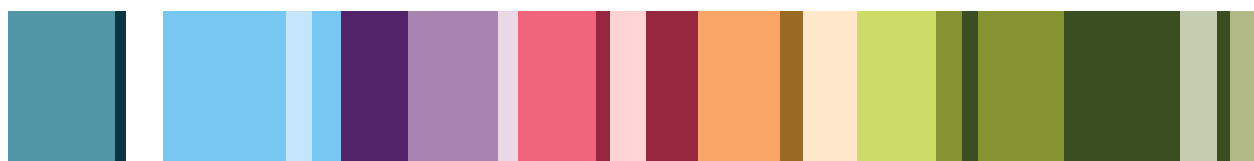


business  
**one : one**

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**slovníček**    intermediate+



# business one : one slovníček

## business one : one glossary

### Key

AmE	American English
BrE	British English
fml	formal
infml	informal

Many of the definitions in this glossary are based on *The Oxford Business English Dictionary for learners of English*

- abacus** (n) an ancient device used to help counting  
*počítadlo*
- abroad** (adv) in other countries (not in your home country)  
*do ciziny/zahraničí, v cizině*
- absence** (n) a period of time when sb is away from work  
*nepřítomnost, absence*
- abstract** (adj) based on general ideas and not on any particular real person, thing or situation  
*abstraktní*
- access** (n) the ability to use sth or see sth  
*přístup, vstup*
- acquaintance** (n) a person that you know but who is not a close friend  
*známost, známý*
- act** (v) to behave in a particular way  
*jednat, chovat se*
- activate** (v) to make sth such as a device start working  
*aktivovat*
- additionally** (adv) used when you want to mention another thing after sth else  
*odpovědně, navíc*
- adopt** (v) to start to use a particular method  
*přijmout, zavést*
- adventurous** (adj) willing to take risks and try new things  
*dobrodružný, riskující, podnikavý*
- agenda** (n) a list of items to be discussed at a meeting  
*pořad jednání, program*
- ages** (n) (infml) a very long time (BrE)  
*(celé) věky, dlouhá doba*
- aggressive** (adj) angry and behaving in a threatening way  
*agresivní, útočný*
- alarm call** (n) a telephone call which is intended to wake you up  
*buzení telefonem*
- allocated** (adj) officially given to sb/sth for a particular purpose  
*přidělený, přiřazený*
- allow** (v) to let sb do sth  
*dovolit, povolit*
- announce** (v) to tell people sth officially  
*oznámit*
- annoying** (adj) making sb feel slightly angry  
*protivný, otravný*
- annual** (adj) happening or done once every year  
*výroční, každoroční*
- anticipate** (v) to expect sth  
*předvídat, očekávat, tušit*
- apparently** (adv) according to what you have heard or read  
*zřejmě, očividně*
- appear** (v) to seem to give the impression of being or doing sth  
*zdát se, jevit se*
- apply** (v) to make a formal request for sth such as a job  
*zažádat, ucházet se o*
- appoint** (v) to choose sb for a job or position of responsibility  
*jmenovat, ustanovit*
- approach** (n) a way of dealing with sb/sth  
*přístup, postoj*
- argument** (n) a discussion in which people disagree, often angrily  
*hádky, spor, pře*
- arouse** (v) to cause a particular emotion or attitude  
*vyvolat, probudit*
- as long as** (idiom) only if  
*dokud, pokud*
- ask a favour** (BrE) favor (AmE) (v) to ask sb to do sth to help you  
*požádat o laskavost*
- assertive** (adj) saying what you want or think strongly and with confidence, so that people take notice  
*rozhodný, průbojný, asertivní*
- assurance** (n) a statement that sth will certainly be true or will certainly happen  
*ujistění, příslib, záruka*
- astronomer** (n) a scientist who studies the stars and planets  
*astronom*
- audience** (n) a group of people who have gathered to listen to or watch sth  
*publikum*
- authorization** (n) official agreement to sth or official permission for sth  
*oprávnění, zmocnění, pověření, povolení*
- baked** (adj) cooked in an oven without extra fat or liquid  
*pečený*
- banned** (adj) officially not allowed  
*zakázaný*
- bargain** (v) to discuss pay, conditions, prices, etc. with sb in order to reach an agreement  
*vyjednávat, smlouvat*
- barrel** (n) a large round container for liquids, usually made of wood or metal, with flat ends and curved sides  
*barel, sud*
- barter** (v) to exchange goods, services, etc. for other goods, etc. without using money  
*vyměňovat zboží za zboží*
- battery** (n) a device inside a car engine, clock, radio, etc. that produces the electricity that makes it work  
*baterie*
- benefit** (n) a helpful or useful effect that sth has  
*užitek, prospěch, výhoda, přínos*
- bestseller** (n) a product which is bought by large numbers of people  
*bestseller*
- beware** (v) if you tell sb to beware, you are warning them that sb/sth is dangerous and they should be careful  
*dát si pozor, mít se na pozoru*
- board** (n) a group of people who have the power to make decisions and control a company  
*rada, komise, vedení, správa*
- boiled** (adj) cooked in boiling (very hot) water  
*vařený*
- bouquet** (n) a bunch of flowers arranged in an attractive way, often carried by a bride (a woman on her wedding day)  
*kytice*
- brainstorm** (v) to spend time with other people thinking of as many ideas as possible, often as a way of solving a problem  
*hledat nové nápady/nová řešení při diskusi*

