

SECOND EDITION

VANTAGE WORD LIST

Italian

Module 1					
pp 4–5	POS	Pronunciation	Translation	Definition	Examples
ittend	Verb	/ə'tend/	partecipare	to be at an event or in a place	She needs to attend the meeting on Friday.
company	Noun	/ˈkʌmp(ə)ni/	azienda	an organisation that sells goods or services to make money	He's been with the same company since he left school.
consultancy	Noun	/kənˈsʌltənsi/	azienda di consulenza	a company which gives advice to businesses	The world's leading brand consultancy has agreed to work for us.
control	Verb	/kən'trəʊl/	controllare	to limit someone's actions or behaviour	Companies should control their online advertising carefully.
flexitime	Noun Adverb,	/'fleksi,taɪm/	orario flessibile	a system of working where people can control when they start and finish work	My company provides opportunities for flexitime and home-working. I enjoy my freelance writing work because I can freelance from home and don't have to go into
freelance	Verb	/'friːlaːns/	freelance	doing/to do particular pieces of work for different organisations	an office.
group	Noun	/gruːp/	gruppo	a number of people or things that are put together	I prefer to work in a group than on my own.
hot-desking	Noun	/ˌhɒt ˈdeskɪŋ/	hot desking	using any available desk in an office rather than having your own desk	Hot-desking works well here because a lot of staff are out of the office some of the time.
job-sharing	Noun	/'dʒøb ∫eərɪŋ/	lavoro ripartito	doing a job for part of the week and another person doing it for the other part	Job-sharing with Melissa is great because we get along well and share good ideas.
part-time	Adjective	/.part 'tarm/	part-time	only doing something for some of the day or the week	He studies part-time at college and has a part-time job too.
shift work	-	/ˈʃɪft ,wɜː(r)k//		when you work at different times of the day or night	
	Noun	/sək'ses/	lavoro su turni		The company is starting shift work so you will have to get up early this week.
success	Noun		risultati positivi	getting positive results	To achieve exam success, you must work hard.
teleworking	Noun	/'teliˌwɜː(r)kɪŋ/	telelavoro	working for a company from home via email, phone or the Internet	Teleworking is perfect for people who want a flexible job.
temping	Noun	/'tempɪŋ/	lavoro a tempo determinato	working for different companies for a short time without a permanent contract	She's temping until she finds the right long-term job.
pp 8–9	POS	Pronunciation	Translation	Definition	Examples
deal with	Dhracal vor	b /ˈdiːl wɪð/	occuparsi di	to find a way to manage something	Please deal with this problem immediately – it's urgent.
department	Noun	/dɪ'paː(r)tmənt/	reparto/ufficio	part of an organisation	The human resources department is having their summer party next week.
•		/in 'tʃaː(r)dʒ ɒv/	•		
n charge of	Phrase	/in/volvd in/	a capo di	to be responsible for something or someone	I'd like you to be in charge of the sales team.
involved in	Phrase		coinvolto in	to spend a lot of time on something	He's very involved in running the business.
networking	Noun	/ˈnetˌwɜː(r)kɪŋ/	networking	meeting and talking to a lot of people who may be useful to you in your work	Making contacts is an important part of networking.
report to	Phrasal ver	b /rɪˈpɔː(r)t tə, tʊ/	rispondere a	to carry out work for someone in authority above you having the job of doing something or taking care of something, so that you may be	She reports to the managing director.
responsible for	Phrase	/rɪˈspɒnsəb(ə)l fə(r), fɔː(r)	responsabile di	blamed if something goes wrong	He's responsible for leading the project.
run	Verb	/rʌn/	gestire/dirigere	to be in charge of something	Do you want to run your own business?
specialise in	Phrase	/'spe∫əlaız ın/	specializzarsi in	to spend most of your time doing one type of business	I specialise in examining international contracts.
Module 2					· · · · · · · · · · · · · · · · · · ·
op 14–15	POS	Pronunciation	Translation	Definition	Examples
bonus	Noun	/'bəʊnəs/	bonus/premio	an extra amount of money given for good work	The end-of-year bonus is really good.
flexible			() () ()		
Пехібіе	Adjective	/ˈfleksəb(ə)l/	flessibile	able to change easily	Flexible working hours are more common these days.
	Adjective Noun	/'fleksəb(ə)l/ /ɪnˈsentɪvz/	incentivi	something that encourages a person to do something	Flexible working hours are more common these days. An incentive of this job is the possibility of working from home.
ncentives	-				
ncentives parental leave	Noun	/ɪnˈsentɪvz/ /pəˌrent(ə)l ˈliːv/	incentivi congedo parentale	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers.
ncentives parental leave pension	Noun	/ɪnˈsentɪvz/	incentivi	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins.
ncentives parental leave pension perks	Noun Noun Noun Noun	/ɪnˈsentɪvz/ /pəˌrent(ə)l ˈliːv/ /ˈpen∫(ə)n/ /pɜː(r)ks/	incentivi congedo parentale pensione benefici accessori	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day.
ncentives parental leave pension perks promotion	Noun Noun Noun Noun	/ɪnˈsentɪvz/ /pəˌrent(ə)l ˈliːv/ /ˈpenʃ(ə)n/ /pɜː(r)ks/ /prəˈməʊʃ(ə)n/	incentivi congedo parentale pensione benefici accessori promozione	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion?
incentives parental leave pension perks promotion reward	Noun Noun Noun Noun Verb	/ɪnˈsentɪvz/ /pəˌrent(ə)l ˈliːv/ /ˈpenʃ(ə)n/ /pɜː(r)ks/ /prəˈməʊʃ(ə)n/ /rɪˈwɔː(r)d/	incentivi congedo parentale pensione benefici accessori promozione premio/gratificazione/riconoscimento	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company to give something in exchange for good work	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion? Some companies reward long-serving employees with shares in the business.
incentives parental leave pension perks promotion reward pp 16–17	Noun Noun Noun Noun	/ɪnˈsentɪvz/ /pəˌrent(ə)l ˈliːv/ /ˈpenʃ(ə)n/ /pɜː(r)ks/ /prəˈməʊʃ(ə)n/	incentivi congedo parentale pensione benefici accessori promozione	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion? Some companies reward long-serving employees with shares in the business. Examples
incentives parental leave pension perks promotion reward pp 16–17 position (job)	Noun Noun Noun Noun Verb POS Noun	<pre>/In'sentIvz/ /pə,rent(ə)l 'li:v/ /'penf(ə)n/ /p3I(r)ks/ /prə'məʊf(ə)n/ /rI'woI(r)d/ Pronunciation /pə'zIf(ə)n/</pre>	incentivi congedo parentale pensione benefici accessori promozione premio/gratificazione/riconoscimento Translation posizione	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company to give something in exchange for good work Definition a job	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion? Some companies reward long-serving employees with shares in the business. Examples I would like to apply for the position of Sales Representative.
incentives parental leave pension perks promotion reward pp 16–17 position (job) take part in	Noun Noun Noun Noun Verb POS Noun Phrase	<pre>/In'sentIvz/ /pə,rent(ə)l 'liIv/ /'penf(ə)n/ /p3I(r)ks/ /prə'məʊf(ə)n/ /rI'w2I(r)d/ Pronunciation /pə'ZIf(ə)n/ /teIk 'paI(r)t In/</pre>	incentivi congedo parentale pensione benefici accessori promozione premio/gratificazione/riconoscimento Translation posizione partecipare a	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company to give something in exchange for good work Definition a job to be actively involved in something	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion? Some companies reward long-serving employees with shares in the business. Examples I would like to apply for the position of Sales Representative. They've taken part in the consultancy programme.
incentives parental leave pension perks promotion reward pp 16–17 position (job) take part in trademark	Noun Noun Noun Noun Verb POS Noun Phrase Verb	<pre>/In'sentIvz/ /pə,rent(ə)l 'li:v/ /'penf(ə)n/ /p3:(r)ks/ /prə'məʊf(ə)n/ /rI'wɔ:(r)d/ Pronunciation /pə'zIf(ə)n/ /teIk 'pa:(r)t In/ /'treId,ma:(r)k/</pre>	incentivi congedo parentale pensione benefici accessori promozione premio/gratificazione/riconoscimento Translation posizione partecipare a registrare	something that encourages a person to do something time that a parent is allowed to spend away from work to look after their children money paid to a person who does not work any more because of their age an extra that you are given with your job a move to a higher level in a company to give something in exchange for good work Definition a job to be actively involved in something to protect a name or symbol on a product	An incentive of this job is the possibility of working from home. Parental leave is important for fathers as well as mothers. It's only seven years until I stop work and my pension begins. One of the best perks of this job is the free lunch every day. Are there any opportunities for promotion? Some companies reward long-serving employees with shares in the business. Examples I would like to apply for the position of Sales Representative. They've taken part in the consultancy programme. He was unable to trademark the logo.
