

英语	中文
same-day dry-cleaning	当天干洗
dry-cleaning service	干洗店
accommodate	vt.给。。。提供方便，调节 The hotel can accommodate up to 500 guests. 这家旅馆可供500位旅客住宿。
accommodation	住宿，膳宿 1.Hotel accommodation is included in the price of your holiday. 你度假的价款包括旅馆住宿在内。 2.More and more travelers are looking for bed and breakfast accommodations in private homes. 愈来愈多的旅行者在寻找由私人住户提供住宿和早餐的服务。
multi-lingual staff	会多种语言的 员工
flexible ticket	可改签的票。flexible 灵活的
downward	向下的
consumption	消费，消耗
expenditure fund deposit	经费存款
utilization of budget	expenditure n.花销，费用 预算执行
outpace	赶上，超过 He easily outpaced the other runners. 他轻而易举地超过了其他赛跑选手。
parity	同等，相等 Prison officers are demanding pay parity with the police force. 狱警正要求与警察同工同酬。
stock market bubble	股市泡沫

expired appropriation	过期的拨款
business recovery	业务重整
consultancy company	咨询公司
consultant / adviser	n.顾问
a risk of a double-dip recession	再次陷入衰退的风险
fiscal charges	财务税收
tighten auditing	强化审计
credit squeeze	信贷紧缩，银根紧缩
balance sheet account	资产负债表账户
entrepreneurial mode	balance sheet 资产负债表 企业型经营策略模式
economic downturn	经济不景气 downturn n.衰退，下降，衰退期
productive efficiency	生产效能
technical innovation	技术革新
independent innovation	自主创新
efficiency dividend	效率股息
alternative cost	选择成本，替换成本 alternative 替代的 alternative strategy 替代策略
overtake	vt.替代，超过
specificity subsidies	专项补贴
comprehensive income	综合收入
comparison shopping	比较购物
acceleration	加速，促进
sample order	照样品订货
the lion's share	最大份额
fluctuation of price	价格波动
currency intervention	干预通货
economic stagnation / depression	经济萧条
sophisticated technology	工艺精良
economic retaliation	经济报复
backfire on	对。。。产生事与愿违的结果
imposition of a fine	罚款
double imposition	复税
punitive surtax	惩罚性附加税
protectionist legislation	保护贸易立法

emergency credential	临时执照
	emergence n.出现，发生
anti-dumping	反倾销
anti-smoking	adj.禁止吸烟的
	外包服务
outsource service	outsource v.外包，把。。。外包
	outsourcer n.外包商
	过度竞争
excessive competitive	excessive adj.过多的，过分的
discount retailer	折扣零售商
community property	团体财产
rampant inflation	不能控制的通货膨胀
	市场暴跌
drastic slump	drastic adj.激烈的，猛烈的，彻底的
	drastic measure 重大举措，严厉的措施
be in the doldrums	处于萧条时期
	周期性反应
cyclical responsiveness	responsiveness n.快速反应
credit sale	赊销
credit terms	信贷条件，信用条件
foreign credit	海外信贷
barter transaction	实物交易
cash transaction	现金交易
standby unit	备用部件
contractual income	合同收入
contractual specifications	合同规定
	执行，实行
carry out	implement vt.执行
	implementation n.贯彻

honor a cheque	承兑支票 honor vt.执行
honor a draft	承兑汇票
negotiable security	有价证券，可流通证券
request letter	请求函
request / require / ask for	要求
unconditional guarantee	无条件品质保障
unconditional return policy	无条件退货政策
7-day return policy	7天退货政策
after-sale protection policy	售后保障政策
revocable contract	可撤销合同
sight draft	即期汇票
time draft	远期汇票
secondary beneficiary	第二受益人
expiration notice	到期通知书
contract expiration	合同过期，合同失效
market profitability	市场收益率 profitability n.盈利能力
warehouse receipt	仓单，存货
government utility	政府公用事业
talented workforce	人才队伍 workforce n.全体员工 staff 员工
key enterprise	骨干企业
production outsourcing	生产外包
conflict of interest	利益冲突
bargaining advantage	交易优势
ineffective investment	无效投资
briefing session	简介会 session 会议，一堂培训课
financial objective	财政目标
superior quality	优等品
antitrust	反托拉斯的，反垄断的
complaint handling	投诉处理 complaint sue 投诉

share consolidation	股票合并 consolidation n.整合, 巩固
pattern attorney	专利律师, 专利代理人
file a lawsuit	提起诉讼 lawsuit n.诉讼(尤指非刑事案件)
tax rebate	税务回扣, 缴税扣税额 rebate n.折扣, 回扣
conditional endorsement	附有条件的背书
competitive exclusion	竞争性排斥 competitive adj.竞争性的
reasonable disagreement	合理的分支
principal negotiation	原则式谈判, 原则性谈判
principled leadership	有效的领导
reach consensus	达成一致意见 = reach a consensus consensus n.(意见等的)一致
responsible stakeholder	负责人的利益相关者
contract termination	解聘, 终止合同
meditation process	调节过程
adversarial	对手的, 对抗的 the adversarial nature of the two-party system 两党制的对抗性
proactive	adj.积极主动(去改善现状)的 proactive measures 预防性措施
plaintiff	原告, 起诉人 The lead plaintiff of the lawsuit is the University of California. 这次诉讼的第一原告是加利福尼亚大学。

defendant	被告 The defendant pleaded guilty and was fined \$500. 被告认罪，并被罚款\$500。
tax dodger /'tæks dɒdʒə(r)/	偷税人，逃税人
confidentiality agreement	机密性协议
committed costs	约束成本，已承诺的费用
international conglomerate	跨国企业集团
volatile market	不稳定的市场行情
profitability analysis	盈利性分析
foreign currency translation risk	外币兑换风险
prompt sale	即期销售，及时处理 prompt n.提示词
treasury check	国库支票
treasury bills	国库券
compromise settlement	协商解决 compromise v.n.妥协
earmarked(被特别制定的) tax	指定用途税，专用目的税
coordinated reforms	配套改革
currency upheaval	货币动荡
market foreclosure	市场封杀
foreclosure disposition	扣押抵债处置
belated claim	迟索的赔款
belated appeal	预期提出的上诉
appeal	n.吸引力 appeal to 吸引
refinance credits	再筹划资金贷款
enact decrees	制定法令
protocol amendment	方案修正案
tariff cap	关税上限 custom duty 关税
derivatives market /də'revətɪvz/	衍生产品市场

lucrative capital	厚利资本 lucrative /'lu:krətɪv/ 获利丰厚的
enterprise merger	企业兼并 merger n.公司(企业等的)合并
hostile nation	敌国
takeover bid	收购竞争，收购行动
profitable combination	盈利的产品组合
vertical consolidation	纵向合并
equity shareholder	普通股股东 equity n.资产权益
suffer a defeat	总受挫败
merchandise turnover	商品周转率
merchandise budget	宣传品预算
merchandise assortment	商品配置
bargain books	特价图书 special price 特价
present price	现价 = prevailing price original price 原价
wholesale price	批发价
retail price	零售价
business jargon	商业行话 jargon n.行话(一个行业、职业或团体中所使用的专业性语言)
commercial campaign	商业运动，商业活动
commercial bank	商业银行
communications director	公共关系总监/主管
green grocery	蔬菜水果店
ruinous competition	破坏性竞争 ruinous /'ru:ɪnəs/ 1.负担不起的; 贵得离谱的 2.毁灭性的 competition n.(总称)竞争者

purchasing agent	采购(进货)人员
manufacturing right	生产权
manufacturing fault	生产制作中的过错
manufacturing company	制造公司
branding	品牌, 树立品牌
cyclical upturn	周期性上升
holding corporation / holding company	控股公司
negotiation meetings	谈判会议
budget deficit	预算赤字
distributor alliance	分销商联盟 alliance 联盟
trial appointment	试任职位
financial bankruptcy	财务破产
entrepreneur spirit	事业心
sophisticated investor	精明投资人
administration fee	手续费, 管理费
administration staff	行政人员, 行政管理人员
qualified acceptance	有条件承税 acceptance commission 手续费
take on a new staff	雇用新职员
sales literature	销售宣传资料 literature n.印刷品
set up a meeting	召开一个会议
set up a business	创办公司
I am not quite with you.	我不同意你的观点。
distribute/hand out/give out/dish out leaflets	发传单
regular hours	正常工作时间
flexible hours	弹性工作时间
freelance	自由职业 freelance journalist 自由撰稿的记者
teleworking	电子化办公方式
job-share	vi.& n.分担工作, 工作分担制
job-sharing	分担工作

shift work	轮班工作，倒班制：一般指三班倒，即 day shift 白班 evening shift 晚班 night shift 夜班 night shift blues 夜班忧郁症
permanent schedule	固定班(亦称fixed schedule)
rotating schedule	轮班制
part-time	n.& adj.兼职(的)
temping	n.当临时工，任临时演员
temp	n.临时工，临时雇员
consultancy	n.咨询公司，顾问公司 consultancy service 咨询服务
specialist advice	专业咨询
flexitime	弹性工作时间(亦作flexitime)
flexiplace	弹性工作地点
hotdesking / hot desking	n.办工作轮用(指将职工分成不同的班次，以便他们能共用一间办公室、一张办公桌和一台计算机)
office gossip	办公室小道消息，办公室飞短流长
office news	办公室新闻
credit	n.赞扬，功劳
managing director	总裁，总经理(美国英语也称chief executive 或 president)
brainpower	n.智能
full-time	adj.全日制的
delegate	vt.授权，分派工作
availability	n.利用(或获得的)可能性，可以利用的人(物)
job-sharer	n.与人分担工作的人
parental leave	父母假，育儿假，照顾新生儿假
distractions	n.让人注意力分散的事物

contact	n.人脉，有影响的熟人，有用的社会关系 social/personal contacts 社会上的/私下的熟人
case-load / workload	n.工作量
daily log	日志
voice mail	语音信箱，语音邮件
self-organisation	n.自我组织能力
disrupt	vt.破坏 Demonstrators succeeded in disrupting the meeting. 示威者成功地扰乱了会议。
disruptive	adj.造成混乱的
compressed work weeks	压缩工作周
permanent part-time	长期兼职
routine type of person	按部就班的人
have flexible management of time and work	灵活安排自己的时间和工作
get support from each other	相互支持
cooperate with each other	相互合作
share idea	交流想法
learn from other people's strong points	学他人所长
Working in a team needs to have good interpersonal skills and is not necessarily effecient.	在团队工作需要有很好的人际交往技能，不一定效率就高。
can be more concentrated and thus more efficient in an office	在办公室更容易集中精力因此也更有效率
have more flexibility	享有更多的灵活度 flexibility n.灵活性，弹性
feel more relaxed	感觉更轻松
a dependent type of person and never make decisions myself	性格依赖，不喜欢自己拿主意
an independent type of person and would like to make decisions myself	性格独立，喜欢自己做决定

don't want to work under someone	不想在别人手下工作
in terms of	在。。。方面
a guide to Italy	意大利旅游指南
a guide to poultry keeping	家禽饲养入门
make it work	使之发挥作用
share credit and blame	分担功劳与责备/成绩与过失
a network consultancy	网络咨询公司
a management consultancy	管理咨询公司
management consultant	管理顾问
play to	迎合，投。。。所好 play to each other's different strengths 迎合个人不同的优点 play up to 投。。。所好，迎合
manage	管理，运用，设法对付 manage one's time well 时间安排得很好 manage stress 排解压力
Yes的表达	
have more time with children	有更多的时间与孩子共处
with less work stress	工作压力小
can have more free time	有更多的自由支配时间
can have someone to share credit and blame	可以有人与自己分担成绩与过失，功过与共
Two people doing one job means twice as much expericence, skills, brainpower and energy.	两个人一起工作意味着双倍的经验，双倍的技能，双倍的智能和精力。
No的表达	
difficult to find someone you like	很难找到自己喜欢的人
need to coordinate with the other person	和另外那个人要协调好
tend to work late at night	动不动就会工作到深夜
need careful planning to play to each other's different strengths	需要周密计划，发挥个人所长

They may not get what they expect of the job-sharer in terms of hours, availability and result.	老板们可能无法实现他们对分担工作者在上班时间、到岗情况和工作成果等方面的期望。
save money on office space 中 office space 原意为“办公室空间”	节省办公用地成本
no commuting	无需每天乘车上下班
He works for a compay in Spain.	他在西班牙的一家公司工作。
We're doing some consultancy for them at the moment.	眼下，我们正在为他们提供咨询。
Interest in our new range is growing faster than even we anticipated.	用户对新产品系列的兴趣增长很快，甚至超过我们的预想。
I've sent off half the packages.	我们已经寄出一半的包裹了。
I've done everything.	我把一切都搞定了。
Michael has been working from home for quite a few months.	麦可尔在家工作已经有好几个月了。 working from home 在家上班
I've been opening boxes for over three hours now.	我一直在开箱，干了有三个多小时了。
set a timetable	制定时间表
dress for work	穿上班装
answer the door to neighbours	为上门来的邻居开门
make social calls 中social一词字这里不做“社会的”，而是指“社交的，交际的”。	和朋友打电话聊天
be strong	要意志坚定
trade fair event	商品交易会
coffee break	工间咖啡休息时间
drinks evening	晚间酒会
coaching event	专项体验训练活动
network	vt.& vi.建立关系网络
networking	n.建立人际网，关系网 networking skills 建立人际关系网的技能

maximise	vt.最大限度地使用、发挥
socializing	n.参与社交, 交际
corporate world	商界
useful contacts	有用的人脉关系
co-chair	联合总裁、主席
"networking" event	(为帮助职场人士建立人脉关系专门举行的)“牵线搭桥”活动, 联谊活动
locals	n.当地人
be spread out	分散在各地
internal communication	内部交流
post-it note	便条
Pricewaterhouse Coopers	普华永道会计事务所, 英文缩写为PWC, 国际四大会计事务所之一。
The City Girls' Network	年轻职业女性网络, 简称CGN, 是伦敦一家专门为刚走上职场的年轻职业女性提供人脉资源的公司。
ABN AMRO	荷兰银行, 成立于1824年, 总部设在荷兰首都阿姆斯特丹, 是当今全球最大的跨国银行之一。
"Networking" means personal contacts or relationship building	“Networking”指人脉或者关系构建
key to success	通向成功的关键
the most powerful way to build professional relationships	创建职业关系的最有力的途径
foster contacts and disseminate information	有助于建立关系, 传播信息 foster v.促进, 培养
the ability to build a network	建立关系网的能力
build and maintain a network	创建和保持关系网
Networking allows you to be in a position to win.	关系网能助你赢在职场。
attend a conference	参加会议 = go to a conference
conference call	电话会议

share ideas	交流思想
be in charge of	负责 = be responsible for
run a network	经营人脉资源公司
get to know sb.	逐渐认识某人，结交某人
make contacts	建立人脉关系
be a great success	大获成功
make contacts with wealthy people	走有钱人的门路
a sports event	体育赛事
a televised event	电视宣传活动
In China, family and children is a common topic to talk about.	在中国，讨论家庭和孩子司空见惯。
Good topics for networking with western business people include weather, work and language.	谈论天气、工作和语言是与西方人建立关系网络的好话题。
safe to talk about hobbies, travel, arts, sports, and fashion	安全话题包括个人爱好、旅游、艺术、运动和时尚
avoid politics and religion in the conversation	政治和宗教的话题要避免不谈
Subjects like social conditions, regional conflicts, sex, and race should be avoided.	像社会状况、宗教冲突、性和种族的话题也要避免。
Family matters at times is an unpleasant topic.	有关家庭的话题有时也会令人不快。
It may be an intrusion of privacy to ask about personal finance.	打听个人资金状况会被视为侵犯个人隐私。
uncivilized to talk about eating pets such as dog, rabbit, bird, turtle, and monkey	谈论食用狗、兔、禽鸟、乌龟、猴子等宠物，会被视为野蛮和缺乏教养。
developing a conversation	进一步交谈
business correspondence	商务信函
local newspaper	当地报纸
journalist	(报刊)记者
permanent job	固定工作
qualified	adj.有资格的，具备必要条件的

eligible	adj.有资格当选的，有条件被选中的，在法律(或道德上)合格的
temporary job	临时工作
business section	(报纸的)商务板块，商务栏
bad experience	令人不快的经历
at the moment	目前
special event	(体育比赛、演出等)大型活动
promoter	n.(营利性体育比赛、演出等)承办人，出资人，赞助商
orchestra	n.管弦乐队
solo	n.独奏，独唱，单独表演
formal dress	礼服
let out	出租
sublet /ˌsʌb'let/	vt.转租，分租
hire	n.1.出租 2.聘用的员工
product development	产品开发
Venus	n.维纳斯
beauty salon /sə'la:n/	美容厅
promotions manager	产品宣传部经理 promotion opportunity 升职机会
hair stylist	美发师
make up specialist	美容专家
assistant manager	副经理
jasmine	n.茉莉花
flower expert	花卉专家
sales representative	销售代表 = marketing representative
operator	n.运营公司
specialist holiday operator	专业假日旅行运营商
premier	adj.首位的，首要的，最先的
hotel chain	连锁酒店
car hire	汽车出租
chauffeur /'ʃəʊfə(r)/	n.专用司机 chauffeured car 配有司机的汽车

self drive	自驾
classic	adj.经典的
photographic assistant	摄影部助理
photographic agency	摄影社，摄影公司
press	n.报刊
PR event	公关活动
pre-work	adj.尚未工作的
in-work	adj.在职的
catering	n.餐饮(服务), 餐饮业 = catering sector = catering business catering requirement 餐饮要求
cater for	满足需要，适合
professional skill	专业技能 professional n.专业人员，内行 adj.职业的
professional talents	专业人才，专业人士
professionalism	n.专业水平，专业服务
business degree	商业学位
envision	vt.想象，展望
direct mail	直接邮寄广告推销法
planner	n.策划机构，专业策划公司
wedding planner	专业从事婚庆礼仪庆典的服务机构，婚礼策划公司
caterer	n.餐饮公司
financial planner	理财公司
coupon	n.赠券，礼券，购物优惠券
voucher	n.优惠奖券
Switzerland	瑞士(欧洲中部国家)
garment industry, some of the brands famous nationwide	服务业，一些品牌全国闻名
sports shoes industry	运动鞋产业
some of the brands famous nationwide	一些全国知名的品牌
Catering is popular in my home town. Many people are in the catering business.	餐饮业在我家乡很火爆。许多人在从事餐饮业。

English is very important in today's business world. It is a common language used in international business communication.	英语在当今商业界非常重要，是国际商务交往的通用语言。
With globalization, English is becoming more and more important in business cooperation between different countries.	随着经济全球化，英语在不同国家的商务合作中正变得越来越重要。
Technology is having a great impact on business and it is changing the way business is conducted.	科技在商业活动中正发挥巨大影响，它正在改变商务运作方式。
IT is now widely used in business online which is more speedy and cost-effective.	信息技术在商务活动中广泛运用。互联网成就了更快捷也更经济的网上商务。
More and more companies are relying on technology to help increase production and remain competitive.	越来越多的公司依赖科技提高产量，保持竞争力。
E-business will become more popular, replacing some of the traditional ways of doing business.	电子商务会变得越来越流行，替代传统的经商模式。
With the Internet getting more and more popular, people's working styles will change. More and more people will work from home.	随着互联网越来越流行，人们的工作方式会发生改变。越来越多的人会选择在家工作。
Training is important for the company to keep up with the times and be well responsive to changes.	培训对公司很重要，能使公司与时俱进，从容应对各种变化。
get staff well-informed and enhance their professional skills and abilities	使员工充分了解信息，提高职业技能和总体能力 well-informed adj. 熟悉，知情

help the customer envision how the product will help them specifically	帮助顾客想象产品如何对他们个人有特别的用处
create a personal attachment to the product	使个人对产品产生依赖
Demonstrating the product's real world use is very important to selling it quickly.	展现产品在现实生活中的作用非常重要，能够快速促销。
offer a sale price to make the customer think that buying the product will save them money	采用甩卖方式使顾客认为买某件产品能帮他们省钱
Try direct mail.	尝试直接邮寄广告推销法。
Partner with another business and sell each other's products or services. If you're a caterer, for example, join forces with a wedding planner.	与相关行业合作，相互出售对方的产品和服务。例如：餐饮公司可以和婚礼策划公司联手合作。
Use your website as a marketing tool. Sell items directly on the site or use the site to educate customers about your product or service.	利用网站作为营销工具。直接在网站销售产品，或利用网站让顾客了解公司产品或服务。
offer coupons in your local newspaper, or on your website	在当地报纸或网站上提供购物优惠券
Offer a seminar and use it to sell - such as a cooking class if you make food products, or a meeting on long-term care insurance if you are a financial planner.	举办免费讲座，利用讲座促销 - 如果你是食品生产商，可以举办烹饪讲座；加入你是理财公司，可以举办有关长期健康医疗保险的讲座。
benefits	n.福利 benefit premium 福利津贴 benefit system 福利制度
incentive	n.奖励

incentive schemes	激励方案
job title	职位，头衔
training and staff development	培训和员工发展
good salary	可观的收入
pension	n.养老金 pension scheme 退休金计划
flexible working hours	弹性工作时间，灵活的工作时间 working hours 工作时间
opportunities to travel	旅游机会
opportunities for promotion	升职提拔机会
days off	几天短假
company car	公司配给的汽车
too good to be true	好得令人难以相信
client service executive	客户服务主管
take ... with a pinch of salt	对。。。将信将疑
old and established	历史悠久 established adj.知名的，老牌的，已确立的
qualification	n.资格
incumbent programme /in'kʌmbənt/	在职员工培训课程，岗位培训课程
promote from within	提拔内部员工
intake	n.从外部吸纳招收的员工
project manager	项目经理
grow and maintain customer relationship	发展和维护客户关系
canteen	n.食堂，餐厅
head office	n.总部，总公司
brainstorm	v.集体讨论，头脑激荡，头脑风暴(法)
brainstorming	n.自由讨论，头脑风暴，集思广益
breakout	n.突破
encompass	vt.包含，包括 = embrace
sales and marketing	销售和市场营销

research and development and manufacturing	研发和生产
perk	n.好处，额外津贴，外快 = perquisite /'pɜ:kwɪzɪt/
perquisites	n.特殊待遇，特权
final salary pension scheme	按最终薪水给付的养老金计划
budget	n.& adj.预算; 低廉的，收费公道的 budget airline 低票价航空公司 budget account 预算账户 budget resolution 预算决议案
non-cash reward	非现金形式的奖赏
once-in-a-lifetime	adj.千载难逢的，令人难忘的
career goal	职业目标
career move	职业变动
career adviser	职业顾问
career planning	职业规划
senior management	高层管理人员
senior manager	高级经理
senior staff	高级职员
senior executive	高级主管
Xerox /'ziərɒks/	施乐公司(财富500强公司之一，总部所在地美国，主要经营办公设备) Can you xerox this letter for me? 你能为我复印这封信吗？
Global Services	环球服务公司
Uxbridge	欧克斯桥镇(位于伦敦西郊的一个小镇)
employee benefits	员工福利
legally required benefits	法律保障的权利
social security	社会保障
unemployment compensation	失业补偿
industrial injury	工伤
workers' compensation	工伤赔偿

retirement-related benefits	退休有关的福利
pension plans	退休金计划
insurance related benefits	保险有关的福利
health insurance	健康保险
health care	医疗保健 healthcare n. 医疗保健 health care benefits 医保福利
life insurance	人寿保险
accident and disability insurance	意外事故和伤残保险
paid holidays and paid vacations	带薪公假和带薪休假
local conveyance allowance /kən'veiəns/	交通补贴
housing allowance	住房补贴
meal allowance	伙食补贴
holiday bonus	旅游津贴 bonus n. 奖金，分红 bonus points (消费)积分
incentives	奖励措施
new-hire training	新员工培训
orientation	新员工培训，迎新会
vocational training / professional training	职业培训
develop a good training programme to keep the staff motivated	通过开发良好的培训计划来 提高员工的工作热情
Many entrepreneurs seem to view employee training and development as more optional than essential...a viewpoint that can be costly to both short-term profits and long-term progress.	许多企业家认为员工的培训 和发展可有可无，而非至关 重要，认为这对公司的短期 利益和长远发展来说代价太 高。
a reasonable salary	合理的工资

High salary leads to high motivation.	高收入使得工作热情高涨。 motivation n.推动，激励
A job with high salary may not make you feel fulfilled.	一份高收入的工作可能不会使你获得成就感。
Part-time jobs make flexible lifestyle possible.	兼职工作使得多样的生活方式成为可能。
With flexible work hour, I can choose to work anytime. I can work from home and avoid traffic jam, and what's more important, I will improve my work efficiency.	有了灵活的工作时间，我可以改变上下班的时间，可以在家里工作，避开交通堵塞，更重要的是可以提高工作效率。
After a paid holiday, people will be physically and psychologically relaxed, and be energetic, fresh and more prepared for the challenge of their work.	带薪度假之后，人们会感到身心放松，精力充沛，神清气爽地投入到有挑战性的工作中去。
Promotion brings higher salary, sense of fulfillment, more opportunity and more responsibility.	升职带来更高的薪水、成就感、更多的机会和责任。
A parental leave is a good policy to encourage women to the work place.	育儿假是一项鼓励妇女参加工作的好政策。
If a sales representative is provided with a company car, he will surely improve his work efficiency.	如果公司能够给销售代表配备汽车，一定能够提高其工作效率。
can do a half day	可以工作半天
might work later	可以推迟工作
take work home	可以把工作带回家
I have had 5 years' experience with a company as a salesman.	本人曾在某公司担任推销员，前后有五年之久。

I am 25 years of age, and have had two years' experience in my present post, which I am leaving to better myself.	本人今年25岁，已在目前的职位工作两年，为更上一层楼，准备离开此职位。
I am a good accountant and have a thorough knowledge of the English language.	本人是一个优秀的会计员，同时对英文也颇为精通。
I have received a good education, and know English, Spanish and shorthand.	本人曾接受良好的教育，熟悉英语、西班牙语以及速记。
You will find enclosed an outline of my education and business training and copies of two letters of recommendation.	有关本人的学历、工作经验等项的概要，附上两封推荐信，请审阅。
Enclosed please find a resume and a photo.	随函寄上简历一份及相片一张。
I attach schedule of my qualificaiton and experience.	随信附上我的履历表。
I am quite willing to start with a small salary.	起薪多少，本人并不计较。
I should require a salary of 4,500 a month to begin with.	本人希望，月薪由4,500元起薪。
The salary I should require would be 60,000 a year, plus 1% commission on all sales.	关于薪金，本人希望年薪6万元，同时获得销售额1%的分红。
My reason for leaving the company is that I wish to get into the advertising business.	本人离职的原因是希望在广告业方面发展。
I am leaving our office to be with my mother and care for my aged mother in a distant city.	我为照顾远在异地的老母亲而申请辞职。
My reason for leaving my present employment is simple because I see no chance of advancement.	本人离职的理由很简单，本人深知在原职位上没有发展的机会。

If you desire an interview, I shall be most happy to call in person, on any day and at any time you may appoint.	如贵公司有意面试，本人一定遵照所指定的时日前往拜访。
Should you think favorably of my application, kindly grant me an interview.	如对本人之应聘优先考虑，恳请准予面试。
I hope that you will be kind enough to consider my application favorably.	恳请惠予考虑本人之申请为盼。
attached CV	所附的履历
work for a travel agency	为一家旅行社工作
work as a receptional and secretary	当接待员和秘书
distribution centre	配送中心 = delivery center distribution method 经销方法
call centre	呼叫中心，电话中心
plant	n.工厂，(用于生产或生活的)成套设备，成套装置
subsidiary	子公司(指由母公司可控制的，在东道国政府法律下登记的独立法人)
branch	分公司(指母公司的一个分支机构或附属机构，在法律上和经济上没有独立性，不是法人)
division	n.部门分支
document management	资料管理，文档管理
innovation technology	创新技术
revenue	n.收入，收益 revenue-producing adj.能产生效益的
earning	n.收入
mission statement	宗旨宣言，目标宣言
fact sheet	情况说明书
most critical doorway(门道，门口) to business success	通向公司的关键一步

move forward with you to the next stage	进一步与贵公司合作
test data	实验数据
technical team	技术团队
turnover	a company's total profit 公司的总收益
a company's total costs	公司的总成本
a company's total spending	公司的总开销
This next chart shows you how the corporation is spilt into four divisions.	下一张图表显示公司是怎样分成四个分支的。
More and more offices are moving from black and white printing to colour, and from paper documents to electronic documents.	越来越多的办公机构从黑白印刷转到彩色印刷，从纸质文件转向电子文件。
So that brings me to the end of my presentation.	那么我的报告就到这里结束吧。
commecial post	商务职位
supply	n & vt. & vi. 供应，供给 supply curves 供给曲线
alternative energy	替代能源 alternative energy sources 可替代能源
low carbon	低碳的，二氧化碳排放量低的
low carbon energy	低碳能源
millennium	一千年，千禧年
fact sheet	情况报告，情况说明书
BP	British Petroleum 的缩略语，英国石油公司，总部设在伦敦，是世界上最大的石油和石化公司之一。
Porsche /pɔːʃ/	保时捷汽车，世界知名汽车品牌，1900年在德国创立。

IKEA	宜家家居，总部位于瑞典，其开发的宜家产品系列的基本思想是使低价位、设计精良、适用性强的家居产品为普通人所拥有。
Ingka	英氏基金，拥有宜家所有控股集团的所有账面价值，包括企业集团下属的所有店面、厂房以及办公场所。
Between home and the work, I always stop to pick up a morning espresso.	每天早晨从家里到上班的路上，我总是会顺便喝上一杯意式咖啡。 pick up 带上
to have just got off an enjoyable ride	刚刚结束了一次愉快的车程 enjoyable adj. 有乐趣的
Instead of text on your visual aids, use graphics, flowcharts and visual images.	在使用影像设备时，不要使用文本，改为图解、流程表和一些视觉图像。
Personalise them with corporate colours, images and logos.	用公司的标志性颜色、图像和标识给它们添上个性化的色彩。
And that little personal touch - just like the right amount of sugar in your espresso.	而那微妙的个性化元素，就像那加入意式咖啡中的砂糖一样，不多不少。
sole trader	独立法人，独立经销店
partnership	n. 合伙经营
franchise	n. 连锁店，特许经销权，特许经营 franchisee n. 被特许人 franchisor (franchiser) n. 特许人 franchise agreement 特许协议 franchise fee 许可证费
entrepreneurial spirit	企业家精神，进取精神
granting of a licence	同意发给许可证
franchisor	n. 授予特许者

franchisee	n.(公司的分店、零售店或联号商店的)特许经营者，加盟者
trademark	n.商标
ludicrous /'lu:dɪkrəs/ / ridiculous / absurd / preposterous	adj.荒谬的，可笑的
charge one's own price	自行定价收费
menu content	菜单的内容
solicit /sə'lisɪt/	vt.征求，征集
solicitor /sə'lisɪtə(r)/	n.律师(注：开业律师以其服务方式不同而分为诉讼律师(barrister /'bærɪstə(r)/)和事务律师(solicitor)，诉讼律师按规定不准合伙，只能单独开业，但诉讼律师按照管理自愿结合组成事务所。)
lawyer	律师；从事法律工作
attorney	律师（尤指代表当事人出庭者）
profit margin	利润率 margin n.利润，盈余
branch out	使。。。分支出来，扩展业务
launch	vt.开办(新企业) launch a product into market 将产品投放市场
venture	n.投机活动，商业冒险
shuttle bus	机场班车
buffet	自助餐 buffet party 自助宴会 cocktail party 鸡尾酒会
British Franchise Association	英国特许经营联合会(一家非盈利性组织，旨在宣传职业道德、促进公平合理的特许加盟活动)
Domino /'dɒmɪnəʊ/ Pizza	达美乐比萨店(美式比萨连锁店)
credit rating	信用度，信用评级

franchise agreement	特许经营
franchise fee	特许证费用
well-established	adj.公认的，知名的
well-defined	adj.明确的，清楚明白的
financial assistance	金融支持
As a sole trader, you are independent; you are your own boss.	作为独立经销者，你做事独立自主，你是自己的老板。
As a franchise, your promotional activities, financial records, hiring, service procedure, etc., are not in complete control of your own.	作为被特许的经销者，你无法完全掌控促销活动、财务记录、员工雇用、产品服务等环节。
In partnership you share risks and profits with your partner.	在合伙经营中你与合伙人风险共担，利益共享。
You may disagree with your partner on strategy.	在决策方面你与合伙人可能会有分歧。
Franchising enables people to both own a business and get help running it.	特许经营能够使人们在拥有公司的同时得到如何经营公司的帮助。
A well-run franchise organization can provide a person who has never managed a business with guidance.	经营良好的特许企业可以给从未拥有或经营过企业的人指引方向。
Franchisors can provide a brand name, products or services, and financial assistance.	特许企业可以提供品牌、产品或服务，甚至金融支持。
Franchisees have to pay franchise fees and they lose some independence.	加盟者必须支持特许证费而且会丧失一定的独立性。
Sometimes the training programs provided by the franchisors are weak - too brief and staffed by trainers who do not have instructional skill.	有时特许经营者提供的培训课程收效甚微：太简短，而且选派的培训者缺乏授课技巧。
the most entrepreneurial / massively entrepreneurial	极具企业家精神的，极具开拓进取精神的

branch out into franchising	从总店分离出去，另立门户，发展特许经营店
to launch new franchises	发展新的特许经营店
stretch entrepreneurial wings	让企业家大展身手
launch a company / set up a company	开办一家公司 set up 一般用于具体而非抽象的事物 establish 表抽象的东西 establish trust 建立信任
a huge growth in orders	订单大幅增长
secure tags which travelers attach to their luggage	旅行者贴在行李上的安全标签 secure 安全的 例如：Please make the window secure before you leave. 离开前把窗户关牢。
log on to	登录，上网 log on to the internet without cables 无线上网 Anyone can log on to the computer. 任何人都可以登陆这台计算机。 log on the system 进入系统
Security are opening the room at three.	保安三点开门。
Yes, the buffet won't be setting up until four thirty.	冷餐会直到四点三十分才摆设好。
I'll get there at four and I don't think anyone will be arriving before five.	我四点到达那里，我想没有人会在五点之前到达。
According to my records, we have twelve.	根据我的记录，我们有12名客人。
security	n.保安，安全
set up the buffet	把自助餐准备好
voicemail	n.语音信箱

training event	培训活动
I remember you said that you had some computer courses planned. Anyway, send me details on those and anything else you have coming up.	我记得你说过，你请人计划了一些计算机课程。不管怎样，把那些详情以及其他你能找到的信息寄来给我。
The reason I'm calling is that I have a booking for next week's business breakfast meeting. I'm afraid I won't be able to attend but I would like to come to next month's instead.	我打电话的原因是我订了下星期的商务早餐会。我恐怕不能参加了，但我想改为参加下个月的商务早餐会。
I've just received the schedule for the day and it appears that I am speaking at nine thirty. That isn't what I agreed with you. We said I would be at eleven and that I would have ninety minutes not one hour.	我刚刚收到那一天的时间安排，上面写着我将九点半发言。我们当初谈定的不是这个时间。我们约定我将在一点发言，时间长度是90分钟而不是一个小时。
I'm returning your call about having the building open on Sunday. I'm just calling to say that's fine.	说话者的意思是“你的来电中曾询问周日大楼开放之事。我回电话是告诉你没问题”。
Just a minute. I'll get a pen.	请等一下，我拿支笔。
I'll let him know, Mr.Brown.	我会转告他的，布朗先生。
No. I really need to talk to him personally.	不，我真的需要亲自跟他说。
Would you like to leave a message on his voicemail, then?	那您要不要留话在他的语音信箱里？
Hold on and I'll transfer you.	稍候，我会帮您转接过去。
I'm not available to take your call, but please leave your name, number and a brief message.	我现在不能接您的电话，但请您留下您的姓名、电话号码和简短留言。
Please call me at 556-3243 when you get back.	你回来时请打556-3243找我。

courier service	快递公司 courier firm 快递公司
courier	n.快递员，邮件快递公司
estate agent's	地产经济公司，房产经济公司
bed and breakfast	住宿加早餐，含早餐的简易旅馆
gardening services	园艺服务公司 gardening n.园艺
dating agency	婚姻介绍所
double-booked	adj.重复预定的，订给某人的由订给其他人了
Open University	开放大学
accountant	n.会计 Junior Accountant 初级会计师 cost accountant 成本会计师
accountancy	n.会计学
invigilator /ɪnˈvɪdʒɪleɪtə(r)/	n.监考人
extra / additional cost	额外的费用
workshop	n.研讨会，讲习班
seminar	n.研讨会 convention n.例会
spreadsheet	n.电子表格，数据表
drop out	退出
chamber of commerce	商会 commerce
Basic Accounting	会计基础，基础会计学 accounting n.计费
apologetic	adj.充满歉意的，道歉的
Berlin	柏林，德国首都，德国最大的城市
Routledge	劳特里奇(出版社名)
word of mouth	口碑，口头宣传，口头广告
mailshot	n.邮寄广告

billboard	n.布告栏，广告牌 notice-board n.布告栏
spam	n.滥发邮件，垃圾邮件 = spamming n. spam e-mail n.滥发邮件，垃圾邮件
junk email	垃圾邮件
banner	n.横幅广告，标语广告 streamer n.横幅，长旗，彩色纸带
newspaper advert	报纸广告 advert(非正式)
internet advertising	网络广告，互联网广告 advertising reach 广告接受人数
search engine	搜索引擎
objective	目标，目的
case study	案例研究
ringtone	n.手机铃声
in small point	用小字
graphic design	图案设计 graphic n.图形，插图
graphics computer	可以制图的电脑
animation	n.动画
in bold	用粗体字
subscription	n.订购，订阅 subscription fee 入网费，开通服务费
launch a formal investigation	展开正式调查
soft drink	软饮料(不含酒精的饮料)
spit out	吐出
target audience	目标观众
organic	adj.有机的，天然的 organic fertilizer 有机肥料

yoghurt = yoghourt 英 /'jɒɡət/ 美 /'jougərt/	n.酸奶
Shape yoghurt	塑身酸奶(指帮助减肥保持身材的酸奶)
fat-free	adj.脱脂的, 不含脂肪的
artificial sweetener	人工甜味剂
preservative	n(U).保鲜剂, 防腐剂 = antiseptic /,ænti'septɪk/
colorant	n.色素
additive	n.添加剂
ingredients list	成分清单, 成分列表
online complaints form	网上的投诉表
promotion	n.促销, 推广, 晋升 promotion prospects 晋升前景
marketing	n.营销, 市场营销 marketing mix 市场营销组合
promotional gift	用于促销的赠品
ASA	American Standards Association 美国标准协会
Association of National Advertising	美国广告协会
awareness	受众意识
comprehension	易于理解
conviction	令人信服
selling power	推销能力 selling point 卖点
memory value	(广告)记忆价值
attention value	注意价值
readability	可读性
do mailshots	邮寄广告
throw the leaflet away	把传单扔掉
reach millions of people	能够传播到成百上千万受众
listen to friends' recommendation	听从朋友的推荐
find out what is available	找找有什么可用的
I don't think I even notice them.	我觉得自己根本不会注意到他们。

anti-virus software	杀毒软件
to block any spam	阻止任何滥发的邮件
It's a good idea to spend some useful time and effort on getting your links on other sites.	建议花一些时间和精力使你能够与其他网站链接。
Email campaigns can work and are an easy way to traffic to the site.	电子邮件促销是有效的并能够提高网站的点击率。
Never to pay for advertising on the web	决不要付钱在网上做广告
Then there are contests with prizes or anything free	然后还可以举办有奖竞赛或提供免费礼物
Further down the page, in the small print, were details of the standard costs for tones, graphics and animations which amounted to £4.50. The daughter only saw '75 pence' in bold and didn't realize the offer was a subscription service.	该页下方，用小字详细印着配上插图和动画的铃声标准价格，总共4.5英镑。女儿只看到“每款75便士”的粗体字样，没有意识到这个报价只是开通服务费。
When Ms A got the yoghurts home, she saw eleven additives on the ingredients list.	当A女士把酸奶买回家一看，成分栏里列着11种添加剂。
The company said their target audience was sixteen-to 24-year-olds and not younger children. However, the ASA was concerned that young children would see the advert as fun and encourage them to spit.	公司辩称广告的对象是16岁到24岁的青少年而非儿童。然而，广告标准局(ASA)担心儿童看到该则广告，会把它当做鼓励他们乱吐口水的有趣镜头。
the advert could only be shown after nine o'clock in the evening	广告只能在晚上九点以后播放
delegate	vt. & vi. 托付，分派，移交
delegator	n. 托付者，委派者，移交者

