abroad /əˈbrɔːd/ (adv) to or in other countries; not in your home country
absolute /ˈæbsəluːt/ (adj) total and complete; used to give emphasis to what you are saying
access /ˈækses/ (n) the chance or permission to use or have sth, for example, information or a service
accommodation /əˌkoməˈdeɪʃn; Ame -ˌkəm-ʃən/ (n) a place to live or stay
accomplished /əˈkʌmplɪʃt/ (adj) very good or skilful at a particular thing
account /əˈkaʊnt/ (n) an arrangement with a bank to keep your money there, which means you can pay money in and take it out when you need it
accurate /əˈkjuːrət/ (adj) correct and true in every detail
achievement /əˈtʃiːvmənt/ (n) a thing that sb has done successfully, especially using their own effort and skill
admit /ədˈmɪt/ to agree, often unwillingly, that sth is true
advice /ədˈvaɪs/ (n) an opinion or a suggestion about what sb should do in a particular situation
a-ha moment /əˈhaː məʊnt; Ame -mʊnt-/ (n) a moment when you suddenly understand or realize sth
aim /eɪm/ (n) something that you are trying to achieve; your purpose in doing sth
allocate resources /əˌləʊkət rɪˈzəsəs; Ame -ˈriːsəs-/ (phrase) to decide officially that money, labour, etc. will be used for a particular purpose
allow /əˈlɔː/ (v) if you allow sb to do sth, you give them permission to do it or do not prevent them from doing it
amazing /əˈmeɪzɪŋ/ (adj) very good, especially in an unexpected way
ambition /əˈmɪشن/ (n) the desire or determination to be successful, rich, powerful, etc.
ambitious /əˈmɪʃəs/ (adj) determined to be successful, rich, powerful, etc.
amount /əˈmaʊnt/ (n) a sum of money
announce /əˈnəʊns/ (v) to tell people sth officially, especially about a decision, plans, etc.
annoying /əˈnɔɪɪŋ/ (adj) making sb feel slightly angry
anticipate /əˈtɪŋspət/ (v) to see what might happen in the future and take action to prepare for it
apologize /əˈpɑːldʒi; Ame ˈpɑːdʒi-/ (v) to say that you are sorry for doing sth wrong or causing a problem
appearance /əˈprɪəns/ (n) the way that sb / sth looks on the outside
application /əˈplɪkeɪʃn; Ame ˌplɪkəˈʃn/ (n) a formal written request for sth, such as money or permission to do sth
apply /əˈpleɪ/ (v) to make a formal request, usually in writing, for sth such as a job
appraisal /əˈprɛzl/ (n) a meeting between an employer and their manager to discuss the quality of the employee’s work and to plan future tasks
appropriate /əˈprəʊprɪt; Ame ˈprəʊproʊt-/ (adj) suitable, acceptable, or correct for the particular circumstances
approve /əˈpruːv/ (v) to officially agree to a plan, request, etc.
argument /ərˈgjuːmənt; Ame ˈɑːrg-/- (n) a discussion in which people disagree, often angrily
assemble /əˈsembl/ (v) to fit together all the separate parts of sth, for example, a piece of furniture
assess /əˈses/ (v) to make a judgement about the nature, quality, or value of sth
asset /əˈsett/ (n) a thing or person that is valuable or useful to sb / sth
assignment /əˈsəmənt/ (n) a piece of work that sb is given to do, usually as part of their job
assist /əˈstɪst/ (v) to help sb to do sth
assume /əˈsjuːm; Ame ˈsəm-/ (v) to think or accept that sth is true, but without having proof
atmosphere /əˈteməsfər/ (n) the feeling or mood that you have in a particular place or situation
attend /əˈtend/ (v) to be present at an event
attendee /əˈtenˌdi/ (n) a person who goes to a place or an event such as a meeting
attention /əˈtenʃn/ (n) the act of looking at or listening carefully to sb / sth
audience /əˈdɪəns/ (n) the group of people who have gathered to watch or listen to sth
autism /əˈtɪzəm/ (n) a mental condition in which a person finds it difficult to communicate or form relationships with others
available /əˈverəbl/ (adj) that you can get, buy, or find
average /əˈvɜːrɪdʒ/ (adj) typical or normal; calculated by adding several amounts together, finding a total, and dividing the total by the number of amounts
avoid confrontation /əˈvɔːd ˌkənfrɔntən; Ame -ˌkənfrʌnt-/ (phrase) to prevent a situation in which there is angry disagreement between people or groups
award /əˈwɔːrd; Ame ˈwɔːrd/ (n) a prize such as money, etc. for sth that sb has done
aware /əˈwɛə(r)/ (adj) if you are aware of sth, you know that it exists and is important
backing /ˈbækɪŋ/ (n) support or approval
badge /ˈbedʒ/ (n) a small piece of metal or plastic, with a design or words on it, that a person wears to show their name, the organization that they belong to, etc.
badly-equipped /ˈbeɪdlɪ ɪˈkwɪpt/ (adj) not provided with the things that are needed for a particular purpose or activity
based in /ˈbeɪst mɪn/ (adj) working or doing business in or from a particular place
basic procedure /ˌbæsɪk prəˈsaɪdʒ(ə)r/ (n) the way that sth is done, in its simplest form
beautifully maintained /bjuːˈtɪflɪ ˈmɛntɛnd/ (adj) kept in a very good condition by being regularly checked and repaired
benefit /ˈbɛnɪt/ (v) to be useful to sb or improve their position in some way
bill /bɪl/ (n) a document that shows how much you owe sb for goods or services
blame /bleɪm/ (v) to think or say that sb / sth is responsible for sth bad
bored /bɔːrd; Ame bɔːrd/ (adj) if you are bored of sth, you have lost interest in it so that you do not want to do it, have it, etc. anymore
boring /ˈbɔːrɪŋ/ (adj) not interesting; making you feel tired and impatient
brainchild /ˈbreɪntʃaɪld/ (n) an idea or invention of one person or a small group of people
brainstorm /ˈbreɪntstrɔm; Ame -ˈstrɔm/ (v) to share thoughts about sth as a group, in order to solve a problem or to create new ideas
branch /ˈbrænʃ/ (n) a local office or shop / store belonging to a large company or organization, especially a bank