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livicion	Nour	/dt/\utz(_)p/	divisiona	a constate part of a large company.	How many people are employed in this divises?
vision	Noun	/dɪˈvɪʒ(ə)n/	divisione	a separate part of a large company	How many people are employed in this divison?
und (a company)	Verb	/faund/	fondare (un'azienda)	to start a company or organisation	The company was founded in 1985.
adquarters	Noun	/hed'kwɔː(r)tə(r)z/	sede centrale	the head office of a company	The company operates from its headquarters in Norwalk.
olding company	Noun	/ˈhəʊldɪŋ ˌkʌmp(ə)ni/	holding	a company which controls others with the largest stake (over 51%)	The holding company wants better results.
ant (factory)	Noun	/pla:nt/	impianto (stabilimento)	a factory with industrial machinery the part of a business that tries to find ways to improve existing products, and to	The plant needs more investment.
&D (research and development)	Noun	/ˌaːr ən ˈdiː/	R&S (ricerca e sviluppo)	develop new ones	Our R & D department is very creative.
ubsidiary	Noun	/səb'sɪdiəri/	(società) controllata	a company owned by a holding company	We will focus our financial interests on the smaller subsidiary.
irnover	Noun	/ˈtɜː(r)n,əʊvə(r)/	fatturato	a company's total profits	The turnover was just under half a million last year.
varehouse	Noun	/'weə(r),haʊs/	magazzino	a place where goods are stored	The warehouse isn't big enough for all the products.
p 20–21		Pronunciation	Translation	Definition	Examples
nanufacturing	Noun	/,mænjʊˈfæktʃərɪŋ/	produzione	the business of producing goods in large numbers	We must reduce manufacturing costs.
Nodule 3	Nouli		produzione		we must reduce manajactuming costs.
p 24–25	POS	Pronunciation	Translation	Definition	Examples
ranch out	Dhracalwork	/'braːnt∫ aʊt/	divorcificaro	to start to do compating different	A franchise holes you to branch out and build your business
		-	diversificare	to start to do something different	A franchise helps you to branch out and build your business.
udding	,	/'bʌdɪŋ/	in erba	starting to show ability	She's a budding entrepreneur.
harge	Verb	/tʃaː(r)dʒ/	addebitare	to ask an amount of money for something	The bank has to charge interest on loans.
oncept	Noun	/'kønsept/	idea	an idea	Their new concept is very exciting.
ntrepreneur	Noun	/ˌɒntrəprəˈnɜː(r)/	imprenditore	someone who starts their own business	China has many young entrepreneurs.
e	Noun	/fiː/	commissione	a payment	The franchisor will charge a high fee.
				a licence to trade under a company's name/to sell a licence to trade under a company's	5
anchise	Noun, Verb	/'frænt∫a1z/	franchising	name	Running a franchise is hard work.
anchisor/franchisee	Noun	/'frænt∫aızə(r)/, / ˌfrænt∫aı'ziː/	affiliante/affiliato	someone who gives or sells a franchise/someone who is given or sold a franchise	A franchisee trades under the trademark or trade name of the franchisor.
om scratch	Phrase	/frəm 'skrætʃ/	•	from nothing	It's a difficult process to start a new business from scratch.
		/graint ə 'lais(ə)ns/	da zero		
rant (a licence)	Verb		concedere (una licenza)	to allow someone to have or do what they want	We were granted a licence to set up a branch of Domino's Pizza ^{m} .
unch	Verb	/lɔːntʃ/	lanciare	to introduce something new	We couldn't launch the product until the website was ready.
artnership	Noun	/'paː(r)tnə(r)ʃɪp/	società	a company owned by two or more people	We started our partnership last year.
eadily	Adverb	/'redɪli/	prontamente	without delay or difficulty	Banks will more readily lend money to a start-up using the franchise model.
et up	Phrasal verb	/set 'ʌp/	avviare	to start a new business	Did you set up your business from nothing?
ble trader	Noun	/ˌsəʊl ˈtreɪdə(r)/	ditta individuale	someone who is self-employed and runs the business on their own	I am a sole trader so I don't employ any staff.
rade name	Noun	/'treid neim/	nome commerciale	a name on a product	Coca-Cola ™ is a trade name.
rademark	Noun	/'treɪd,maː(r)k/	marchio registrato	a name or symbol on a product	The company has given us permission to use their trademark.
		Pronunciation	Translation	Definition	Examples
	PUS	Pronunciación			•
-		/sah'skrin(a)n/	abbanamanta	an amount of monow that you naw regularly to receive a product or convice	
ubscription	Noun	/səb'skrɪp∫(ə)n/	abbonamento	an amount of money that you pay regularly to receive a product or service	We pay a weekly subscription to this online service.
ubscription Iodule 4	Noun				
ubscription Iodule 4	Noun	/səb'skrıpʃ(ə)n/ Pronunciation	abbonamento Translation	Definition	Examples
ubscription Aodule 4 p 34–35	Noun POS	Pronunciation	Translation	Definition an advertisement that appears across the top of a page on the Internet or in a	Examples
ubscription Iodule 4 p 34–35	Noun			Definition an advertisement that appears across the top of a page on the Internet or in a newspaper	
ubscription 1odule 4 p 34–35 anners	Noun POS Noun	Pronunciation /'bænə(r)z/	Translation banner	Definition an advertisement that appears across the top of a page on the Internet or in a	Examples Advertising banners can be effective on a website.
ubscription Iodule 4 p 34–35 anners	Noun POS	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/	Translation	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper	Examples
ubscription Iodule 4 p 34–35 anners rochures	Noun POS Noun	Pronunciation /'bænə(r)z/	Translation banner	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a	Examples Advertising banners can be effective on a website.
ubscription Iodule 4 p 34–35 anners rochures cpectations	Noun POS Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/	Translation banner opuscoli	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices.
ubscription Iodule 4 p 34–35 anners rochures xpectations iternet advertising	Noun POS Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /ˌekspek'teɪʃ(ə)nz/	Translation banner opuscoli attese	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture?
ubscription Iodule 4 p 34–35 anners rochures xpectations iternet advertising nk	Noun POS Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /ˌekspek'teɪʃ(ə)nz/ /ˌɪntə(r)net 'ædvə(r)ˌtaɪzɪŋ/	Translation banner opuscoli attese pubblicità su Internet	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive.
ubscription Aodule 4 p 34–35 anners rochures xpectations hternet advertising nk hailshots	Noun POS Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,ɪntə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl,ʃɒt/	Translation banner opuscoli attese pubblicità su Internet link pubblicità in cassetta	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area.
