	to be too anxious and tired to be able to relax	<i>Commuting to work every day stressed him out.</i>
trade in shares	Phrase	/treɪd ɪn ˈʃeə(r)z/	comerciar con acciones	the buying and selling of stocks in the hope of making a profit	<i>He still trades in shares, but only his own.</i>
unexpectedly	Adverb	/ˌʌnɪkˈspektɪdli/	de forma inesperada	in a way that surprises you because you were not expecting it	<i>I was unexpectedly made redundant.</i>
work long hours	Phrase	/ˌwɜː(r)k lɒŋ ˈaʊə(r)z/	trabajar muchas horas	working for a period of time that is longer than the usual, regular, or routine for a given activity	<i>He didn't see much of his family because he worked such long hours.</i>
pp 46–47	POS	Pronunciation	Translation	Definition	Examples
accountancy	Noun	/əˈkaʊntənsi/	contabilidad	the work or profession of an accountant	<i>She works for an accountancy firm in the city.</i>
branch	Noun	/brɑːntʃ/	sucursal	a local office or shop belonging to a large company or organization	<i>They are opening a new branch in Madrid.</i>
business card	Noun	/ˈbɪznəs kɑː(r)d/	tarjeta de visita	a small card printed with somebody's name and details of their job and company	<i>Here's my business card with my contact details.</i>
competitive	Adjective	/kəmˈpetətɪv/	competitivo/a	describes a situation in which people or organizations compete against each other	<i>I didn't really enjoy the competitive environment.</i>
exhibition	Noun	/ˌeksɪˈbɪʃ(ə)n/	exposición	a collection of things, for example works of art, that are shown to the public	<i>There's a great photography exhibition on in town.</i>
former	Adjective	/ˈfɔː(r)mə(r)/	antiguo	that used to have a particular position or status in the past	<i>We'll contact your former employer for references.</i>
give up	Phrasal verb	/ˌɡɪv ˈʌp/	rendirse	to stop doing something	<i>I've given up banking altogether and I'm a photographer now.</i>
head office	Noun	/hed ˈɒfɪs/	oficina central	the main office of a company; the managers who work there	<i>I've moved to the head office now.</i>
HR (Human Resources)	Noun	/ˌhjuːmən rɪˈsɔːsɪz/	Recursos Humanos	the department in a company that deals with employing and training people	<i>He's worked in HR for three years.</i>
make progress	Phrase	/ˌmeɪk ˈprəʊɡres/	avanzar	to move forward in one's work or activity	<i>Sometimes you have to be competitive if you want to make progress.</i>
progress	Noun	/ˈprəʊɡres/	progreso	the process of improving or developing, or of getting nearer to achieving or completing something	<i>We haven't made much progress with our new project yet.</i>
retire	Verb	/rɪˈtaɪə(r)/	jubilarse	to stop doing your job, especially because you have reached a particular age	<i>She retired earlier this year.</i>
since	Adverb	/sɪns/	desde	from a time in the past until a later past time, or until now	<i>I've worked here since 2016.</i>
pp 48–49	POS	Pronunciation	Translation	Definition	Examples
all in all	Phrase	/ˌɔːl ɪn ˈɔːl/	en términos generales	when everything is considered	<i>All in all, last year was very successful.</i>
be off	Phrase	/ˌbiː ˈɒf/	irse	leaving a place, or going away from something	<i>I'm off to the Book Fair this afternoon.</i>
distribute	Verb	/dɪˈstrɪbjʊːt/, /ˈdɪstrɪbjʊːt/	distribuir	to send goods to shops and businesses so that they can be sold	<i>We're distributing our books all over Europe.</i>

meet up	Phrasal verb	/ mi:t 'ʌp/	quedar	to meet somebody, especially by arrangement	<i>Let's meet up when you get back from the conference.</i>
more than ever	Phrase	/ mɔ:(r) ðən 'evə(r)/	más que nunca	an amount or number that is larger than it was before	<i>We've sold more books than ever before.</i>
progress report	Noun	/ ,prəʊgres rɪ'pɔ:t/	informe de progreso	an account of how much work has been done on something and what is still to be done	<i>Can you email me a full progress report by 6pm, please?</i>
publisher	Noun	/ 'pʌblɪʃə(r)/	editor/a	a person or company that prepares and prints books, magazines, newspapers or electronic products and makes them available to the public	<i>I'm meeting the publisher tomorrow to discuss the sales figures.</i>
take a holiday	Phrase	/ teɪk ə 'hɒlɪdeɪ/	tomarse vacaciones	go on holiday – a period of time during which you relax and enjoy yourself away from work	<i>I think I'm going to take a few days' holiday next month.</i>
pp 50–51	POS	Pronunciation	Translation	Definition	Examples
bank loan	Noun	/ 'bæŋk ləʊn/	préstamo bancario	money that the bank lends and somebody borrows	<i>We've applied for a bank loan to start our new business.</i>
be in order	Phrase	/ bi: ɪn 'ɔ:(r)də(r)/	estar en orden	in the correct condition for operation or use	<i>Everything seems to be in order.</i>
business park	Noun	/ 'bɪznəs pɑ:k/	parque empresarial	an area of land that is specially designed for offices and small factories	<i>Our office is in the new business park.</i>
business plan	Noun	/ 'bɪznəs plæn/	plan de negocios	a document giving details of a company's plans for the future	<i>Could you talk me through your business plan?</i>
E numbers	Noun	/ 'i: nʌmbə(r)z/	números E	an artificial flavour or colour added to food and drink. These are identified with a number prefaced by the letter E	<i>We plan to make fruit drinks with no E numbers.</i>
keep up with demand	Phrase	/ ki:p ʌp wɪð dɪ'mɑ:nd/	responder a la demanda	to continue doing or making something at the same rate as people are asking for it	<i>They're selling really well and we can't keep up with demand.</i>
launch	Verb	/ lɔ:ntʃ/	lanzar	to make a product available to the public for the first time	<i>We're going to launch our new products in summer.</i>
lend	Verb	/ lend/	prestar	to give something to somebody or allow them to use something that belongs to you, which they have to return to you later	<i>We need to ask you some questions before we can lend you the money.</i>
loan application	Noun	/ ,ləʊn æplɪ'keɪʃ(ə)n/	solicitud de préstamo	a document that formally requests a loan and provides financial and other information about the borrower	<i>I've got all the paperwork for your loan application.</i>
office block	Noun	/ 'ɒfɪs blɒk/	edificio de oficinas	a large building that contains offices, usually belonging to more than one company	<i>Have you seen the new office block in the city centre?</i>
on a small scale	Phrase	/ ɒn ə 'smɔ:l ,skeɪl/	a pequeña escala	not large in size or extent; limited in what it does	<i>We have been selling our products on a small scale.</i>
paperwork	Noun	/ 'peɪpə(r),wɜ:(r)k/	papeleo	the written work that is part of a job, such as filling in forms and reports	<i>I've got a lot of paperwork to do at the office today.</i>
pay increase	Noun	/ ,peɪ 'ɪŋkri:s/	aumento de sueldo	a rise in the amount paid in your salary.	<i>She's just had a pay increase.</i>
premises	Noun plural	/ 'premɪsɪz/	instalaciones	the building and land near to it that a business owns or uses	<i>There's a lot to do before before the company moves to new premises.</i>
redundancy package	Noun	/ rɪ'dʌndənsɪ ,pækɪdʒ/	paquete de despido	an amount of money that an employer gives a worker who is made redundant	<i>He got a good redundancy package from his employer.</i>
removal company	Noun	/ rɪ'mu:v(ə)l ,kʌmp(ə)ni/	empresa de mudanzas	a company that moves the possessions of a family or business from one site to another	<i>The removal company will pack up all the office furniture.</i>
take on staff	Phrase	/ ,teɪk ɒn 'stɑ:f/	contratar personal	employee more people to work for a organization	<i>We need to take on more staff to meet the increased demand.</i>
trial	Noun	/ 'traɪəl/	prueba	the process of testing the ability, quality or performance of somebody/something, especially before you make a final decision about them	<i>Our trials of the new product have been successful.</i>
utilities	Noun plural	/ ju:'tɪlɪtɪz/	servicios	a public service such as gas, water, or electricity that is used by everyone	<i>We need to arrange for new utilities contracts to be set up when we move office.</i>
Module 6	POS	Pronunciation	Translation	Definition	Examples
pp 54–55	POS	Pronunciation	Translation	Definition	Examples
aeroplane	Noun	/ 'eəəˌpleɪn/	avión	a flying vehicle with wings and one or more engines	<i>You can only take hand luggage on the aeroplane.</i>
air traffic controller	Noun	/ eə(r) ,træfɪk kən'trəʊlə(r)/	controlador aéreo	a person whose job is to give instructions by radio to pilots of aircraft so that they know when and where to take off or land	<i>The air traffic controllers were on strike last week.</i>
airport	Noun	/ 'eə(r),pɔ:(r)t/	aeropuerto	a place where planes land and take off and that has buildings for passengers to wait in	<i>The passengers had to wait in the airport for hours.</i>
alone	Adjective	/ ə'ləʊn/	solo/a	without any other people	<i>The woman was travelling alone.</i>
baggage handler	Noun	/ 'bæɡɪdʒ ,hændlə(r)/	encargado de equipajes	someone whose job is to deal with passengers' luggage at an airport	<i>The flight was cancelled due to a baggage handlers' dispute.</i>
boarding pass	Noun	/ 'bɔ:ɪŋ ,pɑ:s/	tarjeta de embarque	a card that you show before you get on a plane or boat	<i>You need to print your boarding pass at home for some airlines.</i>
buffet	Noun	/ 'bʊfeɪ/	bufé	a meal at which people serve themselves from a table and then stand or sit somewhere else to eat	<i>The woman said she would bring me some food from the buffet if I was hungry.</i>
business class	Adverb	/ 'bɪznəs ,kla:s/	clase business	sitting in the comfortable part of a plane, designed for people travelling on business	<i>He always flies business class when he goes to USA.</i>
cancellation	Noun	/ ,kænsə'leɪʃ(ə)n/	cancelación	a decision to stop something that has already been arranged from happening	<i>The announcement said there would be no cancellations that day.</i>
charge	Noun	/ tʃɑ:(r)dʒ/	recargo	the amount of money that somebody asks for goods and services	<i>There's an additional charge for the seats with extra legroom.</i>
check-in desk	Noun	/ 'tʃek ɪn ,desk/	mostrador de facturación	a desk where you go to give in your bags and have your ticket checked at an airport	<i>We were late and the check-in desk was closed.</i>
common (usual)	Adjective	/ 'kɒmən/	común	happening often	<i>Strikes are not very common at this airport.</i>
delay	Noun + Verb	/ dɪ'leɪ/	retraso	a period of time when somebody/something has to wait because of a problem that makes something slow or late	<i>There's a delay on all northbound trains this morning. / The airport delayed all flights due to bad weather.</i>
disabled	Adjective	/ dɪs'eɪb(ə)ld/	discapacitado/a	unable to use a part of your body completely or easily because of a physical condition, an illness, an injury, etc.; unable to learn easily	<i>Does the plane have disabled access?</i>
economy class	Noun, Adverb	/ ɪ'kɒnəmi ,kla:s/	clase turista	the cheapest seats on a plane	<i>I usually fly economy class.</i>
excess charge	Noun	/ 'ekses ,tʃɑ:(r)dʒ/	suplemento	an extra amount of money to pay, such as for travelling first-class with a second-class ticket or for travelling further than you originally intended	<i>There is an excess charge of £70.</i>
first class	Adverb	/ ,fɜ:(r)st 'kla:s/	primera clase	the best and most expensive seats or accommodation on a train, plane or ship	<i>I have never flown first class.</i>
flight attendant	Noun	/ ,flaɪt ə'tendənt/	auxiliar de vuelo	a person whose job is to serve and take care of passengers on an aircraft	<i>The flight attendant brought us our drinks.</i>
identity card	Noun	/ aɪ'dentɪtɪ ,ka:d/	carné de identidad	a card with a person's name, date of birth and photograph, which proves who they are	<i>Can I see your identity card, please?</i>
information desk	Noun	/ ,ɪnfə(r)'meɪʃ(ə)n ,desk/	mostrador de información	a counter where people may obtain information, typically in a public building such as an airport, library, or hospital.	<i>The woman at the information desk told me to go back to my hotel.</i>

instructions	Noun plural	/ɪn'strʌkʃ(ə)nz/	instrucciones	detailed information on how to do or use something	<i>You need to follow these instructions carefully.</i>
land	Verb	/lənd/	aterrizar	to come down through the air and rest on the ground or another surface	<i>The plane will land at 10.15am.</i>
late	Adjective	/leɪt/	tarde	arriving, happening or done after the expected, arranged or usual time	<i>My bus was late this morning.</i>
lie (not say the truth)	Verb	/laɪ/	mentir	to say or write something that you know is not true	<i>I think the man was lying.</i>
lounge	Noun	/laʊn(d)ʒ/	sala de espera	a room for waiting in at an airport, etc.	<i>They let me sit in the First Class Lounge even though I didn't have a first class ticket.</i>
luggage	Noun	/'lʌɡɪdʒ/	equipaje	bags or suitcases that contain somebody's clothes and things when they are travelling	<i>You need to check your luggage in when you get to the airport.</i>
menu	Noun	/'menjuː/	menú	a list of the food that is available at a restaurant or to be served at a meal	<i>I would like the vegetarian menu, please.</i>
miss	Verb	/mɪs/	perder	to arrive too late for something	<i>She missed her flight because she was late.</i>
overbook	Verb	/,əʊvə(r)'bʊk/	sobrevender	to sell more tickets than are available	<i>The flight was overbooked, so we couldn't get on.</i>
passenger	Noun	/'pæsɪndʒə(r)/	pasajero	a person who is travelling in a car, bus, train, plane or ship and who is not driving it or working on it	<i>The passengers were angry about the delay.</i>
passport	Noun	/'pɑːspɔː(r)t/	pasaporte	an official document that identifies you as a citizen of a particular country that you show when you enter a country	<i>Don't forget your passport!</i>
pilot	Noun	/'paɪlət/	piloto	a person who operates the controls of an aircraft	<i>The pilot told us the flight would take four hours.</i>
plane	Noun	/pleɪn/ /rɪ'təːn ,tɪkɪt/, /'sɪŋɡ(ə)l	avión	a flying vehicle with wings and one or more engines	<i>The plane was very full.</i>