- branch** (n) a local office or shop/store that is part of a large company or organization  
*pobočka, filiálka*
- brandy** (n) a strong alcoholic drink made from wine  
*brandy, koňak*
- break down** (v) if a vehicle or machine breaks down, it stops working because of a fault  
*porouchat se, mít poruchu*
- breakdown** (n) detailed information that you get by studying a set of figures  
*rozbor, analýza*
- bride** (n) a woman on her wedding day  
*nevěsta*
- bring (sth) into line** (v) if you bring sth into line with sth else, you make it more similar to the other thing  
*upravit podle, uvést v soulad s (čím)*
- brochure** (n) a small magazine or book containing pictures and information about sth or advertising sth  
*brožura, leták*
- broiled** (adj) cooked under direct heat or over heat on metal bars (AmE)  
*grilovaný, opékaný na rožni*
- browser** (n) a program that lets you look at or read documents on the Internet  
*prohlížeč (internetu)*
- budget** (n) an amount of money that is available to a person or organization to spend on sth  
*rozpočet*
- call centre** (BrE) **center** (AmE) (n) an office in which a large number of people work using telephones, for example taking customers' orders or answering their questions  
*telefonické centrum*
- calligraphy** (n) the art of doing beautiful handwriting with a special pen or brush  
*kaligrafie*
- candle** (n) an object that is used to give light, consisting of a round stick of wax with a piece of string through the middle which you set on fire  
*svíčka*
- cartridge** (n) a case containing ink for a printer, that can be removed and replaced when it is empty  
*nádržka*
- cash flow** (n) the movement of money into and out of a business as goods are bought and sold  
*hotovostní tok, tok hotovosti*
- cask** (n) a wooden barrel (round container) used for storing wine or beer  
*sud*
- cayman** (n) a reptile (type of animal) from North and South America similar to an alligator  
*kajman*
- censorship** (n) the act or policy of removing some parts of films, books, etc. that are considered to be offensive, immoral or a political threat  
*cenzura*
- chain** (n) a group of shops, stores, restaurants or hotels owned by the same company  
*obchodní řetězec, řetěz*
- challenge** (v) to question a statement or refuse to accept it  
*zpochybnit, vznést námitky*
- cheated** (adj) tricked, especially in order to get money  
*ošizený, napálený*
- cheque** (BrE), **check** (AmE) (n) a printed form that you can write on and sign as a way of paying for sth instead of using money  
*šek*
- chronological** (adj) if things are arranged in chronological order, they are arranged in the order in which they happened  
*chronologický*
- circumstances** (n) the conditions that affect a situation, an event, or an action  
*okolnosti*
- clarify** (v) to make sth clearer or easier to understand  
*objasnit, vysvětlit*
- clash** (v) if events clash, they happen at the same time so that you cannot go to or see them both  
*kolidovat, překrývat se*
- clear** (adj) easy to understand and not causing any confusion  
*jasný, srozumitelný*
- climate change** (n) changes in weather conditions around the world that are believed to be taking place, especially an increase in temperature caused by the increase of particular gases in the atmosphere  
*změna klimatu*
- cloth** (n) a piece of material such as cotton, used for cleaning things  
*hadřík, utěrka, prachovka*
- cockpit** (n) the area in a plane where the pilot sits  
*kokpit, kabina pilota*
- cocktail** (n) a drink usually made from a mixture of one or more spirits (strong alcoholic drinks) and fruit juice  
*koktejl*
- combine** (v) to do two or more things at the same time  
*(z)kombinovat, slučovat*
- comfort** (n) the state of feeling physically relaxed, with no painful or unpleasant sensations  
*pohodlí, dobré psychické rozpoložení*
- commission** (v) to officially ask sb to make or create sth for you  
*pověřit*
- compartment** (n) one of the separate sections which a coach/car on a train is divided into  
*kupé (např. ve vlaku)*
- compensate** (v) to provide sth good to balance or reduce the bad effects of sth  
*odškodnit, vykompenzovat, nahradit*
- component** (n) one of several parts of which a machine is made  
*součástka, složka*
- compromise** (n) an agreement between two people or groups in which each side gives up some of the things they want so that both sides can agree  
*kompromis, částečný ústupek*
- concept** (n) an idea or principle that is connected with sth abstract  
*koncept, pojetí*
- confess** (v) to admit sth that you feel ashamed or embarrassed about  
*přiznat se, přiznat*
- consequently** (adv) as a result; therefore  
*následkem toho, tudíž, proto*
- consolidate** (v) to make a position of power or success stronger so that it is more likely to continue  
*upevnit, posílit, konsolidovat*
- consultant** (n) a person who knows a lot about a particular area of business and is paid by a company to give advice about it  
*poradce, konzultant*
- convention** (n) a large meeting of the members of a profession  
*kongres, shromáždění, sjezd*
- conveyor belt** (n) a continuous moving band used for transporting objects, for example suitcases in an airport  
*pásový dopravník, dopravní pás*
- cooperation** (n) willingness to be helpful and do as you are asked  
*spolupráce, součinnost*

**costly** (adj) costing a lot of money, especially more money than you want to pay *nákladný, drahý*

**count on** (v) to trust sb to help or to do sth *spolehnout se na, spoléhat na*

**courier** (n) a person or company whose job is to take packages or important papers somewhere *posel, kurýr, poslíček*

**courier** (v) to send documents or a package by courier *poslat kurýrem*

**CPU** (n) central processing unit the part of a computer that controls all the other parts of the system *CPU, procesor*

**credit** (n) an arrangement that you make with a shop/store or company to pay later for sth you buy *úvěr, kredit*

**creditworthiness** (n) the fact that a person or organization is considered safe to lend money to *úvěruschopnost*

**crisis** (n) a sudden event that causes great difficulty or confusion and has to be dealt with *krize*

**crooked** (adj) dishonest *nečestný, nepoctivý*

**crop** (n) the amount of a particular grain, fruit, vegetable, etc. that is grown in one season *úroda, výnos*

**crumbly** (adj) that easily breaks into very small pieces *drobivý, drolivý*

**currency** (n) the system of money that a country uses *měna*

**customs officer** (n) a person who works at a port or an airport checking that nothing is brought into the country illegally *celník*

