

BUSINESS VOCABULARY LIST

No.	Vocabulary	W. Cat	Definition	Write your example
1	absenteeism	n	employees not being at work when they should be	
2	account for	v	form the total of something	
3	acquisition	n	buying new companies	
4	across the board	adv	happening or having an effect on people at every level and in every area	
5	administer	v	manage or govern	
6	adversarial	adj	involving opposition or disagreement	
7	advertising campaign	n	organised programme of advertisements, usually concerning promoting a certain product or brand	
8	advocate	n	person who supports an idea (or product)	
9	agenda	n	list of matters to be discussed at a meeting	
10	alignment	n	agreement between people who want to work together because of shared interests or aims	
11	allocate	v	give something to someone as their share of a total amount, for them to use in a particular way	
12	allot	v	give (especially a share of something available) for a particular purpose	
13	angel	n	wealthy person who invests money in new business projects	
14	appraise	v	examine someone or something in order to judge their qualities, success or needs	
15	approach	n	way of considering something	
16	assembly	n	process of putting together the parts of a machine or structure	
17	assembly line	n	line of machines and workers in a factory on which a product moves along while it is being built or produced. Each machine or worker performs a particular job, which must be completed before the product moves to the next position in the line	
18	assess	v	judge or decide the amount, value, quality or importance of something	
19	asset	n	something valuable belonging to a person or organisation which can be used for the payment of debts	
20	attendee	n	someone who goes to a place, event, etc.	
21	autocratic	adj	demanding absolute obedience from other people	
22	axe	n	way to reduce the number of employees	
23	backer	n	person who gives financial support to something	
24	backup plan	n	scheme ready to be used in place of or to help another plan	
25	balance sheet	n	statement that shows the value of a company's assets and its debts	
26	bang heads together	v	when two or more people get together to work out complicated issues, usually involving some argument, before reaching a solution	
27	bank charge	n	sum of money paid by a customer for a bank's services	
28	bankable	adj	likely to make money	
29	banner ad	n	form of advertising on the World Wide Web which involves putting a wide and short, or tall and narrow advert on an interesting web page	
30	barcode	n	small rectangular pattern of thick and thin black lines of magnetic ink printed on an item, or on its container, so that its details can be read by and recorded on a computer system	

31	bargaining point	n	something which someone else wants that you are willing to lose in order to reach an agreement
32	be in a position to	v	be able to do something, usually because you have the necessary experience, authority or money
33	benchmark	v	measure the quality of something by comparing it with something else of an accepted standard
34	benefits	pl n	things such as medical insurance that employees receive in addition to money
35	better off	adj	richer
36	bid	v	compete against other firms by offering to do a job or contract for a certain amount of money
37	bid for	v	offer to do some work for a particular price
38	blue-collar worker	n	worker who does unskilled work rather than office work
39	board	n	group of people who are responsible for controlling and organising a company or organisation
40	bonus	n	extra amount of money that is given to you as a present or reward in addition to the money you were expecting
41	bookkeeping	n	job of keeping a record of the money that has been spent or received by a business
42	bottom line	n	final line in the accounts of a company or organisation, which states the total profit or loss that has been made
43	brand awareness	n	knowledge of a particular make of product
44	brand builder	n	developer of a product's image
45	brand identity	n	see brand image
46	brand image	n	impression of a product in the minds of potential customers
47	brand management	n	how a company manages its brands and brand image
48	breadwinner	n	member of a family who earns the money that the family needs
49	break even	v	make neither a loss nor a profit doing business
50	briefing	n	meeting where information and instructions are given
51	brochure	n	type of small magazine that contains pictures and information on a product or a company
52	budget	n	plan to show how much money an organisation will earn and how much they will need or be able to spend
53	buoyant	adj	healthy and strong
54	buzz session	n	activity where a group of people make lots of suggestions quickly
55	by the book	adv	formally, or according to the rules
56	calibre	n	degree of quality or excellence of someone
57	call-centre operative	n	person who works in an office where large numbers of telephone calls, especially from customers, are handled for an organisation
58	camaraderie	n	feeling of friendliness towards people with whom you work or share an experience
59	capitalise on	v	use to your advantage
60	career break	n	period in which a person decides to leave their job temporarily
61	career continuity	n	ability to continue your professional career
62	cash	n	money which is immediately available
63	cash cow	n	very profitable business or part of the business
64	churn out	v	produce large amounts of something quickly, usually of low quality
65	cipher	n	a person or group of people without power, but used by others for their own purposes, or someone who is not important