return / single ticket	Noun	,tɪkɪt/	billete de ida/vuelta	a ticket for a journey to a place and back again / a ticket for a journey to a place	<i>Can I get a return ticket to London, please?</i>
straight	Adverb	/streɪt/	directamente	by a direct route; immediately	<i>We went straight to the check-in desk when we arrived at the airport.</i>
strike	Noun	/straɪk/	huelga	to refuse to work, because of a disagreement over pay or conditions	<i>We were delayed because of a strike.</i>
take off	Phrasal verb	/teɪk 'ɒf/	despegue	to leave the ground and begin to fly	<i>The plane took off at 10.15am.</i>
trip	Noun	/trɪp/	viaje	a journey to a place and back again	<i>When is your next business trip?</i>
pp 56–57	POS	Pronunciation	Translation	Definition	Examples
cancel	Verb	'kæns(ə)l	cancelar	to decide that something that has been arranged will not now take place	<i>My flight was cancelled this morning.</i>
connecting flight	Noun	/kə,nektɪŋ 'flaɪt/	vuelo de conexión	a flight that requires you to change planes at some point in the journey	<i>I missed my connecting flight home.</i>
customer services	Noun	/,kʌstəmə(r) 'sɜː(r)vɪs/	servicio al cliente	the department that helps and advises customers who buy or use its products or services	<i>I contacted customer services to complain.</i>
detail	Noun	/'diːteɪl/	detalle	small individual fact	<i>Can you give me some more details about the situation?</i>
magazine editor	Noun	/,mæɡə'ziːn ,edɪtə(r)/	editor de revista	the person who is in charge of the magazine	<i>I wrote a letter to the magazine editor to explain the situation.</i>
refund	Noun	/'riːfʌnd/	reembolso	a sum of money that is paid back to you because you paid too much, or because you returned goods	<i>They offered me a refund for the cost of my ticket.</i>
pp 58–59	POS	Pronunciation	Translation	Definition	Examples
air conditioning	Noun	/'eə(r) kən,dɪf(ə)nɪŋ/	aire acondicionado	a system that cools and dries the air in a building	<i>Is there any air conditioning at this hotel?</i>
arrangements	Noun	/ə'reɪndʒmənt/	planes	a plan or preparation that you make so that something can happen	<i>Have you made all your travel arrangements yet?</i>
attend	Verb	/ə'tend/	asistir	to be present at an event	<i>Approximately 300 people attended our sales conference last month.</i>
broadband access	Phrase	/'brɔːd,bænd ,ækses/	acceso a banda ancha	the ability to use a fast connection to the Internet	<i>We need broadband access in the conference room.</i>
business centre	Noun	/'bɪznəs ,sentə(r)/	centro de negocios	during their stay	<i>Our business centre meets the needs of our business guests.</i>
cleaner	Noun	/'kliːnə(r)/	encargado/a de limpieza	a person whose job is to clean other people's houses or offices, etc.	<i>The cleaner will tidy your room every morning.</i>
concierge service	Noun	/,kɒnsi'eə(r)ʒ ,sɜː(r)vɪs/	servicio de conserje	etc	<i>There is a 24-hour concierge service at the hotel.</i>
confirmation	Noun	/,kɒnfə(r)'meɪʃ(ə)n/ /dɪ,rekt ,dʌɪəl 'telɪfəʊn/, /dʌɪ,rekt ,daɪəl 'telɪfəʊn/ /,dɪf əv ðə 'deɪ/	confirmación	a statement that shows that something is correct or definite	<i>I haven't received my booking confirmation.</i>
direct-dial telephone	Noun		teléfono de marcación directa	the ability to make telephone calls without needing to be connected by the operator	<i>All rooms have direct-dial telephones.</i>
dish of the day	Phrase		plato del día	a special dish that is offered on a particular day in a restaurant	<i>Would you like to try our dish of the day?</i>
facilities	Noun plural	/fə'sɪlɪtiz/	instalaciones	buildings, services, equipment, etc. that are provided for a particular purpose	<i>The business centre has scanning and photocopying facilities.</i>
full / half board	Noun	/,fʊl 'bɔːd/, /,hɑːf 'bɔːd/	pensión completa/ media	a type of accommodation in a hotel that includes all / certain meals	<i>The conference delegates will need full board accommodation for three nights.</i>
healthy	Adjective	/'helθi/	saludable	good for your health	<i>The restaurant offers a healthy menu.</i>
host	Verb	/həʊst/	anfitrión/ona	a country, a city or an organization that holds and arranges a special event	<i>We are looking for somewhere to host our sales conference next year.</i>
immediately	Adverb	/ɪ'miːdiətli/	inmediatamente	without delay	<i>Can you ask the technician to come immediately?</i>
Internet connection	Noun	/'ɪntənət kə,nekʃ(ə)n/	conexión a internet	the act of connecting or the state of being connected to the Internet	<i>There's no Internet connection in this room.</i>
laptop	Noun	/'læp,tɒp/	ordenador portátil	a small computer that can work with a battery and be easily carried	<i>I can't connect my laptop to the projector.</i>
laundry	Noun	/'lɔːndri/	ropa sucia	clothes or linen that need washing, are being washed, or are newly washed	<i>Just leave your laundry in this bag.</i>
luxury	Noun	/'lʌkfəri/	lujo	the enjoyment of special, expensive things - eg. food, clothes, surroundings	<i>This is one of the world's finest luxury hotels.</i>
multilingual	Adjective	/,mʌlti'lɪŋɡwəl/	multilingüe	speaking or using several different languages	<i>All the staff are multilingual.</i>
online	Adverb	/'ɒnlain/	en línea	while being connected to the Internet	<i>I booked my room online.</i>
technician	Noun	/tek'nɪʃ(ə)n/	técnico/a	a person whose keeps a particular type of equipment or machinery in good condition	<i>I'll call the technician and ask him to come and have a look.</i>
porter	Noun	/'pɔː(r)tə(r)/	botones	a person whose job is carrying people's bags, especially in a hotel	<i>The porter will carry your bags for you.</i>
printer	Noun	/'prɪntə(r)/	impresora	a machine for printing text on paper, especially one connected to a computer	<i>Is there a printer in the meeting room?</i>
provisional	Adjective	/prə'vɪʒ(ə)nəl/	provisional	arranged, but not yet definite	<i>The provisional dates are 10–12 March.</i>
quote	Noun	/kwəʊt/	presupuesto	to tell a customer how much money you will charge them for a job, service or product	<i>Could you send me a quote for the rooms and the equipment?</i>
receptionist	Noun	/rɪ'sepʃ(ə)nɪst/	recepcionista	a person whose job is to deal with people arriving at or telephoning a hotel, an office building, a doctor's surgery, etc.	<i>The hotel receptionist can speak five languages.</i>

seasonal	Adjective	/ˈsiːz(ə)nəl/	de temporada	typical of or suitable for the time of year a service offering clients help with secretarial work eg. transcribing, printing, organizing travel and accommodation	The restaurant uses seasonal ingredients in all the dishes.
secretarial services	Noun	/ˌsekɹəˈteəriəl ˌsɜː(r)vɪsɪz/	servicios de secretaría		
state-of-the-art	Adjective	/ˌsteɪt əv ði ˈɑː(r)t/	de vanguardia	using the most modern or advanced techniques or equipment	The business centre provides secretarial services for all guests. The hotel has got a brand new, state-of-the-art gym.
stroll	Verb	/straʊl/	pasear	to walk somewhere in a slow relaxed way	Enjoy a stroll through the hotel grounds.
suitcase	Noun	/ˈsuːtˌkeɪs/	maleta	a case with flat sides and a handle, used for carrying clothes and belongings while travelling	My suitcase is very heavy.
translation services	Noun	/ˈtrænsˈleɪʃ(ə)n ˌsɜː(r)vɪsɪz/	servicios de traducción	a service offering clients help with changing something that is written or spoken into another language	Does the business centre offer translation services?
trousers	Noun plural	/ˈtraʊzə(r)z/	pantalones	a piece of clothing that covers the body from the waist down and is divided into two parts to cover each leg separately equipment that receives a video signal and projects the corresponding image or video onto a flat surface or screen	I need this pair of trousers cleaned.
video projector	Noun	/ˈvɪdiəʊ prəˌdʒektə(r)/	proyector de vídeo		I've connected my computer to the video projector.
waiter	Noun	/ˈweɪtə(r)/	camarero/a	a person whose job is to serve customers at their tables in a restaurant, etc.	The waiter took our order and brought us some drinks.
pp 60–61	POS	Pronunciation	Translation	Definition	Examples
account	Noun	/əˈkaʊnt/	cuenta	an arrangement with a business to pay bills for goods or services at a later time	Do you have an account with us?
action	Noun	/ˈækʃ(ə)n/	medida	the process of doing something in order to make something happen or to deal with a situation	The travel agent is taking action to resolve our complaint.
board	Verb	/bɔː(r)d/	embarcar	to get on a bus, train, plane etc	All passengers should now board the coach.
book	Verb	/bʊk/	reservar	to buy a ticket in advance; to arrange to have something (eg. a hotel room) in the future	I'd like to book a flight to Helsinki, please.
client	Noun	/ˈklaɪənt/	cliente	a person who uses the services or advice of a professional person or organization	I've emailed all our clients to inform them of the situation.
code	Noun	/kəʊd/	código	a series of numbers or letters that allows you access to something or gives information about something	The account code is LTBC 1784.
depart	Verb	/dɪˈpɑː(r)t/	partir	to leave a place, especially to start a trip	The next train to Manchester departs at midday.
dispute	Noun	/dɪˈspjuːt/, /ˈdɪspjuːt/	disputa	an argument or a disagreement between two people or groups	Flights to Paris will be diverted because of an air traffic control dispute.
divert	Verb	/daɪˈvɜː(r)t/	desviar	to make something change direction	The train was diverted to Barcelona.
fully booked	Phrase	/ˌfʊli ˈbʊkt/	completo/a	all of the tickets, seats, rooms etc. have been bought or reserved, and there are no more available	I'm afraid the flight is fully booked.
timetable	Noun	/ˈtaɪmˌteɪb(ə)l/	horario	a list showing the times at which particular events will happen a person or business whose job is to make arrangements for people wanting to travel, for example buying tickets or arranging hotel rooms	Do you have a train timetable? The travel agent booked our flights for us.
travel agent	Noun	/ˈtræv(ə)l ˌeɪdʒ(ə)nt/	agente de viajes		
pp 62–63	POS	Pronunciation	Translation	Definition	Examples
alteration	Noun	/ˌɔːltəˈreɪʃ(ə)n/ /best rɪˈɡɑː(r)dz/, /best	cambio	a change to something that makes it different	I need to make a few alterations to the new designs.
best regards / wishes	Phrase	ˈwɪʃɪz/	saludos cordiales	a polite way of ending a letter to someone you know	Best wishes, Steve.
bye	Exclamation	/baɪ/	adiós	goodbye	Bye for now.
certification	Noun	/ˌsɜːtɪfɪˈkeɪʃ(ə)n/	certificado	the process of giving official approval to a company or product etc. that has reached a particular standard	Please be as helpful as possible to ensure that we obtain certification again this year.
colleague	Noun	/ˈkəʊliːɡ/	compañero/a	a person that you work with	I sent an email to my colleague asking him for his report.
data	Noun	/ˈdeɪtə/, /ˈdɑːtə/	datos	facts or information, especially when examined and used to find out things or to make decisions	We need to include all the financial data in our report.
ensure	Verb	/ɪnˈʃʊː(r)/	asegurarse	to make sure that something happens or is definite a visit to an organization in order to check that rules are being followed and that things are in the correct condition	We must ensure the safety of all our employees.
inspection	Noun	/ɪnˈspekʃ(ə)n/	inspección		There's a quality inspection next week.
kind regards	Phrase	/kaɪnd rɪˈɡɑː(r)dz/	saludos cordiales	a friendly, professional way of ending an email or letter	Kind regards, Angela. Can you send me your data by tomorrow, otherwise I won't be able to write the report in time?
otherwise	Conjunction	/ˈʌðə(r),waɪz/	Si no	used for saying that if one thing does not happen, something else will happen	
quality control	Noun	/ˌkwɒlɪti kənˈtrəʊl/	control de calidad	the practice of checking goods as they are being produced, to make sure that they are of a high standard	She works in the quality control department.
session	Noun	/ˈseɪʃ(ə)n/	sesión	a period of time that is spent doing a particular activity	I'm afraid I won't be able to attend the morning session of your training course.
training course	Noun	/ˈtreɪnɪŋ kɔː(r)s/	curso de formación	a series of lessons to teach the skills and knowledge for a particular job or activity	What time does the IT training course start?
transfer	Noun	/ˈtrænsfɜː(r)/ /ˌʃʊː(r)z ˈfeɪθfəli/, /ˌʃʊː(r)z	traslado	to move from one place to another; to move something from one place to another	I would like to request a transfer to the Oxford branch.
yours faithfully / sincerely	Phrase	sɪnˈsɪə(r)li/	Atentamente	formal way of ending an email or letter	Yours faithfully, Henry Smith.
Module 7 pp 64–65	POS	Pronunciation	Translation	Definition	Examples
adjust	Verb	/əˈdʒʌst/	ajustar	to change something slightly to make it better or more suitable	She was cold, so she adjusted the heating.
burglar	Noun	/ˈbɜː(r)ɡlə(r)/	ladrón	a person who enters a building illegally in order to steal	The burglar left his fingerprints on the door handle.
comfort	Noun	/ˈkʌmfə(r)t/	comodidad	the state of having everything that you need	Smart home technology gives choices for comfort, safety and energy conservation.
convenient	Adjective	/kənˈviːniənt/	práctico/a	useful, easy or quick to do; not causing problems	Smart homes can make your home life easier and more convenient.
domotics	Noun	/dəˈmɒtɪkz/	domótica	technologies used to automate a home and its appliances	Domotics can help improve the comfort, safety and efficiency of your home. Computers in your home can enable you to control applications in one room from any other room in the house.
enable	Verb	/ɪˈneɪb(ə)l/	facilitar	to make it possible for somebody to do something	
fax	Noun	/fæks/	fax	a machine that sends and receives documents in an electronic form along telephone wires and then prints them	Emails are more efficient than faxes.
feel in control	Phrase	/fiːl ɪn kənˈtrəʊl/	de	feeling calm and able to make good descisions	He feels in control of his life.