breach /britʃ/ (n) a failure to do sth that must be done, or an action that breaks a rule or agreement

break down /brɪk ‘dɔːm/ (phr v) (of a machine or vehicle) to stop working because of a fault

breakthrough /ˈbrɪkθɔːrθ/ (n) an important development that may lead to an agreement, achievement, or discovery

breast cancer /brest kɑːnsə(r)/ (n) a form of the disease cancer (a serious disease in which cells grow in the body and kill normal body cells) that affects the breasts

breathing /ˈbreθɪŋ/ (adj) very impressive or exciting

bring (sb) up to speed /briŋ ap tu ˈspɪd/ (phrase) to give sb the most recent and accurate information or knowledge

budget /ˈbʌdʒɪt/ (n) an amount of money that is available to a person or organization to spend on sth

bug /bʌg/ (n) a fault, especially in a computer system or program

bunny suit /ˈbʌni sjuːt/ (n) a loose piece of clothing like a shirt and trousers / pants in one piece, usually worn over other clothing

bureaucracy /ˈbjuːəkrəsɪ; Ame -ˈtrak–/ (n) the system of official rules and ways of doing things that an organization or government has, especially when these seem too complicated

candidate /ˈkændɪdət/ (n) a person who is applying for a job or who is considered suitable or likely to get a job

canteen /ˈkæntiːn/ (n) a place where food and drink are served in a factory, a school, etc.

capital /ˈkæpɪtəl/ (n) an amount of money that is invested in or is used to start a business

care /kɛə(r)/; Ame ker/ (n) the process of providing sb with what they need and treating them well because they are important to you

caring /ˈkeərɪŋ; Ame ‘ker–/ (adj) kind, helpful and showing that you care about other people

carry out a decision /ˈkɛər aʊt ə ˈdɪstrən/ (phrase) to take action based on sth that has been decided

cashier /ˈkeɪʃər/ (n) a person whose job is to receive and pay out money in a bank, shop / store, etc.

catalyst /ˈkætəlɪst/ (n) a person or thing that causes a change

catch up /kætʃ ʌp/ (phr v) to spend extra time or do extra work because you have not finished sth earlier, so that you finish everything you planned to finish

categorize /ˈkætərɪzaɪ/ (v) to put things or people into groups according to what type they are

catering /ˈkætərɪŋ/ (n) the work of providing food and drinks for meetings or social events

celebrate /ˈsɛlɪbrət/ (v) to show that an event is important or that you are happy about it by doing sth special

challenge /ˈtʃeɪlnɪdʒ/ (n) a new or difficult task that tests sb's ability and skill

challenging /ˈtʃeɪlnɪŋdʒɪŋ/ (adj) difficult in a way that is interesting or satisfying

chamber of commerce /ˈtʃæmbr əv ‘kɔrnəz; Ame ‘kɑːmərz-/ (n) a group of local business people who work together to help business and trade in a particular town

chaotic /ˈkəʊtɪk; Ame ‘-tɪk-/ (adj) in a state of complete confusion and lack of order

charity /ˈtʃaərəti/ (n) an organization whose aim is to help people in need

chart /tʃaːt; Ame tʃaːrt/ (n) a page or sheet of information in the form of diagrams, lists of figures, etc.

check /tʃek/ (v) to examine sth to see if it is correct, safe, or acceptable

check in /tʃek ˈɪn/ (phr v) to go to a desk at an airport and tell an official there that you have arrived for your flight

choice /tʃaɪs/ (n) the number or range of different things from which to choose

client /ˈklaɪnt/ (n) a person who buys goods or uses services provided by a company, a professional person, etc.

collaborative /ˈkələbərətɪv/ (adj) involving, or done by several people or groups of people working together

combine /ˈkʌmbaɪn/ (v) to put two or more different things, features, or qualities together or to do two or more things at the same time

come across /kəməˈkrɔːs; Ame –ˈkrɔːs/ (phr v) to find sth by chance

come up with /kəm ʌp wɪð/ (phr v) to find or produce an idea, an answer, etc.