tailor	vt.修改, 使合适, 使适应 tailor-made product 定制产品
bits and pieces	零碎
ownership	n.所有权
financial	adj.金融的, 财政的 financial year 财政年度
psychological	a.心理上的, 精神上的 psychological consultancy 心理咨询
psychologist	n.心理学家
specify	vt.明确说明
deadline	n.最后期限
check up	校对, 检验, 检查, 调查
feedback	n.反馈, 反馈意见
constructive	adj.建设性的
criticism	n.批评, 评论
a bad delegator	一个不擅分派工作的人
stationery	n.文具
stationary	a.不动的, 静止的
confidential	a.保密的, 秘密的
bad-time-keeper	不守时的人
local council	市政委员会, 市议会 council n.委员会, 理事会
rota	n.值班名册, 值班表
notice board	布告栏
post information	发布消息
questionnaire	n.调查表, 调查问卷
dress code	着装要求, 着装规定
take over	接管
stand	n.货摊, 摊位 stand rental 展位租用费 stand designer 展位设计师
valid for the next four weeks	在未来的四个月内有效
run a promotion	举办一个促销活动
offering you a 20% discount off	为你打八折

pay in advance	预先付款
pay in arrears /ə'riəz/	欠款, 赊账 arrear /ə'riə/ 待完成的工作, 职责; 欠款
pay in part	部分欠款
pay in dollars	用美元付款
in addition to that...	除此之外。。。
be guaranteed availability of the room size required	确保得到所要求房间面积的使用权
refund	n.退款
refundable	可以退款
We would be delighted if ...	如果。。。我们将非常高兴
attend a meeting	参加会议, 出席会议
take minutes	做会议记录 minutes 会议记录, 会议纪要
hold a meeting	举办会议, 开会
reach an agreement	达成一份协议
regenerative	adj.恢复的, 新生的, 革新的
regeneration	n.重建, 再生
sector	n.(尤指商业、贸易等的)部门, 领域, 行业
installation	n.安装
presentation	n.陈述, 介绍, 针对某一话题进行的发言 product presentation 产品发布会 presentable adj.像样的 presenter n.发言人
run a meeting	开会, 使会议进行下去
referral /rɪ'fɜ:rəl/	n.推荐人, 保荐人
specialist knowledge	专业知识
expertise	n.专家意见, 专门技术或知识
gallery	n.美术馆, 画廊
visual	a.视觉的, 可视的
reference database	n.参考数据库
premise /'premis/	n.楼宇, 单位, 住所
direct speech	直接引语

anecdotal things /ˌænɪk'dəʊt(ə)l/	n.轶事，闲文轶事
social norm	社会规范
goal-oriented	adj.目标明确的
input	n.输入的内容(信息、数据等)
interaction	n.交际
office decoration	办公室装饰
training budget	培训预算
chair	n.主持，小组的主席
sponsor	n.主办方，主办单位，赞助单位
sponsorship	n.赞助
evening buffet	自助晚餐
International Art Consultants	国际艺术顾问公司(总部设在夏威夷，其主要作用是为公司提供一系列会话、雕塑、园艺等作品。)
The first stage in selecting art is normally for one of our art consultants to visit you on site to assess the location, the size of the area and the style of the building and so on.	第一步要做的事情是请艺术顾问到现场，评估地点、场地大小、建筑的风格等。
chairperson	n.主席(可兼指男性或女性)
minutes	n.备忘录 minutes of a meeting 会议的记录 take the minutes 作会议记录
agenda	n.议事日程 set the agenda 制定议程
move on (to the next point)	进入(下一点)
see somebody's point	明白某人的观点
go along (with somebody) on the point	(正式用语)同意某人的某个观点
head of a coin	硬币的正面
tail of a coin	硬币的反面
counter	n.筹码
abstract art	抽象艺术品

original	n.原件， 真品 original agreement 原始协议 original price 原价
in favour of	喜欢， 偏好
employer	n.雇主， 工厂， 企业
public relations	公共关系， 公关 public relations manager 公共关系部经理 Public Relations Department 公共关系部门， 公关部
environmental pressure group	环保组织
environmental image	环境形象
environmental issues	环境问题
environmentally friendly paper	环保型纸张
open day	开放日
joint company	联合公司， 合作公司， 合资公司 joint venture n.合资企业
local press	当地媒体， 当地报社
comply with	与。。。一致 = in line with
out of step with	与。。。步调不一致
migraine /'maɪɡreɪn/	n.偏头痛
body-piercing studio	人体穿环工作室(一种从事人体美容的地方)
arrange an interview	安排会面
automated message	自动信息
lottery	彩票
win lottery	中彩票， 中奖
car plant	汽车制造厂
pay off	还清欠债， 取得成功 pay off part of my loan 还清部分贷款
mortgage	n.抵押， 按揭
cut down	削减， 减少
cutback	n.削减， 减少

disciplinary procedures	惩戒程序，纪律程序
without proper procedure	没有正确的程序
without pre-warning	没有预先警告
early retirement	提早退休
good for one's health	对某人的身体健康有益
take someone on	录用某人
hire	雇用
recruit	招聘， 招募 recruitment n. 招聘 take sb on 招聘 take on 招聘 seeking 招聘
recruitment methods	招聘方式
employ	雇用
dismiss = sack = fire = lay off (临时)解雇。layoff n. 下岗	解雇 dismissal n. 解雇， 免职
redundant	adj. (因人员过剩而)被解雇的， 下岗的， 失业的 make redundant 裁员 redundancy 裁员
give notice	预先通知(解雇、辞职等)
resign	辞职
take voluntary redundancy	自愿接受裁退
The people there were great and I really liked my supervisor but it was too boring.	那里的人们很好，我真的很喜欢我的上司但是工作太单调乏味了。
unethical	不道德的
make a final decision	做出最终决定
the person in question	有关人员
good communication	良好的沟通
potential problem	潜在的问题
potential consumer	潜在客户 = potential clients
reasonable period	合理的时间，合理的期限
depend upon	取决于
level of the post	职位的高低
notice period	通知期限， 关注期

reference	推荐人, 介绍人
character and personality	性格, 品格
personality	n.名人, 名流 business personality 商界名流, 企业界知名人士
verbal warning	口头警告
written warning	书面警告
sexual harassment /'hærəsmənt/	性骚扰
using the Internet for personal use	用互联网干私事
be honest with somebody	对某人诚实守信
appropriate	合适的, 恰当的 appropriate qualification 适当的资格
All letters are placed in this tray for delivery.	所有的信件都放在这个盘子里等待寄送。
The raw materials are left here for production.	原材料留在这里用于生产。
It is reported that the figures will be reviewed in a month.	据报道这些数字一个月后将得到核查。
It was concluded that over half the people questioned wouldn't buy the product.	结论是, 被问到的人们中有一半将不会购买此产品。
She is reported to have said that it was none of his business.	据说, 她说过着不关经理的事情。
The line manager gave her a written warning.	部门经理给了她一个书面警告。
She was dismissed with immediate effect.	她立即就被解雇了。
The manager appears to have followed the correct course of action.	经理看起来已经遵循了正确的行动程序。
This will help to avoid any similar situation.	这有助于避免任何类型的情况。
email	vt.发电子邮件
inbox	n.收件箱
check the inbox	检查收件箱
recipient /rɪ'sɪpiənt/	n.接收人, 收件人

CC the email	转发邮件 forward email 转发邮件
in case	如果，万一
email addict	电子邮件狂(指过分频繁收发电子邮件的人)
save emails	保存电子邮件
file email	给电子邮件归档
delete emails	删除邮件
subject line	主题栏
court	n.法庭，裁判机关 tribunal n.法庭，仲裁
compensation	n.赔偿，补偿 compensation payment indemnification /ɪnˌdemniˈfeɪʃn/ n.赔偿，补偿金
in the loop	在圈内 loop n.圈
fire off	发送(信件、电子邮件等)
warehouse / storage	仓库
in trouble	处于困境中
with regard to ... = in regard to	关于，至于 errors with/in regard to spelling 拼写方面的错误
lorry	卡车
stock	n.现货，存货
project development officer	项目开发执行官
He would like to be a salesman rather than a marketing manager because he likes communicating with customers.	他宁可当销售员而不当营销经理，因为他喜欢和顾客交流。

prospective employer	<p>未来的雇主， 可能的雇主</p> <p>prospective adj.预期的，潜在的</p> <p>prospective investor 预期的投资者</p> <p>prospective customer 潜在客户</p>
to avoid making verbal contact	<p>为了避免面谈</p> <p>to avoid doing something 避免做某事</p> <p>He didn't have breakfast to avoid being late. 他为了避免迟到没吃早餐。</p>
to gossip about someone	说某人的闲话，搬弄某人的是非
use email just to gossip about work colleagues	使用电子邮件只是为了说同事的闲话
it is a safe bet to guess that ...	可以大胆地猜测。。。
Constant access leads to compulsion to keep the communication going.	<p>经常开邮箱导致强迫性地维持邮件交流。</p> <p>lead to 导致，造成</p> <p>Panic buying leads to shortage of oil in the station. 抢购导致加油站的油慌。</p>
Email makes many things so much easier - including making someone redundant.	电子邮件使得许多事情变得简单得多——包括裁员。
Unable to believe it, the 29-year-old, who had been working as a project development officer with a charity, took the case to a tribunal.	她不相信这件事，这个一直为一家慈善机构担任项目发展执行官的29岁员工，把此事告上了仲裁法庭。

But these bosses who dismiss workers by email aren't necessarily evil, cowardly people - they're mostly people just like you and me who have developed the habit of using email too much.	这些通过电子邮件解聘员工的老板并不一定是邪恶胆小的人，他们大多数是和你我一样养成滥用电子邮件习惯的人。
They meet people and exchange email addresses rather than phone numbers.	他们会见人们时交换的是电子邮件的地址而不是电话号码。
Regardless of the field in which you work, it is a safe bet to guess that your first course of action on any given workday is to log on to your PC and begin checking your inbox.	不管你所从事的是什么领域的工作，可以大胆地猜测在你工作日的每一天，第一件事就是登陆计算机开始查收邮箱。
You don't want them to read it and the next thing you know you're sending even more emails to try and undo the damage.	你想让他们看它，于是你知道下一步就要发出更多的邮件努力为所造成的不变道歉。
stress out	担忧
workaholics	n.工作狂
joining fee	入会费
requirement for membership	成为会员的要求
Dolphin Beach Resort	海豚海滩度假中心
fighter pilot	战斗机飞行员
shake off	摆脱，甩掉 shake off its unglamorous image 摆脱其乏味的形象 shake off responsibility 摆脱责任
glamorous	adj.耀眼的，光鲜的 = glaring adj.耀眼的，闪亮的

unglamorous	adj.没有魅力的, 乏味的 unglamorous image 单调的形象
association with	与。。。的联系 association with something rather dishonest 和某种不诚实守信的因素紧紧相联
jolly /'dʒɒli/	n.痛快, 刺激 vi.投机, 赌博
gamble	pay off 成功 The gamble paid off. 这种投机做法奏效了。 The advertisement paid off. 广告取得了成功。
tangible	adj.有形的, 具体的, 切实的 tangible performance standards 具体的工作标准
buzz	n.(俚语)极度兴奋, 微醉
commercial director	销售总监
pitch	n.程度, (文化、知识、教育、能力等方面的)水平
sales pitch	推销商品的口才
a firm of architects	建筑设计公司
driving lesson	驾驶课
conveyor belt /kən'veiə(r)/	传送带, 输送带
replace A with B	用B来代替A
cold-call	n.陌生电话(猎头打的)
cold calling	(向潜在客户拨打的)冷不防电话, 无约电话 sales means door-to-door work and cold calling 销售意味着挨家挨户的推销, 进行不期而至的拜访或拨打不期而至的电话

outnumber	vt.数目上超过，数量上超过
be highly qualified	需要有很高的资质
deal with health	与健康有关
deal only with people	只与人打交道
working with animals is less difficult	服务对象是动物难度较低
excellent health	非常健康的身体
excellent heart condition	非常健康的心脏
excellent vision	视力很好
more challenging and dangerous	更有挑战性，危险性更大
more tedious	更单调乏味
Charities are nowadays a great deal more business-like in their approach to problems and the management of their affairs than they were a decade ago.	在处理问题的方式和事务管理方面如今的慈善机构管理更商业化。
Many charities are bound by their original specific charitable purposes.	许多慈善机构都受到原有的特定慈善目的的限制。
Both face the public and should be eloquent /'eləkwənt/.	二者都要面对公众，都需要有雄辩的口才。 eloquent adj.雄辩的，口才流利的，有说服力的
Both need good public relation skill.	二者都需要良好的公关技巧。
Being a politician, every day you must face the horny media, possibly must face the stern criticism.	当一名政治家，每天都得面对苛刻的媒体，有时要面对严厉的批评。
As a journalist, one always comes across new people and learns new things.	当记者可以经常接触新的人和新事物。
Sales professional in the UK outnumber people in marketing by about 200,000.	在英国，从事销售职业的人数比营销人员多出大约20万人。

Unlike marketing, sales in tangible. It has direct impact on a company's results.	与营销不同的是，销售更具体实在。销售对公司的业绩有直接影响。
misleading	误导人的
it isn't anything like as awful as the myths suggest	那些投身销售工作的人们意识到销售工作根本不像传言中的那么可怕 myth /miθ/ 传言
retain an air of glamour	显得很风光 retain vt.保持，保留 retain an air of 带着。。。的样子 retain an air of cheerfulness 保持一种欢喜的样子
Getting promoted means more responsibilities and higher salary	得到提拔意味着更多的责任和更高的薪水
sales quota	销售定额 quota n.(贸易)限额
sales figure	销售数字
substantial financial rewards	切实的经济回报 substantial adj.重大的，有影响的 substantiate v.证明，证实
help buyers satisfy their wants and needs	帮助顾客满足他们的需求
communicate knowledge face to face	面对面地传播知识
Most of the time it was booking people in with the same three-minute conversation over and over again.	大多数时间都是反复进行同样的三分钟通话，为它们预约时间。

My mother's job was to stand at the corner, eight hours a day, with a pole to help the sixth bag round.	我母亲的工作就是每天八个小时站在角落里，手里拿着一根杆子，让第六包糖果顺利通过。
her strangest invention	她最奇怪的发明
All emails had to be copied into a Word document, printed, and signed at the bottom by someone.	要求所有的电子邮件必须拷成Word文档，打印出来，由某人在下方签名。
Later she heard they replaced her with a piece of plastic on the corner.	后来她听说他们在拐弯处放了一个塑料片代替了原先她所从事的工作。
repetitive	重复的
frustrating	令人沮丧的
varied	不同的，有变化的
challenging	具有挑战性的，困难的 challenging work 挑战性的工作
well-paid	报酬高的 well-paid job 收入高的工作
job description	职务说明，工作说明
distrust	vt.不信任，不相信
stuff	n.材料，原料
overload	vt.超载，使过度承载
dimensions	尺寸
personality type	性格类型
knockback	n.拒绝，打击 = turn down
hang up	挂断电话
home improvement	重新装修，居家修缮 home improvement sector 家装行业
insulation	n.绝缘，绝热，隔离
office space	写字楼，办公室
availability	n.可能性，有效，可用 likelihood n.可能性
a prompt decision	快速决定

lot	n.地，地段
positive qualities	正面的性格，积极的性格
positive effect	正面效果
positive exposure	(媒体)正面报道
kindness, courage, confidence, honesty, loyalty, good health, and cheerfulness	友善、勇气、自信、诚实、 忠诚、健康、乐观
keen observation	敏锐的观察力
knowledge about the products he is selling	对所销售产品的了解
The ability to make friends and to get along with the people is one of the most valuable assets.	善于交友、与人相处的能力 是最宝贵的优点。
every product specification	所有产品细节
make their life better	改善他们的生活
the classic image of a salesman	推销员的代表性形象
Sales is full of knockbacks so don't get hung up on it.	销售的过程中经常会被拒绝 , 因此不要为此心神不宁。
Move on to the next customer	继续去征服下一位顾客
So is extra advertising something you might be interested in?	那么你有兴趣做一些额外的 广告吗？
Perhaps radio or mailshot could be useful?	也许广播或是邮寄广告会有 效果？
backseat airbag	后座安全气囊
the back for luggage	行李后备箱
the braking system	刹车系统
dashboard	仪表板
spacesaver	空间节省王
circulate	v.循环，流通，发行
circular storage	环形仓库
day-to-day administration	日常管理
client complaints	客户投诉
quality of service	服务质量
public image	公众形象
public servant	公务员
varied	adj.有变化的

software developer	软件工程师
travel agent	旅行代理人，旅行社代理
golf club	高尔夫球棒
online course	网络课程
kitchen knife	厨房用刀，厨房刀具 kitchen appliances 厨房用具
leather briefcase	皮箱
automatic translator	自动翻译机
portable	adj.便携的，手提的
ear plug	耳塞 plug n.插头 socket n.插座
etiquette /'etɪkət/	n.礼仪，礼节
Closing date for application within 28 days.	有兴趣应聘该职位的人有个期限。
The newly-created finance manager is to ...	新设的财会经理的职责是。 。。
facility	n.便利，方便，容易，简易 facility n.(可数名词)工厂
facilities	n.设施，设备
facilitate	vt.帮助，促进 facilitate expansion 促进发展
approach	n.方法，途径 methodology /,meθə'dɒlədʒi/ n.方法，方法论
extras	n.额外的好处(特色)
comfort	n.使舒适的物品
distance learning	远程教育
unit	n.下属单位
VAT abbr. value-added tax	增值税，也做vat
argument	n.理由，论据，论点
excursion	n.远足

hustle	n.忙碌 hustle and bustle 拥挤，喧闹 bustle n.喧闹
prosper	vi.&vt.成功，繁荣
prosperous	adj.兴旺的，繁荣的
prospectus	n.计划书，说明书
prospective	adj.预期的
relaxation	n.放松，休息
self-disciplined	adj.有自制力的，自律的 disciplinary adj.纪律的
self-motivated	adj.自身有动力的
differentiate	vi.&vt. 区分，鉴别
cross-cultural awareness	跨文化意识
leading a project	领导一个项目
project-based teams	项目小组
relaxed and more comfortable	更放松、舒适
more flexible, may do it any time and anywhere	更有弹性，任何时候、任何时间都可以学
face-to-face training	面对面培训
more personal and interactive	更亲近，互动更好
more direct, closer, hearing the voice of the other person in real time	更直接，更靠近，能即时直接听到另一个人的声音
more natural, feel better	更自然，感觉更好
giving reasons for and against	给出赞同或反对的理由
exciting because it feels like an excursion	令人激动，感觉就像去远足
a good opportunity to do a course while enjoying the country view	在参加课程的同时欣赏乡村景色
good to be away from the hustle and bustle of the city and get close to nature	能够离开忙碌喧闹的城市，接近自然，真好
achieve a better balance between work and life	取得工作和生活的更好平衡
work-life balance	工作和生活的平衡

can have more time for further education and learning new skills	有更多时间进修，学习新的技能
help those with families spend more time together	让那些有家庭的人有更多时间与家人在一起
can reduce child care costs and have more time with families	降低照顾孩子的成本，有更多时间与家人相处
Jobs today require a working knowledge of certain computer skills.	当今的工作需要掌握某种电脑技能的实用知识。
Computer skills are important to help raise efficiency.	电脑技能对提高效率很重要。
Computer skills are something you need to survive and prosper in today's fast-changing.	在当今快速变化的工作场所，要想生存和得到好的发展，需要电脑技能。
want to spend the weekend with family	周末想与家人度过
Weekend is the time for relaxation after a week's work, not a time for work.	周末是工作一周后的休息时间，不是工作时间。
need to be self-disciplined and self-motivated	需要有自制力和来自自身的动力
Sometimes it is hard to differentiate between work time and private time.	有时很难区分工作时间和私人时间。
can be hard to stay motivated without the support of colleagues	缺乏同事的支持，很难保持动力
Compared to computer skill, English is more important for a company in international trade.	与电脑技能相比，英语对从事国际贸易的公司更为重要。
English is important for Internet marketing since it is the universal language on the Internet.	英语对网络营销很重要，因为英语是互联网上的通用语言。
English is useful in doing business with foreign clients since it is a commonly used language.	在与国外客户打交道时，英语很有用处，因为它是通用语言。

If a company wants to go global, its staff should be good at English.	一个公司如果想要打入国际市场，其员工必须掌握好英语。
Have you thought of moving into sales?	你想到过改行做销售吗？
I'm interested in seeing your plan for this.	我有兴趣看看你做的这个计划。
relevant	adj.相关的 = pertinent /'pɜ:tɪnənt/ relevance n.相关性，关联
coach	vt.& vi.指导
reserve	vt.推迟做出，暂时不做
reserves	n.储量
reserved	adj.矜持的，缄默的
interruption	n.打断 interruption of work tasks 工作不衔接
formulate	vt.系统地阐述(说明、表达)
restructure	vt.& vi. 结构重组、调整
atmosphere	n.气氛
Intranet /'ɪntrənɛt/	n.公司内部网
misleading information	误导的信息
legal action	法律诉讼
replacement	n.替代(物)，接替者
discovery approach	"发现法"教学模式
room service	酒店客房送餐服务
swap	n.交换
reception	n.(酒店等的)接待处，前台 receptionist n.接待员
doubled-book	vt.(为避免有人取消预订而使房间闲置而)接收两家预订
sentiment	n.感情色彩
a pretty good listener	善于倾听的人
a bad listener	不善于倾听的人
show interest	表现出兴趣
communicate caring and respect	传达关心和尊重

not doing other work, like answering emails, or looking at the screen of his/her computer	没有同时在做其他事情，诸如回复电子邮件，或是眼睛盯着电脑屏幕
with direct eye-contact and an attentive expression	目光接触，带着专心听的表情
without any look of distractions	看上去全神贯注
get a deal	达成交易，也作 strike a deal
online purchase	网上购买的商品 The children helped to carry their mothers' purchase from the shops. 孩子们帮妈妈提从商店里购买的东西。
run a project	管理一个项目
work in a good atmosphere where people feel motivated	在一个好的气氛中工作，人人都充满动力
"environmentally friendly" policy	环境保护政策
local paper	当地报纸
management	n.(企业、机关等的)管理人员、管理部门、经理部
technician	n.技术员
printer	n.打印机 print n.印刷品 press release 新闻稿
socialise	vi.社交，交往，交际
global director	总监，环球业务总监
trainer	n.培训教师
trainee	n.培训班学员
satisfactory	adj.令人满意的
disastrous	adj.惨败的
With their reputation, they can't afford to treat their customer badly.	以他们的声誉，他们不会粗暴地对待顾客。
As a trainer, I'm interested in helping people improve their skills.	作为培训教师，我对帮助人们提高技能很感兴趣。

visual aids	直观教具，借助视觉材料
pointless	adj.无意义的，没意思的
critical	adj.吹毛求疵的，挑剔的
strike	n.罢工(go to strike) walk-out n.罢工
simplify	vt.简化
complicated	adj.复杂的 = complex
strength / edge / advantage	n.优点，长处 = plus(名词) 优势，长处
weakness	n.缺点，短处
site manager	工地负责人，工地经理
overdraft	n.透支，透支额
overdraft facility	透支服务
online banking	网上银行
online account	网上账户
pull on each other's strengths and weaknesses	相互间取长补短，扬长避短 pull on 拉紧，穿上，戴上; 抽，吸
waffle-cone	圆锥形华夫卷筒
paper strip	小纸条
brand identity	品牌识别特征
marketing tool	营销工具 marketing vehicle 营销工具
slogan	口号
logo	标识
jingle	n.(简明易记的)广告歌
vanilla	n.香草
mandarin	n.柑橘
whiff	n.(风、空气、气味、烟雾等)一阵，一吹 a whiff of cigar smoke 一股雪茄烟味
chocolate chip cookies	巧克力碎饼

quadruple	vi.成为四倍 The price of corn quadrupled after 2000 when ethanol became a source of biofuel, and some tobacco farmers switched to corn. 2000年之后，当乙醇成为生物燃料源的时候，玉米的价格上涨了四倍。
liquid aroma	芳香型
marketer	n.商家，专营特定商品的公司
marketeer /,mɑ:kɪ'tiə(r)/	喜欢某种贸易体制的人 a free marketeer (= a person who believes in a free market system of trade) 主张自由贸易者
cartridge	n.芯式容器，套筒，胶片盒，暗盒，墨盒
dial	n.调节控制器
refill	n.重新装满，重新注满
out-of-the-way	偏僻的，不为人知的
lesser-known	不为人所知的
lavender /'lævəndə(r)/	n.薰衣草
jumble	vt.打乱，使混乱 Books, shoes and clothes were jumbled together on the floor. 书、鞋子和衣服胡乱堆放在地板上。
controlling share	占主要股份
stake	n.(商业、财产、思想上的)股份，利害关系，经济利益
incidence	n.发生，出现的行为或事件
incidentally	adv.偶然地，顺便提一句
multinational	adj.跨国的 n.跨国公司 transnational corporation 跨国公司
biggest seller	卖得最多的产品

in-tray	(办公室存放待处理的来函来文等的)收文篮
luxury brand	高档品牌, 奢侈品
top brand	顶级品牌
boutique	n.专卖店
something	n.具有某种特点的人(或物), 重要的人或事
collective bargaining	集体谈判 collective adj.总的, 集体的
collections	n.收藏品, 收集的东西
refit	n.重修, 改装
Doubletree Hotels	两棵树连锁酒店(美国国际酒店集团)
Westin Hotels and Resorts	威斯汀酒店及度假村(美国国际酒店集团)
LG Electronics	LG 电子产品公司(韩国电子、电器制造商)
Louis Vuitton	路易威登公司(美国著名时尚产品制造商)
Gucci	古奇皮草饰品公司(意大利著名服装、化妆品和时尚产品制造商)
Burberry	巴宝莉公司(英国服装公司, 1856年创建, 专门制作风雨衣)
ScentAir Technologies	芬芳空气技术公司
Frozen Products	冷冻食品
pharmaceuticals /ˌfɑːmə'suːtɪkl/	药品, 表示“制药公司” = pharmaceutical company
airlines	飞机, 表示“航空公司”
airline industry	航空业

aroma, odour, fragrance, scent, smell	<p>都可指气味</p> <p>aroma 指(食物等的)香味 a strong, pleasant smell, especially of food</p> <p>odour 指(特别的)气味, 可指香味, 也可指难闻的气味, 如Body odour(体味);</p> <p>fragrance通常指(花草、植物、空气等的)香气</p> <p>scent 指(香水、熏香等的)香气, 芬芳, 该词也可指动物等的 气味</p> <p>smell泛指气味</p>
customer care	客户服务中心 = customer service
text message	短信
lunch break	午休时间
option	n.提供的选择
quality assurance	质量保证
speech recognition technology	语音识别技术
subject line	主题行
statement	n.清单
repayment	n.偿还
account number	n.账号
particle	n.小品词, 语助词
email marketing	邮件营销
online marketing	网上营销
online marketer	网络营销商
newsletter	<p>n.通讯</p> <p>email newsletter 电子邮件通讯</p>
infopreneur	n.信息企业家
italics /ɪ'tælɪks/	n.斜体字, 夸张的语调
paediatric /ˌpi:di'ætrɪk/	adj.儿科的, 儿科学的
pediatrician /ˌpi:diə'trɪʃn/	儿科医生(paediatrician 的美式拼写)

testimonial advertising /ˌtestɪ'məʊniəl/	(利用影星、球星等名人来 推荐产品的)推荐广告
folder	n.文件夹 fold n.倍数
portfolio	n.1.文件夹 2.投资组合 3.(公司或机构提供的)系列 产品，系列服务
brand development	品牌开发
Automatic Speech Recognition(ASR)	语音识别
Can you bear with me for a second?	你能耐心等一会儿吗？ bear with 除“忍受，容忍”等常用意思 外，在口语中还可用于bear with me 来请他人耐心听或等。 Please bear with me while I point out a mistake you have made. 请耐心等待我说你犯的一个错 误。
I'm just going to put you on hold.	请稍候。 put someone on hold 在电话对话中，意为对方“ 在线等一下，拿着电话等一 下”。
may have something I've been looking for	也许有我一直在寻找的东西
may have useful information	可能会有有用的东西
curious about what they may contain	好奇里面会有什么内容
unwanted emails	不想要的邮件
may contain a virus	可能携带病毒
They're junk mails and I don't want to waste my time to open them.	都是垃圾邮件，不想浪费时 间去打开它们。

pass on	<p>1. 把。。。传给另一个 2. 对。。。提出意见，对。。。作出鉴定 3. (口语)放过。。。不要 He is passing on his knowledge to teammates. 他把知识传给队友。</p> <p>The college passed on his application and found him acceptable. 学院审查了他的申请书，认为可以收下。</p> <p>I'll pass on the French fries, but take the onions. 法式炸薯条我就不要了，洋葱还是要的。</p>
news story	新闻报道
chief executive	总裁，总经理
access fee	使用费
executive departure lounge	<p>贵宾候机室</p> <p>departure n.离开，启程，出发</p> <p>lounge n.休息室</p>
loyalty card	积分卡
air miles	里程奖(亦作 air miles awards)
package holiday	包价旅游(等于package tour)
priority boarding	<p>优先登机服务</p> <p>priority n.重点考虑的工作，重点考虑的事</p>
on-board	<p>adj.机上的(车上的，船上的)</p> <p>an on-board motor 舷内发动机</p>

complement	vt.互补 The team needs players who complement each other. 球队需要能够相互取长补短的球员。
complementary	adj.互补的，互相补充的 complementary blouse 配套的宽松上衣
complimentary	adj.免费赠送的 complimentary ticket 赠票
car insurance	汽车保险
premium	n.(投保人向保险公司支付的)保险费
policy	n.保险单 policy number 保单号
bank account	银行账户
overdraw	vi.& vt.透支(银行账户) Customers who overdraw their accounts will be charged a fee. 透支的存户须付手续费。
bill	vt.要求支付。。。的费用
flat rate	统一价格，统一收费
tech support	技术支持
technical support desk	技术支持桌面软件(通常为IT部门及客户服务中心设计)
technical support manager	技术支持经理
scenario /sə'nɑ:riəʊ/	n.(未来可能发生的)局面，情况，趋势 a nightmare scenario 最坏的可能
checklist	n.(核对用的)一览表
heading	n.标题
subheading	n.小标题

focus group	专题调查小组，小组座谈会
diet drink	低热量健怡饮料
diet version	低热量型
artificial taste	味道不够天然 taste n.审美观，品味
preference	n.喜好，偏爱 preference order 偏好顺序
medium preference	喜好程度一般
music industry	唱片业
music review	n.唱片专辑
vocals	n.声乐作品，演唱，声乐节目
dance floor	舞池
renewal	n.更新，重新开始
update	更新
upgrade	升级 upgrading n.提升
reinvention	n.彻底改造，干一件和以前完全不同的工作
megaband	n.超级乐队
gig	n.(口)(爵士乐队、摇滚乐队等的)特约演奏 to do a gig 举行流行音乐演唱会
fan club	歌/影迷俱乐部，发烧友俱乐部
studio album	n.唱片专辑
record label	唱片制作公司名称
star rating	评分等级，星级评分
phenomenal	adj.显著的，不寻常的，惊人的，杰出的，现象的
core fans	铁杆发烧友，铁杆粉丝
core values	核心价值观
core benefits	核心利益
funk	n.乡土爵士乐，以旋律性与节奏感著称
funky	adj.时髦别致的，不落俗套的

funk guitar	放克吉他，以旋律性与节奏感著称
product placement	产品置入(式广告)
venue	n.(活动、事件等的)地点， 举办场所 = location / site / place
aftershave	n.(剃须后使用的)润肤水
Grammy	格莱美音乐奖
Change is the secret of Madonna's success. If she fails to recreate her image over and over again, she would not have been successful.	麦当娜成功的秘诀在于不断改变。如果没有不断创新自己的形象，她不会获得成功。
She is always reinventing.	她总是在开拓新领域。
Madonna may not be the most knowledgeable, the most competent and the most talented in the industry to be successful, but she knows how to maximize her performance.	麦当娜取得成功不是因为她在业内最有学问、最能干、最有才华，而是因为她知道如何最大程度地表现自己。
team up	(使)结成一队，(使)合作 They teamed up to write a novel. 他们合作写一部小说。
become the boss everyone loves to praise, rather than the boss everyone loves to hate	成为众人称道的老板，而不是谁都讨厌的上司
not to let the opportunity to praise a piece of good work go by	不要错过表演员工出色工作的机会/对员工的出色工作要及时赞扬
Be human and friendly with your staff - that way you will all be able to support and encourage each other when things are tough.	对员工要亲切友好。唯有如此才能遇到难关时大家同舟共济。
show people that you are willing to listen to what they have to say	让员工看到你愿意倾听

show people that they are important and worthy of your time	让员工看到你重视并且珍惜他们
Treat everyone respectfully and courteously at all times.	在任何时候对任何人都彬彬有礼。
Communicate clearly, and ask if people have understood what you are asking for.	意思要表达清晰，询问别人是否明白你的要求。
missing the opportunities of merchandising and reaching their fan base	没有抓住宣传机会，让他们被歌迷群接收
message pad	便笺
flowchart	n.流程图
redo	vt.重新做
go-ahead	n.许可，放行信号，进取心
structural issues	结构上的问题
office furniture	办公家具
recruitment agency	职业介绍所，招聘代理机构，亦作employment agency
Gantt Chart	甘特图(一种图形化地概述项目活动及进度情况的水平方向的条状图)
concert venue /'venju:/	(演唱会)演出场地
badge	n.徽章
tour	n.巡回演出
basic package	基本组合
Madrid	马德里(西班牙首都)
He's in Madrid or something.	他在马德里或是别的地方。
The pipe would kink, or burst, or something.	管子会缠结、破裂或发生注入此类的故障。
sixteen weeks is ages	十六周太长了。 ages 在口语里常用来指“很长的一段时间”，如：They're been here for ages.他们在这里已经很久了。

we'll go way behind schedule	<p>我们就得大大拖延工期了</p> <p>way 在此为副词，指“远远地，大大地，非常”，通常在口语里使用。如：way back in the sixties 早在60年代。</p>
before I give you the go-ahead	<p>在我同意你这么 做之前。</p> <p>give(get) the go-ahead for (to do) sth. 意为“准许(获准)做某事”。 另go-ahead 除指“许可，放行信号”外，还有“进取心，开拓精神，劲头”等义。</p> <p>如：a student with go-ahead 有进取心的学生。go-ahead 还可用作名词，指“有进取心的人”。</p>
solo motorbike trip	<p>单人摩托车之旅</p> <p>trip: 旅游，绊倒</p>
logistics	<p>n.物流</p> <p>logistics strategy 物流战略 logistics system 物流系统</p>
executive producer	制片人
backer	n.赞助人，(为摄制电影、演出戏剧等)提供资金者
travel authorization	旅行核准
support team	随行人员
panics	n.(口)极度的匆忙，慌乱
cameraman	n.摄影师
editing	n.编辑

finalise = finalize	v.最后敲定 to finalize your plans/arrangements 把计划／安排最后确定下来
in-country	adj.在国内进行的
support contact	赞助人
press	n.媒体
celebrity	n.名人 celebrity endorsement 名人广告
celebration	n.庆祝活动，庆典
marketing campaign	营销宣传活动
progression	n.前进，上升 career progression 职业提升
studio	n.节目制作室，演播厅
freelance HR consultant	独立/个体人力资源顾问
workmate	n.工作伙伴
dynamic	n.有生命力的
dynamics	n.动力，动态
moan	n.(口)不满，牢骚
mentor	n.导师，顾问
golden rule	准则，指导原则
keen	adj.精明，渴望，热心
professional development	专业发展，职业发展
peer	n.同等地位的人，同事，同 辈 peer evaluation 同事间相互评估
frustrated	adj.挫败的，失望的
delegate	vt.分工
build performance	监督员工表现 performance n.(机器等的)工作性能
strategy	n.策略

strategic /strə'ti:dʒɪk/	adj.战略层面的 strategic location 重要位置, 显要位置 strategic partnership 战略合作伙伴
hand	n.人手
hands-on	adj.亲身实践的, 事必躬亲的 hands-on activity 动手操作
hand-out	n.(会议等)散发的材料
economics	n.经济学
deluxe /dɪ'lʌks/	adj.高级的, 豪华的, 奢华的 = luxurious
cappuccino /,kæpu'tʃi:nəʊ/	n.卡布奇诺咖啡(加牛奶或奶油用蒸汽加热煮出的浓咖啡)
caffeine(e)	n.咖啡因
addiction	n.上瘾
disparity /dɪ'spærəti/	n.悬殊, 差异
charities	n.慈善团体, 慈善事业
staple crop	主要作物
mark-up	涨价, 标高售价
importer	n.进口商
service charge	服务费
outgoing	adj.友好的, 外向的
outgoings(用复数)	n.支出, 开销 = outlay (on sth)
precinct /'pri:sɪŋkt/	n.区域, 管辖区, 分区 a pedestrian/shopping precinct 步行/购物区
staffing cost	雇用员工的开支, 劳工成本
overheads	n.企业一般管理费用, 日常开支 overhead projector 高射投影仪 running costs 管理费用

factor	vt.把。。。作为因素计入(in), 把。。。作为因素排除(out) The consumer's viewpoint should be factored into decision making. 消费者的看法应作为决策因素计入。
break-even	收支平衡, 盈亏平衡, 不赔不赚
added cost	附加成本
irrespective	adj.不考虑的, 不问的, 不顾的
market rates	市场价格
middleman	n.中间商
initiative	n.倡议
initiative and work to strict deadlines in an unsupervised environment	积极主动, 在无人监督的环境下严格完成工作
marketing initiative	营销倡议
scheme	n.计划
certified	adj.证明合格的, 持有证件的
international certification mark	国际认证标志
catalyst /'kætəlist/	n.催化剂
agricultural commodity	农业产品
minimum guaranteed price	n.最低保证价
social conscience	社会道德心, 社会责任感
change hands	转手, 转手买卖。 This house has changed hands twice this year. 这房子今年已转手了两次。

that said	<p>为固定短语，表示“尽管如此， 尽管如此”。</p> <p>It's just a gimmick. That said, I'd love to do it. 这只是个小玩意儿。虽然如此， 我很想做。</p>
The top 20% of the population consumes 50% of overall national income, while the bottom 20% have to make do with a mere 4.7%.	人口中最顶层的20%富人消费了全民收入的50%， 而处于社会最底层的20%穷人仅仅只消费4.7%， 勉强度日。
Income inequality has worsened rapidly.	收入不平等状况迅速恶化。
If these trends continue there could be serious social unrest.	如果这种状况继续下去，可能会引发严重的社会不安。
Rich countries can support poor countries in finance, technology, education, culture, health care donation or low-interest loan.	富国可以通过资金、技术、教育、文化、卫生保健、捐赠或低息贷款等方式扶持穷国。
International organizations formulate favorable policies in support of poor countries.	国际组织可以指定优惠政策支持穷国。
control exploiting the economic advantages of low labour costs in one country and high market value in another	对利用一个国家的低劳动成本和另一个国家的高市场价值挖掘经济优势加以控制
implement and sustain equitable policies	实施并保持平等的政策
International agencies can strengthen national efforts to achieve greater equity.	国际机构应支持民族自强，取得更大的平等。