fire brigade	Noun	/ˈfaɪə(r) brɪˌgeɪd/	cuerpo de bomberos	an organization of people who are trained and employed to put out fires and to rescue people from fires; the people who belong to this organization	The system can call the police or the fire brigade.
homeowner	Noun	/ˈhəʊm,əʊnə(r)/	propietario	a person who owns their house or flat/apartment	Smart homes offer more control for the homeowner.
lighting setting	Noun	/ˈlaɪtɪŋ ˌsetɪŋ/	ajuste de las luces	a position at which the controls on an appliance can be set, to set the brightness of the lights	The system will adjust the lighting setting to a person's personal preferences.
maintenance	Noun	/ˈmeɪnt(ə)nəns/	mantenimiento	the act of keeping something in good condition by checking or repairing it regularly	A smart home will help you to cut your home maintenance costs.
money-saving	Adjective	/ˈmʌni ˌseɪvɪŋ/	para ahorrar dinero	that helps you spend less money	There are lots of money-saving tips on this website.
non-peak	Adjective	/ˌnʊn ˈpiːk/	horario de menor consumo	at a time that is less popular, and therefore cheaper	Non-peak electricity rates are usually cheaper than standard rates.
occupied	Adjective	/ˈɒkjʊpaɪd/	ocupado	being used	The system can make the house look occupied while you are away on holiday.
photocopier	Noun	/ˈfəʊtəʊˌkɒpiə(r)/	fotocopiadora	a machine that makes copies of documents, etc. by photographing them	The photocopier is broken.
rate (charge or payment)	Noun	/reɪt/	tarifa	a fixed amount of money that is charged or paid for something	The eletricity rates have gone up this year.
remote control	Noun	/rɪˌməʊt kənˈtrəʊl/	control remoto	the ability to operate a machine from a distance using radio or electrical signals	Most houses have appliances that contain some level of remote control.
scanner	Noun	/ˈskænə(r)/	escáner	a device which copies pictures and documents so that they can be stored on a computer	My new printer also works as a scanner
Skype	Noun	/ˈskaɪp/	Skype	the name of a popular application for talking with other people over the internet using video or voice calls	I use Skype to talk to my colleagues in the New York office.
sophisticated	Adjective	/ˈsəˈfɪstɪˌkeɪtɪd/	sofisticado	clever and complicated in the way that it works or is presented	More sophisticated systems can identify you from your movements or body temperature.
switch off	Phrasal verb	/ˈswɪtʃ ˈɒf/	apagar	to turn a light, machine, etc. off by pressing a button or switch	Don't forget to switch the lights off when you leave the office.
switch on	Phrasal verb	/ˈswɪtʃ ˈɒn/	encender	to turn a light, machine, etc. on by pressing a button or switch	Our system can switch the lights on when you are away on holiday.
testimonials	Noun	/ˌtestɪˈməʊniəlz/	carta de remendación	a formal written statement about the quality of something	There are lots of customer testimonials on the website.
turn on	Phrasal verb	/tɜː(r)n ˈɒn/	encender	to turn a light, machine, etc. on by pressing a button or switch	I turned the oven on ten minutes ago.
typewriter	Noun	/ˈtaɪpˌraɪtə(r)/	máquina de escribir	a machine with keys that you use for typing letters and symbols directly onto a sheet of paper	We don't use typewriters at work anymore.
pp 66–67	POS	Pronunciation	Translation	Definition	Examples
agree on	Phrase	/əˈɡriː ɒn/	estar de acuerdo sobre	everyone has the same opinion about something	We need to agree on the most important features.
cleanliness	Noun	/ˈklenlɪnəs/	limpieza	the state of being clean or the habit of keeping things clean	The cleanliness of a hotel is very important.
clientele	Noun	/ˌkliːəntˈtel/	clientela	all the customers or clients of a shop, business, restaurant, etc.	We provide a luxury service for an exclusive clientele.
curriculum	Noun	/kəˈrɪkjʊləm/	currículum	the subjects that are included in a course of study	You should choose a business school with a wide variety of subjects on the curriculum.
edge	Noun	/edʒ/	orilla	the outside limit of an area; the part furthest from the centre	Is the hotel at the water's edge?
facilities	Noun	/fəˈsɪlətɪz/	instalaciones	buildings, services, equipment, etc. that are provided for a particular purpose	What facilities are there at the hotel?
graduate	Noun	/ˈɡrædʒʊət/	licenciado/a	a person who has a university degree	A high percentage of graduates are now in work.
indeed	Adverb	/ɪnˈdiːd/	ciertamente	used to emphasize a positive statement	Well, that does indeed sound like a very exclusive hotel.
lecturer	Noun	/ˈlektʃərə(r)/	ponente	a person who gives a lecture	All our lecturers have many years' business experience.
party (group of people)	Noun	/ˈpɑː(r)tɪ	grupo	a group of people who are doing something together	How many people were in your party?
per annum	Adverb	/pər ˈænəm/	por año	for each year	What percentage of graduates earn more than €100,000 per annum?
proximity	Noun	/prɒkˈsɪmətɪ/	proximidad	the state of being near somebody/something in distance or time	The best thing about the business school is its proximity to the city centre.
running costs	Noun plural	/ˈrʌnɪŋ kɒstz/	gastos de funcionamiento	the money that you spend regularly to operate a machine or manage a business	The running costs are high for an underwater hotel.
underwater	Adverb	/ˌʌndə(r)ˈwɔːtə(r)/	bajo el agua	below the surface of water	What's unusual about our hotels is that they are underwater.
value for money	Phrase	/ˌvæljuː fə ˈmʌni/	relación calidad-precio	something that is well worth the money spent on it.	Do you think the hotel is good value for money?
pp 68–69	POS	Pronunciation	Translation	Definition	Examples
be made of	Phrase	/biː ˈmeɪd ɒv/	estar hecho/a de	referring to the materials that something has been produced from	What is that desk made of?
circle	Noun	/ˈsɜː(r)k(ə)l/	círculo	a completely round shape	The chairs were arranged in a circle.
circular	Adjective	/ˈsɜː(r)kjʊlə(r)/	circular	shaped like a circle; round	He carried the drinks on a circular tray.
deep	Adjective	/diːp/	profundo/a	having a large distance from the top or surface to the bottom	It's 2.5m deep.
depth	Noun	/depθ/	profundidad	the distance from the top or surface to the bottom of something	What's the depth of the swimming pool?
diameter	Noun	/daɪˈæmɪtə(r)/	diámetro	a straight line going from one side of a circle or any other round object to the other side, passing through the centre	What's the diameter of the wheel?
filing cabinet	Noun	/ˈfaɪlɪŋ ˌkæbɪnət/	archivador	a piece of office furniture with deep drawers for storing files	I want to buy a filing cabinet that will fit under my desk.
fit	Verb	/fɪt/	caber	to be the right shape and size for somebody/something	Will the desk fit in your office?
height	Noun	/haɪt/	altura	the measurement of how tall a person or thing is	What's the height of that lamp?
high	Adjective	/haɪ/	alto/a	measuring a long distance from the bottom to the top	The lamp is 1.8m high.
inflatable	Adjective	/ɪnˈfleɪtəb(ə)l/	inflable	needing to be filled with air or gas before you use it	I would like to rent a child's inflatable toy.
LCD (liquid crystal display)	Noun	/ˌel sɪː ˈdiː/	LCD	a way of showing images on electronic devices that works by passing an electric current through a special liquid	What's the size of your LCD monitor?
length	Noun	/lengθ/	longitud	the size or measurement of something from one end to the other	What's the length of an A4 sheet of paper?
long	Adjective	/lɒŋ/	largo/a	measuring or covering a great length or distance	A sheet of A4 paper is 29.7cm long.
oval	Noun, Adjective	/ˈəʊv(ə)l/	ovalado/a	shaped like an egg	We bought a new oval table. / The pattern had lots of circles and ovals.
rectangle	Noun	/ˈrekˌtæŋɡ(ə)l/	rectángulo	a flat shape with four straight sides, two of which are longer than the other two, and four angles of 90°	The rectangle is 10cm long and 5cm wide.
rectangular	Adjective	/rekˈtæŋɡjʊlə(r)/	rectangular	shaped like a rectangle	The swimming pool is a rectangular shape.

semicircle	Noun	/ˈsemiˌsɜː(r)k(ə)l/	semicírculo	one half of a circle	<i>We sat in a semicircle at the meeting.</i> <i>They have got a semicircular driveway in front of their house.</i> <i>What shape is the table in your kitchen?</i> <i>What's the size of your new TV?</i>
semicircular	Adjective	/ˌsemiˈsɜː(r)kjʊlə(r)/	semicircular	forming or shaped like one half of a circle	
shape	Noun	/ʃeɪp/	forma	the outer form of something	
size	Noun,	/saɪz/	tamaño	how large or small a person or thing is	
square	Adjective	/skweə(r)/	cuadrado, cuadrado/a	having four straight equal sides and four angles of 90°	
triangle	Noun	/ˈtraɪæŋɡ(ə)l/	triángulo	a flat shape with three straight sides and three angles	<i>There's a square mirror in our bathroom.</i> <i>They cut the sandwiches into triangles.</i> <i>Can you see the triangular road sign?</i>
triangular	Adjective	/traɪˈæŋɡjʊlə(r)/	triangular	shaped like a triangle	
tuition fees	Noun plural	/tjuːˈtʃ(ə)n fiːz/	tasa de matrícula	the money that you pay to be taught, especially in a college or university	<i>Are your tuition fees very expensive?</i> <i>How much does your new mobile phone weigh?</i> <i>What's the weight of that leather briefcase?</i> <i>The wheels of the car slid on the ice.</i> <i>The box is 13cm wide.</i> <i>What's the width of the swimming pool?</i>
weigh	Verb	/weɪ/	pesar	to measure how heavy somebody/something is, usually by using scales	
weight	Noun	/weɪt/	peso	how heavy somebody/something is	
wheel	Noun	/wiːl/	rueda	a round object that turns round and round under a vehicle to make it move	
wide	Adjective	/waɪd/	ancho/a	measuring a particular distance from one side to the other	
width	Noun	/wɪdθ/	anchura	the measurement from one side of something to the other; how wide something is	
pp 70–71	POS	Pronunciation	Translation	Definition	Examples
broadband	Noun	/ˈbrɔːdˌbænd/	banda ancha	a type of Internet connecton which allows you to send and receive information very quickly	<i>My broadband connection is too slow.</i>
courier company	Noun	/ˈkʊrɪə(r) ˌkʌmp(ə)ni/	empresa de mensajería	a company who takes messages and packages from one person to another	<i>My neighbour runs a courier company.</i>
ISP (Internet service provider)	Noun	/ˌaɪ es ˈpiː/	ISP	a company that provides you with an Internet connection	<i>What's the name of your Internet service provider?</i>
landline	Noun	/ˈlæn(d)ˌlaɪn	línea de teléfono fijo	a telephone connection that uses wires, unlike a mobile phone	<i>Do you have a landline?</i>
overall	Adjective	/ˌəʊvərˈɔːl/	en general	considering something as a whole, rather than its details or the different aspects of it	<i>What's your overall opinion of your Internet service provider?</i>
penalty charge	Noun	/ˈpen(ə)ltɪ tʃɑː(r)dʒ/	penalización	the amount of money that must be paid for breaking a contract	<i>There's a penalty charge if you cancel the contract before two years.</i>
provider	Noun	/prəˈvaɪdə(r)/	proveedor	a person or an organization that supplies somebody with something they need or want	<i>Do you want to change your Internet service provider?</i>
reliable	Adjective	/rɪˈlaɪəb(ə)l/	fiable	that can be trusted to do something well; that you can depend on	<i>Do you have a reliable broadband connection?</i>
service user	Noun	/ˈsɜː(r)vɪs ˌjuːzə(r)/	usuario	someone who is receiving or using services providing by a company	<i>Many Internet service users are not satisfied with their Internet service provider.</i>
small business package	Phrase	/smɔːl ˈbɪznəs ˌpækɪdʒ/	paquete para pequeñas empresas	services provided specifically for independently owned companies that are limited in size and in revenue	<i>For information about our small business packages, press 4.</i>
pp 72–73	POS	Pronunciation	Translation	Definition	Examples
form	Noun	/fɔː(r)m/	formulario	an official document containing questions and spaces for answers	<i>Can you complete this form, please?</i>
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pp 74–75	POS	Pronunciation	Translation	Definition	Examples
automatically	Adverb	/ˌɔːtəˈmætɪkli/	de forma automática	without needing a person to operate controls	<i>The sytem carries out the checks automatically.</i>
develop	Verb	/dɪˈveləp/	desarrollar	to create a new product, etc. and make it successful	<i>We are developing a new product.</i>
factory	Noun	/ˈfæk(ə)tri/	fábrica	a building or group of buildings where goods are made	<i>The products were made in our factory.</i>
factory floor	Noun	/ˌfæk(ə)tri ˈflɔː/	planta de producción	the part of a factory where the goods are actually produced	<i>He has worked on the factory floor for 20 years.</i>
process	Noun	/ˈprəʊses/	proceso	a series of things that are done in order to achieve a particular result	<i>The whole process takes about 12 months.</i>
produce	Verb	/prəˈdjuːs/	producir	to make things to be sold, especially in large quantities	<i>Many items can be produced on a 3D printer.</i>
product	Noun	/ˈprɒdʌkt/	producto	a thing that is grown or produced, usually for sale	<i>The customer designs their product using an app or design software.</i>
technology	Noun	/tekˈnɒlədʒi/	tecnología	scientific knowledge used in practical ways in industry	<i>As the technology develops, larger objects may be manufactured in the same way.</i>
pp 76–77	POS	Pronunciation	Translation	Definition	Examples
assembly line	Noun	/əˈsambli ˌlaɪn/	línea de producción	a system for making products in a factory in which each worker or machine is responsible for adding or checking a particular part	<i>The products were made using an assembly line, which made it easier for the workers.</i> <i>Many of the processes are automated.</i> <i>Our factory is currently working at full capacity.</i> <i>They supply electrical components for cars.</i> <i>Mass production resulted in lots of faults and defects.</i> <i>A new system was introduced to control the delivery of stock.</i> <i>We can't keep up with demand for our products.</i> <i>The new system eliminated waste and increased productivity.</i> <i>The existing factory cannot keep up with demand.</i> <i>There was a fault with my new laptop.</i> <i>There are some excellent features on this new car.</i> <i>They sell handmade items at the local market.</i> <i>The staff check all products for faults and imperfections.</i> <i>The staff noticed improvements in their working conditions.</i> <i>The company's production processes were slow and inefficient.</i> <i>The manager is compiling an inventory of all the stock.</i>
automated	Adjective	/ˈɔːtəˌmeɪtɪd/	automatizado/a	to use machines and computers instead of people to do a job or task	
capacity	Noun	/kəˈpæsəti/	capacidad	the number of things or people that a container or space can hold	
component	Noun	/kəmˈpəʊnənt/	componente	used to describe one of several parts of which something is made	
defect	Noun	/ˈdiːfekt/	defecto	a fault in something or in the way it has been made which means that it is not perfect	
delivery	Noun	/dɪˈlɪv(ə)ri/	entrega	the supply or provision of something.	