comment /ˈkəmənt; Ame ‘kəm–/ (v) if you comment on sth, you show that you have noticed it and give your opinion on it

committed /ˈkəmɪtɪd/ (adj) believing strongly in sth and willing to give time and energy to it

common ground /ˈkɒmən greʊnd/ (n) similar ideas, interests or knowledge

community /ˈkəʊmjuːnɪti/ (n) all the people who live in a particular place, for example the area near to where a company is based, when talked about as a group

competition /ˈkɒmpətɪʃən; Ame ‘kəm-/. (n) an event in which people compete with each other to find out who is the best at sth

competitive /ˈkɒmpətɪv/ (adj) as good as or better than others

competitor /ˈkɒmpətɪtər/ (n) a business, person, product etc. that competes against others

complain /kəmˈpleɪn/ (v) to say that you are annoyed, unhappy, or not satisfied about sb / sth

complaint /kəmˈplɛnt/ (n) a statement that sb makes saying that they are not satisfied

complementary skills /ˌkɒmpləˈmɛntrɪ ‘skaɪlz/ (n pl) abilities that are different, but together form a useful combination

complete /kəmˈplɪt/ (adj) to the greatest degree possible; used to give emphasis to what you are saying

complex /ˈkɒmplɛks/ (n) a group of buildings of a similar type together in one place

component /ˈkɒmpənənt; Ame ‘-pən–/ (n) one of several parts from which sth is made

compromise /ˈkɒmprəmɪz; Ame ‘kəm–/ (n) an agreement made between two people or groups in which each side gives up some of the things they want so that both sides are happy at the end

concept /ˈkɒnsept; Ame ‘kən–/ (n) an idea or a principle

concern /kənˈsɜːn; Ame –ˈsɜːrn/ (n) a feeling of worry about a particular thing

concession /ˈkənʃəns/ (n) something that you allow or do, or allow sb to have, in order to end an argument or to make a situation less difficult

conditions /ˈkəndɪʃənz/ (n pl) the circumstances in which people work or do sth, for example the physical environment around them or the hours that they have to work
**conduct business** /konˈdʌkt ‘buzɪnəs/ (phrase) to take part in the activity of making, buying, selling, or supplying goods or services for money

**conference** /ˈkɒnfrəns; Ame ‘kɔnfr-/ (n) a large official meeting, usually lasting for a few days, at which people with the same work or interests come together

**confidence** /ˈkɒnfɪdəns; Ame ‘kɔnfr-/ (n) a belief in your own ability to do things and be successful

**confident** /ˈkɒnfɪdənt; Ame ‘kɔnfr-/ (adj) feeling sure about your own ability to do things and be successful

**confirm** /kənˈfɜːm; Ame ‘kəmfr-/ (v) to say that an arrangement, an agreement, etc. is definite or official

**confrontation** /ˌkɒnfrəntəˈʃən; Ame ˌkɔnfrəntəˈʃən/ (n) a situation in which there is an angry disagreement between people or groups who have different opinions

**confused** /kənˈfjuːzd/ (adj) unable to understand clearly what is happening or what sb is saying

**consensus** /ˈkɒnˈsensəs/ (n) an opinion that all members of a group agree with

**consultant** /kənˈsaltənt/ (n) a person who knows a lot about a particular subject and is employed to give advice about it to other people

**consultation** /ˌkɒnsəlˈteɪʃən; Ame ˌkɔnˈsɛltəˈʃən/ (n) the act of discussing sth with sb or with a group of people before making a decision about it

**consumer** /kənˈsəmər; Ame -ˈsəmər/ (n) a person who buys goods or services for their own use

**contact** /ˈkɒntækt; Ame ‘kɔnt-/ (n) a person that you know, especially sb who can be helpful to you in your work

**container** /ˈkɒntənər; Ame ˌkɔntər-/ (n) a large metal or wooden box of a standard size in which goods are packed so that they can easily be transported by ship, train, etc.

**continent** /ˈkɒntɪnənt/ (n) one of the large land masses of the earth such as Europe, Asia, or Africa

**continuously** /kənˈtɪnuəsli/ (adv) in a way that happens for a long period without interruption, or is repeated many times

**contract** /kəntrækt; Ame ‘kɔnt-/ (n) an official written agreement, for example that sb will do a particular job or provide a particular service

**convenient** /ˈkɒnvɪənt/ (adj) useful or easy; not causing problems

**convince** /kənˈvɪns/ (v) to make sb believe that sth is true

**co-operation** /ˌkəʊəˈpəʊʃən; Ame ˌkəʊpəˈʃən/ (n) the doing of sth together or of working together towards a shared aim

**co-operate** /kəʊəˈpəʊrət; Ame kəˈpəʊrət-/ (n) a business or organization that is owned and run by the people involved, with the profits shared by them

