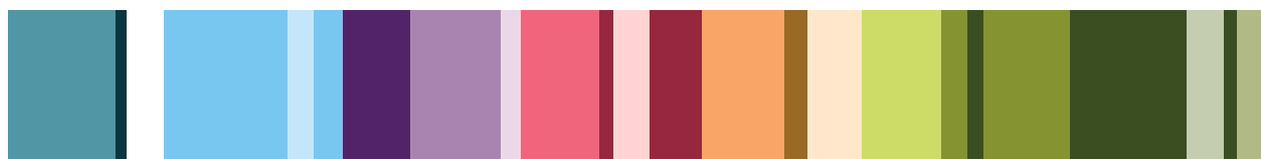


business
one : one

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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, lilke*

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 14th, 15th and 16th 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 *děz, 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*