demand	Noun	/dɪˈmɑːnd/	demanda	the amount of a product that customers want; the fact that they want it	<i>They introduced a just-in-time (JIT) system where new stock only arrived when it was needed.</i> <i>Lean production is used in most types of manufacturing to prevent waste and overproduction.</i>
eliminate	Verb	/ɪˈlɪmɪneɪt/	eliminar	to remove or get rid of something/somebody	
existing	Adjective	/ɪɡˈzɪstɪŋ/	existente	describing something that exists now	
fault	Noun	/fɔːlt/, /fəʊlt/	fallo	something that is wrong or not perfect	
feature	Noun	/ˈfiːtʃə(r)/	característica	an important part of something	
handmade	Adjective	/ˌhæn(d)ˈmeɪd/	hecho/a a mano	made by a person using their hands rather than by machines	<i>They came up with a system called 'lean production'.</i> <i>They have a licence to publish the books in other countries.</i>
imperfection	Noun	/ˌɪmpə(r)ˈfekʃ(ə)n/	imperfección	a fault or weakness in something	
improvement	Noun	/ɪmˈpruːvmənt/	mejora	a change in something that makes it better; something that is better than it was before	
inefficient	Adjective	/ɪnɪˈfɪʃ(ə)nt/	ineficaz	not doing a job well and not making the best use of time, money, etc.	
inventory	Noun	/ˈɪnv(ə)nt(ə)ri/	inventario	a written list of all the objects, furniture, etc. in a particular building	
just-in-time (JIT)	Adjective	/ˌdʒʌst ɪn ˈtaɪm/	Sistema JIT (<i>just in time</i>)	used to describe a system in which parts or materials are only delivered to a factory just before they are needed	
lean (efficient)	Adjective	/liːn/	ajustada	used to describe an efficient industry or company with no wastage.	
lean production	Noun	/ˌliːn prəˈdʌkʃ(ə)n/	producción ajustada	a production method that minimizes waste within a manufacturing system without reducing productivity	
licence (BrE), license (AmE)	Noun	/ˈlaɪs(ə)ns/	licencia	an official document that shows that permission has been given	

order (request)	Noun	/ˈɔː(r)də(r)/	pedido	a request to make or supply goods	<i>We have received a lot of new orders for our products.</i> <i>They need to increase output from the factory.</i> <i>Overproduction happened when the company predicted high car sales but didn't manage to sell all the cars.</i> <i>The company's philosophy was revolutionary for the time.</i> <i>I'm visiting the new plant on Monday morning.</i> <i>They bought the raw materials direct from the producers.</i> <i>A long response time was to be expected due to the slow movement of materials and goods around factories.</i> <i>We are very low on stock at the moment.</i> <i>Storage costs are very high.</i> <i>At the time, it was the most successful car company in the world.</i> <i>An international company could manufacturer the products under licence.</i> <i>The company wanted to increase production rates but keep waste low.</i>
output	Noun	/ˈaʊt.pʊt/	producción	the amount of something that a person, a machine or an organization produces	
overproduction	Noun	/ˌəʊvə(r)prəˈdʌkʃ(ə)n/	sobreproducción	the act of producing more of something than is wanted or needed	
philosophy	Noun	/fɪˈlɒsəfi/	filosofía	a particular set or system of beliefs	
plant (factory)	Noun		planta	an industrial site where goods are manufactured or machines process one product into another	
raw materials	Noun	/rɔː məˈtɪəriəlz/	materia prima	a basic material that is used to make a product	
response time	Noun	/rɪˈspɒns ˌtaɪm/	tiempo de respuesta	the length of time that a person or system takes to react to something	
stock	Noun	/stɒk/	existencias	a supply of goods that is available for sale in a shop	
storage cost	Noun	/ˈstɔːrɪdʒ kɒst/	coste de almacenamiento	the amount of money charged to keep goods in a certain place	
successful	Adjective	/səkˈsesf(ə)l/	de éxito	having become popular and/or made a lot of money	
under licence	Phrase	/ˌʌndə(r) ˈlaɪs(ə)ns/	bajo licencia	it is made or sold with the permission of the company that usually makes it	
waste	Noun	/weɪst/	residuos	materials that are no longer needed and are thrown away	
pp 78–79	POS	Pronunciation	Translation	Definition	Examples
additive	Noun	/ˈædətɪv/	aditivo	a substance added to something in small quantities to improve or preserve it.	<i>The lid has a temperature-sensitive additive.</i> <i>You should install anti-virus software on your computer.</i>
anti-virus program	Noun	/ˌæntɪˈvaɪrəs ˌprəʊɡræm/	programa antivirus	a computer program used to prevent, detect, and remove malware a pattern of lines that is printed on products and tells a computer information about the product, such as the price	
barcode	Noun	/ˈbɑːkəʊd/	código de barras	price	<i>You need to scan the barcode.</i> <i>Brainstorm ideas to prevent the problems.</i> <i>You might burn yourself on that hot drink.</i> <i>The restructure was a catastrophe for the company.</i> <i>The new system caused a few problems.</i>
brainstorm	Verb	/ˈbreɪn.stɔː(r)m/ /	poner ideas en común	a group discussion to produce ideas and ways of solving problems.	
burn	Verb	/bɜː(r)n/	quemar	to be damaged or injured by heat	
catastrophe	Noun	/kəˈtæstrəfi/	catástrofe	an event that causes people suffering, or that makes difficulties	
cause	Verb	/kɔːz/	causar	to make something happen	
closed circuit television (CCTV)	Noun	/ˌkləʊzd ˌsɜːkɪt ˈtelɪvɪʒ(ə)n/	circuito cerrado de televisión	a system that allows someone to watch on a television screen what is happening elsewhere	<i>They have installed CCTV cameras in the car park.</i>
conference phones	Noun	/ˈkɒnf(ə)rəns ˌfəʊnz/	teléfono para conferencias	a telephone which enables someone talks to several people at the same time.	<i>The new conference phones aren't working properly.</i> <i>A friend of mine had a terrible experience when she tried to get off a crowded bus.</i> <i>We detected the problem last night.</i> <i>Does your car run on petrol or diesel?</i> <i>She bought her coffee in a disposable cup.</i> <i>The tube is designed so it only fits the right tank.</i>
crowded	Adjective	/ˈkraʊdɪd/	abarrotado	having a lot of people or too many people	
detect	Verb	/dɪˈtekt/	detectar	to discover or notice something	
diesel	Noun	/ˈdiːz(ə)l/	diésel	a type of heavy oil used as a fuel instead of petrol	
disposable	Adjective	/dɪˈspəʊzəb(ə)l/	desechable	made to be thrown away after use	
fit	Verb	/fɪt/	caber	to be the right shape and size for something	
heat up	Phrasal verb	/ˌhiːt ˈʌp/	calentarse	to become hot or warm	<i>When the lid heats up, the additive changes colour.</i> <i>The company produces high-tech gadgets.</i>
high-tech (also hi-tech)	Adjective	/ˌhaɪˈtek/	de alta tecnología	using the most modern methods and machines, especially electronic ones a talk that is given to a group of people to teach them about a particular subject, often as part of a university or college course	
lecture	Noun	/ˈlektʃə(r)/	conferencia		<i>I attended the lecture last week.</i> <i>The lid changes colour according to the temperature of the drink.</i> <i>The lift doors closed when I pressed the button.</i> <i>It is a mechanism to prevent and detect defects.</i> <i>The snow is melting now.</i> <i>Misakes happen in organisations for many reasons.</i> <i>The path to the house is really narrow.</i> <i>There are lots of drinks and fast-food outlets at the shopping centre.</i> <i>He had to work a lot of overtime last month.</i> <i>How much was the petrol?</i>
lid	Noun	/lɪd/	tapa	a cover over a container that can be removed or opened by turning it or lifting it	
lift	Noun	/lɪft/	ascensor	a machine that carries people or goods up and down to different levels in a building	
mechanism	Noun	/ˈmekəˌnɪz(ə)m/ /	mecanismo	a method or a system for achieving something	
melt	Verb	/melt/	derretir	to become or make something become liquid as a result of heating	
mistake	Noun	/mɪˈsteɪk/	error	an action that is not correct	
narrow	Adjective	/ˈnærəʊ/	estrecho/a	measuring a short distance from one side to the other	
outlet	Noun	/ˈaʊtˌlet/	tienda	a shop or place where a particular product is sold	
overtime	Noun	/ˈəʊvə(r)ˌtaɪm/	horas extra	time that you spend working at your job after you have worked the normal hours	
petrol	Noun	/ˈpetrəl/	gasolina	a liquid obtained from petroleum, used as fuel in car engines, etc to connect a piece of electrical equipment to the main supply of electricity or to another piece of electrical equipment	
plug in	Phrasal verb	/ˌplʌg ˈɪn/	enchufar	a phrase that translates as ‘mistake-proofing’, referring to any mechanism in a process that helps to avoid mistakes	
poka-yoke	Phrase	/pɒkæjɒke	Poka-Yoke		
prevent	Verb	/prɪˈvent/	prevenir	to stop something from happening	<i>Poka-yoke mechanisms can prevent mistakes and problems.</i> <i>Can you think of a way to prevent this problem?</i> <i>What about those big stones you see on a rope on gates in the countryside?</i> <i>The smoke alarm will go off if you burn something in the kitchen.</i> <i>A smoke detector can inform the fire brigade if there is a fire.</i> <i>The tube for diesel is too big to fit into your petrol tank.</i> <i>She checks her voicemail every morning.</i>
rope	Noun	/rəʊp/	cuerda	very strong thick string made by twisting thinner strings, wires, etc. together	
smoke alarm	Noun	/ˈsməʊk əˌlɑː(r)m/	alarma de humo	a device that makes a loud noise if smoke is in the air to warn you of a fire	
smoke detector	Noun	/ˈsməʊk dɪˌtektə(r)/	detector de humo	a device that automatically detects and gives a warning of the presence of smoke	
tank	Noun	/tæŋk/	tanque	a large container for holding liquid or gas	
voicemail	Noun	/ˈvɔɪsmeɪl/	mensaje de voz	an electronic system which can store telephone messages, which can be listened to later	
pp 80–81	POS	Pronunciation	Translation	Definition	Examples
bacteria (pl)	Noun	/bəˈkˌtɪəriəm/	bacteria	the simplest forms of life that consist of a single cell. Some types of bacteria cause disease	<i>Some kind of bacteria has been found in one of the machines.</i> <i>He works for a company that makes ceramics.</i> <i>The price of coal has increased in recent years.</i> <i>I don't think the new machinery is compatible with the old system.</i>
ceramics	Noun	/səˈræmɪkz/	cerámica	objects made of clay that has been made permanently hard by heat	
coal	Noun	/kəʊl/	carbón	a hard black mineral that is found below the ground and burnt to produce heat	
compatible	Adjective	/kəmˈpætəb(ə)l/	compatible	able to be used together	
deal with	Phrasal verb	/ˈdiːl wɪð/	lidiar con	to take appropriate action in a particular situation	<i>We need to deal with this problem urgently.</i> <i>She disagreed with the manager's approach.</i>
disagree	Verb	/ˌdɪsəˈɡriː/	no estar de acuerdo	to have a different opinion than someone else	

explain	Verb	/ɪk'spleɪn/	explicar	to tell somebody about something in a way that makes it easy to understand	Can you explain the problem to me? The staff are really frustrated because the computers keep crashing. They recently changed their fuel supplier.
frustrated	Adjective	/frʌ'streɪtɪd/	frustrado/a	feeling annoyed and impatient because you cannot do or achieve what you want	
fuel	Noun	/'fjuːəl/	combustible	any material that produces heat or power, usually when it is burnt	
go off	Phrasal verb	/,gəʊ 'ɒf/	dejar de funcionar	stops working	The electricity supply keeps going off. You shouldn't interrupt the speaker. There's a problem in the kiln where the products are heated. I can't log on to the computer system this morning. / Can you log off and restart your computer? It's really satisfying when we complete a project. The finished products do not meet industry quality standards. The warehouse was broken into by vandals.
interrupt	Verb	/,ɪntə'rʌpt/	interrumpir	to say or do something that makes somebody stop what they are saying or doing	
kiln	Noun	/kɪln/	horno	a large oven for baking clay and bricks, drying wood, etc.	
log on / off	Phrasal verb	/,lɒg 'ɒn/, /,lɒg 'ɒf/	cerrar sesión/abrir sesión	to connect to a computer system by putting in a particular username and password, or other information	
satisfying	Adjective	/'sætɪs,fʌɪɪŋ/	satisfactorio/a	giving pleasure because it provides something you need or want	
standard	Noun	/'stændə(r)d/	nivel	level of quality that is acceptable	
vandal	Noun	/'vænd(ə)l/	gamberro	a person who deliberately destroys or damages public property	
pp 82–83	POS	Pronunciation	Translation	Definition	Examples
departure time	Phrase	/dɪ'pɑː(r)tʃə(r) ,tʌɪm/ /,fɔːɪn ɪks'tʃeɪndʒ dɪ,pɑː(r)tment/	hora de salida	the time at which a plane, bus, etc. is expected to leave	Can you tell me the departure time of the flight to Rome?
foreign exchange department	Noun	/ɪm'pɔː(r)t(ə)nt/	oficina de cambio de divisas	the department for managing the purchase and sale of foreign currencies	I need to change my money in the foreign exchange department
important	Adjective	/,ɪn flʌɪt 'sɜː(r)vɪs/	importante	having a great effect on people or things; of great value	I'm late for a very important meeting.
in-flight service	Phrase	/rɪ'laɪəb(ə)l/	servicio a bordo	services provided during a flight including meals, snacks, beverages, duty-free shopping	There's no in-flight service on that flight to Paris.
reliable	Adjective	/sə'nɑːrɪəʊ/	fiable	that can be trusted to do something well; that you can rely on	Do they offer a reliable service?
scenario	Noun	/ˌʃɪpɪŋ 'kʌmp(ə)ni/	situación hipotética	a description of how things might happen in the future	In a worst-case scenario, we'd have to reduce the price.
shipping company	Noun		empresa transportista	a company that transports goods	My colleague recommended this shipping company.