**corridor** /ˈkɔərɪdər/ (n) a long narrow passage in a building, with doors that open into rooms on either side

**corruption** /kəˈrʌpʃən/ (n) dishonest or illegal behaviour, especially by people in authority

**cosmetic** /ˈkɒzmɪtɪk; Ame kəˈzɪmɪt-/ (adj) a cosmetic product is one that you put on your face or body to make it more attractive

**cost-effective** /kɔst ˈɛfɪkətɪv; Ame ‘kɔst-ˈɛfɪkətɪv/ (adj) giving the best possible profit or benefits in comparison with the money that is spent

**courier** /ˈkɔrɪər/ (n) a person or company whose job is to take packages or important papers somewhere

**crammed** /ˈkræmpt/ (adj) not having enough space for the people in it

**creative** /ˈkriːtɪv/ (adj) having the skill and imagination to produce sth new or create a work of art

**creativity** /ˈkriːtɪvɪtɪ/ (n) the ability to use skill and imagination to produce sth new or create a work of art

**crèche** /kredʒ/ (n) a place where babies and small children are taken care of while their parents are working, studying, etc.

**crucial** /ˈkrʊʃəl/ (adj) very important

**current** /ˈkɜrənt/ (adj) happening or being used now, at the present time

**customer** /ˈkʌstəmə(r)/ (n) a person or an organization that buys sth from a shop / store or business

**customize** /ˈkʌstəmaɪz/ (v) to make or change sth to suit the particular needs of one person

**damaged** /ˈdeɪmɪdʒd/ (adj) harmed or spoiled

**database** /dəˈteɪbəs/ (n) an organized set of data that is stored in a computer and can be looked at and used in various ways

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

**deal** /diːl/ (n) an agreement, especially in business, on a price and on other conditions for buying or doing sth

**decorating** /dɪˈkærtɪŋ/ (n) the job of putting paint, wallpaper, etc. on the walls and ceilings inside a room or building

**dedicated** /dɪˈdedɪktəd/ (adj) working hard at sth because it is very important to you

**dedication** /dɪˈdedɪkæʃən/ (n) the hard work and effort that sb puts into an activity or purpose because they think it is important

**defect** /dɪˈfekt/ (n) a fault in sth or in the way it has been made which means that it is not perfect

**defective** /dɪˈfektɪv/ (adj) having been made with a fault or faults; not perfect

**delay** /ˈdeɪli/ (n) a period of time when sb / sth has to wait because of a problem that makes sth slow or late

**delegate** /dɪˈleɪgət/ (n) a person who is chosen to represent a group of people and vote and make decisions for them, for example, at a conference

**delegate tasks** /dɪˈleɪɡet ˈtæskz/ (phrase) to give particular pieces of your work to other people to do

**deliver** /dɪˈlɪvə(r)/ (v) to take or supply sth to a particular person or people that it has been sent to

**demand** /dɪˈmænd; Ame -ˈmænd/ (n) the desire or need of customers for goods or services which they want to buy or use

**demanding** /dɪˈmændɪŋ; Ame -ˈmændɪŋ/ (adj) needing a lot of effort, skill, hard work, etc.

**democratic** /ˈdeməkrətɪk/ (adj) based on the principle that all members have an equal right to be involved in running an organization

**department** /dɪˈpɑːtmen/; Ame ˈpaːrtmən-/ (n) a section of a large organization such as a business, government, university, etc.

**dependability** /dɪˈpendəbɪləti/ (n) the quality of being dependable

**dependable** /dɪˈpendəbl/ (adj) that can be relied on to do what you want or need

**depressing** /dɪˈpresɪŋ/ (adj) making sb feel very unhappy or without hope

**detail** /ˈdeɪtl/ (n) the small facts or features of sth, that may not be easy to notice

**deter** /dɪˈtɛr/ (v) to make sb decide not to do sth or continue doing sth, especially by making them understand the difficulties and unpleasant results of their actions
incompatible /ɪnˈkɒmpətəbl/ (adj) two things that are incompatible are of different types so that they cannot be used together

independence /ɪnˈdɪpendəns/ (n) the freedom to organize your own life, to make your own decisions, etc. without needing help from other people

independent /ɪnˈdɪpendənt/ (adj) not part of a larger company or group of companies

initial /ˈɪnɪʃəl/ (adj) happening at the beginning: first

ink /ɪnk/ (n) coloured liquid for writing, drawing, and printing

innovative /ɪnəˈvætɪv/ (adj) introducing or using new and original ideas, ways of doing sth, etc.

inventory /ɪnˈvɛntəri/ (n pl) detailed information on how to do or use sth

interactive /ɪntəˈræktɪv/ (adj) that involves people working together and having an influence on each other, or that involves information being passed in both directions between sth such as a computer and the person who uses it

invested /ɪnˈvestɪd/ (adj) feeling like you want to give your attention to sth because you enjoy finding out about it or doing it

interesting /ɪnˈterəstɪŋ/ (adj) attracting your attention because of being special, exciting, or unusual

interior /ɪnˈtɪərɪər/ (n) the way that the inside of a building, room, or car is designed and decorated, including fabrics, carpets, paint, etc.