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Aodule 4 p 34–35 anners rochures xpectations nternet advertising nk nailshots narketing	Noun POS Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,ɪntə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl_ʃɒt/ /'maː(r)kɪtɪŋ/	Translation banner opuscoli attese pubblicità su Internet link pubblicità in cassetta marketing	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing.
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Ibscription Iodule 4 p 34–35 anners rochures kpectations iternet advertising nk aailshots aarketing ewspaper adverts bjectives ample	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,ɪntə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl.ʃɒt/ /'maː(r)kɪtɪŋ/ /,njuːzpeɪpə(r) 'ædvɜː(r)ts/ /əb'dʒektɪvz/	Translationbanneropuscoliattesepubblicità su Internetlinkpubblicità in cassettamarketinginserzioni sui giornaliobiettivi	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned.
Ibscription Iodule 4 p 34–35 anners rochures rochures rectations ternet advertising hk lailshots arketing ewspaper adverts ojectives ample earch engine	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,ɪntə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl,ʃɒt/ /'meɪl,ʃɒt/ /'maː(r)kɪtɪŋ/ /,njuːzpeɪpə(r) 'ædvɜː(r)ts/ /əb'dʒektɪvz/ /'saːmp(ə)l/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketing inserzioni sui giornaliobiettivi campione	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine.
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Ibscription Iodule 4 p 34–35 anners rochures cpectations ternet advertising nk aailshots arketing ewspaper adverts ojectives ample earch engine pam / commercials	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl.ʃɒt/ /'maː(r)kıtɪŋ/ /,njuːzpeɪpə(r) 'ædvɜː(r)ts/ /əb'dʒektɪvz/ /'saːmp(ə)l/ /'sɜːtʃ ˌendʒɪn/ /spæm/ /tiː ˌviː kə'mɜː(r)ʃ(ə)lz/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make.
Ibscription Iodule 4 p 34–35 Anners rochures rochures rochures rectations ternet advertising hk hailshots harketing ewspaper adverts ojectives ample earch engine bam V commercials ord of mouth	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl,ſɒt/ /'meɪl,ſɒt/ /'ma:(r)kıtɪŋ/ /,nju:zpeɪpə(r) 'ædvɜ:(r)ts/ /ab'dʒektɪvz/ /'sa:mp(ə)l/ /'sa:tʃ_endʒɪn/ /spæm/ /ti: ˌvi: kə'mɜ:(r)ʃ(ə)lz/ /,wɜ:d əv 'maʊθ/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparola	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth.
Ibscription Iodule 4 p 34–35 anners rochures kpectations iternet advertising nk aailshots aarketing ewspaper adverts bjectives ample earch engine bam V commercials ord of mouth p 36–37	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊfə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /līŋk/ /'meɪl,fɒt/ /'meɪl,fɒt/ /'maː(r)kɪtɪŋ/ /,nju:zpeɪpə(r) 'ædvɜː(r)ts/ /əb'dʒektɪvz/ /'saːmp(ə)l/ /'ssitf_endʒɪn/ /spæm/ /tiɪ_vii kə'ms:(r)f(ə)lz/ /,wsid əv 'maʊθ/ Pronunciation	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparolaTranslation	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something people telling other people about something Definition	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth. Examples
Ibscription Iodule 4 p 34–35 anners rochures kpectations iternet advertising hk aailshots aarketing ewspaper adverts bjectives ample earch engine bam V commercials ord of mouth p 36–37 romotional	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl,ſɒt/ /'meɪl,ſɒt/ /'ma:(r)kıtɪŋ/ /,nju:zpeɪpə(r) 'ædvɜ:(r)ts/ /ab'dʒektɪvz/ /'sa:mp(ə)l/ /'sa:tʃ_endʒɪn/ /spæm/ /ti: ˌvi: kə'mɜ:(r)ʃ(ə)lz/ /,wɜ:d əv 'maʊθ/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparola	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth.
Jbscription Iodule 4 p 34–35 anners rochures kpectations iternet advertising nk hailshots barketing ewspaper adverts bjectives ample earch engine bam V commercials rord of mouth p 36–37 romotional Iodule 5	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,ɪntə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'meɪl,ʃɒt/ /'maɪ(r)kɪtɪŋ/ /,nju:zpeɪpə(r) 'ædvɜɪ(r)ts/ /əb'dʒektɪvz/ /'sa:mp(ə)l/ /'sa:tʃ ,endʒɪn/ /spæm/ /tiː ,viː kə'msɪ(r)ʃ(ə)lz/ /,wsɪd əv 'maʊθ/ Pronunciation /prə'məʊʃ(ə)nəl/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparolaTranslationpromozionale	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something people telling other people about something Definition intended to advertise something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth. Examples We're planning a promotional tour next month.
Adule 4 p 34–35 anners rochures xpectations hternet advertising nk hailshots harketing ewspaper adverts bjectives ample earch engine pam V commercials vord of mouth p 36–37 romotional Module 5	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊfə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /līŋk/ /'meɪl,fɒt/ /'meɪl,fɒt/ /'maː(r)kɪtɪŋ/ /,nju:zpeɪpə(r) 'ædvɜː(r)ts/ /əb'dʒektɪvz/ /'saːmp(ə)l/ /'ssitf_endʒɪn/ /spæm/ /tiɪ_vii kə'ms:(r)f(ə)lz/ /,wsid əv 'maʊθ/ Pronunciation	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparolaTranslation	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something people telling other people about something Definition	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth. Examples
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Addule 4 Ap 34–35 Deanners Deanners Derochures Expectations Internet advertising Ink nailshots Inarketing Dewspaper adverts Debjectives	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation/'bænə(r)z//'brəʊʃə(r)z//,ekspek'teɪʃ(ə)nz//,intə(r)net 'ædvə(r),taɪzɪŋ//lɪŋk//'meɪl,ʃɒt//'maː(r)kɪtɪŋ//'nju:zpeɪpə(r) 'ædvɜː(r)ts//əb'dʒektɪvz//'saːmp(ə)l//'saitʃ_endʒɪn//spæm//tir_vir_kə'msː(r)ʃ(ə)lz//,ws:d əv 'maʊθ/Pronunciation/prə'məʊʃ(ə)nəl/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparolaTranslation promozionaleTranslation	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something people telling other people about something Definition Intended to advertise something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth. Examples We're planning a promotional tour next month.
pp 32–33 subscription Module 4 pp 34–35 poanners porochures expectations nternet advertising ink nailshots marketing newspaper adverts objectives sample exarch engine spam TV commercials word of mouth op 36–37 promotional Module 5 op 44–45 commission nstallation	Noun POS Noun Noun Noun Noun Noun Noun Noun Noun	Pronunciation /'bænə(r)z/ /'brəʊʃə(r)z/ /,ekspek'teɪʃ(ə)nz/ /,intə(r)net 'ædvə(r),taɪzɪŋ/ /lɪŋk/ /'maɪ(r)kɪtɪŋ/ /'maɪ(r)kɪtɪŋ/ /'ndi(r)kɪtɪŋ/ /'ndi(r)kɪtɪŋ/ /'ndi(r)kɪtɪŋ/ /'saimp(ə)l/ /'saimp(ə)l/ /'saitʃ ,endʒɪn/ /spæm/ /ti: ,vi: kə'mɜɪ(r)ʃ(ə)lz/ /,ws:d əv 'mauθ/ Pronunciation /prə'məʊʃ(ə)nəl/	Translationbanneropuscoli attese pubblicità su Internet link pubblicità in cassettamarketinginserzioni sui giornaliobiettivicampionemotore di ricerca spam spot pubblicitari passaparolaTranslation promozionaleTranslation commissionare/appaltare	Definition an advertisement that appears across the top of a page on the Internet or in a newspaper a type of small magazine that contains pictures and information on a product or a company what a someone hopes will happen promoting products or services on the Internet a connection between documents or pages on the Internet the posting of advertising or similar material to a lot of people at one time the ways in which a company encourages people to buy its products or services an arrangement of pictures and words put in a newspaper that is intended to persuade people to buy something something that you plan to do or achieve a small amount of something that shows you what the rest is or should be like a computer program that finds information on the Internet by looking for words that you have typed in unwanted email a short film that is intended to persuade people to buy something people telling other people about something Definition intended to advertise something	Examples Advertising banners can be effective on a website. The brochures need to be reprinted with new prices. What are the expectations in your business culture? Internet advertising can be expensive. Click on the link to visit the site. Pizza delivery firms often do mailshots in the area. Many smaller companies are attracted by social media as a form of marketing. There are a number of points to consider when placing a newspaper advert. Many companies have found that staff exceed their objectives when they manage their ow hours. Promotional events with free samples are also planned. The more links you have elsewhere, the more likely people are to find you through a search engine. My new anti-virus software blocks any spam from my inbox. TV commercials cost huge amounts of money to make. The business grew mainly by word-of-mouth. Examples We're planning a promotional tour next month. Examples The company commissioned a work of art for the new building.