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pp 84–85	POS	Pronunciation	Translation	Definition	Examples
high-speed trains	Noun	/haɪ,spiːd 'treɪn/	trenes de alta velocidad	a type of train that travels very fast	High-speed trains will link all major cities.
joint venture	Noun	/,dʒɔɪnt 'ventʃə(r)/	empresa conjunta	a business project that is begun by two or more companies which remain separate organizations	They set up a joint venture with a German tech company.
low cost	Adjective	/,ləʊ'kɒst/	de bajo coste	below the usual cost; cheap	Low-cost airlines won't be able to offer cheap flights because of high taxes on fuel.
occupant	Noun	/'ɒkjʊpənt/	pasajero	a person who is in a vehicle, seat, etc. at a particular time	Cars with only one occupant won't be allowed into city centres.
prototype	Noun	/'prəʊtətaɪp/	prototipo	the first design of something from which other forms are copied or developed	Some tech companies are making prototype driverless vehicles.
replace	Verb	/rɪ'pleɪs/	sustituir	to change something that is old, damaged, etc. for a similar thing that is newer or better	I don't think trams will replace buses in our city.
run on (fuel)	Phrasal verb	/'rʌn ɒn/	alimentado con	it uses that power to work	More and more cars now run on electricity.
solar panel	Noun	/,səʊlə(r) 'pæn(ə)l/	panel solar	a piece of equipment that uses sunlight and heat to produce hot water and electricity	People can reduce their household bills by installing solar panels.
tram	Noun	/træm/	tranvía	a vehicle powered by electricity, that runs on rails along the streets of a town and carries passengers	You can get to the park by tram.
pp 86–87	POS	Pronunciation	Translation	Definition	Examples
assurance	Noun	/ə'ʃʊərəns/, /ə'ʃɔːrəns/	garantía	a statement that something will certainly be true or will certainly happen, particularly when there has been doubt about it	We need to give them assurances that we will reach our targets.
briefing	Noun	/'briːfɪŋ/	sesión informativa	a meeting in which people are given instructions or information	You missed the staff briefing this morning.
exchange rate	Noun	/ɪks'tʃeɪndʒ ,reɪt/	tipo de cambio	the value of one currency for the purpose of conversion to another	The exchange rate is getting worse.
PEST analysis / PESTLE analysis	Noun	/'pest ə,næləsis/	Análisis PEST(LE) (de factores políticos, económicos, sociales, técnicos, legales y ecológicos)	a tool used to examine how political, economic, social, technological, legal and environmental factors could affect a business	The company did a PEST analysis to look at the external factors which will affect their future strategy decisions.
research	Noun	/rɪ'sɜː(r)tʃ/, /'riːsɜː(r)tʃ/	investigación	a careful study of a subject, in order to discover new facts or information about it	We need to do further research.
stabilise	Verb	/'steɪbəlaɪz/	estabilizarse	to become or to make something become firm, steady and unlikely to change	Demand in Europe has stabilised.
start up	Phrasal verb	/'stɑː(r)t ,ʌp/	emprender	to bring a business into existence	He left the company to start up his own business.
viable option	Phrase	/,vaɪəb(ə)l 'ɒpʃ(ə)n/	opción viable	something that you can choose that is capable of doing what is intended	We suggest that starting up new operations in China is a viable option.
pp 88–89	POS	Pronunciation	Translation	Definition	Examples
advise	Verb	/əd'vaɪz/	aconsejar	to tell somebody what you think they should do in a particular situation	The authorities have advised people to stay indoors.
although	Conjunction	/ɔːl'dəʊ/	aunque	used for introducing a statement that makes the main statement in a sentence seem surprising	Although he's really busy, he always has time for his staff.
army	Noun	/'ɑː(r)mi/	ejército	a large organized group of soldiers who are trained to fight on land	The army is clearing the roads.
assess	Verb	/ə'ses/	evaluar	to make a judgement about the nature or quality of somebody/something	The damage is still being assessed.
assessment	Noun	/ə'sesmənt/	evaluación	the act of judging or forming an opinion about somebody/something	They'll need someone to help them with damage assessment.
evacuate	Verb	/bɪ ɪ'vakjuetɪd/	ser evacuado	to leave a building or other place because it is not safe	All the workers were evacuated due to the flood.
blow over	Phrasal verb	/,bləʊ 'əʊvə(r)/	tumbar	if something blows over the wind makes it fall	A crane was blown over by the hurricane force winds.
bring down	Phrasal verb	/,brɪŋ 'daʊn/	hacer caer	to make someone or something fall to the ground	Falling trees brought down power lines.
crane	Noun	/kreɪn/	grúa	a tall machine with a long arm, used to lift and move heavy objects	A large crane lifted the containers off the ship.
crisis	Noun	/'kraɪsɪs/	crisis	a difficult, urgent, or dangerous situation	We need to handle the crisis quickly and effectiely.

crisis meeting	Noun	/ˈkraɪsɪs ˌmiːtɪŋ/	reunión de crisis	a meeting to discuss problems that must be solved or discuss the important decisions that must be made	<i>They had three crisis meetings on the same day.</i>
cut off	Phrasal verb	/ˌkʌt ˈɒf/	cortar	to stop or interrupt the supply of something	<i>They have no electricity or phones, so they're completely cut off.</i>
damage	Noun	/ˈdæmɪdʒ/	daño	physical harm caused to something so that it is broken	<i>Was there any damage to the machinery?</i>
dead	Adjective	/ded/	muerto/a	no longer alive	<i>The dead include a crane operator whose crane was blown over.</i>
disrupt	Verb	/dɪsˈrʌpt/	interrumpir	to make it difficult for something to continue in the normal way	<i>All road and rail links are severely disrupted.</i>
dozen	Noun, Determiner	/ˈdʌz(ə)n/	docena	a group of approximately twelve people or things	<i>Dozens of people were left injured after the hurricane.</i>
draw up a plan	Phrase	/ˌdrʊː ʌp ə ˈplʌn/	preparar un plan	to prepare a plan for something in writing	<i>They drew up a plan following the meeting.</i>
emergency team	Noun	/ɪˈmɜː(r)dʒ(ə)nsɪ ˌtiːm/	equipo de emergencia	a group of people who prepare for and respond to any emergency incident	<i>Emergency teams are working to restore telephone lines.</i>
hurricane	Noun	/ˈhʌrɪkən/, /ˈhʌrɪkeɪn/	huracán	a violent wind that has a circular movement	<i>The country was hit by a hurricane.</i>
life-threatening	Adjective	/ˈlaɪf ˌθret(ə)nɪŋ/	potencialmente fatal	that is likely to kill somebody	<i>She had a life-threatening disease.</i>
rail link	Noun	/ˈreɪl ˌlɪŋk/	conexiones ferroviarias	a railway service joining two transport centres	<i>The city has good rail links with the rest of the country.</i>
restore	Verb	/rɪˈstɔː(r)/	restablecer	to bring back a situation that existed before	<i>The phone lines should be restored soon.</i>
storm	Noun	/stɔː(r)m/	tormenta	very bad weather with strong winds and rain, and often thunder and lightning	<i>The tropical storm caused a lot of damage.</i>
subcontractor	Noun	/ˌsʌbkənˈtræktə(r)/	subcontratista	a person or company that does part of the work given to another person or company	<i>I'm talking to the subcontractors about the project.</i>
subsidiary	Noun	/səbˈsɪdɪəri/	filial	connected with something but less important than it	<i>The construction company owns a subsidiary in Poland.</i>
sweep across	Phrase	/ˌswiːp əˈkrɒs/	extenderse por	to move or spread quickly through an area	<i>The hurricane swept across Poland yesterday.</i>
trivial	Adjective	/ˈtrɪvɪəl/	trivial	not important or serious; not worth considering	<i>She shouldn't have been upset at something so trivial.</i>
pp 90–91	POS	Pronunciation	Translation	Definition	Examples
allegation	Noun	/ˌæləˈgeɪʃ(ə)n/	acusación	a public statement that is made without giving proof, accusing somebody of doing something that is wrong or illegal	<i>There were allegations of financial malpractice.</i>
board (meeting)	Noun	/bɔː(r)d/	junta	Formal meeting of the board of directors of an organization to discuss issues and major problems	<i>When is the next board meeting?</i>
chair	Verb	/tʃeə(r)/	presidir	to be in charge of a meeting or committee	<i>Does he always chair the meetings?</i>
chairperson	Noun	/ˈtʃeə(r),pɜː(r)s(ə)n/	presidente	the person who is in charge of a meeting or committee	<i>She's the chairperson of the health and safety meetings.</i>
collapse	Verb	/kəˈlæps/	desplomarse	to decrease suddenly in amount or value	<i>Some people lost their jobs after share prices collapsed.</i>
departmental meeting	Noun	/dɪːpɑː(r)tˌment(ə)l ˈmiːtɪŋ/	reunión de departamento	a meeting for members of a specific department in an organization to discuss issues relating to their department	<i>The departmental meeting is on Wednesday.</i>
fight back	Phrasal verb	/faɪt ˈbæk/	resistirse	to resist strongly	<i>The food industry will fight back after the recent crisis.</i>
incident	Noun	/ˈɪnsɪd(ə)nt/	incidente	something that happens, especially something unusual or unpleasant	<i>They apologised after the food poisoning incident.</i>
lamb chops	Noun	/læm ˈtʃɒps/	chuletas de cordero	small cuts of meat from a young sheep	<i>I had lamb chops for my main course.</i>
malpractice	Noun	/mælˈpræktɪs/	negligencia profesional	careless, wrong or illegal behaviour while in a professional job	<i>He accused the company of malpractice.</i>
media	Noun	/ˈmiːdiə/	medios de comunicación	radio, television, newspapers, the Internet, and magazines, considered as a group	<i>Decide who will be your point of contact between your crisis team and the media.</i>
podcast	Noun	/ˈpɒdˌkɑːst/	podcast	a multimedia file that can be downloaded or streamed from the Internet	<i>I love listening to podcasts when I go to the gym.</i>
poultry	Noun	/ˈpəʊltri/	aves de corral	chickens, ducks and geese, kept for their meat or eggs	<i>There's a large poultry farm about ten miles away.</i>
run a meeting	Phrase	/ˌrʌn ə ˈmiːtɪŋ/	organizar una reunión	to be in charge of a meeting	<i>Can you run the meeting for me tomorrow, please?</i>
salmonella	Noun	/ˌsælməˈnelə/	salmonela	a type of bacteria that makes people sick if they eat infected food; an illness caused by this bacteria	<i>The poultry industry lost a lot of money after the salmonella incident.</i>
spill	Verb	/spɪl/	derramar	to make a liquid flow over the edge of a container by accident	<i>The waiter spilled the soup all over the table.</i>
steak tartare	Noun	/ˌsteɪk ˈtɑː(r)ˈtɑː(r)/	steak tartar	a dish consisting of raw steak mixed with raw egg and onion	<i>My client ordered steak tartare for his main course.</i>
tasteless	Adjective	/ˈteɪs(t)ləs/	insípido/a	having little or no flavour	<i>The food was completely tasteless.</i>
pp 92–93	POS	Pronunciation	Translation	Definition	Examples
after-school care	Noun	/ɑːftə(r) ˌskuːl ˈkeə(r)/	atención extraescolar	a service providing childcare for children after they have finished school until their parents have finished work	<i>Parents can be at home when their children finish school, instead of the children spending long hours in after-school care.</i>
collateral	Noun	/kəˈlæt(ə)rəl/	colateral	property or something valuable that you promise to give to somebody if you cannot pay back money that you borrow	<i>The bank makes small loans without asking for collateral.</i>
guarantee	Verb	/ˌɡærənˈtiː/	garantizar	a firm promise that you will do something or that something will happen	<i>Do they have to own property to guarantee a loan?</i>
middle management	Noun	/ˌmɪd(ə)l ˈmænɪdʒmənt/	directivos intermedios	managers who are in charge of parts of an organization but have less authority than the most senior managers	<i>Middle management have to change their management style.</i>
take time off	Phrase	/ˌteɪk ˈtaɪm ˈɒf/	tomarse vacaciones	to spend some time away from your usual work or activity in order to rest or do something else instead	<i>Employees are less likely to take time off if they can work flexibly.</i>
telecommuting	Noun	/ˌtelɪkəˈmjuːtɪŋ/	trabajo a distancia	the practice of working from home, communicating with your office and customers by telephone and email	<i>Telecommuting is becoming more and more popular.</i>
Module 10					
pp 94–95	POS	Pronunciation	Translation	Definition	Examples
admit (allow in)	Verb	/ədˈmɪt/	admitir	to allow somebody/something to enter a place	<i>If you arrive late, you won't be admitted to the theatre.</i>
boss	Noun	/bɒs/	jefe	a person who is in charge of other people at work and tells them what to do	<i>I've always had bosses who knew how to motivate people.</i>
chamber of commerce	Noun	/ˌtʃeɪmbə(r) əv ˈkɒmɜː(r)s/	cámara de comercio	a group of local business people who work together to help business and trade in a particular town	<i>They are organising a conference with the chamber of commerce.</i>
contribute	Verb	/kənˈtrɪbjʊːt/, /ˈkɒntrɪbjʊːt/	contribuir	to help, improve or add to something	<i>Motivated employees contribute more to the company.</i>
dynamic	Adjective	/daɪˈnæmɪk/	dinámico/a	very lively and enthusiastic, with a lot of energy and determination	<i>The trainer who led the session was really dynamic.</i>

expertise	Noun	/ˌɛkspə(r)ˈtiːz/	experiencia	special skill or knowledge that you get from experience, training, or study	<i>All the trainers have extensive expertise.</i> <i>This online course gives me a lot of flexibility.</i> <i>The lecture theatre isn't big enough for all the employees.</i> <i>innovation.</i> <i>My boss really motivates me to progress in my career.</i> <i>We have a wide range of courses in our portfolio.</i> <i>I need to prioritise better at work.</i> <i>Our profitability increased by five per cent last year.</i> <i>There are some time managament courses on our new training programme.</i> <i>He was promoted last month.</i> <i>The course I attended was really useful.</i>