Among biggest charities in China are China Charity Federation, Red Cross Society of China, Chinese Red Cross Foundation, China Foundation for Poverty Alleviation /əˌliːviˈeɪʃn/, Project Hope, to mention a few.	在中国，大型慈善机构有中华慈善总会、中国红十字总会、中国红十字基金会、中国扶贫基金会、希望工程等。
influence and assist government's decisions	影响并协助政府决策
help government effectively in times of natural disasters	在自然灾害发生时能有效帮助政府
provide channels for business to do something for society	企业以慈善基金会为渠道回馈社会
Important products and services for China's GDP include coal, power, steel, household appliances, financing, catering and tourism.	对我国GDP影响最大的产品和服务包括原煤、电力、钢材、家用电器、金融服务、餐饮和旅游。
IT products and services, electromechanical products, financing and tourism are pillar industries for national economy in China.	信息技术产品和服务、机电产品、金融服务和旅游业等成为中国国民经济发展的支柱性产业。
As to cosmetics, the most famous is the Body Shop, pioneers of fair trade for 20 years now.	说到化妆品，最著名的是美体小铺化妆品公司，他们倡导公平贸易活动已经有20年。
They aren't cheap, but they're ethically right and usually of extremely high quality.	不便宜，但合乎道德，并且通常质量很高。
Ethical buying/shopping can mean buying products from companies or stores who care about the ethics of what they produce; and boycotting the ones who don't.	合乎道德地购物意味着重视生产道德规范的公司或商场购买商品； 抵制不重视生产道德规范的公司或商场。

shop/buy with a clear conscience	买得安心(问心无愧)
spend ethically	合法消费，符合道德的消费
ethical and sustainable goods	环保并符合道德的商品
sustainable development	可持续性发展
important to support local workers or farmers and their rights	支持当地工人或农民及其权利非常重要
move up the agenda	被摆上议事日程 move up 上涨，升级，升迁
how we can achieve economic growth and social justice	如何才能达到经济发展和社会公平
economic growth is the answer to everything	字面义：经济发展解释一切 意译：经济发展压倒一切
on the ground	在实际情况下
to buy products that make a difference to people's lives	购买能够对人们生活起重要作用的产品 make a difference to 区别对待，有关系，起重要作用 I don't think it will make any difference. 我认为那没什么两样。 Dollars make no difference to him. 钱对他不起作用。
protect poor farmers and their rights	保护贫穷农户，维护他们的权利
an indication of caring about the ethics of what they sell	表示咖啡店重视生产道德规范
positive image of being friendly to environment and coffee growers	能够树立环保、爱护咖啡种植户的正面形象

consumers likely to pay more for ethically-traded coffee	顾客大多会买合乎公平贸易的咖啡
feel good and comfortable because it's ethically right	感觉好，很安心，因为合乎道德
give one a sense of doing something for poor farmers	让人感觉为贫穷农户做一些事
wind power	风力，风能
solar power	太阳能
solar panel	太阳能电池板
solar cell	太阳能电池
initial cost	最初成本
Bio fuel	生物燃料
residue	n.残留物，残渣 pesticide residues in fruit and vegetables 残留在水果和蔬菜中的杀虫剂
petrol fuels	石油燃料
wave power	波力，波能
pros	n.赞成票，赞成者
cons	n.反对票，反对者
nuclear power	核能
private sector	私有企业，私人企业
profit-driven /'drɪvən/	adj.受利益驱动的
carbon emission	二氧化碳排放
big-name	adj.有名的
e-business stock	电子商务股
peak	vi.& n.达到顶峰，顶峰
crash	vi.& n.(股市等)暴跌，崩盘; (银行)倒闭
ascend /ə'send/	vi.上升，上涨 The air became colder as we ascended. 随着我们往上攀登，空气就寒冷起来。
ascent	n.上升，上涨 upbeat n.上升

descend	vi. 下跌, 下降 The plane began to descend. 飞机开始降落。
descent	n. 下跌, 下降 The plane began its descent to Heathrow /'hi:θrəu/. 飞机开始向希思罗机场降落。
fluctuate	vi. 波动 Temperatures can fluctuate by as much as 10 degrees. 温差可达10度之多。
well-founded	adj. 理由充足的, 有充分事实根据的
government subsidies	政府补贴
tax credit	抵税金额
residential energy	住宅建筑所需能源
residential electricity	住宅用电
eco-investment craze	生态投资热
level out	持平
revival	n. 复苏
kilowatt-hour	千瓦小时
runaway	adj. 失去控制的, 失控的
procedure	n. 程序, 传统的做法
medical care	医疗
medical insurance	医疗保险
health care	保健
wind farm	风力发电场
Sungreen Power	绿色硅谷能源公司
attract bad publicity	引发负面宣传 attract 有“引起”之义。 publicity n. 宣传 free publicity 免费宣传
publicity materials	宣传材料

large amounts of money	一大笔钱 amount作为“数额”常与money连用。
do your bit for the environment	为环境尽一份力 do one's bit 做自己应做的一份工作
step in	介入, 参与 The government stepped in to limit car imports from other countries. 政府出面干预, 限制从其他国家进口汽车。
in the case of	至于。。。, 就。。。来说 Climate is especially important in the case of articles that are readily affected by moisture. 对容易受潮的商品来说, 气候因素特别重要。
power from the grid	电力 grid 指 power grid 电网
Uncle Sam	山姆大叔 美国、美国政府或美国人的绰号
Housing prices keep soaring because growing urban population has boosted demand.	由于城市人口不断增长推动需求, 房价不断上涨。
The long procedure of land marketing results in the short supply of available land.	长期出售土地的做法造成可用住房用地短缺。
The number of older members of the population has risen because of the changes in life style.	由于生活方式的改变, 老年人的数量在上升。

The number keeps increasing as a result of China's family planning policy and the improvement of medical care.	由于中国的计划生育政策和医疗水平提高，老年人数量在不断增加。
The number keeps ascending due to the fact they enjoy better health care and better living conditions.	由于健康保健服务的进一步完善，生活水平提高，老年人数量在不断增加。
The number of younger members of the population has declined as a result of the "only-child" policy.	因为实施“独生子女”政策，年轻人口数下降了。
Research results are increasing as a result of more research fund, better labs, improved motivation and sounder management.	因为科研经费、激励机制、管理水平和实验室的改善，科研成果不断增加。
Results in schools are rising in China because they are developing more and more talented youngsters.	在中国，学校的成就呈上升趋势，因为他们培养了越来越多有才华的年轻人。
Unemployment is going down as a result of government efforts.	由于政府的努力，失业现象呈下降趋势。
Unemployment pressure has remained stable due to the fact that the country has the richest labor force resources in the world.	这个国家有世界上最丰富的劳动力资源，因此失业压力一直保持不变。
China is not an immigrant country and no law or regulations are set permitting immigration.	中国不是移民国，没有法律规定允许移民。
Interest rates in China are rising as a result of preventing a runaway economy.	为了防止经济失控，中国的利率还会提高。

as from	<p>主要用于英国英语，意为“自。。。起”</p> <p>The law is effective as from 1st January. 这项法律从1月1日起生效。</p>
corporate profile	公司简介
corporate image	公司形象
innovative and original product	创新产品
innovative idea	创意
silicon-saving technology	节约硅晶材料技术
a mine operator	矿主
a farm operator	农场主
farm labourer	农场工人
ethically-traded	adj.合乎道德进行贸易的
opening	<p>n.开张</p> <p>opening hours 营业时间</p>
store openings	开张数量
Netherlands /'neðələndz/ = Holland	<p>荷兰</p> <p>Dutch adj.荷兰的 n.1.the Dutch 荷兰人 2.荷兰语</p>
covering letter = testimonial	求职信，介绍信
firm handshake	<p>有利的握手</p> <p>握手在不同文化中有不同的表现形式和内涵。欧美人习惯再见面的时候与对方有力地握手，以示自信和真诚；日本人喜欢像对方鞠躬致意；</p> <p>东南亚人是两掌在胸前对合做祈祷状；</p> <p>中东人和许多东方人在握手时，往往轻轻握一下，那是因为在他们的文化里，紧紧握手意味着挑衅。</p>
operations manager	运营部经理

employment consultancy	就业咨询公司
optional extra	可有可无的多余东西 optional adv.可选择的，非强制的
anonymous /ə'noniməs/	adj.无名的，匿名的，姓氏不明的
contact	n.联系人
shortlist	vt.初选 He was shortlisted for the Nobel Prize for literature several times. 他曾数次获得诺贝尔文学奖提名。 short-list 被列入初选名单
punchy	adj.简洁，简练 A good way to sound confident is to use short punchy sentences. 一个听上去充满自信的好方式，是要把话说在点子上。
speculative	adj.冒险性的，不确定的 speculative application 自荐求职信，自荐式简历递交(不针对具体职位)
networking event	联谊活动
follow-up	adj.补充性的，后续的，接着的 follow-up call 后续电话 follow-up evaluation 后续评估
shortcut	n.捷径
legible	adj.(字迹等)清楚的，易读的
set the scene	为固定短语，意为“描述实况，叙述背景”。

keep...on file	<p>把。。。记录下来备查。</p> <p>We have no immediate vacancy, but I'll keep your name on file.</p> <p>目前我们不缺人员，不过我会把你的姓名记录下来。</p>
keep...on edge	<p>使。。。紧张不安，烦躁，恼怒</p> <p>on edge</p> <p>紧张不安，烦躁，恼怒</p> <p>My nerves were constantly on edge.</p> <p>我的神经处于不断紧张中。</p>
make an email work harder	<p>使电子邮件更难发挥作用，work一词有“起作用、有效”之意。</p> <p>My brain doesn't seem to be working well today.</p> <p>我的脑子今天似乎不太好使。</p>
selling yourself on paper	以书面形式推销自己
case	n.案例
court	n.法院
defence	n.辩护
prosecute	<p>vt.& vi.对。。。提起公诉，起诉，告发</p> <p>prosecution</p> <p>n.(被)起诉，(被)检控</p>
prosecutor	n.检控官，起诉人
juror	n.陪审员(a member of a jury)
exempt	adj.被免除，被豁免
exemption	n.免除，豁免
judge	n.法官
liable	adj.有赔偿责任的

lawyer	n.律师(注：开业律师以其服务方式不同而分为诉讼律师(barrister)和事务律师(solicitor /sə'lisɪtə(r)/), 诉讼律师按规定不准合伙, 只能单独开业, 但诉讼律师按照管理自愿结合组成事务所。)
rights	n.(常用复数)权利
operator	n.运营商, 运营公司
brand image	品牌形象
sales staff	(集体词)销售人员
legal proceedings	诉讼, 诉讼程序
telecoms firm	电讯公司
trade law	商标法
fringe	n.刘海, 额头前短垂发 vt.形成。。。的边缘 The beach was fringed by coconut palms. 沿海岸边长着椰子树。 fringe benefit 附加福利, 附带的好处
infringe	vi.侵权, 侵害 She refused to answer questions that infringed on her private affairs. 她拒绝回答侵犯她隐私的问题。
marketplace	n.市场, (思想的)交流场所, 商业界
turquoise /'tɜ:kwoɪz/	n.青绿色
premises	n.(企业、机构等)经营场地, 生产场地, 办公场所
litigation cost	诉讼费, 诉讼成本
sue	vt.& vi.对。。。起诉, 起诉, 控告
corporate colour	公司使用的颜色
corporate events	公司社交活动
legal firm	律师事务所

generic verb	普通动词 generic adj.一般的, 普通的, 通用的, 非商标的
patrol station	(英)加油站 = gas station
values	n.(复)价值观
service station	服务站: 一个为汽车提供燃料、维修和其他服务的地方, 通常位于高速公路或城市的主要道路上。
counter	n.筹码, 柜台, 硬币
dice	n.骰子
word-of-mouth	adj.口头的
Heinz /hainz/	海因茨公司, 全名为H.J. Heinz Company, 美国食品加工公司
Toblerone	瑞士三角牌巧克力
Orange	奥兰吉公司, 法国移动运营商, 1994年正式步入英国市场
Leicester /'lestə(r)/	莱斯特(英国英格兰中部城市, 莱斯特郡首府。注意该词ices只发s音)
run a series of TV commercials	打出系列电视广告
on the line to discuss this story	连线参与讨论该新闻事件 story一词除“故事”外, 还常指“新闻报道”。 a page-one story = front page news 头版新闻报道
have a case against a company	起诉某公司
buy the rights on sth.	买下某产品的(商标)权是。。。合伙人
partner with...	I got a job with a motor company. 我在一家汽车公司找到了工作。

proceedings	<p>诉讼，诉讼程序</p> <p>start/take legal proceedings against sb. 对某人起诉</p>
go	<p>英文小词go常与形容词连用，表示“变为，成为”</p> <p>go green 生产或使用绿色产品，注重环保</p> <p>go global 打入国际市场 = go abroad = do business overseas</p>
pay cheque	支付工资的支票
faulty	<p>adj.缺损的，有毛病的</p> <p>faulty product 瑕疵品</p>
press conference	记者招待会
<p>overtime</p> <p>= extra time</p> <p>= extend working hours</p> <p>= work overtime</p>	n.加班
policy	n.方针，作法
recall	<p>vt.召回(产品)</p> <p>The company has recalled all the faulty hairdryers. 公司回收了所有有问题的吹风机。</p>
homeowner	自己拥有住房者
PR representative	PR 公关代表
skincare	<p>n.皮肤护理</p> <p>skincare product 护肤产品</p>
roleplay	n.角色扮演
press release	新闻稿
submit	vt.提交
academic success	<p>学术成就</p> <p>academic study 学术研究</p>

notable event	重大活动 notable adj.显著的，重要的
slant	n.侧重，方面，观点，看法 She put a new slant on the play. 她对那出戏提出了一种新的见解。
hot topic	热点话题
company announcement	公司公告
concern	n.关注的问题，关注的事 adj.可以多次使用的
reusable	reusable shopping bags 可多次使用的购物袋
success story	成功的故事
furnishings	n.家具，室内陈设
downsize	vt.缩小规模 American manufacturing organizations have been downsizing their factories. 美国制造商们一直在缩小他们工厂的规模。
have Internet access	可以上网
cabaret	n.卡巴莱(指有歌舞或滑稽短剧等表演助兴的餐馆或夜总会); (餐馆、夜总会等的)歌舞表演
We're looking into it at the moment	目前我们正在调查此事
do some overtime	加了几次班
Barbie doll house set	芭比娃娃房子积木玩具
at the front of everyone's minds	摆在大家心中的首要位置
rainforests of the Amazon	也称 Amazon Rainforest 位于南美洲的亚马逊河是世界上流域最广、流量最大的河流。
refer to a 'hot topic'	围绕一个“热点话题”展开

close to the appeal of the general public	与普通大众的诉求接近
is about a major concern while at the same time promotes the company	在宣传公司的同时，触及大家关注的问题
reduce the use of plastic bags in a bid to reduce energy consumption and polluting emissions	减少使用塑料袋，努力降低能耗和污染排放
promote 'green' consumption among people and encourage them to protect the environment in their daily lives	在普通民众中宣传“绿色”消费，鼓励他们在日常生活中保护环境
enhance awareness of environmental protection	提高环境保护意识
a 'habit revolution'	习惯的革命
To limit the use of plastic bags is to protect our environment.	限制使用塑料袋是为了保护环境。
Shopping bags used to bring lots of conveniences to shoppers. However, they also caused a heavy burden to the environment.	塑料购物袋过去给购物者带来很大方便。不过，他们也使环境不堪重负。
reduce the one-time use of plastic bags to help form new shopping habits and to curb the 'white pollution' and conserve resources	减少使用一次性塑料袋，逐渐养成新的购物习惯，遏制白色污染，节约资源
scandal	n.丑闻
corporate law	n.公司法
plc	attr. public limited company 股份有限公司
violation	n.侵犯
planning	n.规划部

revolutionary	adj.完全创新的，划时代的 revolutionise = revolutionize v.使革命化 Over the past forty years plastics have revolutionised the way we live. 在过去40年里，塑料完全 改变了我们的生活方式。
basic starting salary	基本起始工资
perks	n.好处，额外收入，外快
online training	网上培训
distance training	远程培训 Distance training program helps the staff in many ways. 远程培训课程对员工有很多 好处。
workout facilities	健身器材，运动器材
sports club = gymnasium = gym	健身馆
venue /'venju:/	n.(活动、会议等的)地点， 举办场所 The band will be playing at 20 different venues on their UK tour. 这个乐队在英国巡回演出期 间将在20个不同的地点演 出。
catering culture	饮食文化
interpersonal skill	人际交往技能 interpersonal adj.人际关系的 interpersonal communication 人际交往

tactful	adj.机敏的，圆通的，乖巧的 tactfully adv.不得罪人地，婉转地
discreet	adj.谨慎的，慎重的
share options = stock option	股票期权：一种给予员工或管理层购买公司股票的权利的奖励计划。 The company offers share options as part of its employee benefits package. 该公司作为员工福利计划的一部分提供股票期权。 offer stock option 提供股票期权
insurance cover	投保范围
point-of-sale display	售卖点展示
eye-catching	adj.吸引人的
visual presentation	直观展示 visual presentation of products 产品得到直观展示
credibility /ˌkredəˈbɪləti/	n.可信度 a sense of credibility 可信度
refill	n.替换笔芯
printer cartridge /ˈkɑːtrɪdʒ/	打印机墨盒
energy efficient light bulb	节能电灯泡
transport connections	交通便利状况
public transport	公共交通工具
public transportation fares	公交费用
enhancer	n.1.追求上进的人 2.增强子（剂）；增强器；放大器 flavour enhancers 增味剂

career enhancers	追求事业进步的人，旨在提高职业水准的人
commitment	n.介入，投身
physically	adv.实际上，真正地
simulated	adj.模拟的
simulation /,sɪmjə'leɪʃn/	n.模拟训练 simulation test 模拟测试
professional network	职业关系网/交往面
networking opportunities	人机交往机会
plan ahead, check flight schedules and book the plane ticket in an earlier time	事先做好计划，了解航班情况，提早订票
check exchange rate and get the money exchanged	查询汇率，兑换好旅行费用
learn about local customs to avoid cultural conflict	了解当地习俗，防止文化冲突
Knowledge about and preparation for the local weather, flight, transport situations and accommodation can ensure a comfortable stay in the destination city.	了解目的地的气候、航班、交通、住宿等可以保证抵达目的地后住得愉快。
make advance reservation with a local hotel so that the people for the sales conference can have a place to stay immediately after they arrive in the country	事先在当地订好酒店，这样去开会的会员可以一到达便直接入住
have accommodation organized before arriving at the destination	在抵达目的地之前安排好住宿
choose to stay in a hotel close to the meeting or with good transport connections	选择离会场近或交通方便的酒店

book a hotel with Internet access so that they can have an easy and cost-effective way of getting in touch with the home company when it is necessary	预定能够上互联网的酒店，必要时可以很容易和国内取得联系，而且节约成本
hotels with nice workout facilities should be on the list of choice so that they can do some exercise in their free time	提供健身设备的酒店应列在首选之列，这样他们在会议闲暇可以进行一些锻炼
go to sports clubs for workouts so that they can get a bit of relaxation /,rɪˈlæksɪjən/ and exercise	到健身房参加健身活动，这样他们可以既得到放松也得到锻炼
have local dishes to experience Arabian catering culture	吃当地小吃，体验阿拉伯饮食文化
arrange a sightseeing tour to experience the exotic culture and scenery	安排观光游，了解异国文化和风情
excellent communication and interpersonal skills	出色的沟通和人际交往技能
able to build effective relationships with people at all levels	能够与各级员工建立和谐有效的关系
tactful and discreet in dealings with individuals on HR-related matters	能够机敏慎重地处理与人事相关的问题
with highly developed staff management and leadership skills and able to resolve staff management issues	具备优秀的人事管理和领导技能，能够解决人事管理问题
able to identify and develop talent, advising and coaching team members on a continuous basis	能够发现和培养人才，持续不断地为团队提供指导和培训
longer holidays or an extra week's annual leave	更长的休假时间或年假增加一个星期
more extensive health insurance cover	提供投保范围更广的健康保险

a large medical insurance policy	大额医疗保险
company car, mobile phone to ensure easy mobility and access	公司提供用车、手机，确保来取方便，便于联系
country club membership	乡村俱乐部会员资格
membership or gyms, health clubs and fitness centers	各类健身俱乐部会员资格
attractive life insurance cover or extra pensions	大额人寿保险或额外的养老金
direct and eye-catching with point-of-sale(售卖点) displays	售卖点展示效果直接，能够吸引眼球
better effects of promotion	宣传效果更好
Online brochures reach large audience and are cost-effective.	网上宣传小册子受众面广，节约成本。
give away promotional gifts	赠送宣传小礼品
Television advertising is the most powerful form of advertising.	电视广告是广告最有力的形式。
It allows you to convey your message with sight, sound, and motion, which can give your products instant credibility.	可以将信息用图像、声音和动作充分表现出来，使顾客瞬间即可产生对公司产品的信度。
Despite the Internet's steady rise in popularity over the last few years, television remains the dominant medium.	虽然今年来互联网逐渐流行，电视仍然是最主要的广告媒体。
can show how those stationery and office equipment work	可以展示那些办公用品和设备如何发挥作用
Although many people spend a lot of time watching television, they usually change channels when commercials begin, so television advertising doesn't get the target audience.	尽管很多人长时间看电视，但一到广告时间，往往转换频道，因此电视广告不一定能到达目标受众。

introduce green office policies	采取绿色办公室政策
start from office stationery like pens and paper	从笔和纸等办公用品开始
use refills for ballpoint pens instead of buying the pens every time when they run dry	圆珠笔使用替换笔芯，而不是用完后购买整支新笔
use both sides of paper whenever it is possible	尽量做到纸的双面都使用
edit and proofread /'pru:fri:d/ on the screen as much as possible and print one final draft to paper	尽量在电脑上编辑和校对，最终稿才用纸打印
effective way to reduce paper consumption	减少用纸的有效方法
never use disposables in the office	在办公室里不使用一次性物品
use reusable pinter cartridges and rechargeable batteries	使用能够多次使用的打印机墨盒和充电电池
introduce 'one-bin-day',take individual bins away from office workers and replace them with one central bin	实行“一个字纸篓日”，把办公室人员各自的字纸篓拿掉，大家共用一个字纸篓
Removing employees' bins for a day helps focus attention on just how much is used and thrown away daily.	把员工各自的字纸篓拿掉，可以让大家认识到每天用了多少东西又扔了多少东西。
If workers follow their normal practices, the central bin will soon be overflowing within a matter of hours.	如果员工按照平日的习惯，共用的字纸篓里几个小时后拉力机就会堆积如山。
segregate /'segrigeɪt/ their waste	各自将垃圾分类
install energy efficient light bulbs	安装节能电灯泡
encourage car pool/sharing	鼓励拼车
encourages diversity	鼓励多样化

separate all waste for collection and recycling	对垃圾进行分类，以便收集和回收利用
encourage the organisation of car sharing	鼓励自由组合，合用私家车
subsidise employees' use of public transport	为乘坐公共交通工具的员工提供补贴
a good choice for career enhancers who are willing to enhance their careers without being cut off from their professional life	对追求事业进步的人提供了好机会，这些人愿意在不中断职业生活的同时提高自己的职业水平
Some of the professionals / career enhancers can't afford to give sufficient amount of time as they would have given if they had chosen full-time programs.	一些旨在提高职业水准的无法挤出全日制学习所需要的时间。
they can manage their time and study while work	他们可以安排好时间，边工作边学习
flexible, require less commitment and time	比较灵活，不需要太多投入和时间 commitment n. 1.承诺(make a commitment) 2.(U) (对工作或某活动) 献身，奉献，投入 commitment to sb./sth. 3.(U,C) (资金、时间、人力的) 花费，使用 commitment (of sth) (to sth) the commitment of resources to education 对教育的资源投入
need not to attend the classes physically	不需要真的到某个地方去上课
give them flexibility in terms of geographical locations	在地理位置上比较灵活 geographical adj.地理的

offer interactions with the trainees who are enrolled in the same program	为参加同一课程的培训班学员提供互动机会
can schedule their coursework according to their work and life	可以根据他们的工作和生活安排课程
possible for courses in meetings and presentation skills because there can be simulated meetings and presentations	有关会议和大会发言技能的课程可以通过模拟会议和模拟大会发言在网上授课
not good for practice since no one interacts with you or points out your weaknesses for improvement	不利于练习，没有人与你互动或指出缺点以便改进
Interaction with people is limited since the best interaction is always a physical interaction.	与他人互动有限，因为效果最好的互动是与他人面对面互动。
prevent the staff from broadening their professional network.	限制员工扩大职业关系网/交往面
mediate	v.调停，斡旋 mediate (in sth) The Secretary-General was asked to mediate in the dispute. 有人请秘书长来调解这次纷争。 mediate (between A and B) An independent body was brought in to mediate between staff and management. 由一个独立机构介入，在劳资之间进行调解。

intermediate	中级的，中等程度的 intermediate country 中转国，原产国的境外生产地，加工贸易国
upper-intermediate	中高级的
20 people work under me.	我手下有20个人。
bracket	1.括号 Add the numbers in brackets first. 先把括号里的数字加起来。 2.档次 people in the lower income bracket 低收入等级的人
All these words are used in front of 'job' and 'work':	
1.satisfying, stimulating, fascinating, exciting: the work is interesting and gives you positive feelings.	
2.dull, boring, uninteresting, unstimulating: the work is not interesting.	
3.repetitive 重复乏味的, routine: the work involves doing the same things again and again.	
4.tiring, tough, hard, demanding: the work is difficult and makes you tired.	
flight attendant	空中乘务员
attendance	n(U).出勤率 Her attendance in school was sporadic. 她在学校的出勤率很低。
Do you have a nine-to-five job?	你的工作是朝九晚五吗？

Do you have to clock on and off?	你必须打卡上班吗？
psychometric /ˌsaɪkə'metɪk/	adj.心理测量的 psychometric testing 心理测试
crossword	填字游戏
philosophy	哲学
in-house training	内部训练 in-house training program 公司内部的培训项目
These words are often used in job advertisements. Companies look for people who are:	job advertisement 招工广告
1.self-starters 自我激励者, proactive /ˌprəʊ'æktɪv/ 积极主动的, self-motivated, or self-driven	good at working on their own.
2.methodical /mə'θɒdɪkl/, systematic and organized	can work in a planned, orderly way.
3.computer-literate	good with computers.
4.numerate /'nju:mərət/	good with numbers.
5.motivated	very keen to do well in their job.
6.talented	naturally very good at what they do.
7.team players	people who work well with other people.
brain surgeon	脑外科医生
remuneration /rɪ,mju:nə'reɪʃn/	酬金；薪水；报酬 remuneration package 薪资待遇
performance-related bonuses	
boardroom	n.(总称)董事会
a boardroom row	绩效奖金

white-collar workers	<p>白领工作者：指从事脑力劳动、办公室工作的职员，通常包括管理人员、专业人士等。</p> <p>White-collar workers are more likely to work in offices than in factories. 白领工作者更可能在办公室工作，而不是在工厂。</p>
manual/blue-collar workers	蓝领工作者
supervisor	<p>监督人；指导者；主管人 I have a meeting with my supervisor about my research topic. 我要就我的研究课题同导师见一次面。</p>
payroll	<p>n.(公司员工的) 工资名单</p> <p>payroll budget 工资预算</p> <p>payroll process 工资处理过程</p>
HR / personnel	人力资源部门
personnel inventory	人力储备
personnel training	人员培训
open-plan offices	<p>开放式办公室：一种没有隔间或墙壁的办公空间设计，旨在让所有员工在同一空间内工作，以促进沟通和协作。</p> <p>Our company recently switched to an open plan office to encourage collaboration among employees. 我们公司最近改用开放式办公室，以促进员工之间的合作。</p>

administrative staff	<p>行政人员：指在机构、企业、学校等组织中从事行政管理工作的员工。</p> <p>The administrative staff is responsible for managing the daily operations of the company. 行政人员负责管理公司的日常运营。</p>
administrative work	<p>行政工作：指在组织、协调、管理、监督等方面进行的工作，通常包括文件处理、会议安排、人员管理等。</p> <p>She is responsible for all administrative work in the company. 她负责公司的所有行政工作。</p>
support staff	<p>支持人员：为一个组织工作的人员，以保持其运转并支持参与该组织主要业务的人员。</p> <p>The company hired additional support staff to assist with administrative tasks. 公司雇佣了额外的支持人员来协助行政任务。</p>
spread over	<p>分阶段安排某事发生：在一段时间内分阶段安排某事发生。</p> <p>The project will be spread over the next six months. 这个项目将在接下来的六个月内分阶段进行。</p>

When workers are not happy with pay or conditions, they may take industrial action:	
1.strike,stoppage/'stopɪdʒ/ /停工；罢工 or walk-out 罢工: workers stop working for a time.	
2.a go-slow: workers continue to work, but more slowly than usual.	
3.an overtime ban: workers refuse to work more than the normal number of hours.	
career ladder	<p>职业阶梯：在一个人的职业生涯中可以逐步晋升的一系列职位，被认为是向更大的责任和财务成功攀登的阶梯。</p> <p>She is determined to climb the career ladder and reach a higher position in the company. 她决心攀登职业阶梯，在公司中达到更高的职位。</p>
delayer	delayer the company 拖延公司
If you do something wrong, you are...	
1.dismissed	
2.fired	
3.sacked	sack sb.
4.terminated	
If you've done nothing wrong, you are...	
1.laid off 裁员	
2.made redundant	
3.offered early retirement	
outplacement advice	outplacement 新工作安排；（对失业人员的）安置
demotion /di:'məʊʃn/	降级；降职

insecure	不安全的；无保障的；不牢靠的 Jobs nowadays are much more insecure than they were ten years ago. 当今的工作比十年前要不稳固得多。
passive smoking	n(U).被动吸烟；吸二手烟
hazardous substances	有害物质
hazardous chemicals	危险化学品
fire hazards	火灾隐患：可能增加火灾发生的可能性。 It is important to identify and eliminate fire hazards in the workplace. 在工作场所中，识别和消除火灾危险是非常重要的。
fire precautions	防火注意事项
verbally /'vɜ:bəli/	口头上（而非书面或行动上） The company had received complaints both verbally and in writing. 这家公司收到了口头和书面的投诉。
harass 英/'hærəs/ 美/hə'ræs/	vt.侵扰；骚扰 She claims she has been sexually harassed at work. 她声称在工作中受到性骚扰。
sex discrimination	性别歧视
glass ceiling	无形限制，无形顶障（妇女等在职务升迁上遇到的无形障碍）
racial discrimination or racism	种族歧视或种族主义
affirmative action = positive discrimination	positive discrimination

equal opportunities	<p>平等机会：不因种族、宗教等原因对人们进行歧视的原则。</p> <p>The company is committed to providing equal opportunities for all employees. 该公司致力于为员工提供平等机会。</p>
dignity at work policy	工作尊严政策
managers, executives and directors	经理、主管和董事
non-executive directors 非执行董事：在公司董事会中，不参与公司日常管理和运营决策的董事，通常负责监督和指导公司战略。	non-executive directors are not managers of the company; they are outsiders, often directors of other companies who have particular knowledge of the industry or of particular areas.
head up their departments	领导他们的部门
allocate	allocation n.分配，配给
captains of industry	大企业的首脑（captain of industry 的名词复数）
These words often occur in combinations such as these:	
1.magnate n.富豪；（尤指）产业大亨	media press shipping oil
2.mogul /'məʊgl/ n.大亨；有权势的人	movie media shipping
3.tycoon	property software
risk-taking nature	自然风险
self-employed	adj.自主经营的 self-employed person
state-owned	adj.国有的；国营的；州立的
government-owned	国有的

bureaucratic	<p>官僚的；官僚主义的</p> <p>The report revealed a great deal of bureaucratic inefficiency. 报道大量揭示了官僚体制的无能。</p>
sole trader	<p>Sole owner and sole proprietor /prə'praɪətə(r)/(业主，所有人) are also used both in BrE and AmE. Sole trader is not used in the US.</p>
demutualized = demutualised	vi. 交易所的非互助化；股份化
non-profit organizations	(BrE), not-for-profit organizations(AmE)
with loss-making companies	loss-making adj. 亏损的
Here are some of the manufacturing industries that make up the manufacturing sector:	
aerospace /'eərəʊspeɪs/	planes and space vehicles 航天航空技术
cars(BrE) automobiles(AmE)	cars
computer hardware	computers, printers, etc.
construction	buildings
defence(BrE) defense(AmE)	arms, weapons
food processing	canned, frozen foods, etc.
household goods 家用物品	washing machines, refrigerators, etc.
steel	a stronger, more useful metal than iron
textiles	cloth and clothes
Here are some of the services or service industries that make up the service sector:	

catering (会议或社交活动的) 餐饮服务，酒席承办	restaurants, bars, etc.
computer software	programs for computers
financial services	banking, insurance, etc.
healthcare	medical care
leisure	sport, theme parks, etc.
media	books, newspapers, film, television
	media coverage 媒体报道
	media exposure 媒体报道
property(BrE) real estate(AmE)	buying, selling and managing buildings
retail	shops
	retail analyst 零售业分析师
	retial voucher 购物券
telecommunications	phone, Internet services
telecommuting	n.通讯上班(方式)
telecommute	vi.通讯上班(指不用去办公室而在家用电脑和其他通讯设备上班)
telecommuter	n.通讯上班族
commute	vi.&n.乘车上下班，上下班交通
telework	vi.电子居家办公
teleworker	n.采用电子居家办公方式的员工
tourism	travel and holidays
	tourism consumption industry 旅游消费领域
the development process	开发过程
proprietary	adj.专卖的；专营的；专利的
	a proprietary medicine 专卖药品
	proprietary brands 专利品牌
下面的词是否是可数名词	

1.a design / design	
2.a development / development	
3.an invention / in vention	
4.an innovation / innovation	
copyright infringement	<p>版权侵权</p> <p>The company was sued for copyright infringement. 该公司因版权侵权而被起诉。</p>
patent application	<p>专利申请</p> <p>He submitted a patent application for his new invention. 他为其的新发明提交了一份专利申请。</p>
royalty (royalty fee)	<p>n.特许使用费</p> <p>royalty payment</p>
licensing agreement	<p>许可协议</p> <p>The two companies signed a licensing agreement for the use of patented technology. 这两家公司签署了一份许可协议，用于使用专利技术。</p>
overproduction:	生产过剩
1.excess capacity	过剩产能
2.overcapacity	n(U).生产能力过剩
3.spare capacity	<p>闲置产能：工厂、公司或行业超过目前生产的产品的能力。</p> <p>The factory has spare capacity to produce more goods if needed. 如果需要，该工厂有闲置产能可以生产更多商品。</p>

4.surplus capacity	<p>剩余产能：指生产行业或经济的运营率较低，表示存在着过剩或未使用的生产能力。</p> <p>The decline in demand has led to surplus capacity in the manufacturing sector. 需求下降导致制造业存在剩余产能。</p>
vacuum cleaners	吸尘器
Quantities of raw materials, components, work-in-progress (半成品) and finished goods in a particular place are stocks.	
dimensions	尺寸 = sizes
conformity	n(U).conformity (to/with sth) (formal) (对社会规则的) 遵从，遵守
zero defects	no faults at all.
defects of products	产品瑕疵
street vendors	街头小贩
particular	adj.特定的，某一的，特别的，挑剔的
segment	<p>n.</p> <p>1.部分；份；片；段 She cleaned a small segment of the painting. 她擦干净了这幅画的一小部分。</p> <p>2.（柑橘、柠檬等的）瓣</p> <p>一瓣橘子： a segment of orange a slice of orange a piece of orange</p>

market segmentation	市场分割 segmentation n.分割, 切断
stiff	adj.生硬的, 艰难的
Marketers(卖家, 市场营销者) often talk about market orientation(方向, 导向):	the fact that everything they do is designed to meet the needs of the market. They may describe themselves as market-driven, market-led or market-oriented(以市场为导向的).
company-wide	全公司的; 公司性的; 企业水平的
many market-led growth businesses	许多市场主导的成长型企业
portfolio	n. 1.文件夹 2.个人或机构的) 投资组合, 有价证券组合 an investment/share portfolio 投资/股份组合 3. (公司或机构提供的) 系列产品, 系列服务 a portfolio of wines 系列葡萄酒
Consumer goods that last a long time, such as cars and washing machines, are consumer durables.	耐用消费品, 如汽车和洗衣机, 都是耐用消费品。
Consumer goods such as food products that sell quickly are fast-moving consumer goods, or FMCG.	快速销售的食品等消费品被称为快速消费品(FMCG)。
product mix	产品组合
soap powder	洗衣粉(washing powder); 肥皂粉
advertisements and hoardings(广告牌)	广告和广告牌
upmarket	adj.(商品、服务等)质优价高的, 高档的, 昂贵的

BrE: upmarket, downmarket	高端市场,低端市场
AmE: upscale, downscale	高档消费阶层的,下层消费阶级的
niches /'ni:ʃɪz/	<p>A niche or niche market is a small group of buyers with special needs, which may be profitable to sell to. For example, sports cars are a niche in the car industry.</p> <p>利基市场或利基市场是指一小群有特殊需求的买家，向他们销售产品可能有利可图。例如，跑车是汽车行业的利基市场。</p>
niche market	<p>专门市场，有利可图的市场</p> <p>niche exhibition 小规模的专业展览</p>
A shop(BrE) or store(AmE) is where people buy things. Companies may call it a retail outlet or sales outlet. Here are some types of shops:	
1.chain store	part of a group of shops, all which the same name.
2.convenience store	small shop in a residential area and open long hours.
3.deep discounter 深折扣	a supermarket with very low prices.
4.department store	very large shop with a wide variety of goods, usually in a town centre.
5.drugstore	shop in a town centre in the US which sells medicines; you can also have coffee and meals there.

6.hypermarket	very large shop with a wide variety of goods,usually outside a town.
7.supermarket	very large shop,selling mainly food.
a purpose-built area	专门建造的区域
salesforce	软件营销部队（公司名）
Promotions(uncountable)is all the activities supporting the sale of a product, including advertising. A promotion (countable) describes:	
a special offer	such as a discount or reduced price.
a free sample	a small amount of the product to try or taste.
a free gift	given with the product.
competitions with prizes	有奖比赛
clicks-and-mortar	鼠标加水泥；传统零售与电子商务结合的模式 mortar /'mɔ:tə(r)/ n(U).灰泥；砂浆
Here are some more uses of the word 'sale':	
1.make a sale	sell something
2.be on sale	be available to buy
3.unit sales	the number of things sold 售出物品的数量
4.sales	a company department
5.a sale	a period when a shop is charging less than usual for goods
6.the sales	a period when a lot of shops are having a sale
The money that a business spends are its costs:	
1.direct costs	direct costs are directly related to providing the product(e.g. salaries).

2.fixed costs	fixed costs do not change when production goes up or down(e.g. rent, heating, etc.).
3.variable costs	variable costs change when production goes up or down(e.g. materials).
4.cost of goods sold(COGS)	the various costs in making particular goods(e.g. materials and salaries).
5.indirect costs	overhead costs or overheads are not directly related to production(e.g. administration).
variable pay	浮动工资
economies of scale	规模经济(因经济规模扩大而得到的经济节约), 亦作scale economies
economies of scale and the learning curve	learning curve 学习曲线
When you ask to buy something, you order it, or place an order for it. When the goods are ready, they are dispatched or shipped to you.	
BrE: profit and loss account AmE: income statement	
A venture capitalist (风险投资家) is someone who puts up money for a lot of new companies.	
leverage /'li:vərɪdʒ/	n(U).影响力 diplomatic leverage 外交影响力
turnarounds and bailouts	turnaround n.转向，彻底改变

high-street banks	<p>主街银行：指在主要商业街或购物中心等地点设立的银行分支机构，提供各种银行服务。</p> <p>Most high-street banks offer online banking services. 大多数主街银行都提供在线银行服务。</p>
current account	活期存款账户；往来账户
deposit account	定期存款账户
mortgage /'mɔ:ɡɪdʒ/	<p>n. 按揭（由银行等提供房产抵押借款）；按揭贷款 to apply for/take out/pay off a mortgage 申请/取得/还清抵押贷款</p> <p>vt.（向银行等）抵押（房产） He had to mortgage his house to pay his legal costs. 他不得不把房子抵押出去来付诉讼费。</p>
financial centres	London is a financial centre is called the City or the Square Mile, and New York is Wall Street.
financial institutions	<p>金融机构：指金融领域的机构，如银行、保险公司、证券公司等。</p> <p>The stability of financial institutions is crucial to the overall health of the economy. 金融机构的稳定对整个经济的健康至关重要。</p>
Other financial products include:	
1.commercial paper	short-term lending to business.