ive a presentation					
ive a presentation	Phrase	/,gɪv ə ,prez(ə)n'teɪ∫(ə)n	fare una presentazione	to talk in front of other people and give information about something	The Sales Manager gave a presentation of the new product.
o along (with you)	Phrase	/ ˌɡəʊ ə'lɒŋ/	sostenere (qualcuno)	to agree with someone	I'll go along with you on that decision.
old a meeting	Phrase	/ˌhəʊld ə 'miːtɪŋ/	organizzare una riunione	to make a meeting happen	We'd like to hold a brief meeting this afternoon.
ove on (to the next point)	Phrase	/ˌmuːv 'ɒn/	passare (al punto successivo)	to start to discuss a new subject	Let's move on to the next point.
ch an agreement	Phrase	/ˌriɪt∫ ən ə'griɪmənt/	raggiungere un accordo	to get to the point of sharing the same opinion after discussing a subject	The aim is to reach an agreement by midnight.
a meeting	Phrase	/ˌrʌn ə ˈmiːtɪŋ/	presiedere una riunione	to lead a meeting	As the chairperson, Mike will run the meeting.
your point	Phrase	/ˌsiː jə(r) 'pɔɪnt/	comprendere un punto di vista	to understand someone's opinion	I see your point, but I don't agree.
the agenda	Phrase	/ˌset ðiː ə'dʒendə/	definire l'ordine del giorno	to decide what is going to be discussed and in what order	Please could you set the agenda for the meeting?
ke the minutes	Phrase	/ˌteɪk ðə ˈmɪnɪtz/	verbalizzare	to write down what is discussed	Who's going to take the minutes?
odule 6 54–55	POS	Pronunciation	Translation	Definition	Examples
ploy		/im'ploi/	dare lavoro	to have someone work or do a job for you and pay them for it	We employ over three thousand people.
niss	Verb	/dɪs'mɪs/	licenziare	to remove someone from their job	We will dismiss you if you're late for work again.
	Verb	/ˈfaɪə(r)/	licenziare	to remove someone from their job	This time it's a warning but next time she'll be fired.
				to ask someone who works for you to leave their job, usually after a particular period	
notice	Phrase	/ˌgɪv ˈnəʊtɪs/	dare il preavviso	of time	They only gave me a month's notice.
	Verb	/ˈhaɪə(r)/	assumere	to give somebody a job	How many part-time workers do we need to hire?
off	Phrasal verb	-	licenziare	to stop employing someone because there is no more work for them to do	We're going to lay off eight workers in the factory.
e redundant		/,meɪk rɪˈdʌndənt/	licenziare	to stop employing someone because there is no more work for them to do	The news is that they are being made redundant.
uit		/rɪ'kruːt/	assumere	to look for new members of a company	The business can't afford to recruit new employees.
n		/rɪ'zaɪn/	dare le dimissioni	to give up a job	I'm going to resign tomorrow.
	Verb	/sæk/	licenziare	to remove someone from their job	If you don't resign, they'll sack you anyway!
someone on	Phracalwork	/teɪk ˌsʌmwʌn 'ɒn	assumere	to start employing someone	Why don't we take on some younger employees?
e voluntary redundancy	Phrase	/teɪk ˌvɒlənt(ə)ri rɪˈdʌndənsi/	lasciare il lavoro volontariamente	to agree to leave a job because your employer does not need you	He decided to take voluntary redundancy.
voluntary redundancy	Thruse	,			The declaca to take voluntary redundancy.
k out	Phrasal verb	/wɔːk 'aʊt/	andarsene	to suddenly leave	All the canteen staff walked out today after the workers complained about the food.
58–59	POS	Pronunciation	Translation	Definition	Examples
ess	Noun	/əˈdres/	indirizzo	the place where you live	Please state your name and address.
ch	Verb	/ə'tæt∫/	allegare	to join something to something	Don't forget to attach your CV to your letter.
k up	Phrasal verb		fare il backup	to copy on to the computer or another computer or device	Did you back up your documents on the hard drive?
ak	Noun	/breɪk/	pausa	a short period of rest	It's important to have regular breaks when you are working on the computer.
	NI a a	/ˈbʌt(ə)n/	pulsante	a small part of a machine that you press to make it work	Insert the disk and press the button to play.
	Noun				
ton ck		/tʃek/	controllare	to make certain that something is correct	Always check your work before saving it.
ck	Verb	/tʃek/	controllare	to make certain that something is correct	Always check your work before saving it.
		/tʃek/		to make a computer do something by pressing a button on the mouse	Always check your work before saving it. Click on the link to visit the site.
on	Verb Phrasal verb	/tʃek/ /'klɪk ɒn/	controllare fare clic su	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used t	Always check your work before saving it. Click on the link to visit the site. or
k on puter	Verb Phrasal verb Noun	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/	controllare fare clic su computer	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc.	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home.
k on puter (in)	Verb Phrasal verb	/tʃek/ /'klɪk ɒn/	controllare fare clic su	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used t	Always check your work before saving it. Click on the link to visit the site. or
k on puter r (in) te	Verb Phrasal verb Noun Verb	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/ /'kɒpi/	controllare fare clic su computer copiare	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home. Please email the department and copy me in.
k	Verb Phrasal verb Noun Verb Verb	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/ /'kɒpi/ /dɪ'liːt/	controllare fare clic su computer copiare eliminare	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important!
k on puter r (in) te iment	Verb Phrasal verb Noun Verb Verb Noun	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/ /'kɒpi/ /dɪ'liːt/ /'dɒkjumənt/	controllare fare clic su computer copiare eliminare documento	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document.
k on outer (in) e ment I	Verb Phrasal verb Noun Verb Verb Noun Noun Noun	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/ /'kɒpi/ /dɪ'liːt/ /'dɒkjʊmənt/ /'iːmeɪl/ /faɪl/	controllare fare clic su computer copiare eliminare documento e-mail file	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email.
k on outer (in) e ment I	Verb Phrasal verb Noun Verb Verb Noun Noun Noun Phrasal verb	/tʃek/ /'klɪk ɒn/ /kəm'pjuːtə(r)/ /'kɒpi/ /dɪ'liːt/ /'dɒkjumənt/ /'iːmeɪl/ /faɪl/ /'faɪə(r) ɒf/	controllare fare clic su computer copiare eliminare documento e-mail file scrivere di getto	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer to write and send a message very quick;y	Always check your work before saving it. Click on the link to visit the site. For Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email. Just stop to think before you fire off a reply.