flexibility	Noun	/ˌfleksəˈbɪləti/	flexibilidad	the ability to change to suit new conditions or situations	
lecture theatre	Noun	/ˈlektʃə(r) ˌθɪətə(r)/	sala de conferencias	a large room with rows of seats where students sit to listen to lectures	
mind gymnastics	Phrase	/ˈmaɪnd dʒɪmˌnastɪks/	gimnasia mental	difficult and complex logical thought processes performed to improve brain functionality	
motivate	Verb	/ˈməʊtɪveɪt/	motivar	to make somebody want to do something	
portfolio	Noun	/ˈpɔː(r)tɪˈfəʊliəʊ/	portafolio	the range of products or services offered by a particular company or organization	
prioritise	Verb	/praɪˈɒrɪtaɪz/	priorizar	to put tasks in order of importance, so that you can deal with the most important first	
profitability	Noun	/ˌprɒfɪtəˈbɪləti/	rentabilidad	the degree to which something is profitable	
programme	Noun	/ˈprəʊgræm/	programa	a course of study	
promote	Verb	/prəˈməʊt/	ascender	to move somebody to a higher rank or more senior job	
really (very much)	Adverb	/ˈrɪəli/	muy	used to emphasize something you are saying or an opinion you are giving	
screen	Noun	/skriːn/	pantalla	the flat surface at the front of a television, computer, or other electronic device, on which you see pictures or information	<i>There isn't a TV screen in the room.</i>
				a class at a university or college when a small group of students and a teacher discuss or study a particular topic	
				the office, factory, etc. where people work	
seminar	Noun	/ˈseɪnˌnɑː(r)/	seminario		<i>What kind of seminars do they offer?</i> <i>It's important to have professional development in the workplace.</i>
workplace	Noun	/ˈwɜː(r)kˌpleɪs/	lugar de trabajo		
pp 96–97	POS	Pronunciation	Translation	Definition	Examples
ambitious	Adjective	/æmˈbɪʃəs/	ambicioso/a	determined to be successful	<i>She's a really ambitious person.</i>
authoritative	Adjective	/ɔːˈθɒrɪtətɪv/	autoritario/a	showing that you expect people to obey and respect you	<i>You need to be authoritative if you want to lead people.</i>
be focused	Phrase	/ˌbiː ˈfəʊkəst/	concentrarse	directing a great deal of attention, interest, or activity towards a particular aim.	<i>I've been really focused at work this year.</i>
careful	Adjective	/ˈkeə(r)f(ə)l/	cuidadoso/a	giving attention or thought to what you are doing so that you avoid doing something wrong	<i>He's a very careful worker.</i>
charismatic	Adjective	/ˌkærɪzˈmætɪk/	carismático/a	a charismatic person has a strong personal quality that makes other people like them and be attracted to them	<i>The trainer was very charismatic.</i> <i>She communicates very well with all her colleagues.</i> <i>I need to write a report on the conclusions of the meeting.</i> <i>I'm confident we can meet our sales targets.</i>
				to express thoughts, feelings, or information to another person	
				something that you decide is true after thinking about it carefully and looking at all the evidence	
				certain that something will happen or be successful	
count on sb	Phrasal verb	/ˈkaʊnt ɒn ˌsʌmbədi/	contar con alguien	to depend on someone to do what you want	<i>People count on me for ideas.</i> <i>I encourage people to be creative individuals.</i> <i>I had to be decisive and make the final decision.</i> <i>She encouraged me to apply for the job.</i> <i>I give praise and positive feedback to others.</i> <i>Do you have leadership potential?</i> <i>My new colleague is really organised.</i> <i>She gives motivational talks around the world.</i> <i>I always thought it was important to listen and be patient.</i> <i>I can take a message or perhaps I can help you?</i> <i>My new boss gives me praise when I do a job well.</i> <i>I like to resolve disagreements between people.</i>
				involving the use of skill and the imagination to produce something new or a work of art	
				able to decide something quickly and with confidence	
				to give somebody support, courage or hope	
				advice or criticism about how good or useful something or somebody’s work is	
				the state or position of being a leader	
				to plan your work and activities in an efficient way	
				making somebody want to do something, especially something that involves hard work and effort	
				able to wait for a long time or accept difficulties without becoming angry or annoyed	
				possibly; used when you are making a suggestion, polite request or offer	
creative	Adjective	/kriˈeɪtɪv/	creativo/a	words that show approval of or admiration for somebody/something	
decisive	Adjective	/dɪˈsaɪsɪv/	decisivo/a	to find an acceptable solution to a problem or difficulty	
encourage	Verb	/ɪnˈkʌrɪdʒ/	animar	the state or job of being in charge of someone or something and of making sure that what they do or	
feedback	Noun	/ˈfiːdbæk/	comentarios	what happens to them is right or satisfactory	
leadership	Noun	/ˈliːdə(r)ʃɪp/	liderazgo	to provide a short account of the most important facts or features of something	
organised	Adjective	/ˈɔː(r)ɡənaɪzd/	organizado/a		
motivational	Adjective	/ˌməʊtɪˈveɪʃ(ə)n(ə)l/	motivador/a		
patient	Adjective	/ˈpeɪʃ(ə)nt/	paciente		
perhaps	Adverb	/pə(r)ˈhæps/	quizá		
praise	Noun	/preɪz/	elogio		
resolve	Verb	/rɪˈzɒlv/	resolver		
responsibility	Noun	/rɪˌspɒnsəˈbɪləti/	responsabilidad		<i>He likes taking responsibility for decisions.</i> <i>Can you summarise your conclusions?</i>
summarise	Verb	/ˈsʌməraɪz/	resumir		
pp 98–99	POS	Pronunciation	Translation	Definition	Examples
actually	Adverb	/ˈæktʃʊəli/	En realidad	used for emphasizing what is really true or what really happened	<i>Actually, the dates are 2nd and 3rd of June.</i>
assist	Verb	/əˈsɪst/	asistir	to help	<i>The development agency promotes and assists business initiatives.</i>
associate	Adjective	/əˈsəʊsɪət/	asociar	connected with an organization	<i>The event is being promoted on our associate websites.</i>
cancel	Verb	/ˈkæns(ə)l/	cancelar	to say that you no longer want to continue with an agreement	<i>I've cancelled the room booking for next week.</i>
commercial	Adjective	/kəˈmɜː(r)ʃ(ə)l/	comercial	relating to business	<i>You've been quoted the commercial rates.</i>
conference	Noun	/ˈkɒnf(ə)rəns/	conferencia	a large meeting, often lasting a few days, where people who are interested in a particular subject come together to discuss ideas	<i>I'll see you at the conference next week.</i>
				Conference documentation and materials contained within a bag or folder given to delegates at the start of a conference	
				a set of ideas and ways of behaving of a particular organization or group of people	
conference pack	Noun	/ˈkɒnf(ə)rəns ˌpæk/	conferencia	to leave something such as an activity, school, or competition before you have finished what you intended to do	<i>How did you calculate the cost of the conference pack?</i> <i>They have a really positive company culture.</i>
culture	Noun	/ˈkʌltʃə(r)/	cultura		
drop out	Phrasal verb	/drɒp ˈaʊt/	abandonar	the process of officially joining a course, conference etc.	
				a business or company	<i>Our original speaker has dropped out.</i>
				willing to work hard and take risks in order to build up a business	<i>We're doing online enrolment via the website.</i>
				the process of making a business grow by including more people, selling more products, etc.	<i>The conference aims to encourage enterprise in the region.</i>
				to make the final decisions or arrangements concerning something	<i>She put her entrepreneurial skills to good use and started a new company.</i>
				to help something to develop over a period of time	<i>The organisation promotes expansion and growth.</i>
				the part of something that is furthest forward	<i>There are only a few more things to be finalised ahead of the conference.</i>
				to communicate with somebody, especially by emailing them or phoning them	<i>He fosters an entrepreneurial culture in the workplace.</i>
				an increase in the number, size, or importance of something	<i>He always leads from the front.</i>
					<i>Do you want me to get in touch with them again?</i>
enrolment	Noun	/ɪnˈrəʊlmənt/	inscripción		<i>There has been a dramatic growth in sales this year.</i>
enterprise	Noun	/ˈentə(r)praɪz/	empresa		
entrepreneurial	Adjective	/ˌɒntrəprəˈnɜː(r)ɪəl/	emprededor/a		
expansion	Noun	/ɪkˈspænj(ə)n/	expansión		
finalise	Verb	/ˈfaɪnəlaɪz/	finalizar		
foster (encourage)	Verb	/ˈfɒstə(r)/	fomentar		
front	Noun	/frʌnt/	parte delantera		
get in touch	Phrase	/get ɪn ˈtʌtʃ/	ponerse en contacto		
growth	Noun	/grəʊθ/	crecimiento		

initiative (new action)	Noun	/ɪˈnɪʃətɪv/	iniciativa	a new plan for achieving a particular purpose	She specialises in new business initiatives.
keynote	Noun	/ˈkiː.nəʊt/	principal	the main idea. A keynote speaker is an important speaker who introduces a meeting or subject	The keynote speaker has been confirmed.
microphone	Noun	/ˈmaɪkrəˌfəʊn/	micrófono	a piece of equipment for making someone’s voice louder when they are speaking	All of the rooms have got a computer, microphones and a sound system.
networking	Noun	/ˈnet.wɜː(r)kɪŋ/	hacer contactos	the activity of meeting and talking to people who might be useful to you in your work	The theme of the conference is starting up and networking for small businesses.
outcome	Noun	/ˈaʊt.kʌm/	resultado	the final result of a process, meeting, activity etc	What was the outcome of your call with the conference centre?
participate in	Phrase	/pɑː(r)ˈtɪsɪpeɪt ˌɪn/	participar en	to take part in something	You need to complete this enrolment form if you wish to participate in the event.
planner	Noun	/ˈplænə(r)/	organizador/a	someone who plans something	The conference planners need to reduce costs so they don't go over budget.
preferential	Adjective	/ˌprefəˈrenʃ(ə)l/	preferentes	giving one person or group an advantage over others	The preferential rates are only three per cent up on last year’s.
priority	Noun	/praɪˈbrəti/	prioridad	something important that must be done first or needs more attention than anything else	Our top priority is to find a new speaker.
push	Verb	/pʊʃ/	llevar a	to make something reach a particular level or standard	The Conference Centre fees have pushed us over budget.
quote	Noun, Verb	/kwəʊt/	presupuesto, presupuestar	a statement telling a customer how much money you will charge them for a job, service or product; to tell a	Could I check the quote you gave us?
slight	Adjective	/slaɪt/	pequeño/a	customer how much money you will charge them for a job, service or product small in size	We have a slight problem with the keynote speaker.
sound system	Noun	/ˈsaʊnd ˌsɪstəm/	equipo de sonido	a set of electronic equipment used for playing recorded music or for making a speaker’s voice louder	We couldn't hear the speaker because the sound system wasn't working properly.
strategic planning	Noun	/straːtɪːdʒɪk ˈplænɪŋ/	planificación estratégica	the process of planning the activities of a business so that it competes well with	Strategic planning will help us decide which areas of the business to focus on.
strengthen	Verb	/ˈstreŋθ(ə)n/	fortalecer	other businesses and makes a profit	The latest marketing campaign helped to strengthen the brand image.
task	Noun	/tɑːsk/	tarea	to make an organization, business, etc more powerful, successful, or effective	Shall we go through your tasks for the day?
the press	Noun	/ðə ˈpres/	la prensa	something that you have to do	The event is also being promoted in the press.
venture	Noun	/ˈventʃə(r)/	empresa	news media collectively, especially newspapers	We need to look at more profitable ventures.
wonder (question)	Verb	/ˈwʌndə(r)/	preguntarse	a new business or activity	I wonder if we really need a speaker at this event?
workshop	Noun	/ˈwɜː(r)kʃɒp/	taller	to think about something because you want to know more facts or details about it	The workshop is on public speaking.
worry	Verb	/ˈwʌri/	preocuparse	an occasion when a group of people meet to learn about a particular subject by taking part	Don't worry – I'll phone the organisers tomorrow morning.
pp 100–101	POS	Pronunciation	Translation	Definition	Examples
accept	Verb	/əkˈsept/	aceptar	in discussions or activities	All the speakers have accepted their invitations.
admire	Verb	/ədˈmaɪə(r)/	admirar	to feel nervous and upset because you keep thinking about a problem that you have or could have in	I was admiring the view of the river.
borrow	Verb	/ˈbɒrəʊ/	tomar prestado	the future	Would you like to borrow an umbrella?
casual	Adjective	/ˈkæʒuəl/	informal	to say yes to an invitation or offer	Her company allows casual clothes every Friday.
decline	Verb	/dɪˈklaɪn/	rechazar	to look at something and think that it is attractive or impressive	Unfortunately, he's declined our invitation.
dress code	Noun	/ˈdres ˌkəʊd/	etiqueta	something someone gives to you and you agree to give it back	What's the dress code at your office?
fish	Noun	/fɪʃ/	pez	not formal	Would you prefer meat or fish?
habit	Noun	/ˈhæbɪt/	hábito	a creature that lives in water and swims	Where I come from, we have a habit of arriving a little early.