66	classified ad/advertisement	n	small advertisement placed in a newspaper by a person wishing to buy or sell something, offer or get employment, etc.
67	close down	v	if a business or organisation closes down, or someone closes it down, it stops operating
68	clutch	n	handful
69	cold-calling	n	when a person in business telephones or visits a possible customer to try to sell them something without being asked by the customer to do so
70	collate	v	bring together different pieces of written information
71	come under scrutiny	v	subject to careful and thorough examination
72	competency	n	important skill that is needed to do a job
73	competitive	adj	competitive prices, services, etc. are as good as, or better than, other prices, services, etc.
74	compliance	n	when people obey an order, rule or request
75	compromise	n	agreement in an argument in which the people involved reduce their demands or change their opinion in order to agree
76	concierge service	n	doorkeeper or porter services
77	consolidate	v	combine several things, especially businesses, so that they become more effective
78	constraint	n	something which controls what you do by keeping you within particular limits
79	contingency plan	n	programme of action designed for handling possible problems
80	corporate catering service	n	business of providing food service to businesses (usually at a remote site)
81	corporate social responsibility (CSR)	n	proposal that organisations should be obliged to make decisions based not only on financial/economic factors but also on the social and environmental consequences of their activities
82	count on	v	be confident that you can depend on (something/someone)
83	credit limit	n	maximum amount of money a bank will allow you to borrow
84	credit worthiness	n	calculation of someone's ability to pay back money which they have borrowed
85	crisis management	n	process of dealing with difficult situations
86	critical path	n	sequence of stages determining the minimum time needed for the execution of an entire project
87	crop	n	(total amount gathered of) a plant such as a grain, fruit or vegetable grown in large amounts
88	cross-selling	n	suggestion that customers buy additional or related accessories or products during or just after their primary purchase
89	current assets	n pl	something owned by a business that it does not expect to keep for more than 12 months
90	customer base	n	regular customers
91	customer care	n	protection and service provided to customers
92	customer loyalty	n	when a customer favours a certain brand or company over others (the company sometimes offers financial or other rewards for this favouritism)
93	customise	v	make or change something according to the buyer's or user's needs
94	cut back	v	use in smaller amounts
95	cut of the profits	n	share in the profits
96	deadline	n	time or day by which something must be done

97	deadlock	n	situation in which agreement in an argument cannot be reached because neither side will change its demands or accept the demands of the other side
98	dealings	pl n	activities involving other people, especially in business
99	debtor	n	someone who owes money
100	decline	v	gradually become less, worse, or lower
101	deficit	n	amount of money a company has lost during a particular period of time
102	delegate	v	give a particular job, duty, right, etc. to someone else so that they do it for you
103	deposit	n	sum of money which is given in advance as part of a total payment for something
104	depreciation	n	loss of value of an asset such as machinery over time
105	direct response advertising	n	form of advertising designed to obtain a direct response between the viewer and the advertiser: the customer responds to the marketer directly
106	discharge a debt		pay a debt completely
107	disclose	v	make something known publicly, or show something that was secret
108	disposable income	n	money which you can spend as you want and not the money which you spend on taxes, food and other basic needs
109	distribution	n	making goods available to customers
110	diverse footprint	n	varied area over which something is present
111	dividend	n	(a part of) the profit of a company that is paid to the people who own shares in it
112	dotcom	n	Internet company
113	double digit	adj	number with two digits (i.e. between 10 and 99 inclusive)
114	downside	n	disadvantage of a situation
115	downsize	v	if you downsize a company or organisation, you make it smaller by reducing the number of people working for it, and if it downsizes, it becomes smaller in this way
116	draw up		prepare something, usually something official, in writing
117	dress code	n	set of rules for what you can wear
118	dwindle	v	become smaller in size or amount, or fewer in number
119	economic downturn	n	reduction in a country's financial activity
120	economies of scale	pl n	where the costs of production fall as a business grows in size
121	emerging market	n	area or country where there is growing demand for goods
122	empire	n	very large and important business organisation
123	enhance	v	improve the quality, amount or strength of something
124	entrant	n	person who takes part in a competition or an examination
125	envision	v	form a mental picture of something, typically something that may occur or be possible in the future
126	e-sale	n	sales transaction performed digitally, usually over the Internet
127	estimate	v	guess the cost, size, value, etc. of something
128	ethics	pl n	a system of accepted beliefs which control behaviour, especially such a system based on morals
129	evict	v	force someone to leave somewhere