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ck on puter (in) te ument il off x on to use (computing)	Verb Phrasal verb Noun Verb Verb Noun Noun Phrasal verb Noun Phrase Noun Verb Noun, Verb Verb Verb Verb Verb Noun Phrasal verb	/tʃek/ /'klık pn/ /kəm'pju:tə(r)/ /'kopi/ /dr'li:t/ /'dokjumənt/ /'imeil/ /fail/ /'faiə(r) pf/ /'aikon/ /'in,bpks/ /,lpg 'pn tv/ /maus/ /'redʒistə(r)/ //ri'plai/ /,rii'stai(r)t/ /seiv/ /send/ /'fʌt ,daun/	controllare fare clic su computer copiare eliminare documento e-mail file scrivere di getto icona posta in arrivo accedere a mouse (computer) registrarsi risposta/rispondere riavviare salvare inviare mittente	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer to write and send a message very quick;y a small picture or symbol on a computer screen a place on a computer where emails that are sent to you are kept to connect to a computer system a small device that you move to operate the cursor on your computer screen to put you information into an official record an answer/to answer to start a computer again instead of shutting it down to put information into a computer's memory to make something go from one place to another a person who sends something to stop something from operating	Always check your work before saving it. Click on the link to visit the site. or Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email. Just stop to think before you fire off a reply. Click on the icon to send the email. My inbox is full of messages. When you log on to the site, look for the Sales icon. You can move the cursor by using the mouse. Customers who register on-line will receive a discount. She hasn't received a reply from the company yet. Will you write and reply to her? Please restart your computer to complete registration. Don't forget to save your work regularly. I'll send her an email. An email from an unknown sender may contain a virus. Shut down the computer before you leave.
k on puter (in) te iment il off x on to se (computing) ter / art (computer)	Verb Phrasal verb Noun Verb Verb Noun Noun Phrasal verb Noun Phrase Noun Verb Verb Verb Verb Verb Verb Noun	/tʃek/ /'klık on/ /kəm'pju:tə(r)/ /'kopi/ /dr'li:t/ /'dokjomənt/ /'imeIl/ /faɪl/ /'faɪə(r) of/ /'aɪkon/ /'in,boks/ /,log 'on tu/ /maus/ /'redʒɪstə(r)/ /rɪ'plaɪ/ /,riː'staɪ(r)t/ /seɪv/ /send/ /'sendə(r)/	controllare fare clic su computer copiare eliminare documento e-mail file scrivere di getto icona posta in arrivo accedere a mouse (computer) registrarsi risposta/rispondere riavviare salvare inviare mittente	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer to write and send a message very quick;y a small picture or symbol on a computer screen a place on a computer where emails that are sent to you are kept to connect to a computer system a small device that you move to operate the cursor on your computer screen to put you information into an official record an answer/to answer to start a computer again instead of shutting it down to put information into a computer's memory to make something go from one place to another a person who sends something to stop something from operating to write using a machine	Always check your work before saving it. Click on the link to visit the site. for Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email. Just stop to think before you fire off a reply. Click on the icon to send the email. My inbox is full of messages. When you log on to the site, look for the Sales icon. You can move the cursor by using the mouse. Customers who register on-line will receive a discount. She hasn't received a reply from the company yet. Will you write and reply to her? Please restart your computer to complete registration. Don't forget to save your work regularly. I'll send her an email. An email from an unknown sender may contain a virus.
k on puter (in) te iment il off x in to se (computing) ter mart (computer) er	Verb Phrasal verb Noun Verb Verb Noun Noun Phrasal verb Noun Phrase Noun Verb Noun, Verb Verb Verb Verb Verb Noun Phrasal verb	/tʃek/ /'klık pn/ /kəm'pju:tə(r)/ /'kopi/ /dr'li:t/ /'dokjumənt/ /'imeil/ /fail/ /'faiə(r) pf/ /'aikon/ /'in,bpks/ /,lpg 'pn tv/ /maus/ /'redʒistə(r)/ //ri'plai/ /,rii'stai(r)t/ /seiv/ /send/ /'fʌt ,daun/	controllare fare clic su computer copiare eliminare documento e-mail file scrivere di getto icona posta in arrivo accedere a mouse (computer) registrarsi risposta/rispondere riavviare salvare inviare mittente	 to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used a writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer to write and send a message very quick;y a small picture or symbol on a computer screen a place on a computer where emails that are sent to you are kept to connect to a computer system a small device that you move to operate the cursor on your computer screen to put you information into an official record an answer/to answer to start a computer again instead of shutting it down to put information into a computer's memory to make something go from one place to another a person who sends something to stop something from operating to write using a machine a name or other word that you sometimes need to type in along with a password 	Always check your work before saving it. Click on the link to visit the site. or Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email. Just stop to think before you fire off a reply. Click on the icon to send the email. My inbox is full of messages. When you log on to the site, look for the Sales icon. You can move the cursor by using the mouse. Customers who register on-line will receive a discount. She hasn't received a reply from the company yet. Will you write and reply to her? Please restart your computer to complete registration. Don't forget to save your work regularly. I'll send her an email. An email from an unknown sender may contain a virus. Shut down the computer before you leave.
k on puter (in) te iment il off x on to se (computing) ter / art (computer)	Verb Phrasal verb Noun Verb Verb Noun Noun Phrasal verb Noun Phrase Noun Verb Noun, Verb Verb Verb Verb Verb Noun Phrasal verb	/tʃek/ /'klık pn/ /kəm'pju:tə(r)/ /'kopi/ /dr'li:t/ /'dokjumənt/ /'imeil/ /fail/ /'faiə(r) pf/ /'aikon/ /'in,bpks/ /,lpg 'pn tv/ /maus/ /'redʒistə(r)/ //ri'plai/ /,rii'stai(r)t/ /seiv/ /send/ /'fʌt ,daun/	controllare fare clic su computer copiare eliminare documento e-mail file scrivere di getto icona posta in arrivo accedere a mouse (computer) registrarsi risposta/rispondere riavviare salvare inviare mittente	to make certain that something is correct to make a computer do something by pressing a button on the mouse a machine that stores programs and information in electronic form and can be used to writing, calculating, and communicating on the Internet etc. to send someone a copy of an email that you are sending to another person to remove something a computer file that you can write in an electronic message sent from one computer to another information stored on a computer to write and send a message very quick;y a small picture or symbol on a computer screen a place on a computer where emails that are sent to you are kept to connect to a computer system a small device that you move to operate the cursor on your computer screen to put you information into an official record an answer/to answer to start a computer again instead of shutting it down to put information into a computer's memory to make something go from one place to another a person who sends something to stop something from operating to write using a machine	Always check your work before saving it. Click on the link to visit the site. or Make sure you switch off the computer before you go home. Please email the department and copy me in. Don't delete that email, it's important! Copy the information and save as a new document. Write an email to your staff about the English courses next month. Attach a file to the email. Just stop to think before you fire off a reply. Click on the icon to send the email. My inbox is full of messages. When you log on to the site, look for the Sales icon. You can move the cursor by using the mouse. Customers who register on-line will receive a discount. She hasn't received a reply from the company yet. Will you write and reply to her? Please restart your computer to complete registration. Don't forget to save your work regularly. I'll send her an email. An email from an unknown sender may contain a virus. Shut down the computer before you leave.