2.bonds 债券	longer-term lending to business and the government.
3.currencies(foreign exchange or forex)	buying and selling the money of particular countries.
4.commodities	metals and farm products.
securities houses	证券公司
derivatives	衍生产品
A futures contract is an agreement giving an obligation to sell a fixed amount of a security or commodity at a particular price on a particular future date.	期货合约是一种约定，约定在未来某一特定日期以特定价格出售固定数量的证券或商品。
An options contract is an agreement giving the right, but not the obligation, to buy or sell a security or commodity at a particular price at a particular future time, or in a period of future time.	期权合约是一种协议，赋予在未来特定时间或未来一段时间内以特定价格买卖证券或商品的权利，而不是义务。
spectacular declines	spectacular adj.壮观的，引人入胜的
peaks and troughs	高峰和低谷 trough /trɒf/ n(C).低谷；（企业或经济的）低潮
If a figure rises to a level and then stops rising, remaining at the level, it levels off (趋于稳定) and remains steady or stable.	
If a figure reaches its highest level - a peak - and then goes down, it peaks at that level. If it reaches its lowest level - a trough /trɒf/ - and then bottoms out, it falls to that level and then starts rising again.	

Boom and bust	繁荣与萧条
1.demand is the amount of goods and services that people want in a particular period.	
2.A boom is when there is rising demand, and other indicators are strong.	
3.Stagnation /stæg'neɪʃ(ə)n/ (经济的) 不景气) is when the economy is growing slowly, or not at all.	
4. Stagflation(滞胀 (高通胀与低就业率或经济低迷并存)) is when slow growth is combined with prices that are increasing fast.	
5. Recession is a period when there is negative growth, a period when the economy is producing less. A slump is a very bad recession. A depression is a very bad slump.	
bribery and corruption	贪污受贿
An illegal payment to persuade someone to do something is a bribe, or informally a backhand er 贿赂 (BrE only), kickback 回扣 or sweetener 贿赂. To bribe someone is bribery. Someone who receives bribes is corrupt and involved in corruption. This is informally known as sleaze, especially in politics.	

defraud /dɪ'frɔ:d/	defraud sb (of sth) 骗取，诈取（...的钱财） They were accused of defrauding the company of \$14 000. 他们被控诈骗该公司14 000元。
fraud/frɔ:d/	n. 1.(U)诈骗罪 She was charged with credit card fraud. 她被控告信用卡欺骗罪。 2.(C)骗子 He's nothing but a liar and a fraud. 他只不过是个撒谎者和骗子。
fraud squad	（警方的）诈骗案调查小组
counterfeit	vt.伪造，伪造(货币、手迹等) adj.伪造的，假冒的 counterfeit watches 冒牌手表
counterfeiter /'kaʊntəfɪtə(r)/	n.伪造者，仿制者
forge	v.伪造，锤炼 He's getting good at forging his mother's signature. 他把母亲的签名伪造得越来越惟妙惟肖了。
forgery	n. 1.(U)伪造罪 2.(C)伪造品 Experts are dismissing claims that the painting is a forgery.专家排除了这幅画是赝品的说法。
forger /'fɔ:dʒə(r)/ = counterfeiter	伪造者

embezzlement /ɪm'bez(ə)lmənt/	n(U).挪用公款 He was later charged with embezzlement. 他后来被指控挪用公款。
racketeer /ˌrækə'tiə(r)/	n.诈骗者
money launderer	洗钱者：指通过各种手段将非法所得的钱财变为合法的人。 · The police arrested a notorious money launderer who had been operating for years. 警方逮捕了一个多年来一直在活动的臭名昭著的洗钱者。
money laundering	洗钱：进行旨在掩盖资金来源的交易的行爲，尤其是非法获得的资金。 · The authorities are cracking down on money laundering activities. 当局正在打击洗钱活动。
ferry company	渡轮公司：一家提供渡轮服务的公司，通常运营在海洋、河流或湖泊上。 · The ferry company operates daily services to the nearby islands. 这家渡轮公司每天提供前往附近岛屿的服务。
on the same route	在同一条路线上

victimless crime	<p>无害罪：一种被法律禁止的行为，尽管没有直接伤害或侵犯特定个人的权利，但有人认为它对整个社会造成了伤害。</p> <p>· Engaging in gambling is considered a victimless crime in some jurisdictions. 在某些司法管辖区，参与赌博被认为是一种无害罪。</p>
sweatshop labor	血汗工厂
ethical investment	伦理投资；道德投资
green issues	<p>环保问题：指与环境保护有关的各种问题，如气候变化、能源消耗、废物处理等。</p> <p>· The company is committed to addressing green issues and reducing its carbon footprint. 该公司致力于解决环保问题，减少碳排放。</p>
green activist	<p>环保活动家：关注环境保护和可持续发展的人，通过参与各种活动和倡议来推动环保政策和行动。</p> <p>· The green activist is dedicated to promoting environmental awareness and sustainable development. 这位环保活动家致力于提高环保意识和推动可持续发展。</p>
build a large dam in the Asian country	在这个亚洲国家修建一座大坝
timeframes and schedules	时间表和进度表

'Time is money,' says the famous phrase. The timescale or timeframe is the overall period during which something should happen or be completed. The lead time is the period of time it takes to prepare and complete or deliver something.	有句名言说：“时间就是金钱。”时间尺度或时间框架是指某件事发生或完成的整个时期。前置时间是指准备、完成或交付某物所需的一段时间。
fitting out	为某物（如船只、人员等）提供必要的设备、装备、衣物等，使其准备好进行某项任务或活动 • The ship was fitting out as a privateer. 这艘船正在装备成为一艘私掠船。
small pocket-size computers	袖珍电脑
prioritize	按重要性排列；划分优先顺序 [VN] • You should make a list of all the jobs you have to do and prioritize them. 你应该把所有必须做的事都列出来，并按轻重缓急排个顺序。 prioritise vt.按优先顺序列出，确定(事项)的优先次序
breakdown	n.破裂，分裂
nervous breakdown	神经衰弱

rat race	<p>(大城市里为财富、权力等的) 疯狂竞争，你死我活的竞争</p> <p>I'm tired of the rat race and want to live a simpler life. 我厌倦了这种紧张、疲惫且充满竞争的生活，想要过一种更简单的生活。</p>
downshifting	转换低速；降低速度
downshift	vt.(汽车等)调低速档，放慢速度
rebalancing	调整资金组合
downshifter	n.放慢生活节奏的人；回游者
they were stress-induced	它们是由压力引起的
qualitative time	定性时间
shift down a gear to find a sweeter lifetype	换档，寻找更甜蜜的生活方式
trapped	受困的，受限制的
work-related activities	与工作相关的活动
subordinates	<p>the people working below them</p> <p>subordinate n.下属</p>
flair	<p>n.(口语体)天赋，天资</p> <p>a basic flair</p>
charisma /kə'rizmə/	<p>n(U).个人魅力；号召力</p> <p>The President has great personal charisma. 总统具有超凡的个人魅力。</p>
dynamism /'daiənəzəm/	n(U).精力；活力；劲头
a top-down approach	自上而下的方法
a top-down management style	自上而下的管理方式

empower	v.使能够 • The courts were empowered to impose the death sentence for certain crimes.法院有权因某些罪行判处罪犯死刑。
empowerment	n(U).权利赋予 • This government believes very strongly in the empowerment of women.这届政府坚信赋权于妇女。
become more decentralized	变得更加分散
a company's long-term prospects	公司的长期前景
stereotype	n(C).老一套；刻板印象 cultural/gender/racial stereotypes 有关文化的/性别的/种族的旧框框
deference /'defərəns/	n(U).尊重，遵从，听从 • The women wore veils in deference to the customs of the country. 这些妇女戴着面纱是遵从这个国家的习俗。
hierarchy /'haɪərə:ki/	n.等级体系，分级体系
hierarchical /,haɪə'ra:kɪl/	按等级划分的；等级制度的
management layers	管理层
battlefield	战场
approachable	和蔼可亲的；易理解的 Despite being a big star, she's very approachable. 她虽然是个大明星，却非常平易近人。
obligator	(oblige的形容词形式), 义不容辞的

obligatory /ə'blɪɡətəri/	<p>(按法律、规定等) 必须的, 强制的</p> <p>It is obligatory for all employees to wear protective clothing. 所有员工必须穿防护服装。</p>
hospitality	<p>n.好客, 殷勤</p> <p>corporate hospitality 商务接待</p>
hostility	n.敌意, 对抗
WAP phone	a mobile phone with access to the Internet(WAP = wireless application protocol).
pick up the phone answer the phone	接电话
dial tone	拨号声
chairperson	主席
trade-offs	物物交换
demonstrate	v.展示
lecturer	n.演讲者
conference center	会议中心
slide	n.幻灯片
field	n.领域
department / division / section / sector	部门
co-worker / workmate / colleague	n.同事
retention rate	保留率
a high turnover of staff	高的员工流动率
staff performance	员工业绩
staff appraisal	<p>员工考核</p> <p>appraisal n.估量, 估计, 评价</p>
pay rise	涨工资
promotion	n.晋职

staff morale /mə'ra:l/	员工士气 morale n.士气, 精神面貌
financial incentive	经济激励
boost the morale	提升士气
pay rate	工资标准
employment rate	就业率
unemployment rate	失业率
survival rate	生存率
interest rate	利率
exchange rate	汇率
PA = personal assistant	私人助理
MD = managing director	总经理
VP = vice president	副总
bid	n.& v.出价 make a bid 投标 takeover / acquisition bid 要约收购
modify	v.修改
lengthy	adj.冗长的
reference letter	推荐信
domestic markets	国内市场 = home market
overseas markets	海外市场
market share	市场占有率
production line	生产线
assembly line	流水线
dispatch / despatch department	发货部
economic recession	经济萧条
finance department	财务部
press office	新闻处 press officer 新闻官员
issue a check / invoice	出具支票 / 发货单
investment fund	基金
return on investment / capital / assets	投资 / 资本 / 资产回报
financial analyst	财务分析师
risky venture	风险投资 = risk capital
forecast / predict / estimate / project	v.预测

training session	一次课，一次会议
participant / attendee	参与者
news bulletin	新闻简报
further discussion	进一步的讨论
further development	进一步的发展
promising	adj.有前景的
proposal	提案
finish / complete / accomplish	完成
extra / additional	额外的
tender / bid	投标
meeting / conference	会议
postpone / delay / put off	推迟
put on	举办 stage vt.举行，举办
cancel	取消
in advance / put forward	提前
confirm / finalise	确认
full capacity	最大容量
pre-conference dinner	会前晚餐
fill out a form	填表格
information pack	信息包
unhappy / low morale / unsatisfied	不满意，士气低落
inadequate / insufficient / be short of	缺乏，不足
equipment / facility / device	设备
unreliable / breakdown	故障
downtime	停工时间
bankrupt / close down / out of business / become insolvent	破产
put together	组合
outcome	结果
underestimate	低估
run out	用完，用尽
anticipate	预料
sort out / work out	解决
miscalculate	错误的估计
automate	自动化
start from scratch	从头开始

existing	目前的, 现存的 existing customers 现有客户
take sth into account	考虑
competitive pricing strategy	有竞争力的定价策略
duplicate	复制, 重复
considerable	大量的 considerable work 大量的工作 considerably adj.相当大的, 相当多的
considerate	体贴的, 替他人着想的
over-diversified	过于多样化的
focus on / concentrate on	集中
specialization	专业化
bring down costs	降低成本
maintain productivity	保持生产力 productivity n.生产力, 生产率
propose	v.提议, 建议
proposal	n.提议, 建议
query	n.& v.疑问, 询问
evaluate / assess / appraise / measure	v.评估, 评定
leave aside	不予考虑, 搁置一边
way below	远远低于
master the regular things	掌握常规的事情
liaise /li'eɪz/ with	(与某人)联络, 联系
end-of-year report	年终报告 end-of-year party 年终聚会
outlets	n.专营店, 经销店 outlet n.(一家公司产品的)销售点
below target	低于目标
turn the position round	扭转局面
a reliable supplier	一个可靠的供应商

collaboration	n.合作，协作
convention centre	会议中心 convention n.大会，大型会议
meet some of the costs	应付一些费用
practical task	实际的任务
behave	v.表现 • The doctor behaved very unprofessionally. 那位医生的做法十分不专业。 • They behaved very badly towards their guests. 他们对客人们很不礼貌。
behavior	n.行为，举止
interview panel /'pænl/	面试小组
tricky questions	棘手的问题
complete blank	完全一片空白
make an effort to	努力去做某事
at ease	舒服，自然 • I never feel completely at ease with him. 我跟他在一起总感到不是很自在。
coherently	adv.连贯，清除，有条理 coherent adj.连贯的
theoretical	adj.理论上的
up to speed	了解最新情况
telling	adj.有效的，显著的
beforehand	adv.预先，事先
circumstances / condition / environment / situation	n.条件，环境，状况
informal chat	非正式的会谈
overall benefit	综合效益 overall adj.全部的，全体的
insight	n.洞察力，领悟

crucial / vital / significant / indispensable	adj.至关重要的, 关键性的
bog down	陷入困境, 停顿 • The tank became bogged down in mud. 坦克陷入了烂泥中。
job description	工作职责说明
courtesy coach	(饭店、机场等为住店客人往返服务的)免费接送汽车, 亦作courtesy bus courtesy n.礼貌
interview process	面试过程
a wide variety of	多种多样的
financial benefits	经济收益
ask too much of sb	对某人要求过高
manageable	adj.可操纵的, 可处理的
unwelcoming	adj.不热情的, 冷淡的
work area	工作区域
in the long run	从长远来看
fulfil all the criteria	满足所有标准 criteria n.标准(为criterion的复数形式)
meet a demand	满足需求
build up	加大, 加强
development programme	发展项目
appraisal interview	评估面试
future direction	未来方向
present job	目前的工作
previous company	之前的公司
suspicious / doubtful / questionable / cynical /'sɪnɪkl/	adj.令人怀疑的, 可疑的
motive	n.动机, 原因
work base	工作地点
basic salary	基本工资
line manager / department manager / Section Manager / Division Manager	部门经理

identify strengths and weaknesses	找出优缺点 identify vt. 1.确认，认出 2.找到，发现
make up one's mind	下定决心
company	n.陪伴，回扣
waterproof	adj.防水的
reasonably	adv.(价钱)合理的
target customer	目标消费者
low-interest loan	低息贷款 loan n.银行贷款
trial production	试生产
a long-lasting product	耐用品
a high-risk project	高风险的项目
maintain the effectiveness	保持有效性
flick through sth	快速浏览 I've only had time to flick through your report but it seems to be fine. 我的时间不多，只是草草翻阅了一下你的报告，但似乎还不错。
output	产量，输出量
large-scale production	大规模生产
track record	业绩记录
one-off	adj.一次性的
print run	(书刊等的)一次印数，每次印数
given	考虑到，鉴于 = take into account = in the light of allow for 考虑到
buy out	买下。。。的全部股权
be reluctant to do sth.	不愿做某事
in excess of	超出，超过 The increase will not be in excess of (= more than) two per cent. 增加幅度不会超过百分之二。

mail-order sales	邮购销售
fall behind sb./sth.	落后 She soon fell behind the leaders. 她很快就落在领先者的后面。
fall behind with sth.	拖欠（付款）；没有及时做 • They had fallen behind with their mortgage repayments. 他们拖欠了按揭还款。 • He's fallen behind with his school work again. 他又没有按时做学校作业。
identical	adj.完全同样的，相同的
advertising campaign	广告宣传活动
oppose	v.反对
do market research	做市场研究
be about to do sth	即将，正要(做某事)
out-of-town	adj.城外的，郊野的
drawing board	图画板，制图板
short-sighted	adj.目光短浅的，无远见的
middle market	中间市场
off target	偏离目标
force out	被迫离开
minimal	adj.极小的
autocratic	adj.独裁的，专制的
a broad range of	范围广泛的
follow the trend	紧跟潮流
compete with	与。。。竞争
paperwork	n.文书工作
inexperienced	adj.缺乏认识(或经验)的
be keen to	热衷于
reach decision	做出决定
draw attention to	吸引。。。的注意力，促使。。。注意
irritate	v.激怒，使恼怒
irritating	adj.使人不愉快的，令人心烦的

irritable	adj.易激怒的, 易过敏的
routine matter	日常事务
on a yearly basis	按年
action point	(尤指在会议上达成的)行动方案 action plan 行动计划
promptly	adv.迅速地, 立即
compulsory	adj.必须做的, 强制的
tendency	n.趋势
fat cat / big shot / tycoon	大亨
perception	n.看法, 见解
arise	v.产生, 出现
in general	通常, 大体上
give up the reins	放权
impose one's own will on	把自己的意志强加给 She didn't want to impose her values on her family. 她并不想勉强家人接受自己的价值观。
draw up	草拟, 制定 block in / out 草拟(大纲等), 画出。。。的草图
onboard services	机上服务: 指在飞机、火车、轮船等交通工具上提供的服务, 如餐饮、娱乐、座椅调节等。 · The onboard service of this airline is excellent. 这家航空公司的机上服务非常出色。
illicit /ɪ'lɪsɪt/ = illegal	非法的; 违法的 illicit drugs 违禁药物
the best-organised executives	组织能力最强的高管
a well-organised meeting	well-organised adj.有条理的

present ideas	<p>礼物想法：指为某个特定场合或某个人选择礼物的创意和建议。</p> <p>· I need some present ideas for my sister's birthday. 我需要一些适合我姐姐生日的礼物想法。</p>
air-conditioner and heating system	空调和供暖系统
shop assistant	店员；售货员
recent photograph	近期照片
caliber /'kælɪbə(r)/	管材
first presence	<p>初现</p> <p>presence n.势力，存在，参与</p>
The company joined the China market in 1996	这个公司是1996年进入中国市场的
The company is located in Jiangsu Province.	这个公司位于江苏省。
The company has a deadline of collecting resumes.	这个公司接收简历有个截止时间。
The company mentions its past revenue in the paragraph.	这个公司提到了它过去的收入。
The company provides shuttle bus.	这个公司提供穿梭巴士。
The company is a subsidiary of a Japan-U.S. joint venture.	这个公司是个日美合资的子公司。
The company requires the candidates to sent a resume with a recent photo.	这个公司要求申请人在简历中附上照片。
Is this new technology making cheating more widespread?	<p>新技术是不是推进了剽窃成风的发展？</p> <p>widespread adj.普遍的</p>

Higher oil prices bode well for gold, as the potential for inflation increases, which gold has historically been seen as a hedge against.	高油价预示黄金市场走红，因为通货膨胀的可能在加大。
director of workshop	车间主任
overpricing	标价过高
book reviews	书评
key qualities	关键素质
The compulsory licensing of our intellectual property rights would undermine our ability to innovate in the future as well as the ability of many others.	知识产权许可将会破坏微软公司和其他公司将来的创新能力。
Microsoft thought it necessary to license their intellectual property rights	微软公司认为有必要认可知识产权
bring up	教育，培养，提出
boost our spirits	鼓舞士气
communication skills	沟通技巧(能力)
considering your quantity, we would reduce our price by 2%	考虑到你们订购的量，给您优惠2%
What about taking it in two shipments? Half of it in the fourth week and half of it in the seventh week	分两批运怎么样？一半第四周到货，另一半第七周到货
It is said in the newspaper that the temperature will be in the mid-eighties Fahrenheit /'færənhaɪt/ in the east today. No rain is expected, and the forecast says the temperature won't go below seventy-five for the next week or so.	报纸上说今天东部气温将在80到90华氏度之间。预计不会有雨，天气预报还说未来一周内气温不会低于75华氏度。

<p>This looks funny, but I don't know if it has the same sense of humour as me. This second one is pretty, but it doesn't have any of my personality or taste in it. Oh, I like this one. The design is attractive and the message is warm and friendly.</p>	<p>这个看起来还蛮有趣的，但是我不确定它的幽默风格和我是一样的。第二种很漂亮，但是和我的个性和品味不相符了。哦，我喜欢这个。设计引人入胜，上面的信息也十分温馨和友好。</p>
<p>I started with some game shows this morning. I answered almost all the questions correctly. At 11:30 I switched to the cable channel and the film was so boring that I changed to Channel 5. That's Animal World. But I was so tired that I fell asleep.</p>	<p>早晨我先看了精彩节目。我几乎回答对了所有的问题。11:30我换到了有线台，有线台播放的电影太无聊了，我又换到了5频道，那个台在播放动物世界。但是我太累了，我就睡着了。</p>
<p>There was a big box like a piece of furniture with lots of long drawers that had cards inside. Each card represents a different book. These cards are all arranged in alphabetical order. If you know the name of the book, the name of the author, or the subject, you'll be able to find the book you need.</p>	<p>那里有个大盒子，外形好像一件有许多长抽屉的家具，里面还有卡片。每一张卡片代表一本不同的书。这些卡片都按字母顺序排列。如果你知道书名、作者的姓名，或者是主题的话，你就可以找到你想要的书。</p>
<p>I've been driving for about six years now. It's a good job. I meet different, interesting people. Most months the business is good. My office is on the wheels instead of in high buildings. I like my job very much.</p>	<p>到现在为止，我已经开了6年的车了。这是一份不错的工作。我遇到各种不同的、有趣的人。大多数时候生意都是不错的。我的办公室不在高楼里，而是在车上。我非常喜欢我的工作。</p>

Have you any identification which shows your address? I need to see something that verifies that you are a resident of our country. And please fill out this card. In a week, you'll receive a new library card.	如果您把钱用来购置长期债券或者证券的话，您将会知道您的收益是多少。这的确是一种安全的投资方式。如果您投资股票市场的话，您可能在股价上涨的时候赚大钱。但是我们中的任何人都不知道市场上究竟会发生什么。
an investment counselor	投资顾问
Welcome to Flight 721. We'll depart for Paris and will arrive at 2:32 pm, local time. We'll be flying at an altitude of thirty-five thousand feet, so please fasten your seat belts. Our stewardesses will come around to help you.	欢迎来到721号航班。我们即将启航飞往巴黎，我们将在当地时间下午2:32到达目的地。我们将飞行在海拔35,000英尺的高空，所以请各位系好安全带。我们的空中小姐将会到您身边给您提供帮助。
After four days of talks in Tokyo, American and Japanese negotiators have agreed on a proposal for balanced trade in modern technology products. Only after the approvals of the Japanese and American governments will the proposal take effect.	经过在东京的4天商务谈判，美国和日本的谈判代表就现代科技产品的贸易平衡达成了一个新的协议。只要得到日本和美国政府的认同，这项协议就会生效。
an electrician	电工
a pilot	飞行员
pilot	vt.试用，试验 Teachers are piloting a literature-based reading programme. 老师们正在试开一门以文学为基础的阅读课程。
a news broadcaster	新闻播音员
single-speed cycle	单变速自行车
three-speed cycles	三变速自行车
single-use pack	一次性使用包装

They vary enormously in two ways: price and quality.	他们在价格和质量上变化非常大。
Their attraction is their simplicity and reliability.	他们吸引人之处是易操作和可靠。
the difference in price between a five-or-ten speed bicycle is usually very little	它们之间的价格差距往往很小
buying a cycle is like buying clothes	买自行车就像买衣服
today I'd like to talk to you about buying a bicycle	今天我想讲讲如何买自行车
organization and administrative skills	组织管理能力
a junior accountant	初级会计
industrial engineering companies	工业工程公司
the key infrastructure issue	关键的基础设施问题
record-setting delays	创纪录的延迟
a performance-based pay raise	基于绩效的加薪
a mutually-rewarding relationship	一种互惠互利的关系
at the parking lot	在停车场
effectiveness	n.有效性
cost-effectiveness	成本高效益， 花费的有效性
cost-effective	adj.划算的
personal assistant	私人助理
highly professional	专业性很强，非常专业
take shorthand	速记
In many cases these are left on all day and the caller is passed automatically from one office to another.	很多情况下， 这种状况会持续一整天，打电话的人被自动地从一个办公室转接到另一个办公室。
the agreement, which takes effect on Nov. 1	协议将在11月1日生效
The agreement is in effect until April 30.	协议到次年4月31前有效。
As I recall that	据我回忆

based on my accomplishments	根据我的表现 accomplishment n.成就
costs and expenses are further divided into cost and sales, selling expense, administrative expense and engineering expense	成本和费用又分为成本和销售、销售费用、管理费用和工程费用
course booking	课程预约
financial statements	财政报表
advanced	高级的
accounts manager	会计部经理
as a friend of mine has bought one	因为我的一位朋友刚买了一辆
Now, let's look at the loose filling. Oh! I'm surprised it didn't fall out, because there's a great deal of decay around it. There's also a slight cavity in another tooth. It may take considerable drilling.	现在，让我们来看看这个松动了的填充物。哦！太不可思议了！它居然没有掉下来，它周围的牙齿已经被腐蚀得不行了。另一颗牙齿上也有一个小小的龋/qǔ/洞。它可能会在你的牙齿上钻一个洞。
I don't know what I'm going to find in the car. I promise that I'll check it thoroughly. For example if your condenser becomes worn out, I'll call you and recommend that you let me put in a new one. I won't do this before we've talked about it.	我不知道我将在您的车上发现什么问题。我保证我一定会仔细地检查它的。如果说我发现您的冷凝器磨损了的话，我会打电话给您，建议您让我为他换一个新的。我不会擅自换零部件，除非征得您的同意。
Please take off your coat and roll up your sleeve. I want to take your blood pressure. Yes, your pressure is a little bit high. There is nothing to be alarmed about it. But you'd better get rid of those junk foods and do more exercise.	请您把外套脱掉，把袖子卷起来。我要给您测一下血压。哦，是的，您的血压偏高。不过您不必太担心，没什么大问题。但是您要注意少吃或不吃垃圾食品，并且多做运动。

<p>We sell all kinds of stationery supplies: various kinds of pens, pencils, desk sets, file holders and whatever you mention</p>	<p>我们提供各种各样的文具： 有多款钢笔、铅笔、成套办公用品、文件夹等。只要您提到的文具我们都有</p>
<p>Your car has been sluggish since it's been too long since your last tune-up. So your car doesn't really need the higher octane /'ɒktem/ (含辛烷的汽油). You should still use regular unleaded(无铅汽油). It won't pay to get the more expensive kind.</p>	<p>您上一回给汽车发动机调谐的时候已经是很久之前的事了，所以您的车子才会在启动时有点慢。您没必要买那种含有辛烷的汽油。您只要加那种常规的无铅汽油就可以了。不需要买那种价格高一些的汽油。</p>
<p>I think I'm catching a bad cold today. I have a headache. I've got a sore throat. I even cough some of the time and ache all over. Do you have a cold capsule and some cough syrup? I hope I can go to work tomorrow after taking all these. Could you recommend something?</p>	<p>我想我今天应该是感冒了。我头疼，喉咙痛。我嗓子一直疼有时候还咳嗽。您这里有感冒胶囊和咳嗽糖浆吗？我希望我吃了这些药后明天能去上班。您能给我推荐一些药吗？</p>
<p>These green and hard bananas aren't ripe enough to eat. These are overripe; they're soft with brown spots. The overripe ones are firm and just right for eating. If you want to cook with banana, the overripe are fine.</p>	<p>这些青色的硬硬的香蕉还太生了，不能吃。这种就是熟透了的，它们软了，而且皮上有褐色的斑点。这些熟透了的香蕉果肉结实，正是吃的时候。如果您想用香蕉做菜的话，熟透的那种就很好。</p>

Welcome to our chain store. We specialize in hamburgers and chicken. And we're having an introductory special(特价优惠) . You can get free French fries with every sandwich order. Here is the coupon	欢迎来到我们的连锁店。我们的特色是汉堡和鸡肉。我们还有优惠价。每点一份三明治就可免费赠送一份法国薯条。这是我们的优惠券。
It's too bad that our flight is delayed for an hour. Our flight is supposed to leave at 9:10, but now it's already 10:00. Let's go to Gate 2 and wait for the check-in. I'm a little nervous. I am flying for the first time.	天气太恶劣了，我们的航班推迟起飞一个小时。飞机应该在9点10分起飞，但现在已经10点了。让我们到二号门等候登机。我有一点紧张，这是我第一次坐飞机。
I think I must have lost it in the gentlemen's toilets	我想我一定是落在男厕了
it was only about a quarter of an hour ago	就在15分钟前
It's pale in color	是灰色的
major events	主要事件
weekly features	每周特写
all registered users	已注册用户
answer a few registration questions	回答一些注册问题
The website is open to registered users	该网站对所有注册用户开放
The website has just tried to introduce weekly features	该网站介绍一周花絮特写
The website is great resource for professionals	该网站对专业人士来说是一个巨大的资源
The website can provide daily news Email	该网站能够以邮件的方式提供每日新闻
The website was set up 6 years ago	该网站是6年前成立的
The website requires the users to answer some questions before successful registration	该网站要求用户在成功注册前要回答一些问题
Many companies have lost the art of strategy-making.	许多公司没有掌握策略制定的艺术。

answering machine	答录机
paper shredder /'ʃrɛdə/	碎纸机 shredder n(C).粉碎机
copier	n.复印机
photocopier	复印机
video player	录像机
make a complaint	抱怨
change an appointment	更改预约时间
giving a warning	发出警告
explain a delay	解释延期理由
thank someone	感谢某人
arrange a meeting schedule	安排会议议程
reject an order	拒绝订单
opt-in(选择性加入) E-mail newsletters	邮箱新闻的选择 opt-in E-mail announcement (自愿加入的)电子期刊订阅 公告
Keyword advertising is one of the ways of internet advertising	关键词广告是网络广告的众多方式之一
Generally the cost of banner advertising is more expensive but less creative than opt-in E-mail newsletters	一般情况下，横幅广告比邮箱选择新闻要贵，却不及它有创造性
We have made a comparison of rates from some selected sites	我们选择了几家网站比较它们的资费
While advertising the number of targeting elements should be taken into account in view of cost	做广告时应该将定向因素的数量计入成本中
We prefer to keep the sites of advertising rates unknown	我们宁愿选择不公开一些网站的广告资费

disintegrate	粉碎，解体，瓦解 integrate v.使合并，称为一体 Integrating the kids with the community is essential. 使孩子们融入这个社区是非常必要的。
I have reserved a room in your hotel	我在贵酒店定了一间房
the sales director	销售部主任
a new junior manager	新任经理
the finance director	财务部主任
the catering manager	餐厅经理
luncheons	午宴，正式的午餐
I've always said our staff, our people are our biggest assets	我常和我的员工讲，你们才是公司最大的财富
criticizing the staff	批评员工
talking about product designs	讨论产品设计
make complaints to your manager	找你们经理抱怨
I believe that quality is the soul of an enterprise.	我认为质量是一个企业的灵魂。
Therefore we should always put quality as the first consideration.	因而我们应该总是把质量放在第一位来考虑。
The product should be environment-friendly and user-friendly.	产品应该环保而且为用户着想。
A product with excellent quality and a reasonable price will definitely be popular.	质量上乘，价格合理的产品，不愁卖不出去。
This product would be in good demand in domestic / home markets.	这种产品在国内市场上的需求会很大。
Although different items/products require different forms of packaging.	虽然不同商品的包装也必定不同。

Strong packing will protect the goods from/against any possible damage during the delivery.	坚固的包装可以保证货物在运输时不受损害。
teamwork	团队合作，团队精神
team-based	adj.以团队为基础的
horizontal organisation structure	横向企业结构 organisation n.机关，公司
corporate goals	企业目标
charter	n.规章，章程
be accountable for ...	对。。。负有责任 accountable adj.负有责任的
creative innovation	创新改革，创新发明
reward system	奖励制度 reward vt.奖赏，奖励
pay back	回报，报偿
individual creativity	个人的创造力
individuality	n.个性
independent thinking	独立的思想
group decision-making	集体决策
managerial skill	管理技能 managerial adj.经理的，管理人员的
coordinate	vt.使协调，调整
mutual trust	相互信任
bring out the potentials	充分发挥潜能
closely-knit	adj.(关系)密切的
keep track of	跟踪，追踪 stewardship 跟踪
time-consuming	adj.花费时间的
pre-requisite /'ɹɛkwɪzɪt/	n.前提
team-building	n.团队建设
nurture	vt.培养，教育，发展
nurture team dynamics	培养团队活力
promote team spirit	提倡团队精神
drive team success	驱使团队成功
inhibit	vt.约束，抑制

liven /'laɪvn/ up	<p>使。。。有生气</p> <ul style="list-style-type: none"> • The game didn't liven up till the second half. 那场比赛直到下半场才精彩起来。 • Let's put some music on to liven things up. 咱们放些音乐活跃一下气氛吧。
rafting	n.漂流
rock climbing	攀岩
teammate	n.队友
impact	n.影响, 效果
revitalize	<p>vt.使新生, 给予新的活力 = revitalise</p> <p>measures to revitalize the inner cities 让市中心更加繁荣的措施</p>
trait	n.(个人性格方面的)特征, 显著的特点
address	<p>vt.处理(事情)</p> <p>We must address ourselves to the problem of traffic pollution. 我们必须设法解决交通污染问题。</p>
be committed to	致力于。。。。
be engaged in	投身于。。。, 忙于。。。。
deliver	vt.提供, 供给
delivery	<p>n.传输, 传送</p> <p>delivery versus payment 付款交货</p>
vision	n.设想, 远见
openness	n.坦诚, 公开

integrity	n.诚信，诚实 to behave with integrity 行为表现诚实正直
paramount	adj.极为重要的 Safety is paramount. 安全至上。
opinion survey	意见调查 survey n.民意调查(或测验)
put in place	实施，到位 in place 适合，适宜
audience-driven	adj.以受众为导向的
communications approach	沟通方式
customisation	n.根据对方需要制作，量身定做
integrated platform	集成的(信息)平台 integrated adj.综合的，完整的 integrated launch plan 综合推介计划
cost efficiency	成本效率
digital media	数码媒体 digital era 数字化时代
resentment	n.愤恨，不满
open-minded	adj.胸襟开阔的
out-going	adj.外向的
mettle /'metl/	n.勇气，精神 The next game will be a real test of their mettle. 下一场比赛就要看他们的拼搏精神了。
management message	管理信息
performance excellence	优异表现
performance evaluation	绩效评估
annual performance reviews	(对员工的)年度业绩考核， 年度绩效评估

two-way communication	双向交流
voice one's opinions about	就。。。发表自己的意见
column	n.(报纸、杂志的)专栏
layout	n.版面设计
cartoon picture	漫画
a sense of belonging	归属感
work station	工作站, 工作处
information equality	信息均等
have access to	有权使用。。。 <p>Students must have access to good resources. 学生必须有机会使用好的资源。</p>
channel	n.渠道, 通道
pipeline	n.渠道, 传送途径
opinion poll	n.民意调查
cut corners	抄近路, 走捷径 = take a cutshort
greener pastures	更绿的牧场(比喻更好的谋生去处, 更好的工作、职位)
deadwood	n.枯枝, 朽木, 无用的人
nuisance	n.讨厌的人或事, 麻烦事
ex-customer	n.过去的客户, 以前的客户
in the short run	在短期内
in the short term	短期内
go through the roof	大大增加, 上涨到出乎意料的程度
TQM(Total Quality Management)	全面质量管理
under the umbrella of	在。。。的保护下
cost control	成本控制
prognosis /prɒɡ'nəʊsɪs/	n.预告, 预言 <p>The prognosis is for more people to work part-time in the future. 预计将来会有更多人从事兼职工作。</p>

customer satisfaction	客户满意度 customer satisfaction survey 顾客满意度调查
cost effective	(有)成本效益的 cost-effective adj.划算的
competitive dege = competitive advantage	竞争优势，竞争力
cost-efficient	adj.成本效益高的
cost management	成本管理
to a large extent	在很大程度上
cost-conscious	adj.注重节约成本的
ergonomics /,ɜ:gə'nɒmɪks/	n.功效学 ergonomically designed 能发挥工作者最大效能的设计，符合人体工学的设计
user-friendly	adj.方便用户的
adjust to	对。。。适应
fight off	竭力避免
body rhythm /'rɪðəm/	生理节奏
stressful	adj.(心理、生理或情绪上的) 紧张，压力
all this	(词组)所有这一切
health counselling facilities	健康咨询设施
round the clock	24小时
translate to	转化为
adequate lighting	充分的照明， 足够的照明
proper heat	适当的室温
activity	n.经营项目
property costs	财产耗费， 物业费用
capital goods	资本货物
redundancy payment	失业金 redundancy n.失业， 多余
devastating	adj.毁灭性的，破坏性的 He received devastating injuries in the accident. 他在这次事故中受到致命伤害。

hotel bill	旅馆住宿费用
expenses claims system	报销制度 expense claims 报销申报
abuse	n.滥用，妄用
malpractice /,mæl'præktɪs/	n.失职行为，玩忽职守 medical malpractice 医疗失误
discount air ticket	打折机票
electric rates	电费
apportion	vt.分摊，分配
over-expenditure	超支
office supplies	办公用品
paper clip	回形针，曲别针
name-brand	n.知名品牌
generic brand	普通品牌
group purchasing	团购
bulk price	批发价
rough draft	草稿
put in a word	说一句话，插一句话
rechargeable battery	可充电电池
diversify	v.使多样化，做多样性的投资 diversify into 进入某个领域，朝某个方向发展
might as well do sth.	不妨做。。。。
abide by	遵守
paperless office	无纸化办公
nicety	n.精美之物
ulcer /'ʌlsə(r)/	n.溃疡 a stomach ulcer 胃溃疡
pastry	n.糕点
eldercare program	老年保健计划
locate nursing care facilities	查找老年护理设施，老年护理机构
aging parents	年事越来越高的双亲
exercise physiologist /ˌfɪzi'ɒlədʒɪst/	运动生理学家
norm	n.标准，规范
low spirits	情绪低落
meet deadline	赶期限

be susceptible to	易感染。。。疾病，易受。 。。影响 Salt intake may lead to raised blood pressure in susceptible adults. 盐的摄入可能导致易病的成年人血压升高。
tactical	adj.战术上的，善于筹划的
stamina /'stæmɪnə/	n.耐力，毅力，持久力 It takes a lot of stamina to run a marathon. 跑马拉松需要很大的耐力。
dexterity	n(U).灵巧，机敏 You need manual dexterity to be good at video games. 玩好电子游戏手要灵巧。
athletic ability	运动才能
locate a contract	得到一份合同
work through lunch	不吃午饭继续工作
have easy access to	可方便地使用。。。 Students must have access to good resources. 学生必须有机会使用好的资源。
burnout	n.耗尽体力
benefits system	福利制度
nutritious refreshment	富含营养的食物和饮料
childcare vouchers	托儿券
annual leave = annual holiday	年假
take up a hobby	培养一种业务爱好
get off the treadmill	摆脱单调乏味的工作 treadmill n(U). 枯燥无味的工作（或生活方式）

get off the ground	<p>顺利开始</p> <p>Without more money, the movie is unlikely to get off the ground. 没有更多的资金，这部影片难以顺利开拍。</p>
Joy Gang	搞笑人员(专门提供以讲笑话或滑稽表演等方式让工作人员放松的服务)
homeworking	在家中上班【尤指利用家中电脑终端与中心办公室通讯，或在离家不远的卫星办公室(satellite office)上班】，亦作flexplace、flex place或flex-place
work environment	工作环境，亦作working environment
determinant	n.决定因素
European Community	欧洲共同体【欧盟(European Union)的前身】
European Common Market	欧洲共同市场
ECU	欧洲货币单位【European Currency Unit, 欧元(Euro-dollar)的前身】
occupational disease	职业疾病
disablement benefit	伤残救济金
dermatitis /ˌdɜːmə'taɪtɪs/	n(U).皮炎
extrapolation /ɪk'stræpə'leɪʃn/	n.推断
drudgery	n.辛苦乏味的工作，苦工
obligation	n.义务，职责，责任
take precaution	<p>采取防范措施</p> <p>take precautions 采取防范措施</p>
ensure worker comfort	保证工人的舒适度
office appliances	办公设备
out of date	过时
service design	空间设计

accessible	adj.容易取得的, 容易接近的
file system	文件橱柜
a filing cabinet	文件橱柜
surplus office supplies	多余的办公用品
ambient light	背景光照明, 环境光照明 ambient /'æmbiənt/ adj.周围环境的 ambient noise 四周的嘈杂声
task light	岗位操作照明
defective illumination	不良照明
over-3-day injury	请假三天以上的工伤
computer cable	电脑线
telephone cord	电话线
wiring	n.配线
ream	n.令(量词, 500张纸为1令)
frayed	adj.磨损的
tape down	vt.用带子捆住, 用胶布把。 。。粘住
rubber protector	橡胶防护罩, 橡胶保护装置 rubber cheque 空头支票
tack down	钉住, 钉牢
slip-resistant	adj.防滑的
ventilation	n.通风
sore throat	喉咙痛
safety inspection	安全检查
smoke detector	(预报火警的)烟雾探测器
a working fire extinguisher	功能良好的灭火器
acquaint sb. with sth.	让某人了解/熟悉。。。 Please acquaint me with the facts of the case. 请把这事的实情告诉我。
rules and regulations	规章制度 regulation n.管理, 规章
tangible product	有形产品