in-company	Adjective	/ˌɪn ˈkʌmp(ə)ni/	interno/a	something that you do often or regularly, often without thinking about it	He's written an article for the in-company magazine.
politics	Noun	/ˈpɒlətɪks/	política	occurring or existing within a company.	He loves talking about politics.
productive	Adjective	/prəˈdʌktɪv/	productivo/a	the ideas and activities involved in getting power in a country or over a particular area of the world	It's been a really productive day.
punctuality	Noun	/ˌpʌŋktɪˈʊæləti/	puntualidad	working hard and producing or achieving a lot	His punctuality hasn't been very good this week.
recommend	Verb	/ˌrekəˈmend/	recomendar	the fact of happening at the correct time	I can recommend a nice restaurant near your office.
set off	Phrasal verb	/ˌset ˈɒf/	partir	to tell somebody that something is good	Shall we set off?
small talk	Noun	/ˈsmɔːl ˌtɔːk/	conversación trivial	to start a journey, or to start going in a particular direction	All the guests were making small talk at the reception.
smart-casual	Adjective	/ˌsmɑː(r)t ˈkæʒuəl/	elegante-informal	informal conversation about things that are not important	Smart-casual clothes are acceptable in our office.
suit (set of clothes)	Noun	/suːt/	traje	a style of dressing in which people wear clothes that are neat but not formal	My boss wears a suit to work every day.
taboo	Adjective	/təˈbuː/	tabú	a set of clothes made of the same cloth, including a jacket and trousers/pants or a skirt	Those topics are usually taboo in the workplace.
thoroughly	Adverb	/ˈθʌrəli/	plenamente	considered so offensive or embarrassing that people must not mention it	I thoroughly enjoyed your talk at the conference.
tie (clothing)	Noun	/taɪ/	corbata	completely; very much	None of the men wear ties in my office.
umbrella	Noun	/ʌmˈbrelə/	paraguas	a long narrow piece of cloth worn around the neck with a knot in front	I left my umbrella at the restaurant.
vegetarian	Noun,			an object that you hold over your head when it is raining	I'm a vegetarian. / Can I look at the vegetarian menu, please?
pp 102–103	POS	Pronunciation	Translation	Definition	Examples
acknowledge	Verb	/əkˈnɒlɪdʒ/	acusar recibo	to tell somebody that you have received something that they sent to you	Can you send him an email acknowledging his letter?
alternative	Noun	/ɔːlˈtɜː(r)nətɪv/	alternativo/a	something that you can choose instead of something else	Can I offer you an alternative item instead of a refund?
approximately	Adverb	/əˈprɒksɪmətli/	aproximadamente	used for showing that an amount, number, etc. is not exact	There will be approximately 30 people attending.
catering	Noun	/ˈkeɪtərɪŋ/	catering	the job of organizing the food and drinks for an event such as a party or meeting	She works for a large catering company.
clear	Adjective	/klaɪə(r)/	seguro/a	obvious and impossible to doubt	She was very clear about the result she wanted.
faulty	Adjective	/ˈfɔːlti/	defectuoso/a	not working correctly or made correctly	The mobile phone I bought is faulty.
quotation	Noun	/kwəʊˈteɪʃ(ə)n/	presupuesto	a statement of how much money a particular piece of work will cost	Email us for a quotation.
refer to	Phrasal verb	/rɪˈfɜː(r)/	hacer referencia	to mention or speak about something	He referred to his latest book during his talk.
repair	Verb	/rɪˈpeə(r)/	reparar	to fix something that is broken or damaged	They couldn't repair the faulty TV.
replacement	Noun	/rɪˈpleɪsmənt/	recambio	a thing that replaces something, especially because the original is old, broken, etc.	They offered me a replacement phone instead of a refund.
sequence	Noun	/ˈsiːkwəns/	secuencia	the order that actions, etc. happen in or should happen in	Follow the sequence in the instructions.

Module 11 pp 104–105	POS	Pronunciation	Translation	Definition	Examples
assembly point	Noun	/əˈsembli ˌpɔɪnt/	punto de encuentro	a location designated as the place for a group to meet or for people to gather in an emergency.	<i>This is the main assembly point, where you should come if there is an emergency.</i>
bend one's knees	Phrase	/ˈbend wʌnz ˈniːz/	doblar las rodillas	to lower your body by bending the joint in the middle of your leg	<i>Make sure you bend your knees when you lift something heavy.</i>
by mistake	Phrase	/baɪ mɪˈsteɪk/	por error	accidentally	<i>I deleted your email by mistake.</i>
canteen	Noun	/kænˈtiːn/	cafetería	a place where food and drink are served in a factory, a school, etc.	<i>Our staff canteen is just down here.</i>
cement factory	Noun	/səˈment ˌfæktri/	fábrica de cemento	a type of factory that produces cement and other cement related products	<i>They took the new employees on a tour of the cement factory.</i>
clock in	Phrasal verb	/ˌklɒk ˈɪn/	fichar	to record the time at which you arrive at work	<i>Do we have to clock in?</i>
fire alarm	Noun	/ˈfaɪə(r) əˌlɑː(r)m/	alarma de incendios	a bell or other device that gives people warning of a fire in a building	<i>If you here the fire alarm, you should leave the building immediately.</i>
fire drill	Noun	/ˈfaɪə(r) ˌdrɪl/	simulacro de incendios	a practice of what people must do in order to escape safely from a fire in a building	<i>We have a fire drill every month.</i>
fire exit	Noun	/ˈfaɪə(r) ˌeksɪt/	salida de incendios	a designated way out of a building or passenger vehicle in the event of a fire occurring	<i>The fire exit is on the left.</i>
fire extinguisher	Noun	/ˈfaɪə(r) ɪkˌstɪŋɡwɪʃə(r)/	extintor	a metal container with water or chemicals inside for putting out small fires	<i>There are fire extinguishers on the walls.</i>
get the sack	Phrase	/get ðə ˈsæk/	ser despedido	to be told that you must leave your job	<i>I'll get the sack if I fall asleep at work again.</i>
hard hat	Noun	/ˈhɑː(r)d ˌhæt/	casco	a hat that workers on building sites wear to protect their heads	<i>You must always wear a hard hat when you are moving around the plant.</i>
hazard	Noun	/ˈhæzə(r)d/	peligro	a thing that can be dangerous or cause damage	<i>The main hazard here is the machinery.</i>
health and safety	Noun	/ˌhelθ ən(d) ˈseɪfti/	salud y seguridad	regulations and procedures intended to prevent accident or injury in workplaces or public environments	<i>I'm responsible for health and safety at the plant.</i>
high-heel shoes	Noun	/haɪ ˌhiːl ˈʃuːz/	zapatos de tacón	shoes that have very high heels	<i>She never wears high-heel shoes to work.</i>
invoice	Noun	/ˈɪnvɔɪs/	factura	a list of goods that have been bought, or work that has been done, and what you must pay	<i>Can you submit your invoice by the end of the month?</i>
laboratory	Noun	/ləˈbɒrəˌt(ə)ri/	laboratorio	a room or building used for scientific research, experiments, testing, etc.	<i>We have to wear white coats in the laboratory.</i>
minor injuries	Noun	/ˌmaɪnə(r) ˈɪndʒərɪz/	heridas leves	less serious injuries that do not require immediate emergency treatment	<i>We have a first-aid kit to deal with any minor injuries.</i>
obstacle	Noun	/ˈɒbstæk(ə)l/	obstáculo	an object that is in your way and that makes it difficult for you to move forward	<i>We must keep the entrance and exit clear of any obstacles.</i>
procedure	Noun	/prəˈsiːdʒə(r)/	procedimiento	a way of doing something, especially the usual or correct way	<i>In the case of an emergency, you must follow our health and safety procedures.</i>
protective mask	Noun	/prəˌtektɪv ˈmɑːsk/	máscara de protección	a protective ensemble designed to protect the wearer's face and eyes	<i>The machine operators all wear protective masks and goggles.</i>
safety officer	Noun	/ˈseɪfti ˌɒfɪsə(r)/	responsable de seguridad	a person responsible for ensuring safety regulations are adhered to	<i>The safety officer showed us around the warehouse.</i>
sign in / out	Phrasal verb	/ˌsaɪn ˈɪn/ , /ˌsaɪn ˈaʊt/	registrar la entrada/salida	to record your name when you arrive at / leave an office, etc.	<i>All visitors need to sign in at Reception.</i>
toothache	Noun	/ˈtuːθeɪk/	dolor de muela	a pain in one or more of your teeth	<i>I had terrible toothache yesterday.</i>
waste material	Noun	/ˌweɪst məˈtɪəriəl/	material de desecho	unwanted or unusable materials	<i>You must put all waste materials into the bins.</i>
wear protective clothing	Phrase	/weə(r) prəˌtektɪv ˈkləʊðɪŋ/	llevar ropa de protección	to wear the clothing that will protect you from injury while visiting a potentially dangerous place	<i>He has to wear protective clothing when he's working in the factory.</i>
pp 106–107	POS	Pronunciation	Translation	Definition	Examples
baby grand piano	Noun	/ˌbeɪbi grænd piˈænəʊ/	piano de media cola	a smaller verison of a grand piano	<i>Employees can use the baby grand piano in the office.</i>
be hospitalised	Phrase	/biː ˈhɒspɪt(ə)laɪzd/	ser hospitalizado	to send somebody to a hospital for treatment	<i>Thousands of office works are hospitalised every year with DVT.</i>
clot	Noun	/klɒt/	coágulo	a lump that is formed when blood becomes thicker or dries	<i>DVT is a lump, or clot, in the blood.</i>
do some exercise	Phrase	/ˌduː sʌm ˈeksə(r)saɪz/	hacer ejercicio	do an activity requiring physical effort, carried out to sustain or improve health and fitness	<i>You should do some exercise to help you lose weight.</i>
DVT (deep vein thrombosis)	Noun	/ˌdiː viː ˈtiːz/	trombosis venosa profunda	a serious condition caused by a blood clot forming in a vein	<i>DVT is not a new medical problem, but it is increasing.</i>
hallways	Noun	/ˈhɔːlˌweɪz/	pasillo	long narrow passages inside a building with doors along them leading to rooms	<i>The hallways are full of exercise balls and bicycles.</i>
lava	Noun	/ˈlɑːvə/	lava	rock in the form of hot liquid	<i>The entrance lobby is deocrated with lava lamps and old computers.</i>
locker room	Noun	/ˈlɒkə ˌruːm/	taquillas	a room in a swimming pool, factory, or gym where there are lockers and you can store your belongings and get changed	<i>All the locker rooms have showers and hair dryers.</i>
lump	Noun	/lʌmp/	bulto	a piece of something hard or solid with no particular shape	<i>DVT occurs when a person's blood forms a lump.</i>
on offer	Phrase	/ˌɒn ˈɒfə/	se ofrecen	something that can be bought, used, etc.	<i>There are dozens of different drinks on offer.</i>
pool table	Noun	/ˈpuːl ˌteɪb(ə)l/	mesa de billar	a table on which the game pool is played	<i>Employees also have the use of a pool table.</i>
recreational amenities	Noun	/rekriˌeɪʃ(ə)n(ə)l əˈmiːnɪtɪz/	instalaciones para el ocio	areas where people can do activities for enjoyment	<i>Recreational amenities are found throughout the campus.</i>
reduce the risk	Phrase	/rɪˌdʒuːs ðə ˈrɪsk/	reducir el riesgo	if you reduce a risk you lower the likelihood of something bad happening	<i>Moving around regularly during a flight is enough to reduce the risk of DVT.</i>
rowing machine	Noun	/ˈrəʊɪŋ məˌʃiːn/	máquina de remo	a piece of sports equipment which makes the same movements as somebody who is rowing a boat	<i>She uses the rowing machine in the gym every morning.</i>
throughout	Preposition	/θruːˈaʊt/	en todo/a	in or into every part of something	<i>Fresh fruit is available from farm shops throughout the country.</i>
university campus	Noun	/ˌjuːnɪˌvɜː(r)səti ˈkæmpəs/	campus universitario	the land on which a college or university is situated	<i>Approximately 2,000 students live on the university campus.</i>
weights machine	Noun	/ˌweɪts məˈʃiːn/	máquina de musculación	an exercise machine that uses weights	<i>Have you tried the new weights machine in the gym?</i>
wrist	Noun	/rɪst/	muñeca	the part of your body between your hand and your arm	<i>My wrist hurts from using the computer all day.</i>
yoga	Noun	/ˈjəʊɡə/	yoga	a system of exercises for your body and for controlling your breathing, used by people who want to become fitter or to relax	<i>My sister does yoga every day.</i>
pp 108–109	POS	Pronunciation	Translation	Definition	Examples
accounts	Noun	/əˈkaʊnt/	contabilidad	the part of an organization that keeps records of the money it receives and spends	<i>They both work in the accounts department.</i>
drop sth	Verb	/ˈdrɒp ˌsʌmθɪŋ/	dejar caer	to let something fall without intending to	<i>He dropped his cup of coffee.</i>
fall off	Phrasal verb	/ˌfɔːl ˈɒf/	caerse	to move quickly downwards from a higher location, usually by accident	<i>I fell off a stepladder and hurt myself.</i>
fall over	Phrasal verb	/ˌfɔːl ˈəʊvə(r)/	caerse	for something to fall so that its side is on the ground	<i>Did you fall over in the office?</i>
first aid	Noun	/ˌfɜːst ˈeɪd/	primeros auxilios	simple medical treatment that is given to somebody before a doctor comes or before the person can be taken to a hospital	<i>My colleague gave me first aid.</i>

injury	Noun	/ˈɪndʒəri/	lesión	harm done to a person’s or an animal’s body, for example in an accident	Did you have any injuries?
lose one's balance	Phrase	/ˌluːz wʌnz ˈbæləns/	perder el equilibrio	to fail to keep one's weight spread evenly and fall	I was trying to reach a file, and I lost my balance.
stool	Noun	/stuːl/	taburete	a seat with legs but no arms or back	We should buy those special stools to stand on when we can't reach things that are too high.
trip over	Phrase	/ˈtrɪp ˌəʊvə ə ˈwaɪə(r)/	tropezarse con un cable	catch one's foot on a wire and stumble or fall.	I wasn't looking where I was going and I tripped over my handbag.