Module 7	DOC	Provinciation	Turnelation	Definition
pp 64–65	POS	Pronunciation	Translation	Definition
aspect	Noun	/ˈæspekt/	aspetto	one part of a situation, problem, subject, etc
crucial	Adjective	/ˈkruːʃ(ə)l/	fondamentale	extremely important
empathy	Noun	/ˈempəθi/	empatia	the ability to share someone else's feelings
extrovert	Noun	/'ekstrəˌvɜː(r)t/	estroverso	an energetic person who enjoys being with c
myth	Noun	/mɪθ/	mito/leggenda	a commonly believed but false idea
rapport	Noun	/ræ'pɔː(r)/	relazione	a good relationship between people
version	Noun	/ˈvɜː(r)ʃ(ə)n/	versione	a particular form of something
pp 66–67	POS	Pronunciation	Translation	Definition
boring	Adjective	/ˈbɔːrɪŋ/	noioso	not interesting or exciting
challenging	Adjective	/'t∫ælındʒıŋ/	impegnativo	difficult
frustrating	Adjective	/ˌfrʌˈstreɪtɪŋ/	frustrante	making you feel annoyed
repetitive	Adjective	/rɪ'petətɪv/	ripetitivo	doing the same thing many times
responsible	Adjective	/rɪˈspɒnsəb(ə)l/	responsabile	to have the duty of taking care of something
varied	Adjective	/'veərɪd/	variegato/eterogeneo	containing several different things
well-paid	Adjective	/ wel 'peid/	ben retribuito	earning a lot of money
Module 8	Adjeetive		ben retribute	
pp 74–75	POS	Pronunciation	Translation	Definition
achieve results	Phrase	/əˌtʃiːv rɪ'zʌlts/	ottenere risultati	to obtain a good outcome
action	Noun	/'ækʃ(ə)n/	azione	the process of doing something
course	Noun	/kɔː(r)s/	procedimento	a way of doing something
duration	Noun	/djʊ'reɪʃ(ə)n/	durata	how long something lasts
effective		/ɪˈfektɪv/	efficace	successful
	Adjective	/feis tə,feis 'treiniŋ/	corso di formazione faccia a faccia	
face-to-face training	Phrase	-		directly, meeting someone in the same place
joint responsibility	Phrase	/dʒɔɪnt rɪˌspɒnsəˈbɪləti/	responsabilità condivisa	sharing with other people what you have to
key factors	Phrase	/kiː ˈfæktə(r)z/	fattori chiave	main points
lead a project	Phrase	/,liːd ə 'prødʒekt/	dirigere un progetto	to be in charge of a project
leader	Noun	/ˈliːdə(r)/	leader	the person in control
meet objectives	Phrase	/ˌmiːt əb'dʒektɪvz/	raggiungere obiettivi	to be successful with your plans
role	Noun	/rəʊl/	ruolo	job
single user	Noun	/ˌsɪŋg(ə)l 'juːzə(r)/	utente singolo	one person using something
strengthen/maintain the team	Phrase	/ˈstreŋθ(ə)n, meɪnˈteɪn ðə ˌtiɪm/	rafforzare/consolidare lo spirito di squadra	to make, keep the team stronger
strengthen/maintain the team team building	Phrase Noun	/'streŋθ(ə)n, meɪn'teɪn ðə ˌtiːm/ /'tiːm ˌbɪldɪŋ/	rafforzare/consolidare lo spirito di squadra lavoro di squadra	to make, keep the team stronger encouraging people to work together
-		•		
team building	Noun	/'tiːm ˌbɪldɪŋ/	lavoro di squadra	encouraging people to work together
team building pp 76–77	Noun POS	/ˈtiːm ˌbɪldɪŋ/ Pronunciation	lavoro di squadra Translation	encouraging people to work together Definition
team building pp 76–77 cross-cultural awareness	Noun POS Phrase	/'tiːm ˌbɪldɪŋ/ Pronunciation /krɒs ˌkʌltʃ(ə)rəl ə'weə(r)nəs/	lavoro di squadra Translation rispetto delle altre culture	encouraging people to work together Definition understanding two or more different culture
team building pp 76–77 cross-cultural awareness databases enrol	Noun POS Phrase Noun	/'tiːm ˌbɪldɪŋ/ Pronunciation /krɒs ˌkʌltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtəˌbeɪsɪz/	lavoro di squadra Translation rispetto delle altre culture database iscrivere	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list
team building pp 76–77 cross-cultural awareness databases enrol negotiate	Noun POS Phrase Noun Verb Verb	/'tiːm ˌbɪldɪŋ/ Pronunciation /krɒs ˌkʌltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtəˌbeɪsɪz/ /ɪn'rəʊl/ /nɪ'gəʊʃieɪt/	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s
team building pp 76–77 cross-cultural awareness databases enrol	Noun POS Phrase Noun Verb	/'tiːm ˌbɪldɪŋ/ Pronunciation /krɒs ˌkʌltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtəˌbeɪsɪz/ /ɪn'rəʊl/	lavoro di squadra Translation rispetto delle altre culture database iscrivere	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills	Noun POS Phrase Noun Verb Verb	/'tiːm ˌbɪldɪŋ/ Pronunciation /krɒs ˌkʌltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtəˌbeɪsɪz/ /ɪn'rəʊl/ /nɪ'gəʊʃieɪt/	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows
team building pp 76–77 cross-cultural awareness databases enrol negotiate	Noun POS Phrase Noun Verb Verb Noun	<pre>/'ti:m ,bildiŋ/ Pronunciation /krøs ,kʌltʃ(ə)rəl ə'weə(r)nəs/ /'deitə,beisiz/ /in'rəʊl/ /ni'gəʊʃieit/ /,prez(ə)n'teiʃ(ə)n skilz/</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets	Noun POS Phrase Noun Verb Verb Noun	<pre>/'ti:m ,bIldIŋ/ Pronunciation /krøs ,kAltʃ(ə)rəl ə'weə(r)nəs/ /'deItə,beISIZ/ /In'rəʊl/ /nI'gəʊʃieIt/ /,prez(ə)n'teIʃ(ə)n skIlz/ /'spred,fiits/</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79	Noun POS Phrase Noun Verb Verb Noun Noun POS	<pre>/'ti:m ,bIldɪŋ/ Pronunciation /krøs ,kAltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtə,beɪsɪz/ /In'rəʊl/ /nɪ'gəʊʃieɪt/ /,prez(ə)n'teɪʃ(ə)n skɪlz/ /'spred,ſiːts/ Pronunciation</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption	Noun POS Phrase Noun Verb Verb Noun Noun Noun POS Phrase	<pre>/'ti:m ,bIldIŋ/ Pronunciation /krøs ,kAltʃ(ə)rəl ə'weə(r)nəs/ /'deItə,beISIZ/ /In'rəʊl/ /nI'gəʊʃieIt/ /,prez(ə)n'teIʃ(ə)n skIlz/ /'spred,ſi:ts/ Pronunciation /ə,vɔId Intə'rʌpʃən/</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni	 encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption coach	Noun POS Phrase Noun Verb Verb Noun Noun POS Phrase Verb	<pre>/'ti:m ,bIldɪŋ/ Pronunciation /krøs ,kʌltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtə,beɪsɪz/ /In'rəʊl/ /nɪ'gəʊʃieɪt/ /,prez(ə)n'teɪʃ(ə)n skɪlz/ /'spred,ʃiːts/ Pronunciation /ə,vɔɪd ɪntə'rʌpʃən/ /kəʊtʃ/</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni addestrare	 encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening to teach
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption coach pp 80–81	Noun POS Phrase Noun Verb Verb Noun Noun Noun POS Phrase Verb Verb	<pre>/'ti:m ,bIldɪŋ/ Pronunciation /krøs ,kAltʃ(ə)rəl ə'weə(r)nəs/ /'deɪtə,beɪsɪz/ /In'rəʊl/ /nɪ'gəʊʃieɪt/ /,prez(ə)n'teɪʃ(ə)n skɪlz/ /'spred,ʃiːts/ Pronunciation /ə,vɔɪd ɪntə'rʌpʃən/ /kəʊtʃ/ Pronunciation</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni addestrare Translation	 encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening to teach Definition
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption coach pp 80–81 complaint	Noun POS Phrase Noun Verb Verb Noun Noun Noun POS Phrase Verb Verb Verb	<pre>/'ti:m ,bIldIŋ/ Pronunciation /krøs ,kAltƒ(ə)rəl ə'weə(r)nəs/ /'deItə,beISIZ/ /In'rəʊl/ /nI'gəʊʃieIt/ /,prez(ə)n'teIƒ(ə)n skIlz/ /'spred,ʃi:ts/ Pronunciation /ə,vɔId Intə'rʌpʃən/ /kəʊtʃ/ Pronunciation /kəm'pleInt/</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni addestrare Translation reclamo	 encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening to teach Definition a statement that something is wrong
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption coach pp 80–81 complaint pp 82–83	Noun POS Phrase Noun Verb Verb Noun Noun Noun POS Phrase Verb Verb Noun	<pre>/'ti:m ,bIldIŋ/ Pronunciation /krøs ,kAltƒ(ə)rəl ə'weə(r)nəs/ /'deItə,beISIZ/ /In'rəʊl/ /nI'gəʊʃieIt/ /nI'gəʊʃieIt/ /,prez(ə)n'teIƒ(ə)n skIlz/ /'spred,ʃits/ Pronunciation /ə,vɔId Intə'rʌpʃən/ /kəʊtʃ/ Pronunciation /kəm'pleInt/ Pronunciation</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni addestrare Translation reclamo Translation	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening to teach Definition a statement that something is wrong Definition