intangible product	无形贸易 intangible adj.触摸不到的, 无形的 intangible assets 无形资产
transport of goods	货物运输
multifaceted	adj.多方面的 manifold /'mæniːfəʊld/ adj.多方面的
for-profit industry	盈利行业
final goods	成品, 亦作finished goods
the end of the production line	生产终端
physical distribution	销售物流(简称PD)
material management	材料管理
supply chain	供应链
domestically	adv.(合乎)国内地
operational efficiency	经营效率
front-line	adj.前线的, 第一线的
information management	信息管理
order-processing	订单处理
inventory	n.存货, 财产清册
procurement	n.采购, 调拨, 调配 procure v.取得, 获得
misstep	n.失策, 错误
target market	目标市场
have impact on	对。。。有影响
social values	社会价值观
become sensitive to	对。。。敏感
mindset	n.思想倾向, 心态
cultural taboo	文化禁忌
cultural richness	丰富的文化内涵
perspective	n.观点, 看法
credo /'kri:dəʊ/ = creed = tenet /'tenɪt/	n.信条 Harry's personal credo is doing the best he can. 哈利的个人信条是尽自己所能。

contradiction	n.矛盾 There is a contradiction between the two sets of figures. 这两组数据相互矛盾。
place a high priority on...	对。。。高度重视
over-the-counter	非处方(药), 无须医生处方就可出售的
analgesic /,ænəl'dʒi:zɪk/	n.止痛剂
dilemma	n.进退两难的局面, 困难的选择
contaminate /kən'tæmɪneɪt/ = pollute	vt.污染 The drinking water has become contaminated with lead. 饮用水被铅污染了。
off-chance	万分之一的可能
tamper-resistant	adj.可抗不良物质掺入的(包装)
tamperproof	adj.可防不良物质掺入的(包装)
capsule	n.胶囊
cyanide /'saɪənaɪd/	n.氰化物
caplet /'kæplət/	n.囊片(指为防不良物质掺入而设计的一种椭圆胶囊形糖衣药片)
touch off	引发
tax-avoidance	n.逃税 avoidance /ə'vɔɪdəns/ (of) n.避免, 免除 ...the avoidance of stress. ...对压力的避免。
offer bribery	行贿
take bribery	受贿
secret commission	私拿回扣
insider trading	内幕交易
erode	vt.侵蚀, 腐蚀
corporate performance	企业运作, 亦作company performance
dividend /'dɪvɪdənd/	n.红利, 股息

mitigate /'mɪtɪ,ɡert/ = relieve = ease	vt.减轻，缓解 ...ways of mitigating the effects of an explosion. ...减轻爆炸后果的方法。
in compliance with	遵从
confectionary	n.糖果厂
gel candy	n.果冻(糖果)
jelly	n.果冻
hit the headlines	成为头条新闻
safety notice	安全告示
dissolve	vt.溶解，融化
ingredient	n.成分
shop floor	n.(总称)工人 shop floor workers 生产第一线工人
Corporate Social Responsibility	企业的社会责任(简称CSR)
well-being	n.利益，福利
clash	vt.冲突
let alone	更不用说
Johnson & Johnson	美国强生公司(简称J & J)
accountability	n.负有责任，应作解释，可说明性
appreciate	vt.(充分)意识到，领会，体会，觉察
astounding /ə'staʊndɪŋ/	adj.令人震惊的，令人震撼的
cafeteria	n.自助餐厅 cafeteria questionnaire 自选问答题
clone	vt.克隆，复制
edge	n.优势
entail /ɪn'teɪl/	vt.需要 The job entails a lot of hard work. 这工作需要十分艰苦的努力。
Fortune	n.美国《财富》杂志 Fortune 500 companies 《财富》500强公司

golden handcuffs	[复数]<美口>“金手铐”(指诱人安于现职而不另觅高就的津贴等)
job opening/vacancy	职位空缺
look out for	为。。。筹措
luck out	逢凶化吉，靠运气 I guess I really lucked out when I met her. 我想，我遇到她真是交了好运。
mainstay	n.主要依靠，主要资源 Cocoa is the country's economic mainstay. 可可是这个国家的经济支柱。
predictor	n.预言性的事物，预报性的事物 Cholesterol /kə'lestərɒl/ 【n(U)】 level is not a strong predictor of heart disease in women. 胆固醇含量不能有效地预示妇女心脏病。
prediction	预言，预测
recognition	n.赏识，表彰，报偿
scale	n.合同规定的最低工资，工资等级表规定工资
woo	vt.争取，努力说服，央求 Voters are being wooed with promises of lower taxes. 通过许诺减低税收争取选民。

benchmark	n.& vt. 基准 , 标准尺度, 用标准问题测试(计算机系统等) Tests at the age of seven provide a benchmark against which the child's progress at school can be measured. 七岁时进行的测试为孩子在学校中的学习发展提供了一个测量基准。
demanding	adj.需要技能的, 苛求的
disability	n.残疾
ethics	n.伦理学, 道德学
impartial	adj.不偏不倚的, 公正的, 无偏见的 impart v.传授, 灌输
KSAs(knowledge, skills and abilities)	abbr.知识、技能与能力
momentum = fast-track	adj.最佳的, 最优的
quality circle	(美)(工种相同的职工为提高生产和产品质量而自愿定期聚会提出建议的)质量研讨小组
aptitude	n.天资, 才能
fluctuate	vi.波动, 涨落, 起伏
invaluable = precious = valuable = costful	adj.极为宝贵的
organisation man	组织人(指把阻止看得高于一切而失去个人本体的驯顺成员, 如大公司中听话的职员)
protean /prəʊ'ti:ən/	adj.变化多端的, 能扮演多种角色的 a protean character 多变的性格
perceive	vt.觉察到, 认识到, 意识到
place premium on	高度重视, 高度评价

succession planning	接替计划，继任计划 succession n.继续，连续
sibling	n.兄弟(或姊妹)
transformative	adj.有改革能力的，起改变作用的
aspire	vi.追求，有志于(to) aspiration n.志向，愿望，一般用复数。
a double-track wage system	双轨工资制度
anchor	n.锚，定位，固定桩，精神支柱
bottleneck	n.瓶颈，阻碍进展的人(或事物、情况等)，障碍
bottom-line	adj.基本的，实际的，现实的
comparable	adj.类似的
commission	n.佣金
concession	n.让步
elusive /i'lu:sɪv/	adj.难以捉摸的，令人困惑的 A solution to the problem of toxic waste is proving elusive. 有毒废料这个问题证明难以解决。
excel in	胜过他人，优于
exert	vt.运用，发挥
line	n.行业
on the side	[口]<美>作为兼职，作为副业
pay-for-performance philosophy	绩效哲学(一种报酬哲学)
piecework	n.计件工作

pinpoint	vt.准确描述, 确认, 确定 He was able to pinpoint on the map the site of the medieval village. 他能在地图上准确找出那个中世纪村庄的位置。
price concession	价格让步
slump	vi.暴跌
a blessing in disguise	貌似灾祸实际使人得福之事
alteration	n.改变, 改动, 更改
breathing space	活动(或工作等的)空间
construct	v.建筑, 修建, 建造
constructive	adj.建设性的, 有积极助益的
employable	adj.适宜雇用的, 达到雇佣条件的
engagement	n.信奉, 支持
induce	vt.引起, 导致
infuse	vt.把。。。注入, 向。。。灌输
nomad	n.游牧部落的一员, 流浪者 ...a country of nomads who raise cattle and camels. ...一个饲养牛和骆驼的游牧国家。
penny-wise	adj.小数目上节约的, 小事上精明的
penny-wise and pound-foolish	大处不算小处算的, 小事精明大事糊涂的
stick	vi.长久保留 stick around 逗留, 留下 sticky reward 粘性(具有持久影响的)奖励, 粘性奖品
the survival of the fittest	适者生存
peer appraisal	同事间相互考核

align	vi.结盟(align yourself with) When war broke out, they aligned themselves with the rebel forces. 战争爆发以后，他们与叛军结了盟。
appraiser	n.评价人，鉴定者
be in a position to do sth.	(由于客观或主观条件)可能做某事
discharge	vt.开除，解雇
disciplinary action	惩戒行动
first-line	adj.最重要的，头等的
light	n.(观察人、物等的)角度，眼光 • He has worked hard in recent months to portray New York in a better light. 最近几个月他一直努力工作要从一个更好的角度描绘纽约。
lenient /'li:niənt/	adj.宽大的，温和的 The judge was far too lenient with him. 法官对他太宽容了。
monitor	vt.监督，监视
peer rating	同时评估
persist	vi.持续，存留
rate	vt.评估，考核
rater	考核者，评估者 rater bias 评估者偏见
team environment	团结的环境
transfer	n.调动，转职
base salary	基本工资
fitness center	健身中心
fleeting	adj.短暂的，飞逝的

impinge upon	影响，起作用 impinge /ɪmˈpɪndʒ/ vt.(常与on,upon连用)侵犯，冲击，撞击 • He never allowed his work to impinge on his private life. 他从不让他的工作妨碍私生活。
pay inequality	不公平薪酬
payoff	n.(一些列事件、行动等的)结果
pool	n.(人等的)具有相同需要的一群人
applicant pool	求职群体
thereby	adv.因此，由此
allege /əˈledʒ/	vt.断言，声称
bosom(=bosom friend)	n.知心朋友
bread-and-butter	adj.谋生的，为了糊口的，维持生活所需的
charge	n.控告，指控
infraction	n.(法规等的)违犯，违背
massive = immense = tremendous	adj.巨大的，大规模的，大量的
pornographic	adj.淫秽作品的，色情 pornographic website 黄色网站
probation	n.试用(期)
problem employee	问题员工
put off	敷衍，把。。。搪塞出去
resort	n.采用的手段或方法
single out	选出，挑出
surveillance /sɜːˈveɪləns/	n.监督，检查，监管

suspension	<p>n.暂令停职，(权利的)暂时剥夺</p> <p>• The police are keeping the suspects under constant surveillance. 警方正对嫌疑人实施不间断监视。</p>
Union	n.工会
veritable /'verɪtəbl/	<p>adj.名副其实的，十足的</p> <p>The meal that followed was a veritable banquet. 随后摆上的饭菜俨然是一桌宴席。</p>
wrongful employment termination	不公正解雇，非法解雇
at regular intervals	定期
periodic medical examinations	定期体检
corrective	<p>adj.起纠正作用的，改正的</p> <p>We need to take corrective action to halt this country's decline. 我们得采取纠偏行动来阻止这个国家的衰落。</p>
absenteeism /ˌæbsən'ti:ɪzəm/	n(U).(尤指无故或一贯的)矿工，旷课
attributable	<p>adj.可归因的，可归属的</p> <p>Their illnesses are attributable to a poor diet. 他们的病可能是不良饮食所致。</p>
boil down to	<p>归结为</p> <p>In the end, what it all boils down to is money, or the lack of it. 问题的症结是钱，或者说是缺钱。</p>

bulletin board	(美)布告板, 布告牌
champion	n.冠军 vt.捍卫, 支持, 拥护 He has always championed the cause of gay rights. 他一直在为争取同性恋者的权利而斗争。
cramped = narrow = incommodious /ˌɪnkəˈmɒdɪəs/	adj.狭窄的, 受限制的 working in cramped conditions 在拥挤的环境里工作
forklift	n.铲车, 叉车
heighten	vt.增加, 增强
instructional program	教学方案
near-miss	adj.侥幸逃脱的
on the brink of	处于。。。的边缘
sense of participation	参与感
penalty	n.处罚 penalty charge 罚款 penalty payment 违约款 penalty clause 惩罚条款
peril = risk(a risk) = danger(a serious danger)	n.危险 In spite of great peril, I have survived. 尽管危险巨大, 我还是活了下来。
ranger	n.巡逻队员 danger ranger 防范危险巡逻员
safeguard	vt.保护, 维护, 捍卫
suggestible	adj.可建议的, 可提出的
workable	adj.可操作性的, 可使用的, 可行的
all walks of life	各行各业

amass	vt.积聚(财富), 积累 He amassed a fortune from silver mining. 他靠开采银矿积累了一笔财富。
contingency /kən'tɪndʒənsi/	n.可能发生的事情, 不测事件, 紧急情况 We must consider all possible contingencies. 我们必须考虑一切可能发生的事。
clutter = disarray (U) = disorder (U) = mess (C, usually sing.)	n.混乱, 杂乱 There's always so much clutter on your desk! 你桌子上总有那么多乱七八糟的东西! The peace talks broke up in disarray . 和谈在混乱中破裂了。 The room was in a state of disorder. 房间凌乱不堪。 The room was in a mess . 这个房间杂乱不堪。
cluttered	adj.凌乱的, 杂乱的
flag	vt.用标记表明 I've flagged the paragraphs that we need to look at in more detail. 我已用特殊记号标出我们需要更详细考虑的段落。
frenzy /'frenzi/	n.狂乱(of sth.) in a frenzy of activity/excitement/violence 疯狂的活动／兴奋／暴力

loathe /ləʊð/ = be sick of = be fed up with = be repugnant /rɪ'pʌgnənt/ to	vt.厌恶，憎恨 • I loathe modern art. 我很不喜欢现代艺术。 • They loathe each other. 他们相互讨厌对方。 • The idea of eating meat was repugnant to her. 一想到吃肉她就想吐。
night owl	昨晚的人，夜里工作者
optimum /'ɒptɪmə/ = optimal adj.最适宜的	adj.最适合的，最优的 • the optimum use of resources 对资源的充分利用
pinnacle /'pɪnəkl/	n(usually sing.).顶峰，顶点 • the pinnacle of her career 她事业的顶峰
procrastination /prə,kɹæstɪ'neɪʃ(ə)n/	n.拖延，耽搁
refreshments /rɪ'frefmənt/	n.茶点，点心，饮料 • In York we had a short stop for refreshment. 在约克，我们稍作停留，吃 了点东西。
stick to = adhere to = keep to	坚持，坚守
trivial = petty	adj.琐碎的，不重要的 petty squabbles 小口角 triviality n.琐碎，平凡

whiz	<p>n(C).<口>极其聪明的人，专家，奇才</p> <ul style="list-style-type: none"> • Simon's a whiz at card games. 西蒙是纸牌游戏的高手。 <p>vi.嗖嗖地快速移动</p> <ul style="list-style-type: none"> • They heard bullets continue to whiz over their heads. 他们听到子弹不断在他们头顶上嗖嗖飞过。
<p>dejected /drɪ'dʒektɪd/ = depressed = downcast /'daʊnkɑːst/ = blue = frustrated = gloomy</p>	<p>adj.沮丧的，垂头丧气的，情绪低落的</p> <ul style="list-style-type: none"> • She looked so dejected when she lost the game. 她输掉比赛时情绪显得非常低落。 • A group of downcast men stood waiting for food. 一群人垂头丧气地站在那儿等着吃饭。
downsizing	<p>n.(机构等的)精简</p> <ul style="list-style-type: none"> • ...a trend toward downsizing in the personal computer market. ...个人电脑市场规模缩小的趋势。
heavy workload	繁重的工作压力
insomnia	n.失眠

thrive = flourish	vi. 茁壮成长 • New businesses thrive in this area. 新商家在这一地区蓬勃兴起。 • These animals rarely thrive in captivity. 这些动物栏养起来很少会肥壮。 • These plants flourish in a damp climate. 这些植物在潮湿的气候下长势茂盛。
result in	导致 • Fifty percent of road accidents result in head injuries. 50%的公路交通事故致使头部受伤。
stressor	n. 压力源
upset	(身体、胃肠等的)不适
wear and tear	磨损，消耗，损耗
product life cycle	产品生命周期
marketing research	市场调研
ongoing	adj. 不间断的，继续存在的
screening	n. 创意筛选 • breast cancer screening 乳腺癌筛查
product concept	产品概念
product image	产品形象
business analysis	商业分析
test marketing	市场试销，市场测试
commercialisation	n. 商品化

reactive	adj.反应性的，有反应的 • The police presented a reactive rather than preventive strategy against crime. 警方对付犯罪的办法，不是事先加以防范，而是事后作出反应。 • highly reactive substances 很容易起反应的物质
breakthrough	n.(知识领域或技术方面等的)突破，重大进展(或发现) • a significant breakthrough in negotiations 谈判中的重大突破 • a major breakthrough in cancer research 癌症研究中的重要突破
product line extension	产品线的延伸
market penetration	市场渗透 penetrate vi.渗透 • The knife had penetrated his chest. 刀子刺入了他的胸膛。 • The sun's radiation penetrates the skin. 太阳的辐射能透进皮肤。
product diversification	产品多样化
razor	n.剃须刀
market orientation	市场导向
modify	vt.更改，修改，改变
trading stamps	交易印花(顾客在特定的商店购物时可得到印花，然后持印花兑换商品)
brand loyalty	品牌忠诚度

liability	n. 责任，债务 current liability 流动负债，短期负债 current asset 活期资产，流动资产 fixed asset 固定资产
reliability	n. (产品的) 性能可靠性
cash discounts	现金折扣
seasonal discounts	季节折扣
trade discounts	商业折扣
various costs	可变成本 fixed costs 固定成本
penetration pricing	市场渗透价(设低于竞争者的价格以便迅速占领市场)
price skimming	市场撇脂价(设尽可能最高的价格以便迅速收回成本)
odd-even pricing	单数或偶数价格
cost-oriented pricing	依据成本的定价方式
incur	vt. 引起，带来 • You risk incurring bank charges if you exceed your overdraft limit. 如果超出了透支限额，就有被银行加收费用的风险。
promotion mix	营销传播组合
advertising	n. 广告(总称)
sales promotion	销售促进
personal selling	人员推销
public relations and publicity	公共关系与宣传
direct marketing	直接营销
geographic distribution	地理分布
demographic characteristics	人口特征 demographic /,demə'græfɪk/ adj. 人口的，人口统计的

trade shows	商业展览会
sweepstake	n.抽奖 sweepstakes n.(单复同)有奖销售
loyalty scheme	顾客忠诚计划，光顾奖励
Internet (net/online) advertising	网络广告
broadcast media	广播媒体
print media	印刷媒体
media selection	媒体选择
poster	n.海报
outdoor displays	户外广告
informative advertising	通知性广告 informative adj.信息量大的，信息丰富的
persuasive advertising	说服性广告 persuasive 有说服力的
reminder advertising	提醒性广告
lead time	(产品)从决定生产(或开始设计)到实际投产(或完成生产)所间隔的时间; 从订货到交货的间隔时间
classified section	(报纸的)分类广告栏 classified authorisation 分级授权
recall rate	回忆率
banner ad	(网页上方呈现的)标题广告
pop-up ad	弹窗广告(当你访问某些网站时自动弹出的网站)

click	<p>vt.vi.点击</p> <ul style="list-style-type: none"> • I clicked on a link and recent reviews of the production came up. 我点击了一个链接，最近的演出评论就出来了。 • Click the link and see what happens. 点击那个链接，看看会发生什么。
asset	<p>n.优点，长处，有益的东西</p> <p>asset appraisal 资产评估</p> <p>asset turnover 资产周转期</p>
slot	<p>n.(在组织、名单、程序等中的)位置</p> <ul style="list-style-type: none"> • He has a regular slot on the late-night programme. 他在深夜节目中有一档固定栏目。
spoilage /'spɔɪlɪdʒ/	n.(通常指食物)腐坏
typeface /'taɪp,feɪs/	<p>n.(印出的)文字</p> <ul style="list-style-type: none"> • ...the ubiquitous Times New Roman typeface. ...普遍使用的泰晤士新罗马字体。
pump dispenser	<p>(食品、化妆品等)压泵式包装</p> <p>dispenser n.分配者，分发者</p>
microwave pack	微波包装(采用这种包装的食品从冰箱中取出就可以直接进入微波炉烘烤，能耐受230°C高温)

mustard	n.芥末 • a jar of mustard 一罐芥末酱 • mustard powder 芥末粉
insect repellent /rɪ'pelənt/	驱虫剂 repellent n.驱虫剂
squeezable	adj.可挤压的
dessert toppings	甜点心上的装饰配料
ketchup	n.番茄酱
aseptic /,eɪ'septɪk/	adj.无菌的, 防感染的
pilferage /'pɪlfərɪdʒ/	n.小偷小摸, 窃得物
biodegradable /ˌbaɪəʊdɪ'greɪdəbl/	adj.可生物降解的
shoplifter	n(C).混在顾客群中在商店扒窃(货物)的行为 • A persistent shoplifter has been banned from every shop in town. 一个商店行窃惯犯已被禁止进入镇上任何一家商店。
oversized	adj.过大的, 超大型的
landfill	n.废渣填埋地, 垃圾填埋地
transit	n.运输, 运送
brand insistence	品牌忠诚(坚持使用同一品牌)
registered trademark	注册商标
brand awareness	品牌知晓度
brand acceptability	品牌接受度
brand preference	品牌偏好度
brand extension(brandstretching)	品牌延伸
brand licensing	品牌许可(允许其他厂家使用该品牌, 但必须付费) licensing n.许可合同交易
Nike	耐克(美国耐克体育用品制造商的商标)

Shell	壳qiào牌
Specialized Bicycles	美国著名高级运动自行车设计与制造商及品牌 specialized adj.专门的，专科的
VISA	“维萨”信用卡(visa有签证之意)
Lanham Act	《兰哈姆法》
acute	adj.尖锐的，棘手的，剧烈的
protectable	adj.可被保护的
suntan lotion	防晒霜
household appliance	家用电器
state-of-the-art	adj.最新型的，最优良的
saturate	vt.使饱和
saturated	adj.饱和的
saturation	n.饱和，市场饱和状态
brand strength	品牌优势
product entry	产品的进入(某一市场)
compile /kəm'paɪl/	vt.编纂，编辑 We are trying to compile a list of suitable people for the job. 我们在努力编制一份适合做这项工作的人员名单。
toll	n.通行费，服务费，电信费 • motorway tolls 高速公路通行费
render	vt.给予，提供(帮助等) • to render a service to sb 给某人提供服务 • to render sb a service 为某人服务
pose	v.使摆好姿势，摆样子，假装
negative	adj.反面的，消极的
switch to	转变，改变，转移
switch on	开(电灯，机器)

aggressive	adj.侵略的, 放肆的, 过分自信的
collected	adj.(作品等)集成的, 镇定的, 泰然自若的
diagnose	vt.&vi.诊断(疾病); 调查分析(问题等)的原因(或性质), 断定
value-based pricing	价格体现价值的定价方式
image pricing	体现产品形象的定价方式
customer defection rate	顾客流失率
trigger	vt.触发, 引起
exceed	vt.超过
rapport	n.和睦(或融洽、和谐、亲善的)关系 rapport (with sb) • She understood the importance of establishing a close rapport with clients. 她懂得与客户建立密切和谐的关系的重要性。
repeat	n.重订同类货的订单
regular customer = repeat customer = established customers = returning customer 回头客	常客, 老顾客 established adj.知名的, 老牌的
timely	adj.及时的
value for money	资金效益, 物有所值的程度
relationship marketing	关系营销
hectic	adj.忙碌不停的
bulky	adj.体积大的, 庞大的
marketing mix	营销组合
attentiveness	n.注意力; 专注
marketing intermediaries	营销中间渠道, 营销中间机构
marketing channel	营销渠道
in-home selling	家中推销
vending machine	自动售货机
merchant wholesalers	商业批发商
broker	n.经纪人
agent	n.代理商

miscellaneous /ˌmɪsəˈlemɪəs/	adj.混杂的,各种各样的 • a sale of miscellaneous household items 各种生活用品大减价
category	n.种类,类别
eliminate	vt.排除, 消除
middleman	n.中间商, 经纪人
distribution	n.分销
utility	n.效用, 功用
telephone retailing	电话零售
mail-order retailing	邮购零售
nonstore retailing	非商店零售
geographic concentration	(顾客)地理分布的密集度
populated market	顾客最大的市场
perishable	adj.易腐烂的, 易死的, 易凋谢的
deteriorate /dɪˈtɪəriəreɪt/	vt.&vi.使变坏, 使变质, 使恶化 • deteriorating weather conditions 不断恶化的天气状况
vandalism /ˈvændəlɪzəm/	n.破坏他人(或公共)财产的行为 • an act of vandalism 恣意破坏公共财物的行为
scrambled merchandising	各种商品混杂在一起销售
pharmacies	n.药房, 药店
photo processing	相片冲印店
transport	n.交通, 公交系统
traveling type	喜欢旅行的人
commitment	n.承诺, 致力于
business travel plan	商务旅行计划, 商务出行计划
Green Travel Plan	绿色出行计划

accredit /ə'kredit/	v.认为(某说法)出自某人, 委派 • He was accredited to Madrid. 他被委任为驻马德里大使。
accreditation	n.水准鉴定, 鉴定认可
ISO 140001 accreditation	国际环境管理标准认证
car sharing	合伙用车, 亦作car pool
mileage	n.里程 mileage allowance 旅程津贴, 旅费津贴
on business errands	办理公务
videoconferencing	n.电视会议
on-site	adj.就地的, 现场的
cash machine	自动提款机, 自动柜员机, 亦作cash dispenser, cashpoint, automated teller machine(ATM)
means/modes of transport	交通工具
stretch out	伸展一下身子
advisable	adj.适当的, 明智的
in-flight catering	航空餐饮, 飞机上提供的食品、饮料
meal-time	n.进餐时间, 开饭时间
in-flight video	飞机上提供的录像片
broadband connectivity	宽带连接
live TV program	实况转播的电视节目
laptop	n.手提电脑
environmental congestion impact	由于环境污染和交通拥挤造成的影响
car share database	合伙用车员工的信息库
parking space	停车场的车位 parking place 停车场, 停车位
feel alert	活泼, 敏捷
curb	vt.控制, 限制, 约束
sustainable transport	可持续发展的交通/运输工具(指公交等)
priority parking spaces	(车辆)优先停放

subsidize	vt. 补贴 • The housing projects are subsidized by the government. 这些住房项目得到政府的补贴。
subsidy	n. 补贴
travel pass	乘车证
bicycle access	自行车通道
flexible working scheme	弹性工作计划
stagger	vi.&vt. 错开 • There were so many runners that they had to stagger the start. 参加赛跑的选手很多，他们不得不把起跑的时间错开。
rush-hour congestion	高峰时段的拥挤现象
free shuttle	免费班车
guesthouse	n. 家庭旅馆(指向旅游者提供住宿的住家), 宾馆
mountain resort	避暑山庄
vacancy rate	闲置率, 空房率(房地产中未有人使用或未租出的比率)
per diem	(出差等的)每日津贴, 论日计酬
nary	adj. (口, 通常后面接a, an) 一个也没有的, 从来没有
conforting	adj. 安慰的, 令人欣慰的
decor	n. 装饰, 装潢
Sub-Zero	零下(美国冰箱名牌)
Grand Central Station	(纽约)中央车站
name dropping	(在谈话中)抬出名人炫耀以提高自己身价的行为
draw	n. 吸引观众(或顾客、注意力等的)事物, 吸引力

hit	<p>n.成功而风行一时的人(事)物, 轰动一时的人(事)物</p> <ul style="list-style-type: none"> • a hit musical 风靡一时的音乐剧 • Her new series is a smash hit. 她的新系列节目极为成功, 引起轰动。
drawback	<p>n.不利之处, 障碍, 欠缺</p> <p>drawback (of/to sth)</p> <ul style="list-style-type: none"> • The main drawback to it is the cost. 它的主要缺点是成本高。 • This is the one major drawback of the new system. 这是新系统的一大弊端。
teethe /ti:ð/	<p>vi.出牙, 长牙</p> <p>If you know your baby is teething, give her something to teethe on before you nurse. 如果宝宝正在长牙, 在喂奶之前给他一些东西让他咬。</p>
teething issues	<p>创业初期存在的种种问题【仿teething troubles(初期困难、创业阶段困难)而来】</p>
find one's legs	<p>(婴孩等)开始能够站立(或行走); 开始意识到自己的力量(或能力), 变得自信</p>

materialize / materialise	v.(计划等)实现，具体化 <ul style="list-style-type: none"> • The promotion he had been promised failed to materialize. 答应给他晋升的许诺未能实现。
glitch /glɪtʃ/	n.(设备、机器等)失灵，小故障; (计划等)缺点，差错，技术性瑕疵 <ul style="list-style-type: none"> • Manufacturing glitches have limited the factory's output. 制造过程中的故障影响了工厂的产量。
introductory rate	试销价，试开业价
drum up	竭力争取，招揽(生意等) <ul style="list-style-type: none"> • He had flown to the north of the country to drum up support for the campaign. 他已乘飞机到国家的北方去努力争取对这一运动的支持。
project	vt.突出 <ul style="list-style-type: none"> • a building with balconies projecting out over the street 阳台伸出到街上的楼房
strength	n.实力 <ul style="list-style-type: none"> • Political power depends upon economic strength. 政治权力取决于经济实力。
cordless telephone	无绳电话
pleasurable	使人高兴的，令人舒适的

underrate	vt.低估 • He's seriously underrated as a writer. 他是被严重低估的一位作家。
centralized reservation system	中央订票系统
off-premises	本部之外的
splurge on	挥霍金钱，舍得花钱，花大钱 • We splurged on Bohemian glass for gifts, and for ourselves. 我们花了很多钱买了波希米亚玻璃制品，用来送人和给自己用。
combat stress	克服压力
top-of-the-line	adj.(美)(同类商品中)最好的，最昂贵的，最豪华的，等于top-of-the-range
amenities	n.便利，乐趣; 福利设施 amenity n.(常用复数)设施
clientele /ˌkliːən'tel/	n.(统称)老(客户) • an international clientele 国际客户网
undercut	vt.&vi.压价，压价与。。。抢生意; 拿较低工资与。。。抢就业机会 • We were able to undercut our European rivals by 5%. 我们能以低于我们的欧洲对手5%的价格出售。
distasteful	adj.不合口味的，味道不佳的
online booking	网上预订
rack rate	定价
travel expense policy	差旅费政策

in-room exercise equipment	室内健身器材
newsstand	n.报亭
seasoned	adj.老练的，阅历丰富的
escalate	vi.逐步上升，逐步增加，直线上升
multiple	n.倍数
claw back	使得到弥补
crippling	a.极有害的，造成严重损害的
surcharge	n.增收费，额外收费
foyer /'fɔɪeɪ/	n.门厅，大堂，休息室
call box	共用电话亭
fiddly	adj.需要小心处理的，需要谨慎应对的
fiddling	adj.微小的，微不足道的
charge cards	签账卡
snack bar	快餐部，小吃店
spin-off	n.衍生品，副产品 • commercial spin-offs from medical research 医学研究引出的有商业价值的副产品
spin-off trade	周边贸易
irregular hours	工作时间不规则
jet lag	时差综合征
well-focused	adj.有针对性的
niche /ni:f/	n.细分市场，小市场(小规模的专业市场，相对于被大公司占领的大市场)，亦作niche market
delight	n.乐事，乐趣
a proven track record	公认的业绩
in conjunction with	连同，与。。。共同(或协力)
personal contact	私人交往
set procedure	规定程序
from the top down	自上而下地
status symbol	身份象征
better-value	adj.更合算的
offence	n.冒犯，得罪人
get it wrong	误解，曲解
gymnastic	adj.&n.体操的
formality	n.礼节，常规手续
main course	主食

aperitif /əˌperəˈtiːf/	n(C).开胃酒
appetizer	n(C).开胃菜
management expertise	管理技能
maximum value	最大值 maximum n.最大限度
groundwork	n.基础工作
host country	东道主国家
pitfall	n.陷阱，圈套 • The pitfalls of working abroad are numerous. 在国外工作有很多隐患。 • the potential pitfalls of buying a house 购买房屋可能遇到的圈套
fact-finding	实地考察，实情调查，实情调查的
target country	目的国
distort	vt.歪曲，曲解 • Newspapers are often guilty of distorting the truth. 报章常犯歪曲事实的错误。
time-conscious	有时间观念的
transaction	n.交易 transaction cost 交易成本
terms and conditions	(合同)条款
verbal agreement	口头约定
systems of measurement	计量制 measurements chart 尺寸图
cultural conflict = culture clash	文化冲突
do's and don'ts	行为准则，注意事项

embody	vt.体现，使具体化 • the principles embodied in the Declaration of Human Rights 体现在《人权宣言》中的原则
artifact	n.人造物品
ritual /'ritʃuəl/	n.例行习惯，仪式 • religious rituals 宗教仪式
manifestation	n.显示，表现
company slogan	公司标语，公司口号
neurosis /njuə'reʊsɪs/	n.神经官能症，神经衰弱症
sweep sth. under the carpet	掩盖。。。，无视。。。。
play out	履行，完成 • Their love affair was played out against the backdrop of war. 他们在战争的背景下发生恋情。
lay out	布置，设计
profoundly	adv.深切地，完全地
assume	v.承担(职务) • The court assumed responsibility for the girl's welfare. 法庭承担了保障这个女孩福利的责任。
IBM	(美国)商用机器公司(International Business Machines)
Chrysler	美国克莱斯勒汽车公司
day-to-day operation of the company	公司的日常运作

be aligned to/with	与。。。结合起来，与。。。密切合作 • Domestic prices have been aligned with those in world markets. 国内价格已调整到与世界市场一致。
outperform	vt.做的比。。。更好，胜过
ethic values	道德观
in large quantities	大量的
trade show booth	商品展览会上的展览摊位
spontaneous	adj.自发的，自然产生的
energize	vt.使活跃，加强
job satisfaction	工作满意度
outdoor event	户外活动，野外活动
in-company	n.公司内部的
retail voucher	(代替现金的)购物券，代金券
to one's full potential	尽自己的潜能，充分发挥自己的能力
passion (for)	n.激情，热情
a strong sense of responsibility	强烈的责任感
onsite	adj.现场的，就地的
day care	日托
daycare facilities	日托服务(为学龄前儿童、残疾人或老年人提供的白天教育、管理、娱乐等服务设施)
care for people and environment	以人为本、注重环境
machinery	n.[总称]机器，机械
tend to	有某种倾向，有。。。的趋势
market positioning	市场定位 positioning n.定位
prospect	n.潜在的顾客 prospects n.机会，可能性
cheery	adj.愉快的

gimmicky	adj.巧妙的手法, (产品广告)噱头
high-energy	adj.耗费精力的
sales pitches	推销技巧
Nordstrom	诺斯通(美国高档服装零售连锁店)
a retail chain	零售连锁店
auto tire	汽车轮胎
wedding gown	婚纱
fashion show	时装秀
trading volume	贸易量
readership	n.读者群, 读者人数
in-house	n.公司内部的
bind people together	把人们团结起来
cyclical /'saɪklɪk(ə)l/ celebration	周期性的庆祝活动
gala event	欢庆活动
costume ball	化装舞会
personal transition	个人生活的变化
compassionate	adj.富于同情心的
passionately	adv.热情地, 感情强烈地
a sense of pride	自豪感
a sense of community	集体观念
a sense/feeling of belonging	归属感
strengthen ties with	加强与。。。的联系
authentic	adj.正宗的, 原汁原味的
authentically	adv.确实地, 真正地
authenticate	v.验证 • The letter has been authenticated by handwriting experts. 这封信已由笔迹专家证明是真的。
authentication	n.认证
authorisation	n.授权
cohesion	n.凝聚力, 内聚力
attribute	n.品质, 特征
spread around	分发, 散步
key ring	钥匙圈
coaster	n.杯垫
the earth	(口语体)巨额金钱
engrave	vt.雕刻
emboss	vt.使凸出, 使浮雕出来

edible	adj.可食用的
cheesecake	n.干酪蛋糕
crystal	n.水晶饰品
plaster	vt.涂以灰泥、粘贴
subtly	adv.精细地，巧妙地
discreetly	adv.谨慎地、小心地
token	n.象征、记号
business etiquette	商务礼节
count	v.重要，有价值的
remedy	n.补救，赔偿
aesthetics	n.美观，令人愉悦的外观
minefield	n.布雷区，充满隐伏危险的事物
retain	vt.保留，留住 • He struggled to retain control of the situation. 他曾努力保持对局势的控制。
lifetime	n.一生，终生
customer loyalty	顾客忠诚度
a milestone level of spend	具有重大意义的消费额度
company anniversary celebration	公司周年庆典
desk accessories	桌上办公用品
entertainment ticket	招待券
a framed memento	配有镜框的纪念品 memento /mə'mentəʊ/ n.纪念品
treasure	vt.珍爱，珍惜，珍藏
attach importance to sth.	对。。。极为重视，认为。。。很重要
go-between	n.媒介者，中间人
queue up	排队
media coverage	媒体宣传报道
match up	相匹配
mass media	n.大众传播媒体
exposure	n.曝光，暴露
insidious	adj.有人上当的，欺诈的
brainwashing	n.洗脑
mass market	大市场，大规模市场
music festival	音乐节
broadcasting programmes	广播节目，播放节目

cultural event	文化活动
be associated with	由。。。联想到。。。，把。。。联系起来
take on responsibility	承担责任
corporate citizen	企业公民
consolidate	vt.巩固，强化 solidify vt.巩固，充实 • They solidified their position as Britain's top band. 他们巩固了自己作为英国顶尖乐队的地位。
narrow down (to)	缩小到。。。，归结到。。。 • We have narrowed down the list to four candidates. 我们把范围缩小到四位候选者身上。
targeted market	目标所确定的市场
national basketball tournament	全国篮球锦标赛
printed material	印刷材料
vendor or display space	销售或展示铺位
strategic ticket	入场券
promo	n.&adj.商品推销，商品广告
print ad	印刷广告
invitation card	请柬
electronic scoreboard	电子计分板
go down the drain	失败，破产，白费心机 • It's just money down the drain, you know. 你要知道，这是白白丢钱。
public opinion	公众舆论
exclusive sponsorship	独家赞助
exclusively	adv.仅仅

stand out head and shoulders above the competition	在竞争中凸显出来，出人头地 stand out 与众不同，突出
be overwhelmed by	被。。。所淹没，埋没 overwhelm v.征服，制服
visibility	n.引人注目
geek aesthetic /i:s'θetik/	怪诞低级的审美观
jammies	n.(为pajamas的变体，常用复数)，(由上衣和裤子组成的)一种宽松睡衣 work-in-your-jammies 穿着睡衣在家办公
business casual wear	商务便装(与business suit正装相对)
take off	开始，开始流行
in a big way	大规模地，彻底地
court shoes	原指与宫廷礼服配套的方式 船型高跟浅帮鞋，泛指与正装相配的高跟鞋
trainers	n.软运动鞋
lean towards	倾向于。。。 • The UK leant towards the US proposal. 英国倾向于美国的提案。
techies	n.技术人员(尤指在电子学方面进行研究或对此感兴趣或熟练的人)
technopreneur	n.技术型企业家(由technology和entrepreneur两个词合成)
chic	n.时髦风格，别致
de rigueur	(法语)符合礼节和时尚的，礼仪上必要的

bastion /'bæstɪən/	n.堡垒，阵地工事 • a bastion of male privilege 大男子主义的堡垒 • a bastion of freedom 捍卫自由的堡垒
conservatism	n.保守主义，守旧性
jump on the bandwagon	(口语体)赶时髦，一窝蜂作风
hip	adj.时髦的，赶新潮的
Establishment	n.(首字母大写)即成权力机构，习俗社会
spell	vt.意味着
spell out	讲清楚 spell sth. out 详细解释
Capri pants	紧身中裤
tee shirt	T恤衫，亦作T-shirt
khakis	n.卡其布的衣裤(即休闲装用的面料，与料子面料的正装相对)
sports jacket	n.运动夹克
tank top	n.紧身短背心
halter-tops	n.(女子晒日光浴时穿的颈部系带的)三角背心
cardigan jacket	开襟羊毛外衣
flip-flop	n.平底人字拖鞋
revealing attire	袒胸露背的服装 attire attire n(U).服装，穿着
gym wear	运动服
sloppy	adj.随便的，邋遢的
personal hygiene	个人卫生
Silicon Valley	硅谷(位于美国加利福尼亚州的一高科技区名)
to go casual	便装化，着便装
slovenly /'slʌvnli/	adj.懒散的，不修边幅的
programmer	n.程序设计员 programming n.编程
a business tie	(配西装的)领带
pressed pants	熨得笔挺的西裤

dress shoes	配西装穿的皮鞋(与休闲皮鞋相对)
loud	adj. 气味浓烈的，刺鼻的
cologne	n. (香味淡雅的) 香水(可指男用和女用的香水)
perfume	n. 香水(一般指女用香水)
vulgar	adj. 俗气的，庸俗的
polished	adj. 优雅的，有修养的
loafers	n. 平底休闲鞋，亦作“懒汉鞋”
apparel /ə'pærəl/	n(U). 衣服，服饰
shorts	n. 短裤
sweat suit	运动套装、运动衫裤
unkempt /,ʌn'kempt/	adj. (衣服、外表) 不整洁的 • greasy, unkempt hair 油乎乎乱蓬蓬的头发
sharp	adj. 利落，精干
showy	adj. 浮华的，(过分) 艳丽的
home office movement	居家办公的潮流
for the sake of	为了。。。好处，为。。。着想
dress up	盛装，打扮
posture	n. (身体的) 姿势，体态
local flavour	地方风味
slight	vt. 粗暴对待，轻视，藐视
rigid	adj. 固执的，严格的
blunder	n. 大错，失误 • to make a terrible blunder 犯大错
gourmet	n. 美食家，能品尝食物和美酒的行家
show sb. around	带领某人参观。。。
inopportune	adj. 不合时宜的，不合适的
Peking Opera	京剧
get down to	开始认真考虑。。。 ，开始认真做。。。
places of cultural and historical interest	文化历史古迹
insight into	对。。。 的洞察力，对。。。 的见识

land	vt.(口语体)获得，获取 land a business contract 签订一单合同
lukewarm	adj.冷淡的，不热心的 • a lukewarm response 冷淡的反应
a horse-drawn carriage	马车
escort	v.护送，陪同
admirer /əd'maɪərə(r)/	n.仰慕者，敬慕者
be showered with...	大量或慷慨地赠与。。。
scenic /'si:nɪk/ spot	景点
business interaction	商务交往
dictate	vt.命令，强制规定
economy of cost	成本经济
ample	adj.宽敞的，宽大的，大量的
amenable	adj.顺从的，积极响应的 • They had three very amenable children. 他们有三个很听话的孩子。 • He seemed most amenable to my idea. 他似乎对我言听计从。
corporate tax	企业税
work ethic	职业道德观
weighted center of demand	(某产品)需求量很大的地方
sizable	adj.相当大的
materials-oriented location	靠近原料地的场所
market-oriented location	靠近市场的场所
barrier	n.壁垒
direct exporting	直接出口
direct investment	直接投资
embargo	n.禁止贸易令
exchange control	外汇管制

know-how	n(U).实际知识，技术 • We need skilled workers and technical know-how. 我们需要熟练工人和专业技术知识。
political unrest	政治动乱
product adaptation	产品适应 adaptation n.重新打造以适应，本土化
trade restriction	贸易限制
local adaptation	为适应当地市场所做的产品调整
marketing disaster	营销惨败
get by	过得去 • With his low income, he can only get by each month. 由于收入较低，他每个月只能勉强维持生活。
deficiency	n.不足，欠缺 shortfall n.不足，缺少
Holiday Inn	假日饭店
Pizza Hut	比萨饼店
potential customer	潜在客户
syrup	n.糖浆
down payment	订金; (分期付款的)初付款项
sole proprietor	独立业主
variety store	(尤指出售廉价货物的)杂货铺
pet shop	宠物店
shopping mall	(车辆不得入内、只限行人活动的)商店区
elastic	adj.有弹性的，有弹力的(需求未达到饱和，具有伸缩性)
direct competition	直接竞争
indirect competition	间接竞争
innovation	n.革新，创新