**deadline** (n) a point in time by which sth must be done *konečný/poslední termín*

**deal** (n) an agreement, especially in business, on particular conditions for buying or doing sth *dohoda, úmluva*

**deal with** (v) to perform a difficult task or solve a problem *řešit, zabývat se*

**decimal** (adj) based on or counted in tens or tenths *desítkový*

**decline** (v) to refuse politely to accept or do sth *odmítnout, nepřijmout (zdvořile)*

**delay** (n) a period of time when sb/sth has to wait or sth is late because of a problem *zdržení, zpoždění*

**delay** (v) to not do sth until a later time *zdržet, odložit, oddálit*

**delegate** (v) to give part of your work, power or authority to sb in a lower position than you *svěřit (komu co), delegovat*

**depressed** (adj) feeling very sad and without hope *sklíčený, deprimovaný*

**destination** (n) a place to which sb/sth is going or being sent *místo určení, cíl*

**dietary requirement** (n) something that you need in your diet (the food that you regularly eat) in order to be healthy *požadavek na výživu*

**directions** (n) instructions about which way to go in order to get to a place *pokyny, návod, instrukce*

**disaster** (n) a very bad situation or a complete failure *fiasko, pohroma, neštěstí, katastrofa*

**dish** (n) food prepared in a particular way as part of a meal *pokrm*

**dismiss** (v) to decide that sb/sth is not worth thinking or talking about *nebrat v úvahu, nepovažovat za důležité, opustit (myšlenku)*

**disposable income** (n) income left after taxes, etc. have been taken away from it and that you are free to spend or save *disponibilní příjem*

**distribute** (v) to give things to a large number of people *distribuovat, rozvážet*

**distributor** (n) a person or company that supplies goods to shops, stores and organizations *distributor, dodavatel, velkoobchodník*

**diversify** (v) to develop a wider range of products in order to be more successful or reduce risk *rozšířit výrobní škálu, diverzifikovat, rozrůznit*

**doctorate** (n) the highest university degree *doktorát*

**document** (n) a computer file or piece of paper containing text that gives information about sth *dokument*

**domestic appliance** (n) a machine that is used in the home, for example for cleaning, cooking, or heating *domácí spotřebič*

**dotted line** (n) a line made of dots, especially a place on a document where you sign to show that you have agreed to buy sth or do sth *tečkovaná čára*

**double-booked** (adj) reserved by more than one person or group at the same time, because of a mistake *dvakrát rezervovaný (v důsledku chyby)*

**downshifting** (n) a change to a job or way of life where you may earn less but you have less pressure and stress *změna zaměstnání spojená se změnou k volnějšímu životnímu stylu*

**downtown** (adj) in or towards the centre of a city, especially its main business area (AmE) *umístěný v centru města*

**draft** (n) a rough written version of sth that is not yet in its final form *koncept, hrubá pracovní verze*

**dress code** (n) rules about what clothes people should wear at work *pravidla oblékání (instituce nařizuje způsob oblékání, příp. i líčení, účesu, nošení vousů apod.)*

**drive (sb) crazy** (idiom) to make sb very annoyed *přivádět k šílenství*

**drop** (v) if you drop sb somewhere, you stop a car in order to let the person get out *vysadit, nechat vystoupit*

**drop out** (v) to reject the ideas and ways of behaving that are accepted by the rest of society *odmítnout zaběhlý způsob života*

**due** (adj) arranged or expected, for example expected to be done or paid *mající nastat*

**due to** (idiom) caused by, because of *kvůli, následkem (čeho)*

**duplicate** (n) an exact copy of sth *kopie, duplikát*

**duty** (n) something that you feel you have to do because it is your responsibility *povinnost*

**easy-going** (adj) relaxed and happy to accept things without worrying or getting angry *bezstarostný, dobrácký, v pohodě*

**efficiency** (n) the quality of doing sth well with no waste of time or money *efektivita, výkonnost*

**efficient** (adj) doing sth well with no waste of time, money, or energy *zdatný, výkonný, schopný*

**eggplant** (n) an aubergine; a large vegetable with shiny dark purple skin and soft white flesh [AmE] *baklažán, lilék*

**emphasize** (v) to give special importance to sth, to stress sth *zdůraznit, vyzdvihnout*

**emphatic** (adj) speaking with force to make your meaning very clear or make it clear that what you say is important *důrazný, energický*

**equipment** (n) the things such as machines and materials that are needed for a particular activity *vybavení, zařízení*

**evolve** (v) to develop gradually, especially from sth simple to sth larger and more complicated *rozvinout se, vyvinout se*

**excuse** (n) a reason, either true or invented, that you give to explain or defend your behaviour *výmluva, omluva*

**exhausted** (adj) very tired *vyčerpaný*

**expedition** (n) (humorous) a short trip that you make to get sth that you want or need *výprava, tažení*

**express** (adj) very fast *spěšný, expresní*

**facilities** (n) services, equipment, etc. that are provided so that sb can do a particular thing, for example in a hotel *vybavenost, zařízení*

**fake** (adj) not genuine appearing to be sth it is not *padělaný, falešný*

**familiar with** (idiom) knowing sth very well *zběhlý v něčem, dobře obeznámený s něčím*

**fan** (n) a machine with blades that go round to create a current of air in order to cool sth *ventilátor, větrák*

**fascinating** (adj) very interesting *okouzlující, fascinující, úchvatný*

**feature** (n) a particular quality of a product or sth it can do *výrazná/důležitá/typická vlastnost, charakteristický znak (rys, jev)*

**fermentation** (n) a chemical process in which sugar changes to alcohol, because of the action of yeast or bacteria *kvašení, fermentace*