130	excess production capacity	n	ability of a factory to produce more than it actually does
131	executive summary	n	overview of the main points of a business plan or proposal
132	expertise	n	high level of knowledge or skill
133	exposure	n	experience of something
134	extend your overdraft	v	lengthen the period of time before you have to pay back the money you have overdrawn
135	factor	n	fact or situation which influences the result of something
136	factoring	n	system of buying debts for less than they are worth and then obtaining payment for them from the debtors
137	fall short	v	fail to reach a target
138	faulty	adj	not perfectly made or not working correctly
139	feasibility	n	whether something can be done, made or achieved
140	fee	n	amount of money paid for a particular piece of work
141	feedback	n	remarks passed back to the person responsible, so that changes can be made if necessary
142	field	n	area of activity or interest
143	fire	v	dismiss
144	fixed assets	n pl	building, equipment or land owned by a company
145	flexible working	n	working without strict times for starting and finishing
146	flutter	n	small bet
147	foreign exchange fluctuation	n	rises and falls in the currencies of other countries
148	freelancer	n	worker who does particular pieces of work for different organisations, rather than working all the time for a single organisation
149	frontline staff	n	employees with direct contact with customers
150	FTSE	n	Financial Times Stock Exchange 100 index; the main measure of the amount by which the leading 100 shares sold on the London Stock Exchange have gone up or down in value
151	gadget	n	small device or machine with a particular purpose
152	gain ground (on)	v	make progress at the expense of
153	get (something) straight	v	understand correctly, or make something clear
154	get a bad press	v	receive criticism from the media
155	get down to business	v	start talking about the subject to be discussed
156	get down to work	v	start to direct your efforts and attention towards work
157	get off the ground	v	if a plan or activity gets off the ground or you get it off the ground, it starts or succeeds
158	get on board	v	make (someone) part of a group or team, or become part of a group or team
159	get your desk clear	v	finish all your work
160	glitch	n	small problem or fault that prevents something from working well
161	global presence	n	if a company has a global presence, it sells its products all over the world
162	go bankrupt	v	become unable to pay what you owe, and have control of your financial matters given, by a court of law, to a person who sells your property to pay your debts
163	go bust	v	if a company goes bust, it is forced to close because it is financially unsuccessful

164	go on a hunch	v	act on an idea which is based on feeling and for which there is no proof
165	go out of business	v	no longer able to operate as a business
166	goal	n	aim or purpose
167	going rate		standard rate of payment for a particular job
168	goodwill	n	value of the popularity, the regular customers, etc. of a business calculated as part of its worth when being sold
169	gross profit	n	company's profit before certain costs and taxes are deducted
170	ground-breaking	adj	if something is ground-breaking, it is very new and a big change from other things of its type
171	halve	v	if something halves, it is reduced by half
172	hands-on approach	n	way of doing things which is practical, not theoretical
173	have a bearing on	v	have an influence on something or a relationship to something
174	have your hands in the till	v	steal money from the place where you work
175	high-profile	adj	attracting a lot of attention and interest from the public and newspapers, television, etc.
176	hire	v	employ someone or pay them to do a particular job
177	hire and fire	v	employ and dismiss
178	home working	n	working at home, while communicating with your office by telephone, fax or computer
179	horse-trading	n	negotiation which requires bargaining and each side reducing their demands
180	hunch	n	see go on a hunch
181	impact	n	powerful effect that something, especially something new, has on a situation or person
182	in line with	adv	organised at the same level as
183	in place	adv	If something is in place, it is in its usual or correct position
184	in sync	adj	at the same time or the same speed
185	in the pipeline	adv	being planned and developed
186	incentive	n	something which encourages a person to do something
187	incentive payment	n	financial reward to stimulate action from staff or customers
188	incompetent	adj	showing lack of ability or skill to do something successfully
189	in-house magazine	n	publication which is written and produced within an organisation by its employees
190	input	n	something, such as advice, information or effort, that is provided in order to help something succeed or develop
191	insight	n	(the ability to have) a clear, deep and sometimes sudden understanding of a complicated problem or situation
192	internal candidate	n	person seeking a position who already holds another job within the organisation
193	interview panel	n	group of people who ask candidates questions to see if they are suitable for a job
194	issue	n	subject or problem which people are thinking and talking about
195	item	n	one of several subjects to be considered
196	itemise	v	list things separately
197	job sharing	n	doing part of a job with someone else, so that each person works part-time
198	join-venture partner	n	associate in a commercial enterprise which is undertaken jointly