Ford	福特汽车公司(美国)
Apple Computer	苹果电脑公司
Southwest Airlines	西南航空公司
Wal-Mart	沃尔玛公司(美国大型连锁超市集团)
experience curve	经验曲线(生产效率随着经验的积累而上升)
sporty	adj.(汽车)竞赛车型的; (性能)像竞赛车的
industrial espionage /'espɪənɑ:ʒ/	行业刺探行为
industrial estate = industrial park (美式)	工业园区
Industrial Revolution	工业革命
kiosk /'ki:ɒsk/	n.自助式服务亭，自动服务机，在线公众信息服务终端
rules-based	adj.基于规律的
janitor	n.门卫
hollow out	挖空，使成凹形 • Hollow out the cake and fill it with cream. 在蛋糕上挖个洞，填入奶油。
co-exist	vi.共处，同时存在
IT consultancy	信息咨询公司
cyber age	网络时代
sales package	销售套餐
security system	安全系统
intrusion detection	侵入检测
expert hacker	黑客高手
authorized user	特许用户
hacking	n.黑客入侵，黑客攻击
leakage	n.泄露
word pro	文字处理，等于word processing
finalisation	n.完成，最后确定
LCD Liquid Crystal Displayer	液晶显示器
radiation	n.射线
flickering	n.闪烁
reflection	n.反光 reflect v.反射，映出

computer literacy	会使用电脑
return	n.回报
computer illiterate /ɪ'litərət/	不懂使用电脑的人
plough /plau/ into	把(资金)投入 • The government has ploughed more than \$20 billion into building new schools. 政府已投放200多亿元兴建新学校。
portal	n.门户(网), 入口(网) • a business/news/shopping portal 商务／新闻／购物门户网站
marketing medium	营销手段
browse	vi.浏览
credit transfer	银行转账，信用转账
search mechanism	搜索机制
browser	n.浏览器(帮助用户浏览万维网网页的应用程序软件)
navigate	vt.&vi.网络浏览，网络搜索
Internet Explorer	网络探险家(美国微软公司的万维网浏览器)
auto responder	自动回复软件
web presence	在网络世界中占有一席之地
workstation	n.工作站电脑，亦作computer workstation
stay motivated	保持积极性
hit	n.(网页)点击
have a better picture of	更好地了解
be appealing to	吸引。。。
identity	n.个性，身份
customer base	顾客群
online referral system	网上链接系统
URL(Uniform Resource Locator)	网址，等于web address
offline	adj.网下的

colour-coded	adj.用彩色标出的
global website	面向国际市场的网站
on offer	<p>提供</p> <p>Although many customers are prepared to pay extra, Lippi recommends that companies make sure that price differences reflect real differences in the product, either in quality or in the extra service on offer.</p> <p>尽管许多消费者都准备好支付额外费用，但是Lippi建议公司的价格差异应体现在产品的质量或额外售后服务的差别上。</p>
take note of	<p>注意，留意</p> <p>• Take note of what he says. 牢记他说的话。</p>
defer to	<p>遵从，服从</p> <p>• We will defer to whatever the committee decides. 我们遵从委员会作出的任何决定。</p>
reformat	<p>vt.重新格式</p> <p>Might be time for a reformat. 大概是时候重新将其格式化一次了。</p>
online chatting	网上聊天
instant messaging	即时短信
cyberpromotion	n.网上促销
advertising revenue	广告收入
hard-copy	n.平面印刷，打印稿
cyberspace	n.网络空间
customize	vt.根据顾客的具体要求制造、改造、定做
synergy	n.协同作用，增效(作用)

synergistic	adj.增效的, 有增效作用的
supplement	n.补充(手段)
theft	n.偷窃
multi-tiered	adj.分级的, 分层的
Internet security solution	网络安全方案
unauthorized system access	未经许可进入系统
addition	n.(某一产品系列中的)新增产品
animations	n.动画式广告
intrusive /ɪn'truːsɪv/	adj.侵入的; 闯入的 • intrusive questions 唐突的问题
overuse	vt.滥用
non-promotional information	非广告信息
weekend holiday	周末游
CD collection	CD集
stamp collection	集邮
brand recognition	品牌认可度
cornerstone	n.基石
cubicle	n(C).图书馆、办公室里供单人阅读、工作使用的小单词、隔间 • I'm not the kind of person to sit in a cubicle behind a desk. 我不是那种能在格子间办公桌后坐得住的人。
skyrocket	vi.火箭式上升, 猛升, 猛涨 • Production has dropped while prices and unemployment have skyrocketed. 在物价和失业人数猛增的同时, 生产却下降了。
blur	vt.使模糊

interference	n.干扰 interfere v.介入, 干涉, 妨碍
touchdown center	触底中心(指商务旅行者可在内打电话、使用笔记本电脑上网的专用场所)
maternity-leave	n.产假
changeover file	交接文件
compatible	adj.适合的, 协调的
pager	n.传呼
clerical job	办事员工作
work-at-homer	在家工作的人
copy writer	广告撰写人
win-win strategy	双赢策略
insular /'ɪnsjələ(r)/	adj.孤立的, 与世隔绝的
outward looking	目光向外
mammoth task	浩大的工作 mammoth /'mæməθ/ adj.庞大的
group dynamic	群体热力, 群体动力(群体与个人之间的相互作用)
hotelier /həʊ'teliə(r)/	n.酒店经理, 酒店老板
product launch	产品推介会
E everything	完全电子化, 一切电子化
account executive	客户部经理
pre-sales support	售前支持, 售前服务, 售前服务人员
notify	vt.通知
OHP	投影仪(overhead projector的简称)
PowerPoint	电子演示
information relay station	信息传播站
informed decision	在了解情况的基础上作出的决定
budgetary matter	预算问题
flat communication device	平面沟通手段(如电子邮件、企业内部网、备忘录、通讯、杂志等)
contribute	v.提供建议, 起一份作用
regional sales managers	地区销售经理
insightful opinion	独到见解
adapt to	适应

absence of leadership	指挥缺位
posture	n.姿势
massage	vt.按摩
preferably	adv.更可取的是, 最好是
assertive	adj.自信的
withdrawn	adj.怕羞的
fidget with	(不安或心不在焉地)摆弄
mannerism	n.姿势, (尤指说话的)习惯
impressive	adj.令人印象深刻的
stage fright	怯场
public speaking	演讲, 演讲技巧
wireless lapel mike	无线佩戴式话筒, 也叫lap microphone
unique selling proposition	独树一帜的产品特色, 简称USP
added interest	n.增加兴趣
exude	vt.表露, 显示
advertising agency	广告公司
Prize Give-Away	有奖问答(活动)
conference and exhibition	会展 exhibitor n.参展公司, 参展商 exhibit n.展品
key player	发挥重要作用的人、机构等
event	n.(体育赛事、文化节、展会等)大型活动
brewing	n.酿造
haematology	n.血液学
underline	n.强调, 加强 emphasis n.强调, 重点
underlie	v.构成。。。的基础
conceptualise	vt.使概念化
Beauty & Wellness Festival	健美节
gimmick	n.噱头
public awareness	知名度
go global	打入国际市场, 进军海外市场
sales lead	销售线索, 销售门路

competitor intelligence	n.对手情报 competitor n.竞争者，对手
space arrangement	空间布置
generate	vt.带来，产生
generator	n.发电机
man	vt.工作在。。。岗位上
assorted	adj.各种各样的
bee	n.工作忙碌的人
sights	n.(复数)景观
trustee	n.委托人
farm produce	农产品
subtropical fruits	各种热带水果
in season	时令的，正在上市的
chemical	n.农药
pesticide	n.杀虫剂
harmful residue	有害的残留物
food safety	食品安全
the front portion of the stand	展位的前台
fix up	修理，安排
preserved olives	蜜饯橄榄
exorbitant	adj.过高的，昂贵的
road show	路演，路演推荐会
strike out on	独立闯新路，开辟(道路等)
batter	vt.(尤指因不加爱惜而)磨损，损坏
be thrown by nerves	紧张不安
offer	n.发盘
counter offer	还盘
inquiry	n.询价
payment mechanism	付款机制
promissory note	银行本票(由出票人书面承诺即期或在将来某一日期向持票人付款的一种信用票据)
overhauling	n.大修，全面检查
value-added	adj.含附加值的，增值的
overview	n.全面介绍，概览
in action	动态，在运转
close-up	n.特写镜头
on the strength of	依赖。。。，凭借。。。

lube	n.润滑剂
	lubricant n.润滑剂
areas of specialisation and expertise	专业和只是技术领域
fair and square	光明正大的, 诚实的
amiable	adj.和蔼可亲的, 令人愉悦的
preferential condition	优惠条件 preferential adj.优先的, 优待的 preferential treatment 特惠待遇
tourist resources	旅游资源
before and after sales service	售前机售后服务
line-item expenses	部门项目开支
functions	n.职能部门
prerequisite /ˌpri:'rekwəzɪt/	n.首要条件, 必要条件 • A degree is an essential prerequisite for employment at this level. 学位是做这级工作必备的先决条件。
sustain	v.支撑, 承受 • The ice will not sustain your weight. 这冰承受不了你的体重。
sustained	adj.持久的, 一贯保持高水平的
corrupt practice	不道德的做法, 暗箱操作
honest business	诚信企业
catalogue shopping	目录购物
direct selling	直销

authorised dealership	<p>特许经销商</p> <p>dealership</p> <p>n.商品经销特许权、特许经销商</p> <p>authorise</p> <p>v.授权，委托，批准，核定</p>
market prospects	市场前景
desk research	案头调研
at once	同时，一起，马上
overburden	<p>vt.使负担过重</p> <p>overburden sb/sth (with sth)</p>
maintainability	n.易于保养的特性
robustness	n.坚固耐用
reactionnaire	n.反馈表
training package	培训套餐
ground rules	基本原则
induction programme	<p>新员工培训计划</p> <p>induction /ɪn'dʌkʃn/</p> <p>n.就职，接纳会员</p>
product awareness	产品知名度
bush /buʃ/	n.(旧时作为酒店标志的)长春藤枝，酒店的标志、广告
privacy intrusion	侵犯个人隐私
age range	年龄段
credible	adj.可信的，可靠的
premium price	高价位，高端价格(通常伴随高品质)
central country	主产国，原产地
resources director	(human resources director的简称)人力资源管理部门
HRM	abbr. human resources management 人力资源管理

Human Resources Directors	人力资源总监
	human resource manager 人力资源经理
	human resources strategy 人力资源战略
Technology Support Representatives	技术支持人员
Principal Consultant	首席咨询顾问
Marketing manager = marketing executive	市场部经理
German Translator	德语翻译
Production Sector	生产部
inspire ideas	激发灵感
advocates technological innovation	提倡科技创新
provides opportunities of further study abroad	提供出国深造的机会
provides comfortable accommodation environment	提供舒适的住宿环境
business software	商业软件领域
sport consumption industry	体育消费产业
consumer-electronics industry	数码消费产业
drawing up marketing plans = making marketing programs	制订营销计划
analyzing marketing strategies	分析营销策略
quality supervision team	质量监督组
accounting section	会计组
administrative assistant	行政助理
economic crisis	经济危机
crisis of confidence	信任危机
financial crisis	金融危机
debt crisis	债务危机
subprime crisis	次贷危机
at his request	应他的要求
a commercially-minded person	一个有经济头脑的人

a scientifically-minded people	一个有科学头脑的人
a capable man	一个又能干的人
a confident man	一个有自信的人
a man of iron	一个意志坚定的人
toiletries /'tɔɪlətrɪz/	n.化妆品厂，化妆用品公司
major brands	主导品牌
expatriate /,eks'pætriət/	<p>n.旅居海外的，移居国外的 adj.(only before noun)</p> <ul style="list-style-type: none"> • American expatriates in Paris 居住在巴黎的美国人 • expatriate Britons in Spain 居住在西班牙的英国人 • expatriate workers 在国外工作的人
creative thinking	创新思维
a survival course	生存技巧培训课程
go for profit	追求利润
behind schedule	进度落后于计划
stick to the schedule	严格按照计划进行
understate	<p>vt.轻描淡写的说</p> <ul style="list-style-type: none"> • The government chooses deliberately to understate the increase in prices. 政府有意选择对价格的上涨轻描淡写。
over-estimate	vt.过高的估计
have everything to do with	与。。。关系密切
curriculum vitae(CV)	个人简历，履历
human factor	人为因素
complete the form = fill in the form = fill out the form	填写表格

mezzanine	<p>n.(尤指介于一层与二层之间的)中层楼</p> <ul style="list-style-type: none"> • a bedroom on the mezzanine 夹层楼面上的卧室 • a mezzanine floor 夹楼层
reasonable price	合理的价格
interior design	室内装修
group dining	团体用餐
tour groups	旅游团
wine tastings	品酒会
company presentations	公司业务报告会
business trip	公务旅游
vegetarian	素食者
call in	顺路到某处
evolve	逐渐发展或完成
evoke	v.引起, 唤起, 引发
pride ourselves on/upon	为。。。感到骄傲
be of importance	具有重要性
to cater for	提供餐饮服务, 接待
gently	adv.轻轻地, 小心地
strive	为获得。。。而努力奋斗
distinctive	adj.与众不同的
suitable	adj.舒适, 合适
memorable	adj.难忘的
corporate hospital	商务接待, 企业社交
social setting	社交场合
in due course / time	经过一段时间, 到适当的时候
poor timing	不合时宜
a fact-finding mission	情况调查, 实地考察
sociable	adj.好交际的
rugby	n.(英式)橄榄球
intimate /'ɪntɪmət/	adj.亲密的 n.至交, 密友
purposeful	adj.有清晰目的, 有明确目标
chit-chat	n.(非正式)聊天, 闲谈
see...as	把。。。看作
stand around	闲站着
whisper into his ear	在某人耳边低声说话
continental breakfast	欧陆式早餐
bilingual applicants	具有双语能力的申请者

marketing secretary	营销部秘书
administrative support	行政管理上的支持
secretarial skills	文秘技能 secretarial and administrative staff 文秘行政人员
up-to-date information technology	最新的信息技术
communications skills	沟通能力， 交际能力
science marketing assistant	科技营销助理
an internal recruitment policy	内部招工政策
official working hours	正式的工作时间
long-term employment	产期雇用
production manager	生产经理
take legal action against	对。。。提出诉讼
settle the dispute	解决纠纷
unforeseen circumstances	难以预料的情况
meet agreed delivery dates	按约定的日期准时送货
place your order with	向。。。订货
legal advisers	法律顾问
bring...up	把。。。提出来 • Bring it up at the meeting. 请将此事在会议上提出。
give...priority	优先考虑
at one's disposal	由。。。自由支配 disposal adj.出售， 出让
reorganise	n.改组， 改编
consume	v.消费， 消耗
warranty	n.(产品的)保证书
oval	椭圆形
backlog	n.积压未办的事情 a backlog of orders 积压的订单
mail order company	邮购计划
in standard length	标准长度的
knitted skirts	针织裙子

cash flow	现金流向 cash flow gap 现金流量差额 cashflow n.现金流转
final payment	最后付款
bar chart	柱形图
remainder	n.剩余物
early settlement discount	提前付款折扣
labour cost	劳动力成本 labour market 劳动力市场
outstanding	adj.剩余的 outstanding balance 剩余金额
order books	订单簿
a shortage of cash	现金短缺
financing costs	筹措成本
hard sell	强行推销
flat management culture	扁平化的管理结构
workmanship	(尤指精细的)工艺，手艺
negotiate	v.谈判，商定
forthcoming	adj.即将，到来
cash on delivery	货到付款
pay in cash	in 表示付款方式，以现金形式
cost of labour	劳动成本
30 days net	净30天
paying-in slip	【英】(银行)存款单
payee	n.收款人
deduct	v.减去，扣除 deductible adj.减去
counterfoil	n.存根
haulage	n.货运业，货运费
consign	v.寄售，托运
consignment	n.托运的货物
environmental-friendliness	n.对环境无害，又环保的特点 friendliness n.友好

user-friendliness	n.用户使用方便
own-label clothing	贴(名牌超市)自己品牌的服装
own-brand	adj.自家品牌的
industry analyst	行业分析家
cut-price	削价出售
retail food market	食品零售市场
boost profit	提高利润
estate agent	房产商
showroom	n.展示厅
itinerary	n.路线，旅程
accurate	adj.准确的，精确的
leisure wear	休闲服装
trade deficit	贸易赤字
primary	adj.首要的，主要的
be faced with	面对某种局面
be/stay loyal to	对。。。保持忠诚
recession	n.衰退期
gross	n.总利润
stable	adj.稳定
as and when...	到时候，到。。。时候
genuine	adj.真诚的，真正的
phase out	逐步停用，淘汰 phase n.阶段 v.使。。。逐步进行
shelf-life	存货期限
expectancy	n.期望
relocate	vt.vi.搬迁，重新安置
successive	adj.继承的
cosmopolitan	世界性的，全球性的
unspoiled	adj.未损坏的
property consultancy	地产咨询公司
bus route	公共汽车线路
corporate business area	商务区，商务地段，也作business district / commercial district / commercial area.

high street	<p>(英)繁华的商业大街</p> <ul style="list-style-type: none"> • Peckham High Street 佩卡姆大街 • 106 High Street, Peckham 佩卡姆大街106号 • high-street banks/shops 商业区大街上的银行／商店
full amenities	全套设施
leasehold	<p>n.租赁，租赁权</p> <ul style="list-style-type: none"> • to obtain/own the leasehold of a house 获得／拥有一所房子的租赁权
tenant	<p>n.租户，租用人</p> <ul style="list-style-type: none"> • They had evicted their tenants for non-payment of rent. 他们赶走了未交房租的房客。
expressly	adv.明白的，特别的
floor plan	楼层平面图
myriad /'miriəd/	<p>adj.无数，不计其数</p> <ul style="list-style-type: none"> • Designs are available in a myriad of colours. 各种色彩的款式应有尽有。
prominent	<p>adj.著名的，卓越</p> <p>illustrious adj.著名的，杰出的</p>
prestigious	adj.有威望的
conservative = traditional	adj.传统的
optimism	n.乐观
dedicated	adj.专用的
dedication	n.贡献，奉献
unpretentious	使平凡，使琐碎

mass-produced	adj.大批生产的
fully-automated	adj.全自动的
long-running	adj.连续运行
company performance	公司绩效
marginally	adv.稍微, 略微
graph	n.曲线图, 图表
net cash	净现金收入
exceptional item	非常项目
cost-cutting measures	降低成本的措施
resource efficiency	资源增效计划
programmer	
sales volume	销售量
trading-volume	贸易额, 交易额
streamline	vt.使。。。有效率
cash surplus	现金盈余
acquisition	n.获得, 得到 acquisition cost 收购成本
offset	v.弥补, 抵消
shares peak at	股价达到最高点
shares recover	股价回升
go into steady decline	股价稳步下跌
share price is marginally up	股价微升 share price 股价
shares are up slightly by 1.3 pence	股价微升1.3便士
collapse	n.崩溃, 垮掉
by-product	副产品
non-hazardous	adj.无害的
halve	vt.减半, 平分 • The shares have halved in value. 股价已经跌了一半。 • The company is halving its prices. 该公司正将产品半价出售。
to fulfill an obligation	承担义务
be supportive of	对。。。表示赞成, 支持
decade	n.十年
long strike	长期罢工
a long battery life	电池寿命长

capital asset = fixed asset	固定资产
corporation tax	公司所得税
current assets	流动资产
bump	n.(C).肿块 • She was covered in bumps and bruises. 她全身青肿，伤痕累累。
dress	vt.敷药，包扎伤口
painkiller	n.止痛片
hazard	n.事故，公害
risk assessment	风险评价
civil liability	民事责任
safety representative	安全代理人
take into account	把。。。考虑进去
go to court	上法庭，提出诉讼
first aid facilities	急救设施
first aid box	急救箱
occurrence	n.发生的事 • Vandalism used to be a rare occurrence here. 过去这里很少发生故意破坏公物的事。
revise	v.修改，修正 amend vt.修正，修改
afresh	adv.再，重新
trivial	adv.微不足道的
automatic right	当然的权利
rule	n.(对某一案件的)裁决，裁定
law firm	法律事务所
contractual obligation	合同义务
grievance	n.牢骚，不满
grievous	adj.令人悲痛的
put up with	忍受，忍耐
damages	指损害赔偿金
disturb	v.打扰
home furnishing	家居装修
threaten	威胁
cause damage to	造成。。。损失
take...breaks	暂时休息
be required to do sth.	要去做。。。。

foreman	n.公头，领班
maternity benefits	n.产妇津贴
steward /'stju:əd/	n. 1.(财产等的)管理员，主管 2.(家庭的)管家 3.(饭店、俱乐部等的)管理人 4.(车、船、飞机上的)服务员，乘务员 5.(客轮的)膳务员 6.(机关、团体的)干事，理事
live off	1.靠。。。挣钱 2.以食。。。为生 • She's still living off her parents. 她还在靠父母养活。 • to live off welfare 靠救济过活 • He seems to live off junk food. 他好像靠吃垃圾食品为生。
time off	休假
ultimatum /,ʌltɪ'meɪtəm/	n.最后通牒 • to issue an ultimatum 发出最后通牒
suspend	v.暂停，终止 • The union suspended strike action this week. 工会本周暂停了罢工行动。
valet /'væleɪ/	n.男随从，服务员
baggage allowance	允许行李数量，行李限制
air-miles award	里程奖
burger bar	汉堡快餐店
creature comforts	物资享受

legroom	n(U).座位前的伸腿空间 • Tall drivers won't have enough legroom. 高个子的司机没有足够的伸腿空间。
mainstream airlines	大型航空公司
no-frills	经济型的
price-cutting	n.降价
take off	v.起飞 take-off n.起飞
up market = up-market	adj.高档的, 为高档人群服务的 down-market adj.低档的(商品)
reclining seat	可躺的斜倚座位
departure lounge	候机大厅
disabled people	残疾人
vaccine	n.疫苗
authority	n.权利
efficiently	adv.效率高的
consult sb. about sth	向谁请教, 咨询, 与....商量
at the current overtime rate	按现行的加班工资标准
roll off	驶离
a public limited company	一家上市有限公司
total investment	总投资
diagram	n.图标, 示意图
van	n.客货两用车
assembly plant	装配厂
extract	n.摘录, 选段
grant	n.补助金(尤指政府发的)
moreover = furthermore = however	而且, 不过
inward	adj.输入的, 进口的
equivalent	n.&adj.相等的, 等量的
contrast	对比, 对照
compare with	与。。。竞争
guaranteed delivery	n.担保信函

backdash	n.反斜杠 dash n.斜杠
net income	纯收入
annual report	年度报告
privatization /ˌpraɪvətaɪ'zeɪʃn/	n.私营化
dramatically	adj.戏剧的，引人注目的
dice	n(C).骰子(现在dice既做单数，又做复数) • I throw both dice and get double 6. 我掷出2个骰子，开了2个6点。
board game	棋盘游戏
light-weight	adj.轻质的
magnetic	adj.有磁性的
gramme	n.(重量单位)克, gram
compact	adj.小巧的，袖珍的
plain paper	普通纸张
mind twist	脑筋急转弯
launch schedule	宣传活动安排
display posters	张贴广告
duplex	adj.双面的
modular	adj.组件的
enlargement	n.放大
stapler	n.订书机
unbeatable	无法打败的
receive a special offer for free	得到一份免费的赠品
hold on a second	(电话用语)请稍后
coordinator	n.统筹者
maritime	adj.海上的
lobby	n.(饭店、戏院的)大厅，休息室

sauna /'sɔ:nə/ /'saunə/	n(C).1.桑拿 2.桑拿浴 • Every month I have a sauna. 我每个月洗一次桑拿。 • The hotel has a sauna, solarium and heated indoor swimming pool. 这家旅馆有一个桑拿浴室、日光浴室和室内温水游泳池。
pedestrian	n.行人 pavement n.人行道 = sidewalk
affordable	adj.能够负担起的
pay-as-you-drive scheme	车辆上路收费计划
park and ride	停车后再换乘公共车辆
sportswear	n.运动服装(总称)
guest speaker	特邀发言人
findings	n.调查(或研究)结果
summarize	v.概括, 总结
well-prepared	adj.准备充分的
farewell	n.辞别 farewell party 送别会
sampling rate	抽检率 A sampling rate of 120 per hour is offered. 进样速率可达每小时120个试样。
marial status	婚姻状况
vantage	n.有利地位, 优越位置
branded drink	品牌饮料 branded adj.有名的
coachbuilding	n.汽车车身的设计和制造
coachwork	n.汽车车身
dispose of	去掉, 清除, 处理 • the difficulties of disposing of nuclear waste 处理核废料的困难

pre-tax	adj.未扣税的, 税前的 pre-tax profit 税前利润
gross base salary	税前工资
suffice	v.足够, 足够。。。之需 • Generally a brief note or a phone call will suffice. 通常写个便条或打个电话就足够了。
infirm	adj.体弱的, 虚弱的
disseminate	vt.散布, 散播 • Their findings have been widely disseminated . 他们的研究成果已经广为传播。
abound	vi.大量存在, 充满, 富有 • Stories about his travels abound. 有关他游历的故事多得很。
unsettle	v.使人不安, 扰乱 • Changing schools might unsettle the kids. 转学会让孩子心情不能安稳。
conversant	adj.精通的, 内行的
sweeping	adj.打扫的, 深远的

<p>The two companies have just announced the \$70 million acquisition of Mexican Coachworks, the largest bus and coach builder in Mexico, with 2400 employees and three factories.</p>	<p>两家公司刚刚宣布花费了七千万美元收购了Mexico Coachworks, 这家公司是墨西哥最大的巴士和汽车制造商, 拥有2400名员工和三家工厂。</p> <p>语言点: the largest bus and coach builder in Mexico 为插入语成分, 同时做Mexican Coachworkks的同位语, with 2400 employees and three factories做定语修饰Mexican Coachworks。</p>
<p>Analysts have expressed surprise, given the current exchange rate.</p>	<p>鉴于目前的汇率, 分析专家们表示惊讶。</p> <p>语言点: given一词在此句中不再是give的过去分词, 而是介词, 意为“考虑到, 鉴于”。given也常与that连用, 后接从句表示考虑到某种情况。</p>
<p>keep in touch with</p>	<p>和。。。保持联系</p>
<p>turnout</p>	<p>n.出席人数, 到场人数</p> <p>• This year's festival attracted a record turnout. 今年的节日吸引的参加者之多创了纪录。</p>
<p>dislocate</p>	<p>v.使脱位, 扰乱</p> <p>• He dislocated his shoulder in the accident. 他在事故中肩膀脱臼了。</p>

hinge	n.1.枢纽，关键，转折点 2.铰链 • The door had been pulled off its hinges. 门从铰链上扯下来了。
undulate	v.波动，起伏 • The countryside undulates pleasantly. 原野起伏，景色宜人。
miscarriage /'mɪskæɪdʒ/	n.1.处理失当，失败，失策 2.流产 • to have a miscarriage 流产 • The pregnancy ended in miscarriage at 11 weeks. 怀孕到第11周便流产了。
definitive	adj.最后的，决定性的
counterpart	n.职位相当的人，对应的事物 • The Foreign Minister held talks with his Chinese counterpart. 外交部长与中国外交部长举行了会谈。
modification	n.修正，改进，改变 Considerable modification of the existing system is needed. 需要对现有的系统进行相当大的改进。
impetus	n.推动力，刺激，促进
thereupon	adv.于是，随即
impersonate	v.扮演，模仿
proliferation	n.激增，扩散，增殖
impenetrable	adj.不能通过的，刺不进的

If a good foundation is laid for export business, the benefits derived should eventually outweigh the investment.	<p>一旦出口贸易有了良好的基础，从中获取的利润最终会超过投资成本。</p> <p>语言点： 1.derive一词意为“取得”，此处用过去分词做后置定语，修饰benefits。 2.outweigh意为“重于，大于，超过”，可用far修饰表示“远远大于”。</p>
In general, all that is needed for success is flexibility in using the proper combinations of marketing techniques.	<p>总的来说，成功所需要的就是灵活地运用市场策略的恰当组合。</p> <p>语言点：that is needed for success 引导定于从句，修饰主语all，意为“成功所需要的东西”。</p>
high-tech	adj.高科技的
modernise	v.使现代化
headway	v.进步，进展
makeshift	n.临时代替品，权宜之计 quick fix 权宜之计
fiasco	n.完全失败，惨败
insipid	adj.无味道的，乏味的 tedium n.厌倦，乏味 tedious adj.乏味的
fractious	adj.暴躁的，易怒的
sag	v.下陷，下垂，下降
befall	v.发生，降临
recompense	n.报酬，补偿
resultant	adj.必然发生的
consummate	adj.完美无缺的，完美的
futility	n.无效，无用

Applicants must have a research degree in Food Technology plus at least four years' industrial experience.	申请者必须拥有视频行业的研究性学位，且行业工作经验不少于四年。 语言点：此句中plus的用法值得考生注意。plus在此处为介词，意为“和，也，外加”，作用与as well as相似。
I've been asked that...	我被要求。。。
It is announced that our company...	公司宣布。。。
in that...	因为。。。
dignify	v.使有尊严，给。。。增光
discern	v.看出，分辨
The recent investigation showed that...	最近的调查表明。。。
No conclusions were reached regarding...	基于。。。目前没有得出结论。
It is advisable that...	建议应该。。。
The following points summarise our key findings...	以下几点内容是我们的主要发现。。。
straightaway = straight away	adv.直接，径直
straightforward	adj.直白的，简单的
midday	n.中午，正午
graphic	n.绘画的，书面的 v.描绘，描画
delineate	• Our objectives need to be precisely delineated. 我们的目标需详细解释清楚。
upsurge	n(usually sing.).急剧增长，突发 upsurge in/of sth. • a recent upsurge of interest in his movies 最近他的电影掀起一阵热潮
recurrent	adj.经常发生的，周期性的

literally	adv.逐字地，确实地
exhilarate /ɪg'zɪləreɪt/	v.使高兴，使兴奋 • Speed had always exhilarated him. 速度总是使他感到兴奋。
undersell	v.以低于竞争者的价格出售
disinterested	adj.无私的，公正的
optical	adj.视觉的，视力的
coffee-break	n.工作期间喝咖啡休息时间 • Let's take a coffee break and then continue the meeting. 让我们休息一下，喝杯咖啡，然后继续开会。
prodigal /'prɒdɪɡl/	adj.铺张的，挥霍的 • Prodigal habits die hard. 大手大脚的习惯很难改掉。
entice /ɪn'taɪs/	v.引诱，怂恿，教唆 • Retailers have tried almost everything, from cheap credit to free flights, to entice shoppers through their doors. 从低价信贷到免费航班，零售商们几乎用尽一切办法说服购物者惠顾。
superfluous /su:'pɜ:fluəs/	adj.过剩的，多余的 • She gave him a look that made words superfluous. 她看了他一眼，这已表明一切，无须多言了。

delimit /di'limit/	<p>v.确定。。。的范围</p> <ul style="list-style-type: none"> • This is not meant to delimit what approaches social researchers can adopt. <p>这并不是说要划定社会研究者所能够采用方法的界限。</p>
maladjusted /ˌmælə'dʒʌstɪd/	adj.不能适应环境的，失调的
come out	<p>出现，开花，出版</p> <ul style="list-style-type: none"> • The rain stopped and the sun came out. 雨停后太阳出来了。 • The daffodils /'dæfədɪlz/ came out early this year. 水仙花今年开得早。 • When is her new novel coming out? 她的新小说何时出版？
approach	n.建议，要求
nervousness /'nɜːvəsənəs/	n.焦虑，担忧，惶恐
unfriendly	adj.不友好的，冷漠的
heart rate	心率
cerebral /'serəbrəl/	<p>adj.大脑的</p> <ul style="list-style-type: none"> • a cerebral haemorrhage /'hemərɪdʒ/ 脑出血
deplore /dɪ'plɔː(r)/	<p>v.公开谴责；强烈反对</p> <ul style="list-style-type: none"> • Like everyone else, I deplore and condemn this killing. 我同所有人一样强烈谴责这桩凶杀案。

brunt	n.首当其冲 • Schools will bear the brunt of cuts in government spending. 政府削减开支，学校将首当其冲受到影响。
mercantile /'mɜ:kəntaɪl/	adj.贸易的，商业的 • ...the emergence of a new mercantile class. ...一个新兴商业阶层的出现。
mercantilism	n(U).重商主义，盈利主义
lucid	adj.头脑清醒的，明白易懂的
constancy	n(U).持久不变，始终如一 • He admired her courage and constancy. 他钦佩她的勇气和忠贞。
vicious	adj.残酷的，狂暴的
financial backing	资金储备
I'll convey my ideas by...	我将以。。。的方式来表达我的想法
It suddenly came to me that...	我突然想到。。。。
I hold the idea that...	我的观点是。。。。
From my aspect, the following issues should be contemplated...	我认为，以下问题应该考虑。。。。
I don't see what you're getting at.	我不明白你说的话。
I'm not sure what you mean.	我不确定你的意思。
I'm not sure what you're saying.	我不知道你在说什么。
stress-free	adj.无压力的
acre	n.英亩

parkland	<p>n.有草木的开阔地，绿地</p> <ul style="list-style-type: none"> • Its beautiful gardens and parkland are also open to the public. <p>它漂亮的花园和绿地也向公众开放。</p>
motorway	n.高速公路
stow	<p>v.收藏，装载</p> <p>stow sth (away) (in sth)</p> <ul style="list-style-type: none"> • She found a seat, stowed her backpack and sat down. <p>她找到一个座位，把背包放好，坐了下来。</p>
ambivalent /æm'bɪvələnt/	<p>adj.抱有矛盾情绪的</p> <ul style="list-style-type: none"> • He has an ambivalent attitude towards her. <p>他对她怀着矛盾的心情。</p>
emaciated /ɪ'meɪʃɪətɪd/	adj.瘦弱的，憔悴的
allude	v.暗指，间接涉及
fritter /'frɪtə(r)/	<p>v.浪费，挥霍</p> <p>fritter away</p> <ul style="list-style-type: none"> • He frittered away the millions his father had left him. <p>他挥霍掉了父亲留给他的数百万钱财。</p>
Sherwood House is only a stone's throw away from the city centre and yet provides a stress-free and relaxing atmosphere for your business meetings.	<p>Sherwood House距市中心不远，更为商务洽谈提供了轻松无压的环境。</p> <p>语言点：</p> <p>1.此处a stone's throw away为名词词组，意为“石子一掷的距离”。</p> <p>2.yet在此处意为“更”，强调程度的增加。例如：a recent and yet more improbable theory，意为“一个新近提出的但更加不切实际的理论”。</p>

hypocrisy /hɪ'pɒkrəsi/	<p>n.伪善，虚伪</p> <ul style="list-style-type: none"> • He condemned the hypocrisy of those politicians who do one thing and say another. <p>他谴责了那些说一套做一套的政客的虚伪。</p>
incontrovertible = indubitable	adj.不容置疑的，无可辩驳的
inquisitive /ɪn'kwɪzətɪv/	<p>adj.好奇的，求知欲强的</p> <ul style="list-style-type: none"> • an inquisitive mind <p>勤学好问的头脑</p>
refurbish /,rɪ'fɜ:bɪʃ/	<p>v.翻新，整修</p> <ul style="list-style-type: none"> • We have spent money on refurbishing the offices. <p>我们已在这些办公室的翻新上花了钱。</p>
hereof	adv.关于此点
declaim	<p>v.高声朗读，慷慨陈词</p> <ul style="list-style-type: none"> • He raised his right fist and declaimed: "Liar and cheat!" <p>他举起右拳慷慨陈词："骗子！"</p>
An employer must, by law, issue statements of terms of employment to all employees within two months of their starting work.	<p>从法律义务上讲，老板必须在所有员工开始工作的两个月内正式发给他们写明雇用条款内容的合同。</p> <p>语言点：</p> <p>1.by law为插入语，在句中不做成分。</p> <p>2.issue意为“(正式)发给，供给”。Work permits were issued to only 5% of those who applied for them.工作许可证只发给了5%的申请人。</p>