**field worker** (n) a person who does practical work in different places, rather than always working in an office, laboratory, etc. *pracovník v terénu*

**figures** (n) numbers given in official information, such as numbers representing sales or profits *obchodní výsledky (v číslech)*

**file** (n) a collection of information kept together on paper or stored together in a computer *soubor, složka (na počítači; také složka tištěných/psaných dokumentů)*

**file** (v) to put and keep documents, etc. in a particular place and in a particular order so that you can find them easily *zařadit (do kartotéky, evidence apod.)*

**fix** (v) to decide on a date, a time, an amount, etc. for sth *stanovit, pevně určit*

**fizzy** (adj) (of a drink) having bubbles of gas in it *šumivý*

**flash** (n) a sudden bright light that shines for a moment and then disappears *blesk*

**floor** (n) one level of a building and all the rooms that are on it *podlaží, podlaha*

**forecast** (n) a statement about what you think will happen in the future, based on information that is available now *předpověď, prognóza, odhad*

**foresee** (v) to know about sth before it happens *předvídat*

**formally** (adv) in an official way *formálně, oficiálně*

**founder** (n) a person who starts an organization, company, etc. *zakladatel*

**frankly** (adv) used to show that you are being honest about sth, even though people might not like what you are saying *upřímně, rovnou, na rovinu*

**fraud** (n) the crime of cheating sb in order to get money or goods illegally *podvod, zpronevěra*

**freelancer** (n) a person who earns money by selling their work or services to several different organizations rather than being employed by one particular organization *nezávislý pracovník, na volné noze*

**frequently** (adj) often *často*

**fried** (adj) cooked in hot fat or oil *smažený*

**fuel store** (n) a place where fuel (petrol, gas or other material that can be burnt to produce heat or power) is kept *sklad pohonných hmot*

**function** (n) the purpose or job of a person or thing *funkce, úřad*

**fungus** (n) a plant such as a mushroom, that has no leaves, flowers or green colouring, and usually grows on other plants or on decaying matter *houba (cizopasná)*

**further to** (idiom) used in letters, emails, etc. to refer to a previous letter, email, conversation, etc. *a dále, za další, ohledně*

**gadget** (n) a small tool or device that does sth useful *malý šikovný přístroj, "udělatko"*

**get in touch** (v) to communicate with sb, especially by writing to them or telephoning them *spojit se s někým, kontaktovat někoho*

**get on with** (v) to have a friendly relationship with sb *vycházet s někým*

**get (sth) sorted** (v) to deal with a problem successfully or organize sth properly *vypořádat se, vyřešit*

**gimmick** (n) an unusual trick or device that is intended to attract attention or to persuade people to buy sth *trik k odvedení pozornosti, lest*

**give notice** (v) to give an official warning in advance of sth that is going to happen, for example when you are going to leave your job *oznámit, avizovat, dát výpověď*

**give thought to** (v) to think seriously and carefully about sth; to consider sth *zvážit, promyslet*

**go about** (v) to start working on sth to tackle sth *zabývat se, provádět, dělat (svou práci)*

**goal-oriented** (adj) working hard to achieve the task that has been set *zaměřený na úkol, cíl*

**going nowhere** (idiom) making no progress *k ničemu to nevede*

**grant** (n) a sum of money that is given by the government or by another organization to be used for a particular purpose *grant, dotace*

**greet** (v) to say hello to sb or welcome them *přivítat, pozdravit*

**grilled** (adj) cooked under direct heat or over heat on metal bars (BrE) *grilovaný*

**groom** (n) a man on his wedding day *ženich*

**had enough of** (idiom) used when sth is annoying you and you no longer want to do, have or see it *mám toho dost, končím*

**hand in (your) notice** (idiom) to write a formal letter or make a formal statement saying that you will leave your job at the end of a particular period of time *dát výpověď*

**handle** (v) to deal with a situation, a problem, an area of work, etc. *zvládnout, vyřešit*

**hang on** (idiom) used to ask sb to wait or to stop talking for a moment *počkat, sečkat, vytrvat*

**hang up** (v) to end a telephone conversation by putting the telephone receiver down or switching the telephone off *zavěsit, položit telefon*

**have the day off** (idiom) to not have to work on a particular day *mít den volna*

**highlight** (n) the best, most interesting or most exciting part of sth *zlatý hřeb, vrchol*

**hospitality** (n) food, drink or services that are provided by an organization for guests, customers, etc. *pohoštění*

**hot-air balloon** (n) a large balloon that is filled with hot air or gas to make it rise in the air, usually carrying a basket for passengers *horkovzdušný balón*

**humble** (adj) not as important as other people *pokorný, skromný, prostého původu*

**hurry up** (idiom) used to tell sb to do sth more quickly because there is not much time *Pospěš si.*

**imagine** (v) to form a picture in your mind of what sth might be like *představit si*

**in favour** (BrE) **favor** (AmE) (idiom) supporting or agreeing with sth/sb *ve prospěch něčeho, ve shodě s někým*

**in the long run** (idiom) concerning a longer period in the future *konec konců, nakonec, v dlouhodobém horizontu*

**inconsistent** (adj) tending to change opinions or ways of behaving too often *nestálý (v názorech, činech), vrtkavý*

**inconvenient** (adj) causing difficulties or problems *nevhodný, nevyhovující*

**inform** (v) to tell sb about sth in an official way *informovat*

**informal** (adj) in a relaxed and friendly style, suitable for friends or people you know well, rather than following strict rules about what is correct *neformální*

**initiative** (n) if you take the initiative, you act first without waiting for other people to act or to tell you what to do *iniciativa, podnět*

**innovation** (n) a new idea or way of doing sth that is introduced or discovered *novinka, novota, inovace, modernizace*