internal /ɪnˈtɛrnəl/ (adj) involving or concerning people who are part of an organization, rather than people from outside it

invention /ɪnˈvɛnʃn/ (n) a thing or an idea that has been produced or designed that did not exist before

inventory /ɪnˈvɛntri/ (n) goods that a business has available for sale at a particular time

investigate /ɪnˈvestɪɡeɪt/ (v) to find out information and facts about a subject or problem by study or research

investor /ɪnˈvestɔr/ (n) a person or an organization that invests money (buys property or shares in a company or spends money on sth in the hope of making a profit)

invitation /ɪnˈvɪtəʃn/ (n) a written or spoken request to sb to do sth, such as attend an event

issue /ˈɪʃu/ (n) a problem or worry that sb has with sth

issue /ˈɪʃu/ (v) to give sth to sb, especially officially

jewellery /dʒuˈɛri/ (n) objects such as rings and necklaces that people wear as decoration

join forces /dʒɔɪn ˈfoʊrz/ (phrase) to work together in order to achieve a shared aim

joint venture /dʒɔɪnt ˈvɜrtʃuː/ (n) a project that is being worked on by two or more people or groups

joystick /ˈdʒɔɪstɪk/ (n) a stick with a handle used to control sth such as a computer game or aircraft

keep track of /kɪp ˈtræk/ (phrase) to have recent information about what is happening or where sb / sth is

know-how /ˈnəʊ hau/ (n) knowledge of how to do sth and experience in doing it

launch /lɔːntʃ/ (v) to start an activity, especially an organized one

layout /ˈleɪut/ (n) the way in which the parts of sth such as the equipment in an office, the land in a garden, or the parts of the page of a book are arranged

lead /liːd/ (n) [BrE] a long piece of wire, usually covered in plastic, that is used to connect a piece of electrical equipment to a source of electricity

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

leak /liːk/ (v) to give secret information to the public, for example, by telling a newspaper

let (sb) down /let ˈdaʊn/ (v) to fail to help or support sb as they had hoped or expected

let /lɛt/ (v) if you let sb do sth, you allow them to do it or do not try to stop it

lid /ˈlɪd/ (n) a cover over a container that can be removed or opened by lifting or turning it

lift /lɪft/ (n) [BrE] a machine that carries people or goods up and down to different levels in a building

loan /loʊn/ (v) to put a large quantity of things or people onto or into sth

local /ˈloʊkəl/ (adj) belonging to or connected with the particular place that you are talking about, or with the place where you live

locker /ˈlɒkər/ (n) a small cupboard that can be locked, where you can leave your clothes, bags, etc. while you work, play a sport, etc.

look around /lʊk ˈərənd/ (v) to visit a place or building, walking around it to see what is there

look for /lʊk ˈfɔːr/ (v) to try to find sth

magnet /ˈmægnət/ (n) a person, place, or thing that sb / sth is attracted to

maintenance /məntəˈneɪʃn/ (n) the act of keeping sth in good condition by being regularly checked and repaired

majority /ˈmeɪdʒəri/ (n) the largest part of a group of people or things

make (sth) out of /meɪk ˈaʊt əv/ (v) to create or prepare sth by combining materials or putting parts together

make a suggestion /meɪk ə səˈdʒestʃən/ (phrase) to mention an idea or a plan for sb else to think about

make it easier /meɪk ɪt ɪˈzɛrə/ (phrase) if you make it easier for sb to do sth, you do sth or give them sth that helps them to do it

make progress /meɪk ˈprəʊgrəs/ (v) to improve or develop

make time /meɪk ˈtʌm/ (phrase) to make time available to do sth

make up your mind /meɪk əp ˈmaɪnd; Ame -ˈmɛnd-/ (phrase) to decide sth

make useful contacts /meɪk jʊsˈfʌlz kənˈtækts; Ame -ˈkænt-/ (phrase) to meet people who could be helpful to you in your business

manage /ˈmændʒ/ (v) if you manage to do sth difficult, you succeed in doing it
potential (adj) that can develop into sth in the future; possible

praise (v) to express your approval or admiration for sb / sth

predicted (adj) expected to happen or stated by sb to be going to happen

prediction (n) a statement that says what you think will happen

premises (n) the building and the land around it that a business uses

pretty (adv) to quite a large extent

procedure (n) a way of doing sth, especially the usual or correct way

proceed (v) to continue doing sth

productivity (n) a basic material that is used to make a product

progress (n) an increase in the money you are paid for the work that you do; a rise

profit (n) the money that you make in business or by selling things, especially after paying the costs involved

profitable (adj) that makes or is likely to make money

prohibit (v) to give sb / sth a particular position on a scale

prohibition (n) a rule or statement that says sth cannot be done or used

promotion (n) a move to a more important job in a company or organization

provision (n) activities done in order to increase the sales of a product or service

proposal (n) a suggestion or plan

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

provide (v) to give sth to sb or make it available for them to use

punctual (adj) arriving or doing sth at the arranged or correct time; not late

punctuality (n) the quality of being punctual

put (sth) forward (v) to feel sorry about sth you have done

put (sth) in (v) to move sth into a place or position inside sth

quality (n) the standard of sth when it is compared to other things like it, especially when this is a high standard

queue (n) a line of people, cars, etc. waiting for sth or to do sth

quite (adv) to some degree

raise (n) an increase in the money you are paid for the work that you do; a rise

raise awareness (phrase) to help people know that sth exists, to understand more about it, and to know that it is important

rank (v) to give sb / sth a particular position on a scale according to quality, importance, success, etc.