infrequent	adj.不频发的，很少发生的
needless	adj.不必要的，不需要的
costly	adj.昂贵的，代价高的
unnerve	v.使(某人)失去自制力 • His silence unnerved us. 他的沉默令我们心里发慌。
mediocre /,mi:di'əukə(r)/	adj.平庸的，低劣的 • I thought the play was only mediocre. 我认为这部戏剧只是平庸之作。
stint /stɪnt/	n.定额工作，定量
quash	v.拒绝接受，取消，镇压
fortuitous /fɔ:'tju:ɪtəs/	adj.偶然的，偶然发生的
provisional	adj.暂时的，临时的
pragmatic	adj.实用主义的
conceivable	adj.可想到的，可相信的
inconceivable	adj.不能想象的，不可思议的
imitator	n.模仿者，仿造者
multitude	n.众多，大量，大群
unilateral /,ju:nɪ'lætrəl/	adj.单方面的，单边的
arduous /'ɑ:djuəs/	adj.困难的，艰巨的 • The work was arduous. 这项工作很艰巨。
audible /'ɔ:dəbl/	adj.听得见的，可听到的 • Her voice was barely audible above the noise. 一片嘈杂，她的声音只能勉强听得见。
ably /'eɪbli/	adv.能干地，熟练地 • We were ably assisted by a team of volunteers. 我们得到一批志愿者的大力协助。

evince /i'vɪns/	v.表现出，表明 • He evinced a strong desire to be reconciled with his family. 他表现出与家人和好的强烈愿望。
intercession	n.求情，调解 • His intercession could be of help to the tribe. 他的调解会对该部落有帮助。
quantify	v.确定。。。的数量 • The risks to health are impossible to quantify. 健康的风险是无法用数量表示的。
obsolete /'ɒbsəli:t/	v.废弃，淘汰 • With technological changes many traditional skills have become obsolete. 随着技术的革新，许多传统技艺已被淘汰。
elude /i'lu:d/	v.逃避，逃开 • The two men managed to elude the police for six weeks. 这两个男人想方设法逃避警方追捕达六个星期。
momentary	adj.瞬息间的，短暂的
tarnish	v.(使)失去光泽，(使)变灰暗
feckless	adj.无用的，不负责任的
composure	n(U).镇静，沉着 • to keep / lose / recover / regain your composure 保持/失去/恢复镇静

outright /'aʊtraɪt/	adv.彻底地，全部地 • She was the outright winner. 她是绝对的优胜者。
A few years ago, training, apart from showing employees the basics of doing the job, was an optional extra for most organisations.	几年前，除了给员工展示他们的基本工作，对于大多数公司来说，培训可有可无。 语言点：此句中training为句子主语，中间apart from showing employees the basics of doing the job为插入语，是对training的补充说明。
I'm wondering whether I can...	我想知道我能否。。。。
Can you tell me if...	你能否告诉我。。。。
Would it be possible that...	能否。。。。
in comparison with	与。。。相比 • The second half of the game was dull by comparison with the first. 与上半场相比，比赛的下半场有些沉闷。
in contrast to / with	与。。。形成鲜明对照 • The poverty of her childhood stands in total contrast to her life in Hollywood. 她孩提时的贫困处境与她在好莱坞的生活有着天壤之别。
There were substantial differences in / between...	。。。与。。。之间有着显著的差别。
compared with...	与。。。相比
abase /ə'beɪs/	v.贬低，使谦卑
malignant /mə'lɪgnənt/	adj.恶性的，致命的 • malignant cells 恶性癌细胞

deflate /dɪ'fleɪt/	v.放气, 缩小, 泄气 <ul style="list-style-type: none"> • I hate to deflate your ego, but you seem to have an exaggerated idea of your importance to me. 我不愿伤你的自尊, 但是你好似高估了你对我的重要性。
outline	n.概括, 概述, 提纲
wardrobe /'wɔːdrəʊb/	n.全部服装, 衣橱 <ul style="list-style-type: none"> • a fitted wardrobe 入墙衣柜
capture	v.俘获, 捕获
unacceptable	adj.不能接受的, 不合意的
propagate /'prɒpəgeɪt/	v.传播, 宣传 <ul style="list-style-type: none"> • Television advertising propagates a false image of the ideal family. 电视广告传播着理想家庭的一种假象。
involuntary	adj.无意的, 不由自主的
confer /kən'fɜː(r)/	v.商讨, 授予 <ul style="list-style-type: none"> • He wanted to confer with his colleagues before reaching a decision. 他想与他的同事先商议一下再作出决定。
pore	v.深思熟虑, 细心研读 pore over sth 仔细打量, 审阅 <ul style="list-style-type: none"> • His lawyers are poring over the small print in the contract. 他的律师们正在审阅合同上的小号字。

revert /rɪ'vɜ:t/	v.恢复，回到(原话题或思路) <ul style="list-style-type: none"> • Try not to revert to your old eating habits. 尽力不要恢复你过去的饮食习惯。
non-specialist	n.非专家
numeracy /'nju:mərəsi/	n(U).识数，计算能力 <ul style="list-style-type: none"> • standards of literacy and numeracy 读写和计算的水平
nought /nɔ:t/	n.没有什么，无 <ul style="list-style-type: none"> • nought point one (= written 0.1) 零点一 • I give the programme nought out of ten for humour. 我给这个节目的幽默打零分。
sublime	adj.崇高的，伟大的
palpable /'pælpəbl/	adj.可触知的，明显的，明白的 <ul style="list-style-type: none"> • The tension in the room was almost palpable. 屋子里的紧张气氛几乎能感觉到。
interlock /,ɪntə'lɒk/	v.使连锁，使相互扣住 interlock (sth.)(with sth.) 紧密连接，扣紧 <ul style="list-style-type: none"> • interlocking shapes/systems/pieces 紧密相扣的形状／系统／部件
ingrained	adj.根深蒂固的，一成不变的 deep-rooted adj.根深蒂固的

irreversible	adj.不能反转的，不能撤销的
pertinent	adj.恰当的，中肯的
detached	adj.分离的，分开的
distracted /dr'stræktɪd/	adj.思想不集中的，心烦意乱的
liaison /li'eɪzn/	n(U,sing).联络，联系 • Our role is to ensure liaison between schools and parents. 我们的作用是确保学校与家长间的联系。
secretariat /,sekɹə'teəriət/	n.秘书处，书记处
possession	n.具有，拥有
prioritise	v.按重要性排列，划分优先顺序 • You should make a list of all the jobs you have to do and prioritize them. 你应该把所有必须做的事都列出来，并按轻重缓急排个顺序。
abiding /ə'baɪdɪŋ/	adj.永恒的，持久的
frantic	adj.发狂的，发疯的 • Things are frantic in the office right now. 现在办公室里是忙作一团。
exalt /ɪg'zɔ:lt/	v.使升高，提高。。。的地位 • His work exalts all those virtues that we, as Americans, are taught to hold dear. 他的作品盛赞了所有那些我们作为美国人被教导要珍视的美德。

unwind /ˌʌn'waɪnd/	v.放松，松弛 • He unwound his scarf from his neck. 他从脖子上解下围巾。
innate /ɪ'neɪt/	v.天生的，固有的 • the innate ability to learn 天生的学习能力
immaculate /ɪ'mækjələt/	adj.整洁的，无暇的 • She always looks immaculate. 她总是打扮得干净利落。
You will need to have a good eye for detail as the role involves large amounts of proof reading and checking.	你需要具有鉴别细节的能力，因为这份工作中包括大量校对和查阅的内容。 语言点：have a good eye for... 意为“对。。。有鉴赏目光，具有识别。。。价值的能力，很能看出。。。”。 My father always has a good eye for a good horse. 我父亲一向能辨认好马。
visionary /'vɪʒənri/	adj.有眼力的，有创见的 • a visionary leader 有远见卓识的领袖
building block	基础材料，基本论据
disparate	adj.无从比较的，根本不同的 disparate treatment 差别性对待
deface /dr'feɪs/	v.损坏。。。的表面，磨损 • It's illegal to deface property. 在房子上乱涂乱画是非法的。

attrition /ə'trɪʃn/	n(U).消耗, 磨损, 摩擦 • It was a war of attrition . 这是一场消耗战。
detest /dɪ'test/	v.厌恶, 憎恶, 讨厌 • They detested each other on sight. 他们互相看着就不顺眼。
intern	n.实习生
seedy	adj.褴褛的, 破旧的
scrutinise = scrutinize	v.仔细, 彻底检查 • She leaned forward to scrutinize their faces. 她探身向前, 端详他们的面容。
Recent research has shown that what are described as "visionary" companies - those with clear strategies for the future - deliver higher shareholder returns.	最近的调查结果显示, 对未来规划明确的、被称为“有创见性的”公司给股东的回报更高。 语言点: 1.what are described 做that引导从句的主语; 后文中those with clear strategies for the future修饰visionary company. 2.return做名词时有以下几个词义: 回来, 归来; 归还, 放回。Farmers seek to improve returns from their crops 农民力图提高农作物
last resort	最后的手段
counter-productive	adj.起相反作用的
deceive	v.欺骗, 蒙骗
implore /ɪm'plɔ:(r)/	v.恳求, 哀求 • She implored him to stay. 她恳求他留下。

balmy /'bɑ:mi/	adj.温和的, 和煦的 • a balmy summer evening 清爽宜人的夏夜
bountiful /'baʊntɪfl/	adj.慷慨的, 大方的 • a bountiful supply of food 富足的食物供应
certify = attest	v.证明, 证实
irrevocable	adj.不能改变的, 不能取消的
neutralise = neutralize	v.使中立化, 使无效 • The latest figures should neutralize the fears of inflation. 最新的数据应该可以消除对通货膨胀的担忧。
temporal /'tempərəl/	adj.世俗的, 现世的 • Although spiritual leader of millions of people, the Pope has no temporal power. 教皇虽然是亿万人的精神领袖, 但没有丝毫的世俗权力。
banal /bə'na:l/	adj.陈腐的, 平庸的
She recognises, however, that in many organisations the response might well be, "if you want more interests outside work, then find another job."	然而她承认, 在许多公司里, (你和经理谈过以后可能得到的)答复是, “如果你想要更多工作以外的兴趣爱好, 那就换份工作吧。” 语言点: 1.本句中that引导一个宾语从句, 后文的内容均是主语she陈述的观点。 2.might well意为“(完全)能, (满)可以”。

frivolous	adj.轻浮的，妄为的 • Sorry, I was being frivolous. 对不起，我失态了。
concur /kən'kʊ:(r)/	v.同意，同时发生 • Historians have concurred with each other in this view. 历史学家在这个观点上已取得一致意见。
spurious /'spjʊəriəs/	adj.不合逻辑的，谬误的 • a spurious argument 谬误的论据
eclectic /i'klektɪk/	adj.折中的，兼收并蓄的 • She has very eclectic tastes in literature. 她在文学方面的兴趣非常广泛。
wallow /'wɒləʊ/	v.享乐，放纵自己 • She wallowed in the luxury of the hotel. 她沉湎于旅馆豪华奢侈的享乐之中。
a matter of sth.	<固定搭配>与。。。相关的事情
expropriate	v.征用，没收 • The Bolsheviks expropriated the property of the landowners. 布尔什维克征收了地主的财产。
disservice	n.损害，伤害，危害

perturb /pə'tɜ:b/	v.使不安，扰乱 • Her sudden appearance did not seem to perturb him in the least. 她的突然出现似乎一点也没有令他不安。
While everyone in business is aware of the need to attract and retain customers, they often overlook the second, more important, half of the equation.	做生意的人都知道他们需要吸引并留住顾客，但是他们总是忽略后者是更重要的因素，即如何留住顾客。 语言点：此句中more important为插入语，使用从句把句子补充完整就是they often overlook the second half of the equation, which is more important.
outlay	n.开支，支出
wrest /rest/	v.费力拧，扭 • He wrested the gun from my grasp. 他把枪从我手里抢走了。
degenerate	adj.退步的，退化的
implicit	adj.含蓄的，不明确的
bluff	v.以假象欺骗，愚弄 • I don't think he'll shoot—I think he's just bluffing. 我认为他不会开枪—我想他不过是在吓唬人。
radiantly /'reɪdiəntli/	adv.光芒四射地
restitution /,restɪ'tju:ʃn/	n.物归原主，恢复原状
interpose	v.介入，插入 • 'Just a minute,' Charles interposed. 'How do you know?' “且慢，”查尔斯插话说，“你是怎么知道的？”

encroach /ɪn'krəʊtʃ/	v.侵占，侵犯 • I won't encroach on your time any longer. 我 不会再 占用你的时间了。
extort	v.敲诈，勒索 • The gang extorted money from over 30 local businesses. 这帮歹徒向当地30多户商家勒索过钱财。
infirmity /ɪn'fɜ:məti/	n.体弱，虚弱 • We all fear disability or infirmity. 我们都害怕伤残或体弱。
alarm clock	闹钟
mania /'meɪniə/	n(Cusually sing.U).狂躁症，狂热 • He had a mania for fast cars. 他是个飞车狂。
nominal /'nɒmɪnl/	adj.名义上的，极小的 • He remained in nominal control of the business for another ten years. 他名义上又掌管了这家公司十年。
inept /ɪ'nept/	adj.不熟练的，不擅长的 • She was left feeling inept and inadequate. 她被弄得感到笨拙无能。

subscribe	v.1.订阅 2.认捐，捐助 • Which journals does the library subscribe to? 图书馆订有哪些报刊？ • He subscribes regularly to Amnesty International. 他定期向大赦国际捐款。
pageant /'pædʒənt/	n.庆典，华丽的展览 • life's rich pageant 丰富的人生画卷
appearance of applicant	应聘者的外表
intake	n.吸入，纳入
notably	adv.特别的，尤其地
tailor-made	adj.(为个别对象或特定目的)特制的
second to none	不比任何人差，首屈一指
tact	n.机智，圆滑
weird = cranky	adj.古怪的，奇异的
nestle /'nesl/	v.安居，偎依 • He nestled the baby in his arms. 他怀里抱着孩子。
enfeeble /m'fi:bl/	v.使衰弱，使无力
abrasive /ə'breɪsɪv/	adj.表面磨损的，粗糙的
buffer	n.缓冲，减轻
freehand	adj.徒手的
shove /ʃʌv/	v.推挤，推撞 • The door wouldn't open no matter how hard she shoved. 她怎么使劲推，门都推不开。

This is mainly due to the appointment of Director Kim Taylor, who, with his programme of moderisation, has led the school into the age of Information Technology.	<p>其主要原因是任命了新总裁 Kim Taylor,</p> <p>他计划使学校现代化，已带领学校走向了信息科技时代。</p> <p>语言点：who引导的定语从句修饰前文的Director Kim Taylor, with his programme of moderisation则为插入语成分，对先行词进行补充说明</p>
push-button	adj.按键式的，用按键操作的
project	v.突出，投射
heterogeneous	adj.由不同种类组成的
inmost /'innməʊst/	<p>adj.最内的，最深的</p> <ul style="list-style-type: none"> • He knew in his inmost heart that he was behaving badly. <p>他内心深处知道他表现得很差。</p>
dishonour	n.不名誉，丢脸
evanescent /,i:və'nesnt/	<p>adj.迅速消失的，不久就淡忘的</p> <ul style="list-style-type: none"> • ...the evanescent scents of summer herbs. <p>...夏季香草逐渐消散的味道。</p>
digress /dar'gres/	<p>v.离题</p> <ul style="list-style-type: none"> • She digressed from her prepared speech to pay tribute to the president. <p>她偏离了预先准备的讲稿，对总统表示了敬意。</p>
horrific	adj.令人恐惧的，可怕的
admonish	v.提醒，劝告

Such is the importance of all this to regions and economies generally that cities are increasingly looking on communications as the key infrastructure issue.	这就是电信通常对于地区和经济的重要性，城市逐渐将电信沟通视为关键的基础设施问题。 语言点： 1.all this指代的前文中的email,paging,video-conferencing等电信沟通方式。such...that...引导结果状语从句，梳理过后句子的主干为：such is the importance that... 2.look on意为“旁观，(以某种方式)看待” They looked on his behavior with contempt.他们对他的行为不屑一顾。
mature	adj.熟的，熟练的
inanimate	adj.无生命的
relinquish /rɪ'lɪŋkwɪʃ/	v.放弃，废除 relinquish sth(to sb) (尤指不情愿地)放弃 • He was forced to relinquish control of the company. 他被迫放弃对公司的控制权。
embellish	v.装饰，布置
efficacy	n.功效，效力
indent	n.订货单

infuriate /ɪn'fʊəriət/	v.使大怒，激怒 <ul style="list-style-type: none"> • Her silence infuriated him even more. 她的沉默使他更加愤怒了。 [VN that] <ul style="list-style-type: none"> • It infuriates me that she was not found guilty. 令我大怒的是她获判无罪。
commentate /'kɒmənteɪt/	v.做实况报道 commentate on sth. <ul style="list-style-type: none"> • Who will be commentating on the game? 谁来对这场比赛作现场解说？
In part this is because those involved in gathering expertise about business and in selling advice to businesses have historically been more interested in the needs of big business.	在某种程度上，这是因为那些参与收集企业专业知识和向企业出售建议的人士一直以来对大企业的需求更感兴趣。 语言点：本句中those指代的是人，后人中的involved in gathering expertise about business and in selling advice to businesses在句中做those的后置定语，对those进行补充说明。
amateur	n.业余爱好者
hockey	n.冰上曲棍球，冰球
quotation	n.引文，引语
pre-season	adj.活跃季节前的，旺季前的

wane /weɪn/	v. 亏，缺 • Her enthusiasm for the whole idea was waning rapidly. 她对整个想法的热情迅速冷淡了下来。
fainthearted	adj. 胆怯的
didactic /dɪˈdæktɪk/	adj. 教诲的，说教的 • didactic art 道德说教艺术
opaque /əʊˈpeɪk/	adj. 不透明的
lateral /ˈlætərəl/	adj. 侧面的，横向的 • the lateral branches of a tree 树的侧枝
shamble	v. 蹒跚而行，拖着脚走
estimable	adj. 值得尊敬的
foist /fɔɪst/	v. 把。。。强加于 • The title for her novel was foisted on her by the publishers. 她的小说书名是出版商强加给她的。
ambience /ˈæmbiəns/	n. 气氛 • the relaxed ambience of the city 这座城市轻松的氛围
hermetic /hɜːˈmetɪk/	adj. 不透气的，密封的
brittle = fragile	adj. 易碎的，脆弱的
incredulous /ɪnˈkredjələs/	adj. 不轻信的 • an incredulous look 怀疑的神色
magnanimous /mæɡˈnæɪməs/	adj. 宽宏大量的，高尚的

More importantly, It will also show how good a person's managerial skills are, which is useful when candidates are considered for promotion.	<p>更重要的是，这也能体现出一个人的管理能力有多出色，当公司考虑提拔员工时，这就显得很有用了。</p> <p>语言点：此句中which引导了一个非限定性定语从句，which指代的是前面整个句子。</p>
abuse	v.辱骂，滥用
palatable	adj.美味的，可口的
notion	<p>n.概念，观念</p> <p>notion of independence 独立性概念</p>
harebrained /'heəbreɪnd/	adj.不切实际的，愚蠢的
blare /bleə(r)/	<p>v.发嘟嘟声，发出响而刺耳的声音</p> <p>• police cars with lights flashing and sirens blaring 警灯闪烁、警笛刺耳的警车</p>
insulate	<p>v.隔离，使孤立</p> <p>• Home owners are being encouraged to insulate their homes to save energy. 当局鼓励房主给住房加隔热装置以节约能源。</p>
systematic	adj.成体系的，系统的
immunise	v.使免疫
aberrant /æ'berənt/	adj.不循常规的
slur	v.含糊不清地说
judicious	adj.明智的，有见识的
vernacular	adj.用本国语的
apprenticeship	n.学徒期，学徒工作
paranoid	adj.过分猜疑的
frenetic	adj.极度激动的，狂热的

beset /br'set/	v.困扰，使苦恼 • It's one of the most difficult problems besetting our modern way of life. 那是困扰我们现代生活方式的最棘手的其中一个问题。
caricature /'kærɪkətʃʊə(r)/	n.漫画，讽刺画
embrace	v.拥抱
cohesive	adj.团结的，结合的
keep pace with	赶上，跟上
subsequent	adj.随后的，随之而来的
on-the-job	adj.在职的 on-the-job training 岗位培训
ambition	n.雄心，野心，抱负
fall short of	达不到，不符合
at short notice	立即，立刻
small-scale	adj.小型的，小规模
a training course	培训课程
personal equation	人因偏差
positive elements	积极因素
talent fostering	人才培养
a calculated risk	值得承担的风险 calculation n.计算，算计
personal experience	个人经历
management skills	管理技巧

Individuals being coached are in a demanding situation with their coach, which requires them to consider their own behaviour and question their reasons for doing things.	<p>培训师对接受培训的员工要求严格，这就要求员工考虑自己的行为并反思自己做事的原因。</p> <p>语言点：being coached意为“被训练的，接受训练的”，此处做定语修饰主语individual。which引导的是非限定性定语从句，整体修饰“培训师对接受培训的员工要求极为严格”这一主句。question意为“询问，质疑”，此处可在文章中可理解为“反思自己”。</p>
Given people coaching responsibilities can support their development, either by encouraging management potential through small-scale one-to-one assignment, or by providing added job satisfaction to managers who feel they are stuck in their present jobs.	<p>无论是通过小规模一对一项目鼓励员工挖掘自己的管理潜能，还是为当前陷入困境的经理们提供额外的工作满足感，为他人培训的责任感都能够促进培训师们的发展。</p> <p>语言点： 1.stick in 意为“陷入”。The key has stuck in the lock.钥匙卡在锁里了。 2.either...or...意为“或者，要么”，连接的两个成分都是动名词做伴随状语的情况，意在说明培训师的不同方面的工作内容，此处理解为“无论。。。还是。。。”。</p>
takeaway	<p>adj.供外卖的</p> <p>• Let's have a takeaway tonight. 咱们今晚吃一顿外卖的饭菜吧。</p>
supplement	n.&v.补充，增补

impulse	n.冲动 impulse to do sth. 突然心血来潮做某事 impulse buying 冲动消费
essential	adj.必不可少的
retrospect /'retrəspekt/	n.回想，追溯 • In retrospect, I think that I was wrong. 回首往事，我觉得当时我错了。
under-capitalised	adj.资本不足的
value of purchase	收购额
sign a contract	签合同
merger and acquisition	兼并
within a...radius	方圆。。。以内
close to the edge	靠近边缘
Meanwhile, Robertson's main competitor, the oldest catering company in Edinburgh, was causing her some anxiety.	与此同时，Robertson的主要对手，爱丁堡历史最悠久的餐馆给她带来了很大困扰。 语言点：Robertson's main competitor 和 the oldest catering company in Edinburgh 为同位语，二者指代同一事物，the oldest catering company in Edinburgh 是对前者的补充和解释。
However, the company's growth was not as smooth as it sounds in retrospect.	然而，公司的发展并不像回顾时听起来那般顺利。 语言点：as...as...意为“像。。。一样，如同”。retrospect意为“回想，追溯”，in retrospect意为“回想起来，事后看来”。

implication	n.牵连 implicate v.牵连，涉及
off-putting	adj.令人不快的
rebrand /,ri:'brænd/	v.重塑形象 • In the 1990s the Labour Party rebranded itself as New Labour. 工党于20世纪90年代重塑形象，改称新工党。
comprise	v.包括，包含
weak link	薄弱环节
bystander	n.旁观者
rival	n.竞争者
free-wheeler	n.自作主张
Learn to present yourself in a way that will project what you want to deliver.	突出你想要传达给他人的内容，要学会用这样的方式来展示自己。 语言点：这个祈使句中出现了两个从句。第一个that引导的定语从句用来修饰way，补充说明是通过怎样的方法来展示自己；第二个what引导的宾语从句做project的宾语，说明要突出的内容。
typically	adv.通常地，一般地
climate	n.气候，环境
analyst	n.分析者，分析家
according to plan	按计划(顺利进行)
production plant	生产车间
achieve the goal	达成目标
launch forth	使开始
market investigation	市场调研
in the final analysis	归根结底

But typically, planning for the next year may start nine months or more in advance, with various stages of evaluation leading to approval of the complete plan three months before the start of the year.	<p>通常情况下，下一年度事件安排是：提前九个月或九个月开始制订。这个完整计划的批准需要在新年前三个月进行各个阶段的评估。</p> <p>语言点：various stages意为“各个阶段”，lead to意为“导致”。</p>
In some markets they may be right, as long as companies can build the sort of flexibility into their operations which allows them to respond to any sudden changes.	<p>在某些市场中他们可能是对的，只要公司能在运作中增加一点灵活性，他们就能对突然发生的变化作出反应。</p> <p>语言点：sort of 意为“有点儿”，respond to 意为“回应，回答”。which 引导的定语从句修饰flexibility，即能使他们对突然发生的变化作出的反应的是运作中的“灵活性”。</p>
influence the objectives	影响目标
predict the market	预测市场
profit growth	利润增长
appoint	<p>v.任命</p> <p>• They appointed him (as) captain of the English team. 他们任命他为英格兰队队长。</p>
key responsibility	主要职责
competency	<p>n.能力，资格</p> <p>competence n.能力</p>
periodical	adj.阶段性的

Through the management and motivation of twenty staff,you will be the focal point of managing customers' expectations, keeping them up to date at all times with the process of their orders.	通过管理和激励二十名员工， 你会成为 客户管理的核心人物， 使 客户随时知道他们订单的最新进度。 语言点：keeping them up to date 是现在分词做伴随状语，是对前面的补充说明。
accusation /,ækju'zeɪʃn/	n.指责，指控 • accusations of corruption/cruelty/racism 对贪污腐化／残暴行为／种族主义的控告
job title	职称
specify	v. 具体 说明，明确规定 • Remember to specify your size when ordering clothes. 订购服装时记着要详细说明你要的 号码 。
sum of	...的金额
financial back-office	金融后台
foreign exchange gap	外汇缺口
interest-free loan	无息贷款
financial liberalization	金融自由化
foreign exchange reserve	外汇储备
import quota	进口配额
saving gap	储蓄缺口
repeatable	adj.可重复的
finalist	n.参加决赛者
mutual fund	共同基金
trade liberalization	贸易自由化
toll-free service	免费服务
implement the consensus	落实共识
line of business	业务范围
money supply	货币供应量
hot-spot issue	热点问题
all-win harmony	和谐共赢
core interests	核心利益
favorable balance of trade	贸易顺差

the national economy	国民经济
patron /'peɪtrən/	n.老主顾，顾客，常客
production process	生产过程
decisive	adj.决定性的，关键的
recyclable	adj.可回收利用
make effort to	努力做。。。。
inattentiveness	n.不注意，不专心
agglomeration /əˌɡlɒmə'reɪʃn/	n.聚集
diseconomy	n.不经济，成本增加
accessibility	n.易接近，可到达
sidestep	v.回避，避免 • Did you notice how she neatly sidestepped the question? 你有没有注意到她多么巧妙地回避了那个问题？
axiomatic	adj.原则的
paradigm /'pærədaim/	n.范例 • The war was a paradigm of the destructive side of human nature. 那场战争尽显人性中具有破坏性的一面。
periphery /pə'rɪfəri/	n.外围，边缘 • The condition makes it difficult for patients to see objects at the periphery of their vision. 这种病症使患者难于看见视觉边缘的物体。
aggregate	v.使聚集 aggregate demand 积累总需求

It's helpful to remember that the ways people move and position themselves while they are speaking can reveal a great deal about what they are saying.	<p>记住，人们在说话时的身体语言能在很大程度上反映他们所讲的内容，这是非常有帮助的。</p> <p>语言点：这一句中出现了三个从句。其中that引导的从句整体作remember的宾语，而the ways后面的people move and position themselves是省略关系代词的定语从句，和while引导的状语从句共同对the ways进行补充说明，意为“人们在说话时的身体语言”</p>
Faced with a know-all, many people keep quiet because they see no point in continuing.	<p>面对一个“万事通”的时候，很多人会保持沉默，因为他们认为将谈话继续下去是毫无意义的。</p> <p>语言点：see no point in doing sth. 是一个固定搭配，意为“认为做。。。是无意义的”。</p>
medium-sized	adj.中等大小的，中型的
over-optimistic	adj.过分乐观的，期望过高的
unanimity /ˌjuːnəˈnɪməti/	n(U).一致同意，全体一致
establish normal trade relations	建立正常贸易关系
individual creditor	个人债主
issuer	n.发行人

Besides the day-to-day running of the business, they find themselves responsible for, among other things, relations with outside investors, increased levels of cashflow and, hardest of all, recruitment.	除了日常经营公司，在其他的事情中，他们发现自己还要负责接洽外来投资者，提高现金流动水平，还有最难的招聘。 语言点：hardest of all 和 recruitment 为同位语关系，二者指代同一事物，hardest of all 是对 recruitment 的补充说明。
This is where, the recruitment industry argues, they can really help.	这就是代理招聘行业一直坚称他们真能帮得上忙的地方。 语言点：the recruitment industry 为从句中的主语，argues 为谓语。where 引导地点状语从句，意为“在这一方面代理招聘行业可以帮得上忙”。
common ground	共同基础
converge /kən'vɜ:dʒ/	v. 汇集，聚集
economic dynamics	经济动态模式
self-enriching	adj. 充实自我的
Worst of all, its customers were buying fewer and fewer of its own-brand products, the major part of its business, and showing a preference for more fashionable brands.	最糟的是，顾客越来越少地购买它的自由品牌产品，而偏爱那些更为时尚的品牌，但这却是公司经营的主体部分。 语言点：its own-brand products 与 the major part of its business 为同位语，后者是对前者在公司生意中所处地位的补充说明。and 连接了两个并列成分，分别为 buying fewer and fewer of its own-brand products 与 showing a preference for more fashionable brand。

It took many long meetings, involving the entire workforce, to win their support.	<p>赢得这部分员工的支持耗费了大量漫长的会议时间，所有员工都要参与到这些回忆中来。</p> <p>语言点：It在句中为形式主语，本句在语义上的真正主语为 to win their support。involving 在句中以现在分词的形式做伴随状语。</p>
Your management may well be your career adviser and guide: he or she may have taught you almost everything you know about your line of business and may continue to teach you more.	<p>你的上司完全能成为你事业上的顾问和引导者，他(她)可能教给了你业务上你所了解的几乎一切知识——并且还可能继续教会你更多。</p> <p>语言点：may 常与 well 连用表示有充分的理由，意为“(完全)能，(满)可以”，line of business 是个固定搭配，意为“业务范围，经营范围”。</p>
day-long	adj. 整天的
business order	商业订单
ocean-going vessels	远洋运输货轮
subcontract	<p>v.&v. 分包，转包</p> <p>• We subcontracted the work to a small engineering firm. 我们把工作转包给了一家小型工程公司。</p>
subcontractor	<p>n. 分包人，分包公司</p> <p>contractor n. 承包商</p>
subconscious	adj. 下意识的，潜意识的
source of income	收入来源

Amy was shocked when it was announced that she had won the Personal Assistant of the Year award.	<p>当宣布她获得“年度个人助理奖”的时候，Amy十分惊讶。</p> <p>语言点：句中出现了两个从句，第一个从句是由when引导的时间状语从句，第二个从句是由that引导的主语从句，it做形式主语。</p>
macroeconomic	adj.宏观经济的
dampen /'dæmpən/	<p>v.消除，抑制</p> <p>• Nothing seems to dampen his perpetual enthusiasm. 似乎没有什么能减弱他持久的热情。</p>
real exchange rate	实际汇率
interpret /ɪn'tɜ:pɪt/	<p>v.解释，说明</p> <p>• The students were asked to interpret the poem. 学生们被要求诠释那首诗的意义。</p>
embarrassing	adj.使人难堪的，使人为难的
timescale	n.一段时间，期限
specialised	adj.专门的，专科的
consumer goods	日用品，生活消费品
conducive	adj.有助的，有益的
preliminary /prɪ'lɪmɪnəri/	<p>adj.初步的</p> <p>• After a few preliminary remarks he announced the winners. 说了几句开场白之后，他即宣布优胜者名单。</p>
rough sketch	草图
mock-up	n.实体模型
footwear	n.鞋类
loans without interest	无息贷款
localization	n.本土化
core competitive	核心竞争力

industrious	adj.勤奋的，勤劳的
proactively	adv.积极主动地，主动出击地
affiliation	n.加入，附属
directorship	n.董事职位，董事任期
mastermind	n.才华横溢的人，才子
overestimate	v.高估，评价过高
projection	n.(对未来形势的)估计、预测
retrenchment	n.节省，削减
Of course there are all the formal things in managing your boss-ensuring that you come to meetings well prepared, that you have a good eye for detail, and so on.	<p>当然，你在与老板打交道时，需要考虑工作层面上的所有事情，要确保在开会时准备周全，并且善于发现细节等等。</p> <p>语言点：ensure做伴随状语，后接两个以that引导的宾语从句。两个宾语从句为并列关系，意在举例说明与老板打交道时员工需要注意的一些规矩。</p>
miniature	n.微笑的模型，缩影
distress	n.痛苦，悲伤，苦恼
adulterant /ə'dʌltərənt/	n.伪劣商品
amortization /ə,mɔ:taɪ'zeɪʃn/	n.分期偿还
overvalued	adj.定价过高的，估价过高的
While some try to get you to buy a product, others, such as anti-smoking campaigns, aim to get you not to do something.	<p>一些广告视图引导你购买产品，其他广告，例如禁烟广告，其意图是阻止你做某件事情。</p> <p>语言点：此处while的作用不是引导时间状语从句，而是作为连词连接两个并列句，表示对比。译为“可是”“而”。</p>

The problem lies in isolating precisely what motivates people to behave in a particular way.	问题就在于如何准确地将人们某种特定行为中的动机分析出来。 语言点：isolate意为“使隔离，使孤立，使脱离”，在此句中不作为形容词而作为分词出现，译为“将。。。分析出来”，后接一个what引导的宾语从句。
side effect	副作用
impractical	adj.不明智的，不现实的
recount /rɪ'kaʊnt/	v.描述，叙述 • She was asked to recount the details of the conversation to the court. 她被要求向法庭陈述谈话细节。
ill-mannered	adj.态度恶劣的
Recruiters say that candidates who can give examples of work they have done as members of a successful team are in as strong a position as those who can point to significant individual achievement.	招聘人员认为，那些能举出他们曾在优秀团队中工作过的经历的求职者和那些取得卓越个人成就的求职者一样出色。
However, few business situations have as clear a set of objectives, or as clear criteria of success or failure, as winning a match.	然而，商务事宜不像体育赛事一样有明确的目标或胜负的标准。 语言点：句中as clear a set of objectives 和 as clear criteria of success or failure 为并列成分，两者都与后文的as winning a match 形成as...as...结构。
broadly	adj.大体上，基本上
cross-disciplinary	adj.涉及两种以上科学的，交叉学科的

goodwill	n.善意, 友善
bonus schemes	奖励机制
eventual	adj.最终发生的, 最后的, 结果的
abnormal profit	超额利润
accidental cost	意外费用
bilateral monopoly	双边垄断
bonded goods	报税货物
directory	n.人名地址录
petition	n.请愿书
predecessor /'pri:disesə(r)/	n.前任, 前辈
Like other organisations, CBA is replacing the traditional hierarchy with a flatter organisational structure which gives employees more broadly defined roles within the company.	<p>CBA公司和其他公司一样, 用扁平化的组织结构代替传统的等级制度, 这赋予了员工责任更为广泛的角色。</p> <p>语言点: a flatter organisational structure意为“扁平化的组织结构”, broadly defined roles意为“定义广泛的角色”。which引导的定语从句修饰前文的structure, 表示正是这种结构赋予了员工责任更为广泛的角色。</p>
CBA Claims to pursue this aim for its own sake, rather than as a means earning profits for shareholders.	<p>CBA宣称他们追求这一目标是为了公司自身的利益, 而不是将这一目标作为股东赚取利润的工具。</p> <p>语言点: for its own sake意为“为了。。。利益, 为了。。。的目的”, rather than意为“与其。。。不如。。。”, 强调原因为前者而非后者提及的“为股东赚取利润的工具”。</p>

counterbalance	v.使平均， 使平衡 • Parents' natural desire to protect their children should be counterbalanced by the child's need for independence. 父母保护孩子的本能愿望应当与孩子独立的需要相平衡。
It should also contain the names of those ones who will be present and set out, starting with the most important, the points for discussion.	日常安排还应该包括将出席的人员名单，并从最重要的问题开始讨论。 语言点：starting with the most important 是现在分词做插入成分，完整的句子是set out the points for discussion。
monetary	adj.货币的 monetary policy 货币政策
rocket	v.迅速上升
viable = feasible	adj.可行的， 能养活的
wane /weɪn/	v.减少， 衰退 • Her enthusiasm for the whole idea was waning rapidly. 她对整个想法的热情迅速冷淡了下来。
wildcat	adj.不稳妥的
top priority	最高优先权
pull-out	adj.可拉出的， 可扯下的
lightweight	adj.轻量的， 轻质的
pastime	n.消遣， 娱乐
lavish	adj.过于丰富的， 无节制的

eradicate	v.根除, 消灭 eradicate sth(from sth.) • We are determined to eradicate racism from our sport. 我们决心要杜绝体育竞技活动中的种族歧视现象。
regulatory	adj.管理的, 调整的
remission	n.豁免, 免除
renunciation	n.放弃, 弃权
sabotage /'sæbətɑ:ʒ/	v.阴谋破坏 • Police investigating the train derailment have not ruled out sabotage. 警方调查火车出轨事件, 没有排除人为破坏的可能。
validate	v.使生效, 使合法化
mountainous	adj.多山的, 有山的
well-deserved	adj.当之无愧的, 罪有应得的
accessory product	副产品
accumulated deficit	累计亏损
blue-chip stocks	蓝筹股
blue chip client = abject poverty	重要的客户
book value = abnormal depreciation	账面价值
counter trade	反向贸易
face value	面值
export tariff	出口关税
residential	adj.适合居住的, 住宅的
precedent /'presɪdənt/	n.先例 • Such protests are without precedent in recent history. 这类抗议事件在近代史上没有发生过。
unrivalled /ʌn'raɪvld/	adj.无对手的, 无匹敌的, 无比的
biomedical	adj.生物医学的

amenity /ə'mi:nəti/	<p>n.生活福利设施，舒适条件</p> <ul style="list-style-type: none"> • The campsite is close to all local amenities. <p>营地紧靠当地所有的便利设施。</p>
avail /ə'veil/	<p>v.有帮助，有益</p> <p>avail yourself of sth 利用(尤指机会、提议等)</p> <ul style="list-style-type: none"> • Guests are encouraged to avail themselves of the full range of hotel facilities. <p>旅馆鼓励旅客充分利用各种设施。</p>
discontinuity /,dis,kɒntɪ'nju:əti/	<p>n.断绝，中断</p> <ul style="list-style-type: none"> • Changes in government led to discontinuities in policy. <p>政府的更迭导致政策缺乏连续性。</p>
pervasive /pə'veɪsɪv/	<p>adj.遍及的，弥漫的</p>