twist one's ankle	Phrase	/ˌtwɪst wʌnz ˈæŋk(ə)l/	torcerse el tobillo	to injure your ankle by bending it too much or in the wrong direction	He twisted his ankle playing tennis.
pp 110–111	POS	Pronunciation	Translation	Definition	Examples
theme park	Noun	/ˈθiːm ˌpɑː(r)k/	parque temático	a large park with roller coasters and games where people go to enjoy themselves. All the entertainment is based on one subject	Shall we go to the theme park next weekend?
bruised	Adjective	/bruːzd/	amorado/a	injured so that you have discoloured (blue, brown or purple) marks on your skin, usually from falling or being hit	The girl fell off her bike and suffered a bruised arm.
choke	Verb	/tʃəʊk/	atragantarse	to be unable to breathe because the passage to your lungs is blocked or you cannot get enough air	A boy was taken to hospital after he choked on his chewing gum.
dehydration	Noun	/ˌdiːhaɪˈdreɪʃ(ə)n/	deshidratación	the condition of having lost too much water from your body	We need to make sure we drink enough water so we don't suffer from dehydration.
go on rides	Phrase	/ˌgəʊ ɒn ˈraɪdz/	subirse a las atracciones	to get on a large machine at a fairground or theme park that you ride on for fun	Do you like going on rides at the theme park?
heat exhaustion	Noun	/ˈhiːt ɪɡˌzɔːstʃ(ə)n/	golpe de calor	an illness that happens when you are very active in hot conditions and that makes you feel very weak and sick	In the heatwave, a lot of people were treated for heat exhaustion.
movable barrier	Noun	/ˌmuːvəb(ə)l ˈbæriə(r)/	barrera móvil	a bar or gate that stops people or vehicles from entering a place, that can be moved to allow entry	They have movable barriers at the entrance to the rides.
restriction	Noun	/rɪˈstrɪkʃ(ə)n/	restricción	a rule that limits or controls something	There's a height restriction for some of the rides at the theme park.
safety inspection	Noun	/ˈseɪftɪ ɪnˌspekʃ(ə)n/	inspección de seguridad	the formal process of checking for and identifying hazards in the workplace	The recent safety inspection went very well.
pp 112–113	POS	Pronunciation	Translation	Definition	Examples
listen for	Phrase	/ˈlɪs(ə)n ˌfɔː/	prestar atención	to pay attention to sounds in order to hear something specific	Listen for the words you have underlined.
solid waste	Noun	/ˌsɒlɪd ˈweɪst/	residuo sólido	solid or semisolid material that needs to be thrown away	Did the company reduce solid waste last year?
water consumption	Noun	/ˈwɔːtə(r) kənˌsʌmpʃ(ə)n/	consumo de agua	the amount of water that is used	We could reduce our water consumption by changing some of our procedures.
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pp 114–115	POS	Pronunciation	Translation	Definition	Examples
approval	Noun	/əˈpruːv(ə)l/	aprobación	permission for something	My boss doesn't let me do anything without his approval.
aspect	Noun	/ˈæspekt/	aspecto	a particular part, feature, or quality of something	If you could change one aspect of your job, what would it be?
beach	Noun	/biːtʃ/	playa	an area of sand or small stones beside the sea or a lake	If I could go on holiday in June, the beaches wouldn't be so full of noisy children.
current	Adjective	/ˈkʌrənt/	actual	happening or existing now	Do you enjoy your current job?
department	Noun	/dɪˈpɑː(r)tment/	departamento	one of the sections in a organization that deals with one type of work	Which department does she work in?
expensive	Adjective	/ɪkˈspensɪv/	caro/a	costing a lot of money	An interpreter will be very expensive.
imaginary	Adjective	/ɪˈmædʒɪnəri/	imaginario/a	not real but only created in your mind	Some children have imaginary friends when they are young.
interpreter	Noun	/ɪnˈtɜː(r)prɪtə(r)/	intérprete	someone whose job is to translate what a speaker is saying in one language into another language so that someone else can understand it	We'll need an interpreter for the meeting.
lottery	Noun	/ˈlɒtəri/	lotería	a game in which people buy numbered tickets. Numbers are then chosen, and the people who have those numbers on their tickets win money	If I won the lottery, I would travel the world.
noisy	Adjective	/ˈnɔɪzi/	ruidoso/a	making a lot of noise	My new neighbours are very noisy.
satisfaction	Noun	/ˌsætɪsˈfækʃ(ə)n/	satisfacción	feeling pleased when you get something that you want; something that gives you this feeling	I'm interviewing people about job satisfaction.
sponsor	Noun	/ˈspɒnsə(r)/	patrocinador/a	a sponsor is a person or organization that supports something or someone	You'll find it easier to get a work visa if you have a sponsor.
traffic	Noun	/ˈtræfɪk/	tráfico	the vehicles that are travelling in an area at a particular time	I work flexitime, so I avoid the rush-hour traffic.
unlikely	Adjective	/ʌnˈlaɪkli/	poco probable	not likely to happen	It's unlikely that he'll get that job.
visa	Noun	/ˈviːzə/	visado	an official document or mark in your passport that allows you to enter or leave a country for a specific purpose or period of time	She needs a visa in order to work in the USA.
pp 116–117	POS	Pronunciation	Translation	Definition	Examples
adapt	Verb	/əˈdæpt/	adaptarse	to change your ideas or behaviour so that you can deal with a new situation	It didn't take me long to adapt to living in a new country.
benefit	Noun	/ˈbenɪfɪt/	ventaja	an advantage you get from a situation	There are a number of benefits to relocating for work.
cruise ship	Noun	/ˈkruːz ʃɪp/	crucero	a large comfortable ship used for cruises	He really wants to work on a cruise ship.
CV (curriculum vitae)	Noun	/ˌsiː ˈviː/	CV (<i>curriculum vitae</i>)	a written record of your education and the jobs you have done, that you send when you are applying for a job	You needed to send your CV to the HR manager.
export contract	Noun	/ˈeksɒɔː(r)t ˌkɒntrakt/	contrato de exportación	a contract between a supplier and an overseas buyer who sells product on	Their company has just won a large export contract.
language	Noun	/ˈlæŋɡwɪdʒ/	idioma	the system of communication in speech and writing that is used by people of a particular country or area	How many languages can you speak?
migrant	Adjective	/ˈmaɪɡrənt/	emigrante	a person who moves from one place to another, especially in order to find work	There's a lot of advice for migrant workers online.
parent company	Noun	/ˈpeərənt ˌkʌmp(ə)ni/	empresa matriz	a company or organization that owns or controls a smaller company or organization of the same type	The parent company's stock price has dropped.
qualifications	Noun	/ˌkwɒlɪfɪˈkeɪʃ(ə)nz/	cualificaciones	exams that you have passed or a course of study that you have successfully completed	Make sure you include all your qualifications on your CV.
recruitment	Noun	/rɪˈkruːtmənt/	contratación	the process of finding people to join a company or for a particular job	She used to work for a recruitment agency.
register	Verb	/ˈredʒɪstə(r)/	registrarse	to record your name on an official list	I need to register with a new doctor when I move house.
rumours	Noun	/ˈruːmə(r)z/	rumores	unofficial information that may or may not be true	The staff have heard rumours of an office move.
somewhere	Adverb	/ˈsʌmweə(r)/	en algún lugar	used for referring to a place when you do not know or say exactly where	I would love to live somewhere warm.
vacancy	Noun	/ˈveɪkənsɪ/	vacante	a job that is available for somebody to do	All the job vacancies are on their website.
pp 118–119	POS	Pronunciation	Translation	Definition	Examples
accompany	Verb	/əˈkʌmp(ə)ni/	acompañar	to happen or appear with something else	You need to write a covering letter to accompany your CV.
accounts clerk	Noun	/əˈkaʊnts ˌklaː(r)k/	empleado de contabilidad	a person who works in the accounts department dealing with records and administrative tasks	We are looking for an accounts clerk to join our busy team.

advertisement	Noun	/əd'vɜ:(r)tɪsmənt/	anuncio	a notice, picture or film telling people about a product, job or service a printed list of questions that you answer in order to try to get a job, borrow money, get	He has seen an advertisement for a job he likes.
application form	Noun	/,æplɪ'keɪf(ə)n ,fɔ:m/	formulario de solicitud	a place at university etc	I need to complete my application form today.
attachment	Noun	/ə'tætʃmənt/	documento adjunto	a document that you send to somebody using email	I couldn't open the attachment you sent to me.
attentive	Adjective	/ə'tentɪv/	atento/a	listening or watching carefully and with interest	You must be attentive to customers' needs.
co-ordinator	Noun	/kəʊ'ɔ:(r)dɪ,neɪtə(r)/	coordinador	a person who organizes the different parts of an activity and the people involved in it so that it works well	There's an advert for a PR co-ordinator.
covering letter	Noun	/'kʌv(ə)rɪŋ ,letə(r)/	carta de presentación	a letter containing extra information that you send with something	Qualified candidates should send a covering letter and CV to the HR department.
degree (qualification)	Noun	/dɪ'ɡri:/	título	the qualification obtained by students who complete a university or college course	She has got a law degree.
dental	Adjective	/'dent(ə)l/	dental	relating to the care and treatment of teeth	We offer medical and dental health care to all employees.
desirable	Adjective	/dɪ'zɑɪrəb(ə)l/	conveniente	that you would like to have or do a person who corrects or changes books before they are printed, or a person who is in charge of a newspaper	An additional foreign language would be desirable.
editor	Noun	/'edɪtə(r)/	editor	or magazine	She worked as an editor for ten years.
enclosure	Noun	/ɪn'kləʊʒə(r)/	documento adjunto	something that is placed in an envelope with a letter	Your covering letter should refer to any enclosures, such as your CV.
excellent	Adjective	/'eksələnt/	excelente	used to show that you are very pleased about something	She has excellent communication skills.
exposure	Noun	/ɪk'spəʊʒə(r)/	visibilidad	things that are written or said about something that make it well known	The ideal candidate will plan PR strategies for maximum media exposure.
generous	Adjective	/'dʒenərəs/	generoso/a	larger than usual	We offer a generous salary and benefits package.
health care	Noun	/'helθ ,keə(r)/	atención sanitaria	the service of providing medical care	Are there any health care benefits with this job?
job-related skills	Phrase	/'dʒɒb rɪ,leɪtɪd ,skɪlz/	puesto	abilities or knowledge that allow a person to excel in a particular job	You should include any job-related skills in your CV.
maintain	Verb	/meɪn'teɪn/	mantener	to make something continue at the same level, standard, etc	What things are important in maintaining a work-life balance?
medical	Adjective	/'medɪk(ə)l/	médico/a	relating to medicine and the treatment of injuries and diseases	The company does a lot of medical research.
newspaper	Noun	/'nju:z,peɪpə(r)/	periódico	set of large printed sheets of paper containing news that are published every day	I look for job adverts online now instead of in the newspaper.
post (job / position)	Noun	/pəʊst/ /,pi: 'ɑ:(r)	puesto coordinador de relaciones	a job a person whose job is to be responsible for developing and maintaining the public images of their clients or	I'm writing to apply for the post of HR manager.
PR co-ordinator	Noun	kəʊ,ɔ:(r)dɪneɪtə(r)/	públicas	company	They're advertising for a new PR co-ordinator.
product launch	Noun	/'prɒdʌkt ,lɔ:ntʃ/	lanzamiento de producto	making a product available to the public for the first time; an event organised to advertise this	Last week's product launch went really well.
prospects	Noun	/'prɒspekt/	perspectivas	the chances of being successful the business of giving the public information about a particular organization or person in order to create a	There are really good career prospects with this company.
public relations	Noun	/,pʌblɪk rɪ'leɪf(ə)nz/	relaciones públicas	good impression	I'd love to work in public relations.
qualities	Noun	/'kwɒlɪtɪz/	cualidades	a thing that is part of a person's character, especially something good	What personal qualities do you need for this job?
salary	Noun	/'sæləri/	salario	money that employees receive for doing their job	She's on a good salary here.
self-motivated	Adjective	/,self 'məʊtɪ,veɪtɪd/	con iniciativa	capable of hard work and effort without the need for encouragement	I am creative and self-motivated.
well-organised	Adjective	/,wel 'ɔ:(r)ɡənɑɪzd/	organizado/a	to plan your workload and activities in an very efficient way	She's not very well-organised, is she?
pp 120–121	POS	Pronunciation	Translation	Definition	Examples
determined	Adjective	/dɪ'tɜ:(r)mɪnd/	decidido/a	to have made a firm decision to do it and you will not let anyone prevent you	I'm determined to succeed in my new job.
knowledgeable	Adjective	/'nɒlɪdʒəb(ə)l/	tener muchos conocimientos	knowing a lot about many different subjects or about one particular subject	He's very knowledgeable about cars.
weak	Adjective	/wi:k/	débil	not good at something	What would you say were your weak points?
well-qualified	Adjective	/,wel 'kwɒlɪfaɪd/	estar bien cualificado	having the necessary qualifications or experience for a particular job or task	I'm well-qualified for this job.
pp 122–123	POS	Pronunciation	Translation	Definition	Examples
global marketplace	Noun	/,ɡləʊb(ə)l 'mɑ:(r)kɪt,pleɪs/	mercado global	all the customers or possible customers for a product or service in all areas of the world considered together	The business needs to succeed in a global marketplace.
identity	Noun	/aɪ'dentɪti/	identidad	who somebody is	When I phoned the bank, I had to confirm my identity.
integrate	Verb	/'ɪntɪɡreɪt/	integrar	to become or make somebody become accepted as a member of a group	We need employees who can integrate successfully into other cultures.
legible	Adjective	/'ledʒəb(ə)l/	legible	clear enough to read	His handwriting isn't very legible.
predict	Verb	/prɪ'dɪkt/	predecir	to say what you think will happen in the future	It's hard to predict the outcome.
represent	Verb	/,reprɪ'zent/	representar	to speak or act officially for another person, group, or organization	The company wasn't very well represented at the conference.
skilled	Adjective	/skɪld/	hábil	having the ability and experience to do something well	We employ skilled and qualified workers.
uniqueness	Noun	/ju:'ni:knəs/	originalidad	the fact of being the only one of its kind	We need to respect others' uniqueness in our workforce.