team building pp 76–77 cross-cultural awareness databases enrol negotiate presentation skills spreadsheets pp 78–79 avoid interruption coach pp 80–81 complaint pp 82–83 PowerPoint	Noun POS Phrase Noun Verb Verb Noun Noun Noun POS Phrase Verb Verb Noun	<pre>/'ti:m ,bIldIŋ/ Pronunciation /krøs ,kAltƒ(ə)rəl ə'weə(r)nəs/ /'deItə,beISIZ/ /In'rəʊl/ /nI'gəʊʃieIt/ /nI'gəʊʃieIt/ /,prez(ə)n'teIƒ(ə)n skIlz/ /'spred,ʃits/ Pronunciation /ə,vɔId Intə'rʌpʃən/ /kəʊtʃ/ Pronunciation /kəm'pleInt/ Pronunciation</pre>	lavoro di squadra Translation rispetto delle altre culture database iscrivere negoziare abilità oratorie fogli di calcolo Translation evitare interruzioni addestrare Translation reclamo Translation	encouraging people to work together Definition understanding two or more different culture large amounts of information in a computer to put someone on a list to try to reach an agreement by discussing s the ability to give a talk about something a chart produced on a computer that shows to analyse Definition to try not to stop something happening to teach Definition a statement that something is wrong Definition
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lition	Examples
part of a situation, problem, subject, etc	The other aspect is linguistic and you can use language in different ways.
mely important	Coffee is crucial for Brazil's economy.
bility to share someone else's feelings	Good salespeople also have the key skill of empathy.
nergetic person who enjoys being with other people	Not all successful salespeople are extroverts.
nmonly believed but false idea	The biggest myth of all is that salespeople are born, not made.
od relationship between people	He has the ability to build rapport quickly.
ticular form of something	
lition	At a job interview you need to be a positive version of yourself. Examples
nteresting or exciting ult	The most boring job ever was working in a call centre. You must have the determination to meet challenging commercial targets.
ng you feel annoyed	Trying to write a sales report can be very frustrating.
	Some jobs are more repetitive than others.
g the same thing many times	
ve the duty of taking care of something	I'm responsible for booking the conference.
aining several different things	We manage a varied business portfolio.
ng a lot of money	Company directors are usually well-paid.
ition	Examples
tain a good outcome	You must lead people in order to achieve results.
ocess of doing something	Decide what action the speaker is recommending.
	She followed the correct course of action.
of doing something	
ong something lasts	The duration of the programme is two hours.
ssful	The sales team's plan has been very effective.
ly, meeting someone in the same place	We offer face-to-face training in the office.
g with other people what you have to do	I take joint responsibility with my team members.
points	What key factors make teams effective?
in charge of a project	It is his turn to lead the project next month.
erson in control	A successful leader listens to their team members.
	•
	Many companies have found that staff meet their objectives when they are happy with their
successful with your plans	jobs.
	Consider the role that you are applying for.
erson using something	This is an online product and for a single user.
ke, keep the team stronger	Many skills are required to build, strengthen and maintain the team.
raging people to work together	Everyone needs to attend the team building course.
ition	Examples
standing two or more different cultures and customs	This company values cross-cultural awareness very highly.
-	
amounts of information in a computer system in an organized way	You need a course on maintaining databases.
someone on a list	We will enrol you on the next training course.
to reach an agreement by discussing something in a formal way	Can he negotiate effectively?
pility to give a talk about something	Her presentation skills were really good at the meeting.
t produced on a computer that shows numbers in a way that makes them easy	
llyse	I need some help with these spreadsheets.
tion	Examples
not to stop something happening	Effective listening means avoiding interruption when someone is speaking.
ch	
	Managers need to coach their staff.
tion	Managers need to coach their staff. Examples
tion ement that something is wrong	Managers need to coach their staff. Examples We've had too many complaints from customers recently.
tion ement that something is wrong tion	Managers need to coach their staff. Examples We've had too many complaints from customers recently. Examples
tion ement that something is wrong tion Ind name for a computer program that helps you to create and give presentations	Managers need to coach their staff. Examples We've had too many complaints from customers recently. Examples Most presentations use PowerPoint.
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	Noun				
luxury	Noun, Adjective	/'lʌkʃəri/	di lusso	expensive and beautiful	The proportion of luxury goods purchased nowadays is 40%.
narketing campaign	Noun	/ maː(r)kıtıŋ kæm'peın/	campagna di marketing	a series of planned marketing activities	The summer marketing campaign looks very exciting.
permeate	Verb	/'psi(r)mieit/	pervadere	to spread through	The smell of smoke permeated the whole office.
ersistent	Adjective	/pə(r)'sıstənt/	insistente	lasting for a long time	Most of us have experience of having a persistent tune run through our heads.
enses	Noun	/sensiz/	sensi	the five physical abilities to see, hear, smell, taste, and feel	Sensory branding is an area of marketing which makes use of all five senses.
ensory	Adjective	/ˈsensəri/	sensoriale	connected with the physical senses	The topic of perfume brings us to the fifth area of sensory marketing: smell.
	-				
nell	Noun	/smel/	odore	something that can be recognised using the nose	The right kind of smell in a shop can keep customers shopping for longer periods of time.
p 86–87	POS	Pronunciation	Translation	Definition	Examples
ragrance	Noun	/ˈfreɪgrəns/	fragranza	a pleasant smell	David Van Epps sells over 1,480 fragrances.
bsession	Noun	/əb'se∫(ə)n/	ossessione	something you think about all the time	The Chinese have an obsession with luxury.
cent	Noun	/sent/	aroma	a pleasant smell	The scent of roses always works well in a clothes shop.
p 88–89	POS	Pronunciation	Translation	Definition	Examples
on) hold	Phrase	/(ɒn) həʊld/	(in) attesa	waiting to speak to someone on the phone	I'm just going to put you on hold.
ear (with someone)	Phrasal verb	/beə(r)/	avere pazienza (con qualcuno)	to be patient	Can you bear with me for a second?
out through	Phrasal verb	ο /pʊt ˈθruː/	passare qualcuno al telefono	to connect a person on the phone	Can you put me through, please?
				the things a company does to make sure that its products and services are as good as	
quality assurance	Noun	/ˌkwɒləti ə'∫ɔːrəns/	garanzia di qualità	they should be	Your call may be monitored for quality assurance.
peech recognition technology	Noun	/spiːt∫ rekəgˈnɪʃ(ə)n tekˌnɒlədʒi/	tecnologia di riconoscimento vocale	technology that allows a computer to understand spoken words	The automated system uses speech recognition technology.
uit (be convenient)	Verb	/suɪt/	andare bene (risultare comodo)	to be right for someone	What time would suit you?
navailable	Adjective	/ˌʌnəˈveɪləb(ə)l/	non disponibile	not able to talk or meet	When I called back you were unavailable.