**insert** (v) to put sth into sth else, especially into a small space *vložit, vsunout, vsadit*

**insist on (doing)** (v) to continue doing sth even though other people think it is annoying or wrong *trvat na něčem*

**inspection** (n) an official visit to a company, factory, etc. in order to check that rules are being obeyed and that standards are acceptable *inspekce, kontrola*

**install** (v) to fix equipment into position so that it can be used (na)montovat, (na)instalovat

**intercom** (n) a system of communication by telephone or radio inside an office or other building *domácí/palubní telefon*

**investment** (n) sth that you buy or spend money on because it will be useful or will make you more money *investice, vklad*

**invoice** (n) a list of goods that have been supplied, work that has been done etc., showing what the customer must pay *faktura*

**irritation** (n) a feeling of being annoyed *podrážděnost, rozčilení, nervozita*

**issue** (n) an important topic that people are discussing or arguing about *záležitost, otázka, problematika, věc k jednání*

**item** (n) one thing on a list of things to do, talk about, etc. *položka, kus*

**jot (sth) down** (v) to write sth quickly *udělat si poznámku, zaznamenat si*

**key** (adj) most important *klíčový, ústřední, nejdůležitější*

**launch** (n) an occasion when a product is made available to the public for the first time *uvvedení na trh, zavedení*

**leaflet** (n) a printed sheet of paper or a few printed pages that are given free, in order to advertise or give information about sth *leták, prospekt*

**legal action** (n) the act of using the legal system to settle a disagreement *právní žaloba*

**legislation** (n) a law or set of laws passed by parliament *legislativa, zákonodárství*

**lend** (v) to give sth to sb or allow them to use sth that belongs to you, which they have to return to you later *půjčit někomu/ půjčit něco*

**let (sb) down** (v) to fail to help or support sb as they had hoped or expected *nechat na holičkách, zklamat, zradit*

**liaise** (v) to work with sb and exchange information with them *udžovat spojení, být ve styku*

**link** (v) to make a connection between two facts, ideas, etc. *spojit, propojit*

**load of rubbish** (idiom) (infml) comments, ideas, etc. that you think are stupid or wrong (BrE) *snůška nesmyslů*

**lock** (v) to fasten a door or window with a key *zamknout*

**logistics** (n) the practical organization of complicated things that involve a lot of people and equipment *logistika*

**logo** (n) a printed design or symbol that a company or an organization uses as its special sign *logo, obchodní značka, emblém*

**lose (your) temper** (idiom) to fail to control your anger *přestat se ovládat, vybuchnout*

**mailing list** (n) a list of the names and addresses of people, for example customers, who are regularly sent information by a company *adresář (emailů)*

**manage** (v) to be able to solve your problems, deal with a difficult situation, etc. *zvládnout, dokázat*

**manipulate** (v) to control or influence sth, often in a dishonest way *(z)manipulovat, (z)falšovat*

**manufacturer** (n) a person or company that produces goods in large quantities *výrobce*

**margin** (n) the empty space at the side of a written or printed page *okraj*

**maritime** (adj) connected with the sea or ships *námořní*

**material** (n) things such as information that are needed for a particular activity *materiál, prameny*

**meant to do** (idiom) if you are meant to do sth, rules or instructions say that you should do it, or sb intends you to do it *mít povinnost; očekává se, že udělám*

**media** (n) the ways that large numbers of people receive information and entertainment, for example television, radio, newspapers, and the Internet *média, sdělovací prostředky*

**mention** (v) to write or speak about sth/sb, especially without giving much information *zmínit se*

**merchant** (n) a person who buys and sells goods in large quantities, especially one who imports and exports goods *(velko)obchodník*

**message board** (n) a place on a website where a user can write or read messages *diskusní nástěnka (na webové stránce), informační tabule*

**meter** (n) a device that measures and records something such as the time and distance you have travelled *měřič, měřidlo, měřicí přístroj*

**minutes** (n) a record of what is said and decided at a meeting *zápis, protokol*

**misinterpret** (v) to understand sth/sb wrongly *mylně vykládat, chybně interpretovat*

**modding** (n) the activity of making changes to a computer's appearance or adding devices to it so it can perform particular tasks *modding – úpravy počítače*

**modify** (v) to change sth slightly, especially in order to make it more suitable for a particular purpose *(po)změnit, upravit*

**monitor** (v) to watch and check sth over a period of time in order to see how it develops *monitorovat, sledovat*

**mood** (n) the way sb is feeling at a particular time *nálada*

**mortgage** (n) a legal agreement by which a bank or similar organization lends you money to buy a house, etc., and you pay the money back over a particular number of years *hypotéka*

**negotiation** (n) a formal discussion between people who are trying to reach an agreement *jednání, vyjednávání*

**non-stop** (adv) without stopping or pausing *nonstop, bez přestávky*

**notify** (v) to formally or officially tell sb about sth *oznámit, ohlásit*

**objection** (n) a reason why you do not like or are opposed to sth *námítka, protest*

**off work** (idiom) not at work, especially because of illness *nebýt v práci*

**on the road** (idiom) travelling, especially for long distances or periods of time *na cestě, cestovat*

**optimistic** (adj) expecting good things to happen or sth to be successful *optimistický*

**option** (n) one of several things that you can choose to do or have *možnost, alternativa*

**otherwise** (adv) used to state what the result would be if sth did not happen or if the situation were different *jinak*

**outgoing** (adj) liking to meet other people, enjoying their company and being friendly towards them *společenský*

**outline** (v) to give a description of the main facts or points involved in sth *nastínit, načrtnout, naznačit v hlavních rysech*

**outsource** (v) to arrange for sb outside a company to do work or provide goods for that company *žadávat subdodavatelské zakázky*