raw material (n) a basic material that is used to make a product

reach a consensus (phrase) to find an opinion that all members of a group agree with

real (adj) genuine or true; used to give emphasis to what you are saying

really (adv) very; used to emphasize an adjective or adverb

reboot (v) if you reboot a computer or it reboots, you switch it off and then start it again

receive (v) to get or accept sth that is sent or given to you

recently (adv) not long ago

recognition (n) praise and rewards for the work that you do

recommendation (n) an official suggestion about the best thing to do

reconsider (v) to think about sth again, especially because you might want to change a previous decision or opinion

reconsideration (n) a statement that says what you think will happen

recruitment (n) the process of finding new people to join a company or an organization

refine (v) to clean and decorate a room, building, etc. in order to make it more attractive, more useful, etc.

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

regret (v) to feel sorry about sth you have done

regulation (n) a rule or statement

relate (v) to join a company or an organization

relatively (adv) not long ago

relationship (n) the way in which two people or groups behave towards each other or deal with each other

relaying (v) helping you to rest and become less anxious

relevant (adj) closely connected with the subject you are discussing or the situation you are thinking about

reliable (adj) that you can trust to do sth well or to do what is expected without changing or failing

relieve (v) to make a problem less serious

relocate (v) to move to or move stb / sth to a new place to work or operate

remotely (adv) from a distance or from a different machine, using an electronic link

represent (v) to be a member of a group of people and act or speak on their behalf at an event, a meeting, etc.

require (v) to need or want sth

requirements (n pl) the things that you need or want

research (n) careful study of a subject, especially in order to discover new facts or information about it

resources (n pl) a supply of sth that a country, an organization, or a person has and can use, especially to increase their wealth