	-				
rgent	Adjective	/'sː(r)dʒ(ə)nt/ /'yəɪsmetl/	urgente	very important	Please give her this urgent message. Just leave a message on my voicemail if I'm not in
bicemail	Noun POS	/'vɔɪsmeɪl/ Pronunciation	segreteria telefonica Translation	a message recorded on a phone Definition	Just leave a message on my voicemail if I'm not in.
990–91					Examples
tachment	Noun	/əˈtæt∫mənt/	allegato	a computer file sent with a message the large form of the letters of the alphabet that you use at the beginning of a	I've sent the document as an attachment.
apitals (letters)	Noun	/'kæpɪt(ə)lz/	maiuscole (lettere)	sentence or name	Do not use CAPITALS. People will think you are SHOUTING!!!
ubject line	Noun	/ˈsʌbdʒɪkt ˌlaɪn/, /ˈsʌbdʒekt ˌlaɪn/	oggetto	where it says what the email is about	The subject line of the message is 'Conference'.
odule 10					
o 94–95	POS	Pronunciation	Translation	Definition	Examples
ndorsement	Noun	/ɪnˈdɔː(r)smənt/	appoggio/approvazione	a liking and recommendation of something	They gave us an endorsement for our new product.
xploit	Verb	/ɪk'splɔɪt/	sfruttare	to make full use of	Exploit your strengths and recognise your weaknesses.
get on with	Phrasal verb	o /get 'מי wīð/	procedere	to continue working on	We need to get on with the job!
nands-on		/ˌhænd'zɒn/	direttamente coinvolto/partecipe	very involved in something	The new manager is very hands-on.
				, ,	
and over	Phrasal verb) /hænd 'əʊvə(r)/	passare	to give something to someone or to delegate a job	Can I hand over this project to you?
ortfolio	Noun	/pɔː(r)tˈfəʊliəʊ/	ventaglio (di interessi)	collection of something, eg a collection of business interests	She has a very varied portfolio.
ecognise weaknesses	Phrase	/ rekəgnaız 'wiːknəsız/	riconoscere i punti deboli	understand where your qualities are not strong	Exploit your strengths and recognise your weaknesses.
ne bottom line	Noun	, , , , , , , , , , , , , , , , , , , ,	-	the final line in a company's accounts showing the total profit or loss	
	Noan	/ðə botəm 'laın/			Focus on the hottom line
lerate	Verh	/ðə ˌbøtəm 'laɪn/ /'tpləreɪt/	utili tollerare		Focus on the bottom line. Why do we have to tolerate his had behaviour?
	Verb	/ˈtɒləreɪt/	tollerare	to allow something negative to continue	Why do we have to tolerate his bad behaviour?
o 100–101	POS	/'tpləreɪt/ Pronunciation	tollerare Translation	to allow something negative to continue Definition	Why do we have to tolerate his bad behaviour? Examples
100–101 lead of schedule	POS Phrase	/'tøləreɪt/ Pronunciation /ə ˌhed əv 'ʃedjuːl/	tollerare Translation in anticipo rispetto al programma	to allow something negative to continue Definition earlier than planned	Why do we have to tolerate his bad behaviour? Examples The client is ahead of schedule.
100–101 nead of schedule	POS Phrase Phrase	/'tpləreɪt/ Pronunciation /ə ,hed əv 'ʃedjuːl/ /bɪ,haɪnd 'ʃedjuːl/	tollerare Translation	to allow something negative to continue Definition	Why do we have to tolerate his bad behaviour? Examples
100–101 lead of schedule shind schedule	POS Phrase	/'tøləreɪt/ Pronunciation /ə ,hed əv 'ʃedjuːl/ /bɪ,haɪnd 'ʃedjuːl/ /ɪn 'taɪm/	tollerare Translation in anticipo rispetto al programma	to allow something negative to continue Definition earlier than planned	Why do we have to tolerate his bad behaviour? Examples The client is ahead of schedule.
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pp 106–107	POS	Pronunciation	Translation	Definition	Examples
charities	Noun	/'t∫ærətiz/	enti benefici	an organisation giving money, food, or help free	Charities need lots of support from volunteers.
op 108–109	POS	Pronunciation	Translation	Definition	Examples
				a sudden serious fall in the price or value of something; a business failure; to becom	ne
crash	Noun, Verb	/kræ∫/	crac/fare crac	unsuccessful	The financial crash was huge and many people's savings crashed.
decrease	Noun, Verb	/'diːkriːs/ (Noun), /diː'kriːs/ (Verb)	riduzione/ridurre	becoming smaller, to become smaller	Sales are continuing to decrease.
drop	Noun, Verb	/drɒp/	calo/scendere	to become weaker, lower or less	We stopped buying this brand because of the drop in quality.
fall	Noun, Verb	/fɔːl/	caduta/cadere	becoming lower, to become lower	There will be a fall in prices because the market has fallen.
fluctuate	Verb	/'fl∧kt∫ueɪt/	fluttuare	to change continuously	Prices fluctuate according to the season.
go down	Phrasal verb	o /ɡəʊ ˈdaʊn/	scendere	to become lower	The price of sugar has gone down and it's now very cheap.
go up	Phrasal verb	o /ɡəʊ 'ʌp/	salire	to become higher	The cost of potatoes has gone up and chips are more expensive.
ncrease	Noun, Verb	/'ɪŋkriːs/ (Noun), /ɪnˈkriːs/ (Verb)	aumento/aumentare	becoming bigger / to become bigger	The increase in sales is slow. / Profits are continuing to increase. There has been a jump in the number of people applying for jobs. / The birth rate jumped 2
ump	Noun, Verb	/dʒʌmp/	impennata/impennare	a quick increase / to increase quickly	years ago.
evel off	Phrasal verb)	stabilizzarsi	to stay at the same level	Unemployment rose to ten per cent and then levelled off.
overtake	Verb	/ˌəʊvə(r)'teɪk/	superare	to go past something	Green energy production continues to overtake non-renewables.
emain steady	Phrase	/rɪˌmeɪn 'stedi/	rimanere stabile	to stay smooth and regular	Progress remains slow but steady.
ise	Noun, Verb	/raiz/	aumento/aumentare	an increase / to increase	There is a rise in unemployment. / The population is rising.
Module 12					
p 114–115	POS	Pronunciation	Translation	Definition	Examples
ase (legal matter)	Noun	/keis/	caso (questione legale)	a question to be decided in court	Our lawyer thinks we have a good case.
ourt	Noun	/kɔː(r)t/	tribunale	the place where legal cases are heard	She might win in court.
efence	Noun	/dɪˈfens/	difesa	the case to prove someone is innocent	The defence is very weak.
udge	Noun	/dʒʌdʒ/	giudice	the person in charge of a court who makes legal decisions	The judge decided to delay the case.
awyer	Noun	/ˈlɔːjə(r)/	avvocato	the person who gives legal advice and represents a person in court	This lawyer is an expert in trademark law.
tigation	Noun	/ˌlɪtɪ'geɪʃ(ə)n/	controversia	the process of taking a case to court	They took out litigation against an Irish petrol company.
prosecute	Verb	/'prøsɪˌkjuːt/	perseguire	try to prove someone is guilty	We're going to prosecute him for doing that.
ights	Noun	/raɪts/	diritti	what you are legally allowed to do	Trademarks mean firms have rights over anything like colour or shape.
ue	Verb	/suː/	citare in giudizio/fare causa	to make a legal case against someone and claim for money	We may sue the company if they don't pay.
trademark	Noun	/'treɪdˌmaː(r)k/	marchio registrato	a name or symbol on a product	The company has given us permission to use their trademark.