**packaging** (n) materials used to wrap or protect goods that are sold in shops, stores *balení, obal*

**papering** (n) the action of giving out pieces of paper to people to give them information about a company, a product, etc. *rozdávání prospektů o firmě či výrobku*

**passenger** (n) a person who is travelling in a plane, car, train, etc. and who is not driving it or working on it *cestující*

**pension** (n) an amount of money paid regularly by a company to sb after they stop work because they are too old *penze, důchod*

**performance** (n) how well or badly you do sth *výkon*

**phase** (n) a stage in a process of change or development *fáze*

**pick (sb) up** (v) to go somewhere, usually in your car, and collect sb who is waiting for you *vyzvednout někoho*

**pick (sth) up** (v) to collect sth from a place *vyzvednout něco*

**pigeon** (n) a fat grey and white bird with short legs *holub*

**pile** (n) a number of things that have been placed on top of each other *hromada, halda*

**pitch** (n) talk or arguments used by a person trying to sell things or persuade people to do sth *náborová řeč, přesvědčování*

**plant** (n) a factory *továrna*

**plumber** (n) a person whose job is to fit and repair things such as water pipes, toilets, etc. *instalatér, opravář*

**pocket** (v) to put sth into your pocket *strčit/dát/schovat do kapsy*

**point of view** (n) the particular attitude or opinion that sb has about sth *hledisko, stanovisko*

**poison** (n) a substance that causes death or harm if it is swallowed or absorbed into the body *jed*

**poo** (n) (infml) solid waste that is passed out of the body *bobek, hovínko*

**pop up** (v) to suddenly appear *vynořit se, objevit se (nečekaně)*

**post** (n) a job *funkce, pozice*

**PR** (n) the business of giving the public information about an organization in order to create a good impression *styk s veřejností*

**practical** (adj) connected with real situations rather than with ideas or theories *praktický, skutečný*

**praise** (n) words that show approval of, or admiration for, sb/sth *chvála, pochvala, uznání*

**precise** (adj) exact and accurate *přesný, precizní*

**predict** (v) to say that sth will happen in the future *předpovědět*

**premises** (n) the building and the land around it that a business uses *komplex budov, areál*

**prize** (n) an award that is given to a person who wins a competition, race, etc. *cena, ocenění*

**procedure** (n) a way of doing sth, especially the usual or correct way *postup, způsob práce*

**process** (v) to deal officially with a document, request, etc. *zpracovat*

**productivity** (n) the rate at which a worker, a company or a country produces goods, and the amount produced, compared with how much time, work, and money is needed to produce them *výkonnost, produktivita*

**profile** (n) a description of sb/sth that gives useful information *charakteristika, popis, profil*

**profit margin** (n) the difference between the cost of buying or producing sth and the price that it is sold for *procentuální rozdíl mezi příjmem z prodeje a náklady na prodej, (zisková) marže*

**prohibition** (n) a law or a rule that stops sth being done or used *prohibice, zákaz*

**project** (n) a planned piece of work that is designed to produce sth new, to improve sth, or to find information about sth *projekt, plán, návrh*

**promptly** (adv) without delay or exactly at the correct time *ihned, okamžitě*

**proofread** (v) to read and correct a piece of written or printed work *dělat korekturu*

**proofs** (n) a copy of printed material which is produced so that mistakes can be corrected *obtah, otisk (určený ke korektuře)*

**proposal** (n) a formal suggestion or plan *návrh*

**prototype** (n) the first design of sth from which other forms are copied or developed *prototyp*

**provide** (v) to give sth to sb or make it available for them to use *poskytovat, poskytnout*

**provisional** (adj) arranged, but not yet definite *prozatímní, přechodný, dočasný*

**public sector** (n) the part of the economy of a country that is owned or controlled by the government *veřejný sektor*

**purpose** (n) the intention, aim, or function of sth *účel, záměr*

**put (sth) back** (v) to move sth to a later time or date *oddálit, odsunout, odložit na později*

**put (sb) through** (v) to connect sb by telephone *spojit, přepojit (na příslušnou telefonní linku)*

**quantify** (v) to describe or express sth as an amount or a number *vyčíslit, stanovit množství, kvantifikovat*

**quarter** (n) a period of three months, used especially as a period for which a company's income is calculated *čtvrtletí*

**quintuple** (v) to become five times bigger *zpětinásobit*

**quote** (n) a statement of how much money a particular piece of work will cost *dát předběžnou cenu, odhadnout předběžnou cenu*

**rage** (n) a feeling of violent anger that is difficult to control *zuřivost, vztek*

**rationalize** (v) to make changes to a business, system, etc. in order to make it more efficient, especially by spending less money (BrE) *provádět racionalizaci, zhospodárnit*

**record** (n) a written account of sth that is kept so that it can be looked at and used in the future *zápis, záznam*

**redundant** (adj) without a job because there is no more work available for you in a company *propuštěný, nadbytečný*

**refurbish** (v) to clean and decorate a room, building, etc. in order to make it more attractive *opravit, modernizovat, renovovat*