199	jot down	v	write something quickly on a piece of paper so that you remember it
200	key	adj	very important and having a lot of influence on other people or things
201	key stage	n	important time period in a sequence of events
202	knock (something) off the price	v	give a discount off the price
203	knock-on effect	n. ph	when an event or situation has a knock-on effect, it indirectly causes other events or situations
204	knowledge worker	n	person whose work requires specialist knowledge
205	labour intensive	adj	needing a lot of workers
206	landlord	n	person or organisation that owns a building or an area of land and is paid by other people for the use of it
207	lay off	v	stop employing (someone), sometimes temporarily, because there is no money to pay them or because there is no work for them
208	layoff	n	when someone stops employing someone, sometimes temporarily, because there is no money to pay them or because there is no work for them
209	lead time	n	time needed to design and develop a new product
210	leafleting	n	giving out leaflets to people
211	lease	n	legal agreement in which you pay money in order to use a building, piece of land, vehicle, etc. for a period
212	leaseholder	n	person who pays the owner of a piece of land, a building, etc. in order to be able to use it
213	legal entitlement	n	something that, in law, you have the right to do or have, or when you have the right to do or have something
214	leverage	n	power to influence people and get the results you want
215	liability	n	when you are legally responsible for something
216	liability	n	debt
217	life insurance	n	system in which you make regular payments to an insurance company in exchange for a fixed amount of money which will be paid to someone you have named, usually a member of your family, when you die
218	limited liability company	n	if this type of business goes bankrupt, then the owners will only risk the money they have invested in the company
219	line management	n	direct management of staff
220	line of business	n	particular kind of commercial enterprise
221	loan	n	sum of money which is borrowed, often from a bank, and has to be paid back, usually together with an additional amount of money that you have to pay as a charge for borrowing
222	logo	n	design or symbol used by a company to advertise its products
223	loss adjuster	n	person who works for an insurance company and decides how much money should be paid out in each case of something having been damaged or lost
224	lucrative	adj	producing a lot of money, profitable
225	lump sum	n	sum of money that is paid in one large amount on one occasion
226	machine tool	n	mechanically operated tool for cutting or shaping wood, metals, etc.
227	mainstream	adj	desired by most people
228	make redundant	v	no longer employ someone because there is not enough work
229	management reporting	n	monthly report(s) on financial performance produced by management for shareholders
230	mandatory	adj	describes something which must be done, or which is demanded by law

231	manufacturing base	n	all the companies producing goods in a country or region
232	map	v	make a plan in detail
233	margin	n	amount by which revenue from sales exceeds cost of sales
234	market share	n	percentage of all the sales within a market that are held by one brand or company
235	marketing-led	adj	influenced by customers' needs (as opposed to being product-led)
236	memo	n	message or other information in writing sent by one person or department to another in the same business organisation
237	mentor	n	person who gives another person help and advice over a period of time and often also teaches them how to do their job
238	middle management	n	level between senior management and junior management
239	mid-size	adj	describes something that is neither large nor small
240	miscellaneous	adj	consisting of a mixture of various things which are not usually connected with each other
241	monitor	v	watch and check a situation carefully for a period of time in order to discover something about it
242	morale	n	amount of confidence felt by a person or group of people, especially when in a dangerous or difficult situation
243	natural wastage	n	reduction in the number of people who work for an organisation which is achieved by not replacing those people who leave
244	network	v	meet people who might be useful to know, especially in your job
245	niche market	n	small area of trade within the economy, often involving specialised products
246	nose-dive (take a nose-dive)	v	fall or drop suddenly and by a great deal
247	offset	v	balance one influence against an opposing influence, so that there is no great difference as a result
248	on site	adv	inside a factory, office building, etc.
249	one-off payment	n	money that is paid only once
250	one-to-one interview	n	meeting between just two people
251	ongoing	adj	continuing to exist or develop, or happening at the present moment
252	operating profit	n	measure of profit that a business earns on its normal operations
253	order book	n	book in which a company or shop keeps a record of customers' orders
254	out of pocket	adj	having less money than you started with
255	outcome	n	result
256	outgoings	pl n	amounts of money that regularly have to be spent
257	outlay	n	amount of money spent for a particular purpose, especially as a first investment in something
258	outperform	v	do well in a particular job or activity compared to others of a similar type
259	outplacement service	n	professional service to help redundant employees to search for a new job, paid for by the former employer
260	output	n	amount of something produced by a person, machine, factory, country, etc.
261	outsourcing	n	the practice of a company paying to have part of its work done by another company
262	overdraft	n	an amount of money that a customer with a bank account is temporarily allowed to owe to the bank, or the agreement which allows this
263	overheads	pl n	the regular and necessary costs, such as rent and heating, that are involved in operating a business
264	over-the-counter sale	n	ordinary sales transaction in a shop