response (n) a spoken or written answer

results (n pl) things that are achieved or produced successfully

retailer (n) a business or person that sells goods to the public

retire (v) to stop doing your job, especially because you have reached a particular age
revenue /ˈrɛvənjuː; Ame -nuː/ (n) the money that is received by a business, usually from selling goods or services
review /riˈvjuː/ (n) a report in a newspaper or magazine, or on the Internet, television, or radio, in which sb gives their opinion of sth such as a book, play, website, etc.
review /riˈvjuː/ (v) to carefully examine or consider sth again, especially so that you can decide if it is necessary to make changes
revolutionary /ˌrevəˈluːʃənærI; Ame -ˈnerI/ (adj) involving a great or complete change
rewards /rɛərədz/ (adj) providing benefits such as a feeling of achievement
roll /rəʊl; Ame rʊl/ (v) to move smoothly on wheels
routine /ˈruːtɪn/ (adj) done or happening as a normal part of a particular job, situation, or process
run down /rʌn ˈdaʊn/ (adj) in very bad condition, that has not been taken care of
run low on /rʌn ˈloʊ ən; Ame ˈloʊ uːn/ (phr v) to have nearly used up or finished a supply of sth
run out of /rʌn ˈaʊt əʊ/ (phr v) to use up or finish a supply of sth
safeguard /ˈsɛɡɔːrd; Ame -ˈgɑːrd/ (v) to protect sth / sb from loss, harm, or damage; to keep sth / sb safe
salary /ˈseɪlərI/ (n) money that employees receive for doing their job, especially professional employees or people working in an office, usually paid every month
satisfaction /ˌsætɪsˈfækʃn/ (n) the good feeling that you have when you have achieved or got what you wanted
schedule /ˈskedʒul/ Ame ˈskedʒul/ (n) a plan that lists all the work that you have to do and when you must do each thing
screen /skrɛn/ (n) the flat surface at the front of a television or computer, on which you see pictures or information
search /sɜːtʃ/ Ame ˈsɛrtʃ/ (v) to try to find sth, for example to look for information on the Internet
secure /sɪˈkjʊər; Ame səˈkjʊər/ (adj) safe from danger; unable to be harmed or affected by sth
security breach /ˈsɪkjuərətɪ briːtʃ/ (n) an action that means that sth that is normally protected is no longer secure
security camera /ˈsɪkjuərəti kəmərə/ (n) a camera that is used to film what happens in or around a building, in order to protect the building from attack, crime, etc.
security pass /ˈsɪkjuərəti pæs; Ame -pəs/ (n) an official document or card that shows that you have the right to enter or leave a building, an office, etc.
security procedures /ˈsɪkjuərəti prəˌsɪdʒə(r)/ (n pl) ways of doing things and rules that must be followed in order to protect a building, organization, etc. against attack, danger, or crime
security staff /ˈsɪkjuərəti stɑːf; Ame -stɑːf/ (n) people in an organization who are responsible for protecting it against attack, danger, or crime
separately /ˈseprətlɪ/ (adv) not together; not at the same time
series /ˈstɛriz/ (n) several events or things of a similar kind that happen one after the other
serious /ˈsɛriəs; Ame ˈsiːrəs/ (adj) that must be treated as important because it could be bad or dangerous
service /ˈsɜːvəs; Ame ˈsɜrvəs/ (n) the work of doing sth for customers, or a business whose work involves doing sth for customers rather than producing goods
shaft /ʃaːft; Ame ʃaːft/ (n) a metal bar that joins parts of a machine or an engine together, enabling power and movement to be passed from one part to another
share /ʃeə(r); Ame ʃeə(r)/ (v) to tell other people your ideas, experiences, knowledge, etc.
shared goals /ʃeəd ˈgoʊlz; Ame ʃeərd ˈgoʊlz/ (n pl) similar things that two or more people or groups all want to achieve
shareholder /ʃeəˈhɔːlədə(r); Ame ʃeəˈhoo-ə(r)/ (n) an owner of shares in a company or business
short notice /ʃɔrt ˈnɔtɪs; Ame ʃɔrt ˈnɔtɪs/ (n) a small amount of time before sth happens, so that there is not much warning or opportunity for preparation
show sb around /ʃəʊ ˈəʊrənd; Ame ʃəʊ-ə(r)/ (phr v) to be a guide for sb when they visit a place for the first time to show them what is interesting
sightseeing /ˈsaɪtˌsɪziŋ/ (n) the activity of visiting interesting buildings and places as a tourist
significant /ˈsɪɡnjərənt/ (n) large or important enough to have an effect
silver /ˈsɪlər/ (adj) large or important enough to have
silk /sɪlk/ (n) a type of fine smooth cloth made from a fine thread produced by insects called silkworms
simple /ˈsɪmpl/ (adj) not complicated; easy to understand or do
site /sait/ (n) a place where a building, town, etc. was, is, or will be located
skill /sɪkl/ (n) a particular ability or type of ability, especially one that needs training or experience
slide /slɛɪd/ (n) a small piece of film held in a frame that can be shown on a screen when you shine a light through it
smuggle /ˈsmʌgl/ (v) to take goods secretly and illegally into or out of a place
sofa /ˈsoʊfuː; Ame ˈsoʊ-ʊ-/ (n) [AE] a sweet fizzy drink
solution /ˈsəluʃn/ (n) a way of solving a problem or dealing with a difficult situation
sophisticated /səˈfɪstɪkatɪd/ (adj) clever and complicated in the way that it works
soup /suːp/ (n) a metal bar that joins parts of a
space /spaːs/ (n) large and with plenty of space for people to move around in
specialty /ˈspeʃəlɪ-/) (n) [BrE] a type of food or product that a restaurant or place is famous for
specific /ˈspeʃəs/ (adj) detailed and exact
sponsor /ˈspɔnser/ Ame ˈspænser/ (n) a person or company that helps pay the costs of sth such as a special event or scientific project, usually in order to advertise their products
spread /spred/ (v) to affect or make sth affect, be known by, or used by more and more people
staff /stɑːf; Ame ʃtɑːf/ (n) all the people who work for a company or organization
stage /steɪdʒ/ (n) a separate part that a process, etc. is divided into
state-of-the-art /ˈsteɪt ət ˈɑːrt; Ame ˈsteɪt ər-t/ (adj) using the most modern or advanced techniques or methods; as good as it can be at the present time
statement /ˈsteɪtmənt/ (n) something that you say or write that gives information or an opinion
stationery /ˈstətʃənəri/ (n) special paper for writing letters on
steering wheel /ˈstɛrɪŋ wɛl; Ame ˈstreɪ-ər/ (n) the wheel that the driver turns to control the direction that a vehicle goes in
stock up on /ˈstɔk əˈpʌŋ; Ame əˈpʌŋ/ (phr v) to buy a lot of sth so that you can use it later
store /ˈstɔr/ (v) to keep information or facts in a computer