**regularly** (adv) often *pravidelně*

**relocation** (n) an occasion when sb has to move to a new place to work *přesídlení, přemístění*

**remote control** (n) a device that allows you to operate a television, etc. from a distance *dálkové ovládání*



- removal company** (n) a business that helps people or companies to move, by taking furniture from one house or office to another (BrE) *stěhovací společnost*
- Renaissance** (n) the period in Europe during the 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> centuries when people became interested in the ideas and culture of ancient Greece and Rome and used these influences in their own art, literature, etc. *renesance*
- reputation** (n) the opinion that people have about what sb/sth is like, based on what has happened in the past *pověst, reputace*
- resign** (v) to officially say that you are leaving your job or an organization *odstoupit, rezignovat*
- rethink** (v) to think again about an idea, a course of action, etc., especially in order to change it *znovu promyslet, rozmyslet si, přehodnotit*
- retire** (v) to stop doing your job, especially because you have reached a particular age *odejít do důchodu*
- return (sb's) call** (v) to telephone sb because they have telephoned you and you were not able to speak to them *zavolat někomu zpět*
- revenue** (n) the money that an organization receives from its business *příjem, tržba*
- review** (n) a report published in a newspaper or magazine, on the Internet, etc., in which sb gives their opinion of sth such as a restaurant, book, or film/movie *recenze*
- ringtone** (n) the sound or short tune played by a telephone, especially a mobile phone/cellphone, when sb is calling you *vyzváněcí tón/melodie*
- risk** (v) to put sth valuable or important in a dangerous situation, in which it could be lost or damaged *riskovat*
- roadworks** (n) an area where repairs are being done to the road *práce na silnici*
- roast** (adj) food, especially meat, cooked without liquid in an oven *péci (maso)*
- roughly** (adv) approximately but not exactly *zhruba*
- rrp** (acronym) recommended retail price: the price at which the maker of a product suggests it should be sold in shops/stores *doporučená maloobchodní cena*
- rude** (adj) showing a lack of respect for other people and their feelings *drzý, hrubý*
- sacked** (adj) if sb is sacked, they are told to leave their job *vyhozený z práce*
- safe** (n) a strong metal box or cupboard with a complicated lock, used for storing valuable things in *trezor*
- salami** (n) a type of large spicy sausage served cold in thin slices *salám*
- sales rep** (n) an employee of a company who travels around a particular area selling the company's goods to shops/stores, etc. *obchodní zástupce, prodejní zástupce firmy*
- sample** (n) a small amount or example of a product that can be looked at or tried, to see what it is like *vzorek*
- savoury** (BrE), **savory** (AmE) (adj) having a taste that is salty, not sweet *slaný, pikantní*
- scam** (n) a dishonest plan for making money *podfuk, bouda*
- schedule** (n) a plan that lists all the work that you have to do and when you must do each thing *plán, program, seznam akcí*
- scrap** (v) to cancel or get rid of sth that is not practical or useful *zbavit se (čeho)*
- script** (n) a written text of something spoken, for example a play, film/movie broadcast, talk, etc. *scénář*
- sector** (n) a part of an area of activity, especially economic activity *úsek, část, sektor*
- seed** (n) the small hard part produced by a plant, from which a new plant can grow *semeno, semínko*
- sense of humour** (BrE) **humor** (AmE) (n) the ability to find things funny or to make people laugh *smysl pro humor*
- server** (n) the main computer that controls or supplies information to several computers connected in a network *server*
- set-up** (n) a situation in which sb tricks you *bouda, léčka, past*
- shake** (v) to move with short quick movements from side to side or up and down *(za)třást (se), třepat (se)*
- ship** (v) to send or transport sb/sth by ship, by plane, by road, or by rail *zasílat, posílat (zboží)*
- shortened** (adj) made shorter *zkrácený*
- show (sb) the ropes** (idiom) to show sb how a particular job should be done *zасvětit; ukázat, jak to chodí; ukázat, jak na to*
- shut (sth) down** (v) to stop a machine from working *zastavit, vypnout (stroj)*
- sick note** (n) an official letter from a doctor saying that sb could not come to work because of a particular health problem *neschopenka*
- simultaneously** (adv) at the same time as sth else *současně, zároveň*
- sink** (n) a large open container in a kitchen that has taps/faucets to supply water and that you use for washing dishes in *dřez, umyvadlo*
- slot** (n) a long narrow opening, into which you put or fit sth *otvor, štěrbina, škvíra*
- speciality** (n) a type of food or product that a restaurant or place is famous for because it is so good (BrE) *specialita*
- specific** (adj) detailed and exact *přesně stanovený, specifický, určitý, zvláštní*
- spice** (n) one of the various types of powder or seed that come from plants and are used in cooking *koření*
- spicy** (adj) having a strong taste because spices have been used to flavour it *kořeněný, pikantní, ostrý*
- sponsorship** (n) financial support from a company for something such as a television programme, concert, or event, usually in return for advertising *sponzorství, finanční podpora*

