**Word List**

**Lesson 1.**

founder

TOYOTA *was founded / was established*

annual turnover

it *achieved an annual turnover of* 250 billion/ *made a profit of* 250 billion $

shareholding

subsidiary

it *operates* 545 subsidiaries/ *it has* 545 subsidiaries

division

multinational corporation

headquarters

*Is headquartered in* Japan/ is *based in* Japan

... it *has a workforce* of over 330,000 people / *it employs* over 330,000 people

the group *runs / has* over 6600 retail stores

competitors

**Lesson 2.**

Feel overwhelmed by

race around doing smth

keep up with everything

have no control over

take on

struggle with + Noun/V-ing

let smth pile up

take time out from work

make time for smth

**Lesson 3.**

* constantly rarely
* seldom
* often
* never
* hardly ever
* regularly
* always
* sometimes
* occasionally
* usually
* normally
* frequently

once in a while

**from time to time**

**once a month**

increasingly often

jam-packed

lose my temper

waste my time

recharge and boost my energy level

[burnout](https://dictionary.cambridge.org/dictionary/english/burnout)

a healthy/ a poor work-life balance

recreation facilities

**Lesson 4.**

unacceptable

misleading

substandard

compromise

resolve conflicts

There's something I need to talk to you about.

Can I talk to you about something?

It's about ...

The problem is..

The thing is...

This is making it impossible to ...

I can't ... because of ...

Would you be able to ...?

What if we...?

Perhaps you could ...

What about ...?

So for now, we'll do this).

We can just...

**Lesson 5.**

Greeting

the body of the email

closing

the signature

appropriate

The information you sent regarding…

meet our requirements

However,

I would like to clarify

I wondered whether we might

Is there any possibility of getting

I would be very grateful for a swift response

as soon as possible

Thank you in advance for your assistance

I look forward to your reply

Yours sincerely,

**Lesson 6.**

|  |  |
| --- | --- |
| **the infinitive/’to’ form** | **the ‘-ing’ form** |
| I want … | I like … |
| I’d prefer not … | I am thinking of … |
| I don’t want … | I enjoy … |
| Would you like … | I don’t mind … |

**Lesson 7.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I'**m** (not) | (really)  (absolutely) | ***interested in***  ***fond of***  ***keen on***  ***crazy about***  ***bored with***  ***excited about***  ***relaxed by***  ***exhilarated by***  ***tired* *of*** | watching TV, cooking,  doing sports, playing computer games,  going swimming/jogging/climbing/shopping,  doing boxing/judo/yoga,  hanging out with friends,  relaxing with the family,  taking photos,  painting,  writing stories/blogs | **since** it is/is not  **because** it is/is not | ***interesting …***  ***boring …***  ***exciting …***  ***relaxing …***  ***exhilarating…***  ***tiring …***  ***frightening …*** |