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streamlined /ˈstrɪməlɪnd/ (adj) working well in a way that does not use any unnecessary money, time, or effort
stressful /ˈstreʃfl/ (adj) causing a lot of anxiety and worry
strike /strʌk/ (n) a period of time when an organized group of employees of a company stops working because of a disagreement over pay or conditions
submit /ˈsəbˌmɪt/ (v) to give a document, proposal, etc. to sb in authority so that they can consider it
subordinate /ˈsəbˌɔrdinət/ Ame -ˈbɔrd- (n) a person who has a position with less authority and power than sb else in an organization
subsidary /ˈsəbsɪdɪəri/ Ame -ˈdɪəri/ (n) a company that is owned or controlled by another company
suburb /ˈsʌbər/ Ame -ˈɜr/ (n) an area where people live that is outside the centre of a city
succeed in /ˈsʌksˌɪn/ (v) if you succeed in doing sth, you achieve sth that you have been trying to do
success /ˈsʌksəs/ (n) the fact that you have achieved sth that you want, or something that has achieved a good result
successful /ˈsʌksəsfl/ (adj) having become popular and / or made a lot of money
supplier /ˈsəpləˈraɪər/ (n) a person or company that supplies goods or services to another company
supply chain /ˈsəpli ˈʃeɪn/ (n) the series of processes involved in the production and supply of goods, from when they are first made, grown, etc. until they are bought or used
support /ˈsəpərt/ Ame -ˈpɔrt/ (n) help that is given to sb such as a customer, for example, help with using a product
suspicion /ˈsʌpsɪʃən/ (n) the feeling that you cannot trust sb / sth
sustainable /ˈsəstərəbli/ (adj) involving the use of natural products and energy in a way that does not harm the environment
sweater /ˈsweɪtər/ (n) a knitted piece of clothing made of wool or cotton for the upper part of the body, with long sleeves
swipe /swaɪp/ (v) to pass a plastic card, such as a credit card, through a special machine that is able to read the information that is stored on it
synthetic /ˌsɪnθəˈtɪk/ (adj) artificial; made by combining chemical substances rather than being produced naturally by plants or animals
tabloid /ˈteɪbloʊd/ (adj) a tabloid newspaper is a newspaper with small pages, especially one that has short articles and a lot of pictures, and is thought of as less serious than other newspapers
tailor /ˈteɪlər/ (v) to make or adapt sth for a particular purpose, a particular person, etc.
take (sth) out /ˈteɪk ˈaʊt/ (phr v) to remove sth from a particular thing or place
take holiday /ˈteɪk ˈhɒlədi/ (phrase) [BrE] to be away from work for a period of time with permission, in order to have a holiday / vacation
take paid leave /ˈteɪk ˈpɛld ˈliːv/ (phrase) to be away from work for a period of time, for example for a holiday / vacation, when you have permission and are being paid as usual
take responsibility /ˈteɪk ˈrɪspənsəbɪləti/ (phrase) to accept a duty to deal with sth, so that you may be blamed if sth goes wrong
take time off /ˈteɪk ˈtɪm ˈɒf/ Ame -ˈəd/ (phrase) to be away from work for a period of time with permission
target /ˈtɑːɡət/ Ame ˈtɑːrɡət/ (n) a result that you try to achieve

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virtual /ˈvɜːtʃuːl/ Ame ˈvɜːrʃuːl/ (adj) made to appear to exist by the use of computer software, for example on the Internet
volunteer /ˈvɒlənt(ə)r/ Ame ˈvɑːlənt(ə)r/ (v) a person who does a job without being paid for it
volunteerism /ˌvɒlənˈtɜːrɪz(ə)m/ (n) the practice of working without being paid for it, for example in order to help people
vote /vɑːt/ Ame ˈvɑːt/ (n) the right to make a formal choice in an election or at a meeting in order to choose sb or decide sth
voucher /ˈvɔːtʃə(r)/ (n) [BrE] a printed piece of paper that can be used instead of money to pay for sth, or that allows you to pay less than the usual price of sth
warehouse /ˈweərhuːs; Ame ˈwer-/ (n) a building where large quantities of goods are stored, especially before they are sent to shops / stores to be sold
waste of time /ˈweɪst əv ˈtaɪm/ (phrase) a situation in which it is not worth spending time on sth because it does not succeed or bring any good results
wealth /welθ/ (n) a large amount of money, property, etc. that sb owns
well-equipped /wel ɪˈkwɪpt/ (adj) provided with all the things that could be needed for a particular purpose or activity
wheelchair /ˈwiːlʃeə(r); Ame -ʃeə(r)/ (n) a special chair with wheels, used by people who cannot walk because of illness, an accident, etc.

willingly /ˈwilɪŋli/ (adv) in an enthusiastic way, without needing to be persuaded
wiring /ˈwʌrɪŋ/ (n) the system of wires that is used for supplying electricity to a building
work closely /ˈwɜːk ˈkloʊslɪ; Ame ˈwɜːrk ˈkloʊslɪ/ (phrase) to spend a lot of time working with another person or with other people
work flexitime /ˈwɜːk ˈfleksɪtɪm; Ame ˈwɜːrk-ˈfleksɪtɪm/ (phrase) to work using a system in which you do a particular number of hours each week or month, but can choose when you start and finish each day
work from home /ˈwɜːk frəm ˈhɑːm; Ame ˈwɜːrk frəm ˈhɑːm/ (phrase) to do your job in your own house rather than travel to an office to work
work late /ˈwɜːk ˈleɪt; Ame ˈwɜːrk-/ (phrase) to stay at work after the time that you usually go home
workforce /ˈwɜːrkfɔːs; Ame ˈwɜːrkfɔːrs/ (n) all the people who work for a particular company, organization, etc.
workload /ˈwɜːrkloʊd; Ame ˈwɜːrkloʊd/ (n) the amount of work that has to be done by a particular person or organization
worrying /ˈwʌrɪŋ/ (adj) that makes you worry
worthwhile /ˈwɜːθwɑːl; Ame ˈwɜːθə-/ (adj) interesting and enjoyable, especially because you feel you are doing sth important or useful to others