- stability** (n) the quality or state of being steady and not likely to suddenly change or fail  
*stabilita, stálost, trvanlivost*
- stagnate** (v) to stop developing or making progress  
*váznout, stagnovat*
- stall** (n) a table or small shop with an open front that people sell things from, for example at a fair or market  
*stánek, prodejní stůl, pultík*
- stand** (n) a table or a vertical structure that goods are sold from, especially in the street, or at a fair, or market  
*stánek, prodejní stojan/pult*
- stand** (v) used especially in negative sentences and questions to emphasize that you do not like sb/sth  
*vydržet, snášet, tolerovat, vystát, snést*
- standard** (n) a level of quality that people think is acceptable, an official rule about what level of quality is acceptable  
*standard, norma, úroveň, kvalita*
- starter motor** (n) an electrical part in a vehicle that makes the engine start  
*elektrický spouštěč, startér motoru*
- state of the art** (AmE) (idiom) using the most modern or advanced techniques or methods  
*nejmodernější*
- stationery** (n) materials for writing and for using in an office, for example paper, pens, and envelopes  
*psací/kancelářské potřeby*
- stative** (adj) describing a state rather than an action  
*stavový, vyjadřující stav*
- stative verb** (n) a verb, for example be, seem, understand, like, or own, that describes a state rather than an action and is not usually used in the progressive tenses  
*stavové sloveso*
- statutory** (adj) fixed by law  
*vyplývající ze zákona, zákonem nařízený*
- steamed** (adj) cooked using steam, by being placed over boiling water  
*dušený*
- stock** (n) a supply of goods that is available for sale  
*zásoby zboží*
- straightforward** (adj) easy to do or to understand; not complicated  
*přímočarý, jasný, zřejmý*
- strategy** (n) a plan that is intended to achieve a particular purpose  
*strategie, taktika*
- summarize** (v) to give a summary of sth (= a statement of the main points)  
*shrnout, udělat stručný přehled*
- supplier** (n) a person or company that supplies goods  
*dodavatel*
- suspension** (n) the system in a vehicle which supports it on its wheels and which makes it more comfortable to ride when the road surface is not even  
*pérování, odpružení*
- swear** (v) to use rude or offensive language, usually because you are angry  
*klít, nadávat*
- take (sb's) word for it** (idiom) to believe what sb says, although you have no proof  
*na to můžeš vzít jed, to mi věř*
- talk shop** (v) to talk about your work with the people you work with, especially when you are also with other people who are not connected with or interested in it  
*mluvit o obchodních záležitostech, mluvit o svém zaměstnání*
- tangible** (adj) that can be clearly seen to exist  
*hmatatelný, hmotný*
- tank** (n) a large container for holding liquid or gas  
*nádž*
- target** (n) a result that a business or organization tries to achieve  
*cíl*
- target** (v) to try to have an effect on a particular group of people  
*zaměřit se*
- target focussed** (adj) concerned mainly with the results that a person or organization is trying to achieve  
*úzce zaměřený na cíl*
- tax year** (n) a period of twelve months over which the accounts and taxes of a company or a person are calculated [BrE]  
*daňový (fiskální) rok*
- team-building** (n) the process of getting people to work together as a team  
*team-building, stmelování kolektivu*
- text message** (n) a written message that you send using a mobile/cellular phone  
*textová zpráva, SMS zpráva*
- textile plant** (n) a factory that produces textiles (any type of cloth made by weaving or knitting)  
*textilní továrna*
- texture** (n) the way food or drink tastes or feels in your mouth, for example whether it is rough, smooth, light, heavy, etc.  
*struktura, charakter*
- thumb** (n) the short thick finger at the side of the hand, slightly apart from the other four  
*palec*
- timer** (n) a device that starts or stops a machine working at a particular time  
*časový spínač*
- tip** (n) a small piece of advice about how to do sth  
*tip, rada*
- to be frank** (idiom) used when you are going to say sth honest and direct, often in a way that other people might not like  
*upřímně*
- tool** (n) a thing that helps you to do a job, make sth, or achieve sth  
*nástroj*
- trade delegation** (n) a group of manufacturers or suppliers who visit another country in order to increase business with that country  
*obchodní delegace*
- trade fair** (n) an event at which many different companies producing related products show and sell their products  
*veletrh*
- trainee** (n) a person who is being taught how to do a particular job  
*účastník školení*
- trend** (n) a general direction in which a situation is changing or developing  
*trend, směr, sklon*
- trendy** (adj) very fashionable  
*módní*
- trick** (v) to make sb believe sth which is not true, especially in order to cheat them  
*podvést, napálit, obelstít*
- turn (sth) up** (v) to increase the sound, heat, etc. of a piece of equipment  
*dát (více) nahlas; obecně "přidat" (ve spojení se spotřebiči)*

**unbearable** (adj) too painful, annoying or unpleasant to deal with or accept *nesnesitelný*

**under pressure** (adj) feeling anxious or finding it hard to deal with what has to be done, for example because there is too much work *napjatý, pod tlakem*

**union** (n) an organization of workers, usually in a particular industry, that exists to protect their interests, improve conditions of work, etc. *odborový svaz*

**update** (n) an occasion when the most recent information about sth is given to sb *poslední/nejnovější informace*

**update** (v) to give sb the most recent information about sth *doplnit o nejnovější informace, informovat o nejnovějším*

**upset** (v) to make sb feel unhappy, anxious or annoyed *znepokojit, vyvést z klidu*

**usury** (n) the practice of lending money to people at unfairly high rates of interest *lichvářství*

**vague** (adj) not having or giving enough information or details about sth *nejasně vyjádřený, nepřesný*

**valuables** (n) things that are worth a lot of money, especially small personal things such as jewellery/jewelry (AmE), a camera, etc. *cenné věci*

**venison** (n) meat from a deer *zvěřina, srnčí/jelení maso*

**venture** (n) a business project or activity, especially one that involves taking risks *riskantní obchod, riskantní podnik*

**venue** (n) a place where people meet for an organized event, for example a concert, sporting event, or conference *místo schůzky*

**visuals** (n) pictures, pieces of film, etc. used to make a talk easier to understand or more interesting *názorné pomůcky (vizuální)*

**vital** (adj) necessary or essential in order for sth to exist *velmi podstatný, (životně) důležitý*

**wake-up call** (n) a telephone call which is intended to wake you up *buzení telefonem*

**waste** (n) a situation in which things are lost or destroyed because of being used in an unnecessary or careless way *plýtvání*

**website hit** (n) a visit to a website (a page on the Internet belonging to a person or company) *návštěva internetové stránky*

**well equipped** (adj) provided with all the things that are needed for a particular purpose or activity *dobře vybavený*

**whiteboard** (n) a large board with a smooth white surface that can be written on with special pens *bílá tabule (na níž se píše fixem)*

**wholesale** (adv) bought and sold in large quantities, especially in order to be sold again to make a profit *ve velkém, velkoobchodně*

**winery** (v) a place where wine is made *vinařský závod, vinný sklep*

**wireless** (adj) not using wires or cables *bezdrátový*

**workload** (n) the amount of work that has to be done by a particular person or organization *pracovní zatížení/zátěž*

**zucchini** (n) a courgette; a long vegetable with dark green skin and white flesh (AmE) *cuketa*