265	overtime	n	extra payment for working beyond the usual time	
266	overtrading	v	operating a business while not having enough money to pay creditors and employees	
267	overview	v	short description of something which provides general information about it, but no details	
268	overworked	adj	having to work too much	
269	package	n	related group of things when they are offered together as a single unit	
270	patent	v	register the official legal right to make or sell an invention for a particular number of years	
271	pay off	v	if an investment or risk pays off, it is successful	
272	payroll	n	list of the people employed by a company	
273	peak	v	reach the highest, strongest or best point, value or level of skill	
274	peer group	n	people who are approximately the same age as you and come from a similar social group	
275	penalty clause	n	part of a contract which punishes the person or organisation doing the work if it is not completed on time	
276	penetration	n	how much share of a particular market a company or a product manages to achieve	
277	per capita	adv	if you state an amount per capita, you mean that amount for each person	
278	performance pay	n	salary that increases when your work improves or becomes more productive	
279	perk	n	advantage or benefit given to an employee in addition to their salary, e.g. private health care or a company car	
280	place a premium on	v	especially value	
281	player	n	important company involved in a market or industry	
282	plummet	v	fall very quickly and suddenly	
283	point on the pay scale	n	position on the salary scale which shows different rates of pay depending on your job and your seniority	
284	point-of-sale display	n	visual presentation for promotional purposes at the place where goods are sold	
285	pop-up box (= pop-up ad/pop-up)	n	form of online advertising on the World Wide Web when certain websites open a new window to display advertisements	
286	premise	n	idea or theory on which a statement or action is based	
287	premises	pl n	land and buildings owned by someone, especially by a company or organisation	
288	presence	n	see global presence	
289	pre-tax profit	n	money which is earned in trade or business before taxes have been paid	
290	procedure	n	set of actions which is the official or accepted way of doing something	
291	proceedings	pl n	series of events that happen in a planned and controlled way	
292	procurement	n	the obtaining of supplies	
293	production capacity	n	total amount of resources available to achieve maximum output	
294	productive	adj	useful	
295	product-led	adj	activities are determined by the requirements of the product (as opposed to customer-led or marketing-led)	
296	profit and loss account	n	financial statement that summarises the expenses, losses and overheads of a company, used to calculate the net profit	
297	profit margin	n	profit that can be made in a business or sale after costs have been subtracted	
298	profitability	n	capacity to make a profit	
299	progressive	adj	encouraging change in the way that things are done	

300	prospect	n	potential purchaser or customer
301	proven track record	n	all the successful achievements that someone or something has had in the past
302	psychometric test	n	exam to measure scientifically a person's mental capacities and personality
303	publicly accountable	adj	responsible to the government
304	pull figures out of the air	v	choose numbers in a random way, rather than one based on evidence or logic
305	punitive	adj	used to describe costs which are so high they are difficult to pay, and which are often used to punish someone or limit their activities
306	purchase	n	something that you buy
307	pursuit	n	when you try to achieve a plan, activity, or situation, usually over a long period of time
308	put more on someone's plate	v	give someone more work to deal with
309	put up (money)	v	provide or lend an amount of money for a particular purpose
310	put your money where your mouth is	v	show that you believe in something by spending/or investing money
311	quality control	n	process of looking at goods when they are being produced to make certain that all the goods are of the intended standard
312	quality management	n	managing systems in a company so that each department works effectively and produces products or services of the required standard
313	quarterly	adv	once every three months
314	query	n	question
315	ranks	pl n	the membership of a group or organisation
316	rat race	n	struggle of individuals in a competitive environment
317	rate	n	level of payment
318	rate	v	judge the value or character of someone or something
319	realise	v	change into money by selling
320	reap the benefits	v	get the benefit, etc. that is the result of your own actions
321	recede	v	fall
322	recession	n	period when the economy of a country is not successful and conditions for business are bad
323	recycle	v	collect and treat rubbish in order to produce useful materials which can be used again
324	red tape	n	paperwork
325	referral	n	the referring of an individual to an expert for advice
326	reformulate	v	develop again all the details of a plan for doing something
327	registered letter	n	valuable letter which, for an additional charge, can protect the sender against loss
328	regulation	n	official rule
329	reinstall	v	put back into position and make ready for use again
330	reinvest	v	invest again
331	report back	v	bring information to someone in authority
332	resettlement package	n	collection of benefits offered to an employee who is relocating to another town, city or country for their work
333	retail outlet	n	shop

334	retained earnings	pl n	earnings which are kept by the company to invest in future projects, market research, etc.
335	retool	v	change or replace machinery in a factory
336	retrenchment	n	when an organisation spends less or reduces costs to avoid losing money
337	return	n	amount of profit on an investment
338	revenue	n	money earned from sales
339	reward	n	something given in exchange for good behaviour or good work, etc.
340	risk management	n	process of assessing and measuring possible dangers and evolving strategies to deal with them
341	risk-averse	adj	have a strong dislike for taking risks
342	rocket	v	rise extremely quickly
343	rota	n	list of things that have to be done and of the people who will do them
344	run at a loss	v	cost more money than is received from sales
345	run over time	v	take longer than scheduled
346	running costs	pl n	money you need to spend regularly to keep a system or organisation functioning
347	sabotage	n	intentional damage to machines, buildings, etc.
348	safety procedure	n	official or accepted set of actions used to keep people safe
349	sales force	n	all the employees of a company whose job is persuading customers to buy their company's products or services
350	sales pitch	n	way of talking that is intended to persuade you to buy something
351	sales volume	n	amount of purchases made
352	sample	n	group of people or things that is chosen out of a larger number and is questioned or tested in order to obtain information about the larger group
353	scanner	n	device for reading information into a computer system
354	scenario	n	description of possible actions or events in the future
355	schedule	v	arrange that an event or activity will happen at a particular time
356	screen out	v	filter out/remove
357	screening	n	examining someone or something to discover if there is anything wrong with them/it
358	search engine	n	computer program which finds information on the Internet by looking for words which you have typed in
359	self-employed	adj	not working for an employer but finding work for yourself or having your own business
360	selling point	n	characteristic of a product which will persuade people to buy it
361	semi-skilled	adj	having or needing only a small amount of training
362	service agreement	n	contract between two businesses where one agrees to provide a service to the other, or between a landlord and a tenant
363	settle your account	v	pay all the money you owe
364	shareholder	n	person who owns shares in a company
365	shell out	v	pay, especially unwillingly
366	shift	n	change in position or direction
367	shift	v	sell

368	ship	v	send goods by any form of transport to a distant place
369	shipper	n	person whose job is to organise the sending of goods from one place to another
370	shop around	v	compare the price and quality of the same or a similar item in different shops before you decide which one to buy
371	shop-floor worker	n	worker in a factory (the factory is the shop floor)
372	shortage	n	when there is not enough of something
373	shortfall	n	an amount which is less than the level that was expected or needed
374	showroom	n	large shop in which people are encouraged to look at the goods that are on sale before buying them
375	shrewd	adj	based on a clear understanding and good judgement of a situation
376	shrink	v	become smaller, or make something smaller
377	sick leave	n	absence from work because of illness
378	slip	v	go into a worse state, often because of lack of control or care
379	soar	v	rise very quickly to a high level
380	solicit	v	ask for money, information or help
381	source	v	get something from a particular place
382	specification	n	detailed description of how something should be done, made, etc.
383	spending power	n	ability to purchase goods
384	sponsor	v	support a person, organisation or activity by giving money, encouragement or other help
385	sponsored link	n	text-based advertisement which describes an advertiser's website and the products and services offered
386	spreadsheet	n	computer program, used especially in business, which allows you to do financial calculations and plans
387	staffing level	n	the numbers of employees
388	stake	n	share or financial involvement in a business
389	stakeholder	n	person such as an employee, customer or citizen who is involved with an organisation and therefore has an interest in its success
390	stock	n	total amount of goods available
391	stock control	n	in a company or shop, the system of making certain that new supplies are ordered and that goods have not been stolen
392	stock exchange	n	place where shares in companies are bought and sold
393	stock price	n	valuation of a company's shares
394	stockbroker	n	person or company that buys and sells stocks and shares for other people
395	stockpile	v	build up a large store of goods which have not been sold yet
396	storage and handling facility	n	place or building used to store and distribute goods
397	straight talking	n	direct and straightforward way of communicating with others
398	streamline	v	make more efficient
399	subcontractor	n	person or company that does part of a job which another person or company is responsible for
400	subsidy	n	money given as part of the cost of something, to help or encourage it to happen
401	sue	v	take legal action against a person or organisation
402	summon	v	officially arrange a meeting of people

403	supervision	n	when someone watches a person or activity and makes certain that everything is done correctly, safely, etc.
404	supply base	n	range of suppliers and potential suppliers
405	surge	v	increase suddenly and greatly
406	surveillance	n	the careful watching of a person or place
407	survey	n	examination of opinions, behaviour, etc., made by asking people questions
408	sustained	adj	continuing for a long time
409	symposium	n	occasion at which people who have great knowledge of a particular subject meet in order to discuss a matter of interest
410	synergy	n	the combined power of a group of things when they are working together which is greater than the total power achieved by each working separately
411	systems engineer	n	person who designs and installs computer systems
412	take (someone) for a ride	v	deceive or cheat (someone)
413	take off	v	suddenly start to be successful or popular
414	take over	v	get control (of a company) by buying most of its shares
415	target	n	level or situation which you intend to achieve
416	target audience	n	particular group at which advertising is aimed
417	tax exposure	n	financial commitment to pay tax
418	tax liability	n	amount of tax which must be paid to the government
419	team up with	v	work together with
420	technophobe	n	person who dislikes or fears new technology
421	teleworking	n	the activity of working at home, while communicating with your office by telephone, fax or computer
422	temp	n	person employed to work for a short period, especially in an office, while another person is absent or when there is extra work
423	tender	n	formal written offer to do a job for an agreed price
424	time management	n	skill of administering your time so as to work effectively
425	timekeeping	n	ability to arrive at a place at the time expected
426	to get back on track	v	to correct the problems and return to the plan
427	track down	v	find by searching or following tracks
428	trade away	v	pass on to someone else
429	trade press	n	magazine published for and read by members of a particular trade group
430	trade tariff	n	tax collected by a government on goods coming into or sometimes going out of a country
431	transaction	n	payment or business deal
432	transactional	adj	in a way that is a direct business exchange
433	trend	n	general development or change in a situation or in the way that people are behaving
434	trouble-shooting skills	n	ability to remove or solve difficulties
435	turnover	n	amount of business that a company does in a period of time measured in terms of the amount of money obtained from customers
436	unauthorised	adj	without official permission

437	underestimate	v	fail to guess or understand the real cost, size, difficulty, etc. of something and think it is less
438	underpaid	adj	paid less than the market rate
439	undertaking	n	formal promise
440	undervalue	v	consider someone or something as less valuable or important than they really are
441	unethical	adj	not morally acceptable
442	union (also trade union)	n	organisation that represents the people who work in a particular industry, protects their rights, and discusses their pay and working conditions with employers
443	union rep	n	worker elected by workers in a factory or business to represent them in discussions with management
444	up and running	adj	operating
445	update	v	give someone the most recent information
446	vacancy	n	job that no one is doing and is therefore available for someone new to do
447	vagaries	pl n	any of a set of unusual or unexpected events or changes that have an effect on someone
448	value for money	adj	something well worth the money spent
449	VAT return	n	declaration of Value Added Tax (= a type of tax in European countries which is paid by the person who buys goods and services)
450	venture	n	new activity, usually in business, which involves risk or uncertainty
451	vision	n	ability to imagine how a country, society, industry, etc. could develop in the future and to plan in a suitable way
452	voluntary redundancy scheme	n	arrangement when a company needs to reduce its workforce and some employees choose to be made redundant (because they have found another job or would like to stop working)
453	white-collar worker	n	person who works in an office or at a professional job, rather than one who works with their hands
454	within budget	adv	not exceeding the amount of money you have available to spend
455	word of mouth	n	people telling each other how good a product is
456	work out	v	calculate
457	work-life balance	n	amount of time you spend at work compared with your free time
458	workload	n	amount of work to be done, especially by a particular person or machine in a period of time
459	workstation	n	area in a workplace where one person works