<p>The Alliance, an initiative between three of the largest developers in the country, all with extensive experience of urban regeneration schemes, will facilitate an £800m investment in Birmingham.</p>	<p>Alliance是国内三大开发商组成的联盟，开发商们都有着兴建城市的丰富经验，该联盟将在伯明翰地区投资八亿英镑。</p> <p>语言点：</p> <p>1.an initiative between three of the largest developers in the country 为 the alliance 的同位语，all with extensive experience 做伴随状语修饰 three of the largest developers。</p> <p>2.本句单词比较简单，但值得注意的是facilitate一词处理有“促进，助长”的意义外，还有“使。。。变得容易，使。。。便利”的意义。</p>
grumble	<p>v.咕哝，发牢骚</p> <p>[V] • She's always grumbling to me about how badly she's treated at work. 她总是向我抱怨她在工作中如何受亏待。</p> <p>[V speech]•‘I'll just have to do it myself,' he grumbled. “我只好自己动手了。”他咕哝着说。</p> <p>[V that]• They kept grumbling that they were cold. 他们不停地嘟囔着说冷。</p>
one-to-one	adj.一对一的，仅限两个人之间的
receiving end	接收端
self-interest	n.自身利益，私利

infiltrate	v.秘密地潜入，渗入 • Only a small amount of the rainwater actually infiltrates into the soil. 实际上只有少量雨水渗进了土壤。
intrinsic	adj.固有的，本质的，内在的
spontaneity /ˌspɒntəˈneɪti/	n(U).自发性，自动
For a start, appraising isn't something many managers do naturally, of their own accord.	一开始，员工测评并不是经理们心甘情愿做的事情。 语言点： 1.句中的many managers do naturally 为something的修饰成分。 2.句中出现了两个常见短语。For a start意为“首先，一开始”，of their own accord意为“出于自愿，主动地”。
Being prepared and appreciating what it is like to be on the receiving end are, indeed, the keys to successful appraising.	事实上，做好准备并认可最后可能产生的结果才是评价成功的关键。 语言点： receiving end意为“接收端”，在整个句子中应翻译为“结果”。
novelty	n.新颖，新奇
presumably	adv.据推测，大概，可能
detergent	adj.去垢的，净化的 n.洗涤剂，去垢剂
toothpaste	n.牙膏
untried	adj.未经实验的，未尝试的
videophone	n.电视电话，可视电话
consumerism	n.消费主义

curtail	v.缩短，削减，减少 • Spending on books has been severely curtailed. 购书开支已被大大削减。 shorten v.缩短，减少
decertify	v.收回(或吊销)证件
disequilibrium	n.失去平衡，不平衡
earnest	adj.认真的，诚挚的
end-product	n.制成品，最终产品
solvency	n.偿债能力，周转情况
This pioneering product is a bigger novelty when it appears on the market, and is therefore more likely than those that follow to capture customer and distributor attention.	<p>先驱产品刚出现在市场中时往往都比较新奇，正因如此，它比那些后续产品更能抓住顾客和经销商的注意力。</p> <p>语言点：本句出现了多个从句套用的情况。第一个从句为when引导的时间状语从句；第二个定语从句为that follow，先行词为those。当我们调整一下句子顺序，这个长句的意义也就清晰了： When it appears on the market, this pioneering product is a bigger novelty and therefore more likely than those that follow to capture customer and distributor attention.</p>

Changing to the presumably more efficient 'dvorak' keyboard would require relearning how to type, an investment that in many cases would exceed the expected benefits in efficiency.	<p>转而使用本应更高效的“dvorak”键盘就需要重新学习打字，事实上，转用新键盘花费的成本可能会超过新键盘提高效率所带来的收益。</p> <p>语言点：改换新键盘这个行为的本身可以理解称为一种冒险或者一种投资，an investment 在句中为主语changing to the presumably more efficient 'dvorak' keyboard 的同位语。</p>
deviation	n.背离，偏离
ground	n.范围，领域
divergence	n.严重的意见分歧
boycott	n.&v.抵制，拒绝参与
dubious	adj.怀疑，犹豫不决的
paragon	n.模范，完美典型
paternalistic	adj.家长式作风的
delicate	adj.易损的，易碎的
tumultuous	adj.混乱的，狂暴的
farsighted = forward-looking	adj.有远见的，深谋远虑的
implacable	adj.不能变动的
distraught	adj.心烦意乱的，极其烦恼的
indeterminate	adj.未确定的，模糊的
regress (to)	<p>v.退步，退化</p> <p>• If your child regresses to babyish behaviour, all you know for certain is that the child is under stress. 如果你的孩子退步到幼稚的行为，你可以肯定的是孩子正处在压力之下。</p>

hamper	v.妨碍，阻碍 <ul style="list-style-type: none"> The bad weather hampered rescue operations. 恶劣的天气阻碍了救助行动。
On the other hand, if you increase your workforce, you might find it difficult to cover the increased costs straight away.	一方面，如果你扩大你的工作团队，你会发现很难马上筹得增加的人工成本。 语言点： 1.cover 在此处的一项不太常见，意为“to be or provide enough money to pay for something”，即“筹得”。 2.straight away 意为“立即，马上”。
alienate /'eɪliəneɪt/	v.使疏远，离间 <ul style="list-style-type: none"> His comments have alienated a lot of young voters. 他的言论使许多年轻选民离他而去。
overpay	v.多付钱财
co-ordinator	n.协调人，统筹者
override	v.优先于，推翻
unravel /ʌn'rævl/	v.解开，澄清 <ul style="list-style-type: none"> I unravelled the string and wound it into a ball. 我把绳子解开并绕成一个球。
standing	n.地位，身份
serviceable	adj.可使用的，坚固耐用的

retard /rɪ'tɑ:d/	v.使放慢，阻碍 <ul style="list-style-type: none"> • The progression of the disease can be retarded by early surgery. 早期手术可以抑制病情的发展。
regain /rɪ'geɪn/	v.重新获得，恢复 <ul style="list-style-type: none"> • The party has regained control of the region. 这一政党重新获得了这个地区的控制权。
renovate	v.修复，翻新 <ul style="list-style-type: none"> • The couple spent thousands renovating the house. 这对夫妻花了几千元来整修房子。
recoup /rɪ'ku:p/	v.重获，失而复得 <ul style="list-style-type: none"> • We hope to recoup our initial investment in the first year. 我们希望我们的前期投资在第一年就能赚回来。
barricade	n.路障，街垒 <ul style="list-style-type: none"> • The police stormed the barricades the demonstrators had put up. 警察冲破了示威者筑起的街垒。
entwine /ɪn'twaɪn/	v.盘绕，使缠绕 <ul style="list-style-type: none"> • They strolled through the park, with arms entwined. 他们挽着胳膊漫步穿过公园。
transmute /trænz'mju:t/	v.使变形，使变质
deprecate /'deprəkeɪt/	v.反对，对。。。表示不赞成

kick off	开球, 开始, 发怒
start off	开始活动, 动身
full-day	adj.整天的, 全天的
underway	adj.起步的, 启航的
onwards	adv.向前
jeopardize /'dʒepədɑɪz/	v.危及, 危害 • He would never do anything to jeopardize his career. 他决不会做任何有损于他事业的事。
abandoned option	放弃的期权
back a bill	背书票据
carriage free	运费免付
exploit	v.利用, 开发 • She realized that her youth and inexperience were being exploited. 她意识到自己的年轻和缺乏经验正受人利用。
high-specification	n.高规格
distinguish	v.使。。。具有特色 • Does your cat have any distinguishing marks? 你的猫有什么特殊标记吗?
claims process	索赔处理流程
offshore outsourcing	离岸外包
digital outsourcing	数码业务外包
cost estimation software	成本评估软件
business process outsourcing	业务流程外包
legal process outsourcing	法律流程外包

They need to move into a more promising market, one where demand is growing and where the company can exploit existing skills and contacts.	<p>他们需要转向一个更加有前景的市场，也就是一个需求在不断增长并且公司可以利用现有的技术和社交关系的市场。</p> <p>语言点：one 指代的是market，做market的同位语，one后面是两个where引导的修饰one的定语从句，用来说明需要转向的市场应该是什么样的。</p>
They could think about brand extension-this would not be a giant leap and the sales force would take it in its stride.	<p>他们可以考虑品牌的延伸——这并不是一次巨大的飞跃，而销售团队也会从容应对。</p> <p>语言点：take it in its stride 意为“从容应对”。</p>
self-assessment	n.自我评估
advance-decline theory	涨跌理论
arbitrage	<p>n.套利</p> <p>arbitrage pricing theory 套利定价理论</p>
ask-bid system	竞价系统
at-the-close order	收盘指令
base market value	基准市场价值
bear market	熊市
bull market	牛市
blue-chip stocks	蓝筹股：高投资质量的股票发行，通常指的是一家实力雄厚、公众对其价值和稳定性有信心的大型公司，也可以指这样的公司提供的股票。
buying power	购买力

Indeed, many of those who have reached this level remark on how lonely the job of chief executive is and how few opportunities they get to discuss issues relating to it.	<p>事实上，很多到达了这个级别的总裁会评论说总裁的工作是多么孤独，而他们讨论这方面相关问题的机会多么少。</p> <p>语言点：who 引导的是定语从句，修饰先行词 those。介词 on 后面是两个名词性从句作宾语，所以语序都是陈述语序，这两个从句是在解释总裁评论的内容。relating to it 是现在分词做后置定语，修饰先行词 issues，相当于定语从句 which/that are related to it。</p>
It is often the case that the directors of such companies are even happy to receive criticism, as this can prevent them from making basic mistakes.	<p>通常的情形是：这些公司的董事们甚至乐于接收批评，因为这样会让他们避免犯一些基本的错误。</p> <p>语言点：that 引导的是同位语从句，解释说明先行词 case 所具体指代的内容。as 在本句是引导一个原因状语从句，意思是“因为”，除此之外 as 还有三种意思，分别是“像。。。 ”、“作为。。。 ”、“当。。。 时候”。</p>
patronising = patronizing	<p>adj.自命不凡的</p> <p>• I was only trying to explain; I didn't want to sound patronizing. 我只是想解释一下而已，绝无自诩清高之意。</p>
be fed up with	对。。。感到厌烦
accrue	v.产生，增加
amplify	v.放大，加强

funds transfer	资金转账
voice recognition capability	语音识别能力
bank branch	分行
It will be based at the new Caledonian Industrial Estate currently being built near Edinburgh.	<p>该中心将坐落于目前正在修建的位于爱丁堡附近的新苏格兰工业园区里。</p> <p>语言点：be based at 意为“设在，坐落在”。being built 是分词做后置定语，修饰名词短语 the new Caledonian Industrial Estate, 与之形成被动关系，相当于定语从句 that/which is currently being built。</p>
The local council said new jobs were evidence of the efforts made to attract investment to the region.	<p>当地的市政委员会宣称新的工作机会证明了为吸引投资到此区域所做出的努力。</p> <p>语言点：evidence 意为“证据”。made 是分词做后置定语，修饰名词 efforts, 与之构成被动关系，相当于定语从句 that/which were made。</p>
product review	产品评论
quality-consciousness	n.关注品质
product guarantees	产品保证
retail outlet	<p>零售店</p> <p>• I need to stop by the retail outlet to buy some groceries. 我需要去零售店买些杂货。</p>
numerous	adj.许多的

optimise = optimize	v.使。。。完善 • to optimize the use of resources 充分利用资源
export-oriented	adj.面向出口的
be contracted out to	被。。。承包出去
sales force	销售人员
soft-sell	n.软销售(手段)
stagnant	adj.停滞的, 萧条的
USP(Unique Selling Plan)	唯一的销售计划
down-market	adj.抵挡的(商品)
adopt	v.采纳
college recruiting	校园招聘
head hunter = headhunter	猎头公司
employment interview	求职面试
situation interview	情景面试
behavioral interview	行为面试
stress interview	压力面试
panel interview = group interview	小组面试
unstructured interview	非结构化面试
structured interview	结构化面试
mass interview	集体面试
liquidate /'lɪkwɪdeɪt/ assets	清算资产
prime site	黄金地段
chain business	连锁企业
supermarket chain	连锁超市
initial capital	创办资本
frozen assets	冻结资产
frozen capital	冻结资金
fixed assets	固定资本
circulating capital	流动资本
available capital	可用资产
routine task	例行任务

<p>Whichever you select-and you may need to experiment to find what suits you best-find some way of fitting the activity into your schedule.</p>	<p>无论选择哪一个，你可能都需要去尝试找出最适合你的某个方式，使活动安排符合你的工作计划。</p> <p>语言点： 1.whichever 引导的是让步状语从句，what 引导的是宾语从句。 2.fit...into... 意为“使。。。符合。。。”。 3.suit 在本句中作动词，意思为“适合”。</p>
<p>Unless you have spare time, do not spend extra hours on an activity in an effort to cover absolutely everything.</p>	<p>除非你有额外的时间，否则不要因为视图完全覆盖所有的事情而在一件事情上花费额外的时间。</p> <p>语言点： 1.unless 引导的是条件状语从句，意思为“除非”。 2.in an effort to do something 意思为“试图。。。”。 3.cover 意思为“覆盖，涉及，包含”，在文中就是想说明覆盖所有事情或者说涉及方方面面。例如：a course covering business law 一门涉及商法的课程</p>
<p>pay dividends</p>	<p>有好处，产生效益</p>
<p>dread</p>	<p>v.畏惧</p> <p>• This was the moment he had been dreading. 这是他一直最担心的时刻。</p>
<p>valued</p>	<p>adj.受到重视的</p>
<p>rush through</p>	<p>匆忙完成</p>

workplace	n.工作场所
cutoff score	录用分数线
But this can be avoided and, given a more positive attitude from participants, appraisals can prove enormously useful for all involved.	<p>但是这种情况能够被避免，而且鉴于一些参与者对员工评估的一种更为乐观的态度，后来证明评估对于所有参与者而言是非常有用的。</p> <p>语言点：居中的 given a more positive attitude from participants 为句子的插入语，意思为“鉴于一些参与者对员工评估的一种更为乐观的态度”，相当于条件状语从句来补充说明后面的主句所成立的具体条件。其中 given 是介词，意思为“鉴于，考虑到”。这种用法很常见。</p>
Problems such as rushing through the appraisal and being appraised by a manager who doesn't understand the employee's role were common concerns.	<p>像匆忙完成一次评估或者由一名并不了解员工职责的经理进行评估的这样一些问题都是常见的问题。</p> <p>语言点：句中的 such as...role 为插入语，是用来解释 problems 具体指代的内容有哪些。此外，句中的 who 引导的是定语从句，修饰 a manager, 说明是什么样的管理者。rush through 意为“匆忙完成”。</p>
hold on to	紧紧抓住
in sight	可能很快。。。
industry-wide	adj.整个行业的
raw	adj.无经验的
course of action	行动方针
work permit	工作许可证

career prospect	职业前景
With IT professionals increasingly attracted to the financial rewards and flexibility of consultancy work, average staff turnover rates are estimated to be around 15%.	<p>随着IT专业人士越来越被金钱回报和咨询工作的灵活性所吸引，平均的人员变动率估计在15%左右。</p> <p>语言点：With IT professionals increasingly attracted to the financial rewards and flexibility of consultancy work 这个结构是独立主格中的一种，叫作“独立分词结构”。在这个结构中，分词 attracted 的逻辑主语是 IT professionals，而且与之构成被动关系。</p>
corresponding	adj.相同的
make a bid for	出价买
give access to	得以进入
online trading platform	网上交易平台
daily-active user	日活跃用户
intellectual property	知识产权
intellectual capital	智慧资本
user-experience design	用户体验设计
cloudcomputing	n.云计算
Much of our success in the last six months can be attributed to the fact that all our major construction projects remained on schedule.	<p>今年下半年我们的大部分成功都可以归功于一个事实，就是我们所有主要的建造工程项目一直都按预定日期交付。</p> <p>语言点：that 引导的是同位语从句，解释说明前面的名词 fact。be attributed to 意为归功于，on schedule 意为按照预定日期。</p>

Particular pleasing was the early completion of a major building contract in Canada.	<p>尤其让人高兴的是一个重要的加拿大建造合约提前完成。</p> <p>语言点：此句是一个完全倒装句，为了强调表语 particular pleasing 并平衡句子结构，所以把其放在句首，此句的正常语序应该是“The early completion of a major building contract in Canada was particular pleasing.”。</p>
candidate = job seeker	n.求职者
job posting	职位发布
job fair	招聘会
recruiter	n.用人单位，招聘者
If you work in the city centre then a visit to the Career Forum, the city's most successful recruitment exhibition, will give you the information you need to determine whether you are making the most of yourself.	<p>如果你在市中心工作，那么去一趟职业论坛，它作为城市最盛大的招聘展览会，将给你所需要的信息来确定你是否可以充分发挥自己的潜能。</p> <p>语言点：本句的主干是“a visit to the Career Forum will give you the information”。其中，if 引导的是条件状语从句，“the city's most successful recruitment exhibition”是同位语，为了解释前面的Career Forum。在 information 后面是省略了引导词的定语从句“you need to determine whether you are making the most of yourself”，修饰 information。</p>
industrial relation	劳资关系
work style	工作作风
Bureau of Labor Statistics	劳动力统计局
career guidance	就业指导

career assessment	职业评估
by any means	无论如何
long-standing	adj.长久的
outgrow	v.发展过快
running cost	运营成本
make the commitment	作出承诺
high-profile	adj.受关注的, 高调的
customised service	用户定制服务
a core set of values	一套核心价值观
push through	促成
financial market	金融市场
property market	房地产市场
job market	就业市场
black market	黑市
global market	全球市场
declining market	不断萎缩的市场
growing market	不断扩大的市场
futures market	期货市场
top talent	高端人才
King was nominated for the quality of his leadership, with the judges claiming that the Fentons Finance boss is almost revered by his team.	<p>King 由于他的领导才能而被提名, 评委们声称 Fetons 金融的老板几乎被他的整个团队尊敬。</p> <p>语言点: with the judges claiming that the Fentons Finance boss is almost revered by his team 整个结构是独立主格中一种, 叫作“独立分词结构”。在这个结构中, 现在分词 claiming 的逻辑主语是 the judges, 而不是整个句子的主语 King, 而且 claim 与它的逻辑主语构成主动关系。其中 that the Fentons Finance boss is almost revered by his team 是现在分词 claiming 的宾语从句。</p>
work motivation	工作动力
training need	培训需求

critterion deficiency	标准缺陷
rater	n.评估者
It is important to select a manager who can deal effectively with any suspicions staff may have about appraisals.	<p>选择一个管理者很重要，他能够有效地处理员工对评估所持有的任何怀疑。</p> <p>语言点：it 是形式主语，不定时 to select a manager 是真正的主语。who 引导的是定语从句，修饰先行词 manager，说明是什么样的管理者。“staff may have about appraisals”这个句子是省略了关系代词 which/that 的定语从句，修饰先行词 suspicions。</p>
Having decided on your policy and who will appraise which members of staff, you need to communicate this in the simplest possible way.	<p>决定了你的政策和谁将来评估哪些员工，你还需要用最简单可行的方式来传达这个评估机制。</p> <p>语言点：“having decided on your policy and who will appraise which members of staff”这部分内容是分词做状语，以说明后面的主句所发生的时间。现在分词 having decided 的逻辑主语是 you，其中 who...staff 是它的宾语从句。</p>
propel	v.驱动
managing diversity	管理多样性
economic depression	经济衰退
economic recovery	经济复苏
stagnation	n.萧条，停滞

Essentially, he believes that companies need to learn how to manage their original thinkers in order to ensure that the business profits from their contribution.	<p>事实上，他认为，为了确保公司可以从有独创性想法的人的贡献中收益，公司需要学会如何管理他们。</p> <p>语言点：两个 that 引导的从句都是宾语从句，分别做 believe 和 ensure 的宾语。profit 在此处是动词，意为“收益”。在大多数情况下，它用作名词，意为“利润”。例如：They aim to boost profits by slashing costs.他们通过大幅缩减开支来提高利润。</p>
The original thinkers themselves may be unaware of any problem, but having them around can be disruptive to colleagues, who have to be allowed to point out when they are being driven crazy by the original thinkers behaviour.	<p>有独创性的想法的人自己可能没有意识到任何问题，但是和他们共事的同事会很崩溃，当这些同事被他们的行为搞疯的时候，同事们只得被迫指出他们的问题。</p> <p>语言点：who 引导的都是定语从句，修饰先行词 colleagues，说明是什么样的同事。“be unaware of”意为“没有意识到”，与其意思接近的短语有 be unconscious of。其中，unaware 的名词形式为 unawareness。其反义词为</p>
off-the-job	adj.工作时间外的
leadership training	领导力培训

Unfortunately this demand is not being met by employers, even though there are strong indications that companies would benefit from doing so.	<p>遗憾的是，尽管有明确的迹象显示公司这样做会从中受益，但是老板们并未满足这种需求。</p> <p>语言点： 1.even though 后面引导的是一个让步状语从句。其中，indications 后面是一个同位语从句 companies would benefit from doing so, 用来解释 indications 具体指代的内容，即公司这样做会从中受益。 2.meet demand 是一个固定搭配，意思为满足需求，也可以写成 satisfy demand 或者 satisfy need。</p>
For the purposes of the research, training was defined as any form of planned instruction or tuition provided by an employer with the aim of helping employees do their work better.	<p>针对研究的目的，培训可以被定义为由老板提供的任何形式的有计划的教学或课程，其目的为协助员工更好地完成工作。</p> <p>语言点：planned 是现在分词做前置定语，修饰 instruction 和 tuition。而 provided by an employer 是过去分词做后置定语，同样在修饰 instruction 和 tuition。</p>
the majority of	大多数
average person	普通人
database software	数据库软件
natural keyboard	自然键盘
overseas sale	海外销售
application form	申请表
bid deadline	投标截止日期
deadline delivery date	交货截止日期
advertising consultant	广告顾问
stock broker	证券经纪人

customers specialist	报关员
personal inventory	人力储备
market communication	市场宣传
air shipping	空运
commercial return	商业回报
product attributes	产品属性
trade barrier	贸易壁垒
salary treatment	薪水待遇
pay gap	收入差距
welfare	n.福利
capital	n.资本
asset	n.资产
reflect on	反思
averse	adj.反对
disposable income	可支配收入
market economy	市场经济
going concern	持续经营
A better choice would be value-added promotions which can improve profitability and build on SunTours customers' desire for high-quality service.	有增值的促销活动才是更好的选择，这种活动能够提高公司的利润，并且是建立在SunTours的客户对于高品质服务的渴望之上的。 语言点：which 引导定语从句，修饰 promotions。
inconclusive	adj.没有说服力的
purchaser	n.采购员

Some new approaches are emerging that attempt to do just that, including the scheme devised by consultants Couze Jordan.	<p>一些视图达成那一点的新方法出现了，这其中包括由 Couze Jordan 顾问设计的方案。</p> <p>语言点：此句中 including...Couze Jordan 是介词短语做后置定语，补充说明 some new approaches。其中， devised by consultants 是分词短语做后置定语，修饰前面的 scheme, scheme 和 devise 之间是被动关系，意思是“由 Couze Jordan 顾问设计的方案”。</p>
Another programme, launched by James Lester, an independent human resources expert, approaches the problem from a perspective that is designed to appeal to a wide range of managers.	<p>另一个由独立人力资源专家 James Lester 发起的项目，从旨在吸引各种各样的管理者的角度解决了这个问题。</p> <p>语言点：居中的 that 引导的是定语从句，修饰 perspective，说明是什么样的角度。其中 launched by James Lester 是非限制性定语，解释说明 programme 是由 James Lester 发起的。其后的 an independent human resources expert 是 James Lester 的同位语，用来解释说明 James Lester 的身份。需要注意的是句子中的 approach 是动词，意思是“处理，解决”。</p>
in vain	徒劳
live up to	实现，达到
letter of intent	意向书

The other got involved in lengthy discussions, trying out options methodically and making contingency plans	<p>另一家公司会进行漫长的讨论，有条不紊地尝试各种选择并制订出突发事件的应对策略。</p> <p>语言点：trying out options methodically and making contingency plans 是分词短语做状语，表示解释说明，即另一家公司在漫长的讨论过程中做的事情。</p>
pressure of competition	竞争压力
customer confidence	消费信任度
moderate price	公平价格
In addition, for those who want access to their bank at any time of day or night there is now a 24-hour phone-based service.	<p>此外，对于那些想要在白天或者夜间的任意时间都能使用银行服务的客户，现在提供24小时的电话服务。</p> <p>语言点：who 引导的是定语从句，修饰对象是前面的 those, 说明是一些什么样的人。其中 access to 是一个常用的表达，意思是“有机会去接触某件事情或者有权利使用某物”，例如词组 have access to。 As her private secretary, he has access to all her correspondence. 作为她的私人秘书，他能接触到她所有的信件。</p>
accounting system	会计系统
cash advances	现金垫款
accounts receivable	应收账款
accounts payable	应付账款
general ledger	总账

Finally, aim to recharge expenses to customers where your business model allows.	最后，在你公司业务模式允许的情况下尽力将费用转嫁给客户。 语言点：where 引导的是状语从句，说明事情发生的地点。aim 在本句话中是动词，意思是“旨在，目标是达成”。类似地，target 也可以用作动词，比如常用的词组，target at 意思就是“目标定价于”。business model 是固定搭配，意思是“商业模式”。
make a fuss	小题大做
world-class	adj.世界级的
off-job training	脱产培训
on-job training	在职培训
pre-job training	就业前培训
in-service training course	在职进修班
further education	深造，进修
job performance	工作表现
brain drain	人才流失
personal training	人才培训
high-flyer	n.潜力股，极具抱负的人
leadership development	领导力开发
flat organisation	扁平化组织
fall victim to	成为。。。的牺牲品
run deep	(根)扎的很深
inter-disciplinary talent	复合型人才
talent highland	人才高地
personnel selection	人才选拔
personnel policy	人才政策
overseas talents	海外人才

<p>Unfortunately, with today's flat organisations, where managers have functional as well as managerial responsibilities, people development all too often falls victim to heavy workloads.</p>	<p>遗憾的是，由于当今组织结构的扁平化，(直属)经理检具只能及管理的职责，员工的发展往往成为繁重工作的牺牲品。</p> <p>语言点：flat organisations 意为“扁平化的组织结构”。where 引导的是定语从句，修饰 organisations。fall victim to 意为“成为。。。的牺牲品”。</p>
<p>On manager in the research group was unconvinced by the logic of sending his best people away on development courses, 'only to see them poached by another department or, worse still, another firm'.</p>	<p>调查小组中的一个经理质疑把潜力股派送去学习开发课程的逻辑，因为它认为“这样做的结果就是看着这些员工被灵异部门，或更糟糕的是，被另一个公司挖走”。</p> <p>语言点：</p> <p>1.be unconvinced by sth. 意为“对某事不信服，质疑某事”。</p> <p>2.poach 意为“挖走(其他机构的成员或顾客)”，例如： That company's always poaching our staff. 那家公司老师挖我的员工。</p> <p>poach 有时也可以用作“poach from”，意为“从。。。挖走”，例如： Several of their managers were poached from other companies. 他们有几个经理是从其他公</p>

<p>Indeed, in order to benefit fully from training high-flyers as the senior managers of the future, firms must actually address the development of all managers who will be supporting the high-flyers.</p>	<p>确实，要想充分从培养潜力股作为未来的高级经理中获益，公司就必须切实解决所有支持潜力股的经理们的发展需求。</p> <p>语言点：benefit fully from... 意为“充分从。。。中获益” 。address 意为“(着手)解决，处理(问题)”，常见的短语有 address a problem/question/issue, etc. 意为“解决问题”，例如： Our products address the problems of users 我们的产品解决了用</p>
<p>In markets that are static and where market shares of companies are reasonably steady, it can be difficult for a company to break into the market, since its presence may create excess capacity.</p>	<p>在稳定且各公司所占的市场份额也相对稳定的市场中，一个公司若想打入市场会很艰难，因为它的存在可能会造成生产能力过剩。</p> <p>语言点： that 和 where 引导的都是定语从句，修饰先行词 markets。其中 excess 为名词词性，常见短语为 in excess of, 意为“超过。。。，超出。。。”，其动词和形容词形式分别为 exceed 和 excessive。</p>

<p>This may either be to gain the competitor's market share or, in some cases, to shut down its capacity in order to restore a situation where supply and demand are more balanced.</p>	<p>这样做要么是为了获得竞争对手的市场份额，要么在有些情况下停产是为了来重建收支更加平衡的环境。</p> <p>语言点：句中的 where 引导的是定语从句，修饰 situation，说明是什么样的环境。market share 意为“市场份额”。either...or...意为“要么。。。要么。。。”，与其形式相似的短语还有 neither...nor..., 意为“既不。。。也不。。。”。</p>
<p>A cost efficiency could arise from the fact that an established company may already be very experienced and have achieved efficiencies which another company would find difficult to achieve quickly by internal means.</p>	<p>老牌公司也许已经很有经验，并且取得了功效，而另一家公司却很难通过内在手段迅速获得这些，这时就产生了成本效率的问题。</p> <p>语言点：which 引导的是定语从句，修饰先行词 efficiencies。其中 internal 意为“内在的，内部的”，与其对应的单词为 external, 意为“外部的”。established company 可以译为“老牌公司，老字号公司”</p>
follow the example of sb.	效仿某人
cocktail party	鸡尾酒会
welcome meeting	欢迎会

<p>Although most managers would agree that it is hard to think of an alternative to meetings, as a means of considering information and making collective decisions, their length and frequency can cause problems with the workload of even the best-organised executives.</p>	<p>虽然大多数管理者都认为会议作为一种考虑信息和做出集体决定的方法，是难以取代的，但是会议的长度和频率可能会导致工作负荷问题，即使是那些训练有素的高管也承受不起。</p> <p>collective 意为“集体的，共同的”。常见短语有 collective leadership/decision-making/responsibility，意为“集体领导/集体决策/共同责任”。workload 意为“工作量，工作负担”，常见短语有 a heavy workload，此单词例句如下： We have taken on extra staff to cope with the increased workload.我们已经额外雇用员工来应付增加了的工作量</p>
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<p>This is also the responsibility of the person chairing the meeting, who should encourage those who say little to speak and stop those who have a great deal to say from talking too much.</p>	<p>这也是会议主持人必备的职责，此人需要鼓励那些发言较少的员工，还需要制止那些滔滔不绝的员工说太多话。</p> <p>语言点： 1.chairing the meeting 是现在分词做定语，其实就是定语从句的省略，修饰 the person，表达的意思是“主持会议的人”；而第一个 who 引导的是非限定性定语从句，修饰前面提到的人。第二个和第三个 who 引导的也是定语从句，合在一起为 and 连接的并列句，分别修饰两个相同的先行词 those，在句中充当主语。 2.stop sb. from doing sth. 意为“阻止某人做某事”，在此处指“阻止那些滔滔不绝”。</p>
<p>Unfortunately, at the end of a badly organised meeting those present will leave feeling that they have wasted their time and that nothing worthwhile has been achieved.</p>	<p>遗憾的是，在一场组织得很糟糕的会议结束后，参会人员会在离开时感到这是在浪费他们的时间，而且此次会议并未取得任何有价值的成果。</p> <p>语言点：those present 意为“参会人员”，present 一词有三个词性：第一个是名词，意为“礼物”；第二个是动词意为“呈现，提交”；第三个是形容词，意为“当前的，出席的”。两个 that 位于 and 引导的并列句中，引导同位语从句，解释说明参会人员的感受(feeling)。</p>
<p>in-person</p>	<p>adj.亲生的，现场的</p>

back-end	adj.后端的
e-commerce	n.电子商务 e-commerce website 电子商务网站
m-commerce	n.无线商务
e-billing	n.电子支票
e-logistics	n.电子物流
e-government	n.电子政务
end-user	n.终端用户
front-user	n.前端用户
Even more than regular telephone or in-person customers, web customers are impatient, easily frustrated and always conscious that they have other places where they can take their business.	<p>甚至比起常规的电话顾客和面对面的顾客，网络顾客没什么耐心，也容易沮丧，而且他们总是觉得他们可以带着生意去别处。</p> <p>语言点：</p> <p>1.conscious 后 that 引导的从句在一些语法书里可以称作形容词宾语从句，但根据标准语法，只有介词和动词后才能接宾语，因此这样的从句也可以定义为原因状语从句，用来解释前面形容词的原因，这种形容词往往是表示人类的各种心情。</p> <p>2.where 引导的是定语从句，修饰前面的 places，意为“带着生意去别处”。</p>

Imposing rigid requirements on customers will not work; a business that insists on customers emailing for assistance instead of using the phone, for example, will lose repeat custom.	把死板的要求强加在顾客身上是不起作用的。例如，一家公司坚持要求其客户在寻求帮助时不能打电话而只能发电子邮件，这将会使他们失去回头客。 语言点：impose sth. on sb. 意为“将(想法、信仰等)强加于(某人)”。that 引导的是定语从句修饰先行词 business。repeat custom 意为“回头客”，其中 custom 的意思是“(经常性的)事”
address problem	解决问题
status report	现状报告
The client meeting can also be arranged by you or another member of your company to attract new business, to address a problem that needs to be solved or to give an update or status report on current business ventures.	你或者你公司的其他成员也可以召开客户会议来吸引新业务、解决需要解决的问题或者对当前企业进行更新或提供现状报告。 语言点：that 引导的是定语从句，修饰先行词 problem, 意为“需要被解决的问题”。status report 为固定搭配，意为“现状报告”。例如： The president wanted a status report on the development of the new software program. 总裁想要一个关于新软件程序发展的现状报告。
flat screen	平面屏幕
bulk discount	大宗购买折扣
feasibility	n.可行性, 合理性
elicit	v.引出, 诱出
astonishing	adj.惊人的
refinement	n.改造, 改善
optimal	adj.适宜的, 最佳的

follow suit	照着做
sympathetic	adj.同情的, 共鸣的
job vacancy	职位空缺
labor contract	劳动合同
solely-owned enterprise	独资企业
Yet joint ventures bring potential troubles, and companies should be careful not to lose sight of the original rationale for outsourcing: to gain cost efficiencies and quality of service in an area that for some reason could not be carried out entirely in-house.	<p>但是合资企业会带来潜在的问题，公司应该谨慎小心，不要忘记外包的最初理由：在某个领域达到降低成本和提高服务质量的目的，这个领域往往由于某个原因不能完全在公司内部进行。</p> <p>语言点：</p> <p>1.lose sight of 意为“忽略，看不见”，常见短语有 lose sight of fact 意为“忽视事实”。</p> <p>2.that 引导的是定语从句，修饰先行词 area, 说明在什么样的领域。 。carry out 是常见短语，意为“执行，实行，贯彻”。in-house 此处的意思为“内部的”。</p>
the bottom line	关键问题，决定性因素
headcount	n.总人数，职员总数
influential	adj.有影响力的
external environment	外部环境
corporate culture	企业文化
job specification	工作规范

<p>For example, a chief executive will expert the HR department to advise on everything from the headcount to whether to proceed with an acquisition.</p>	<p>例如，高级执行人员希望人力资源部门事无巨细地提出建议，小到职员总数，大到公司是否要进行收购。</p> <p>语言点：advise on everything 最好翻译为“事无巨细地提出建议”，而 from...to...在句中意思是“从。。。到。。。的(提出建议)”。proceed 是动词，意为“进行，继续进行”，一般的搭配是 proceed with sth.或 proceed to do sth。 例如： The government was determined to proceed with the election.政府决心继续进行选举。 Sammy took off his coat and proceeded to undo his boots. Sammy</p>
<p>Nothing happens in the company which isn't affected by or doesn't impact on its employees, so the HR department is a crucial part of any business.</p>	<p>一个不受员工影响，也不影响员工的公司是不会有作为的，因此人力资源部门对任何企业都发挥着至关重要的作用。</p> <p>语言点：which 引导的是定语从句，修饰先行词 company。其中的 nothing happens in the company 翻译为“公司是不会有所作为的”最为通顺。</p>

An informal survey of attitudes to HR departments that carried out last year by a leading business journal received comments such as 'What do they actually contribute?'	<p>去年，一家前沿商务期刊开展了一项对人力资源部门态度的非正式调查，曾收到过这样的评论“他们到底对公司贡献了什么？”</p> <p>语言点：that 引导的是定语从句，修饰先行词 survey，说明是什么样的非正式调查。carry out 为固定搭配“执行，实行”。 contribute 在阅读中很常见，名词形式为 contribution，常见短语为 make contribution to (为。。。做贡献)和 contribute to(有助于，促成)。</p>
head for	面临，走向
incompetent	adj.不能胜任的
tackle	v.处理，解决
overtime fee	加班费 = OT pay
economic fluctuation	经济波动
economic balance	经济平衡
economic stability	经济稳定
economic policy	经济政策
economic trend	经济趋势
economic situation	经济形势

<p>To get the buzz bacck and win the staff over, I had to prove my own commitment and put in the extra hours with them.</p>	<p>为了重新激发员工的活力、赢得他们的支持，我也必须要投入进来和他们一起加班。</p> <p>语言点：buzz 意为“活力”， win sb. over 意为“赢得某人的支持”， commitment 在阅读中出现的频率较高，它的意思有“承诺，保证；(人力、物力的)投入”等。</p>
unaffected	adj.未受影响的
insurance premium	保险费
start-up expense	组建新公司的费用
selling expense	销售费用
administrative expense	管理费用
financial expense	财务费用
income tax	所得税
total profit	利润总额
profit in current year	本年利润
undistributed profit	未分配利润
reserved fund	储备基金
expansion fund	企业发展基金，扩张基金

Reporting a 38-per-cent jump in annual pre-tax profits, the company claimed that it had experienced none of the problems revealed last week by its rival.	<p>这个公司公开报出睡前利润增长了38%，并宣布公司并没有经历其竞争对手Top Fit上星期所暴露的问题。</p> <p>语言点：that 引导的是宾语从句，做claimed的宾语。revealed by its rival 是过去分词做定语，修饰problems，意思是“竞争对手所暴露的问题”。rival 有名词词性也有动词词性，在阅读中都很常见，常见的短语有rival company/firm/team，意为“竞争对手公司、竞争小组”。unrivalled为其形容词，意为“无以匹敌的”。</p>
industry observer	行业观察家
trade expansion	贸易扩张
government bond	政府债券
scarce times	艰难时期，萧条时期
	scarce talent 稀缺人才
living standard	生活水平

Yet Lebrun has managed to keep sales steady (in the region of approximately \$2.5billion) and has recorded only one annual loss during the difficulties of the past five years, despite the effects of the ongoing industrial slowdown.	<p>然而，尽管受到了持续的工业减速的影响，Lebrun 还是设法维持了销售额的稳定(大约保持在25亿美元左右)</p> <p>并创下了在过去五年的苦难时期内仅亏损过一次的记录。</p> <p>语言点：keep sales steady 意为“保持销售额的稳定”。此外还应注意despite的用法，因为其常常在完形填空中出现，despite是一个介词，而although或even though是连词，因此despite后常接名词、代词、动名词或the fact that...</p>
valued staff	有价值的员工
technical employee	<p>技术工人</p> <p>unskilled staff 非技术工人</p>
initially	adv.最初，首先
furios	adj.盛怒的，狂怒的
company culture	企业文化
company image	公司形象
company values	公司价值观
customer-focused	以顾客为中心的
enviable	adj.值得羡慕的
high-margin	adj.高利润的
overweigh	v.超过
underperforming	adj.表现不佳的
quoted company	上市公司
entirely	adv.完全地，彻底地
free delivery area	免费送货区
managerial consultant	管理顾问
creative consultant	创意顾问
operational margins	经营利润

deter	v.阻碍, 阻止 He accepts that low inflation figures in many industrialised countries makes raising prices tough, but argues that this should not necessarily deter companies. 他指出, 很多工业化国家的低通货膨胀使得涨价困难, 但这并不一定会阻碍公司发展。
add-on	n.附加物
set a price	定价 = fix a price
fair pricing	合理定价
closing price	收盘价
price terms	价格条款
buying price	买价
selling price	卖价
demission rate	离职率
merit raise	绩效加薪
worker involvement	员工参与
emotional appeal	感召力
He now sees his children before they go to bed and then does about an hour's work by computer from home in the evening, keeping in touch with American colleagues.	现在他每晚会在家里看着孩子们睡去, 然后在电脑前工作1小时, 也会和美国的同事们保持联系。
transpire	v.现已清楚, 泄露
mixture	n.混合物, 混合体
glossy	adj.光滑的, 光亮的
finite	adj.有限的
get sth. across	阐述清楚
business directory	企业目录
sales channel	销售渠道
promotional allowance	促销折扣

As always, create a list of the benefits that potential customers would gain from doing business with you, for example, product quality, breadth of range, expertise of staff and so on.	<p>和往常一样，阐明一连串的好处，即潜在客户与你做生意时将获得的好处，比如，生产质量、产品种类的丰富性、员工的专业技能等等。</p> <p>语言点：that引导的是定语从句，修饰先行词benefits，解释说明是什么样的好处。</p>
At the design stage, there are many production features that can distinguish your brochure from the run of the mill.	<p>在设计阶段，有许多制作特色能够让你的宣传册脱颖而出。</p> <p>distinguish sth. from sth. 的意思是“使某物区别于某物”，也可以理解为“脱颖而出，与众不同”。常见的同义短语有“stand out”或“stand out from the crowd”都可以表示“脱颖而出”。</p> <p>run of the mill 或 run-of-the-mill 普通的，一般的，不突出的</p>
dispersed	adj.散开的，分散的
storefront	n.店面，铺面
One company, which tried to establish a central marketplace on the interest for auto parts, has invested, in total, a massive \$250m and is struggling to stay in business.	<p>一个视图在互联网上建立汽车零件方面的中心市场的公司已经投资总共2.5亿，却还在吃力地维持着业务。</p> <p>语言点： 1.which引导的是非限定性定语从句，修饰company，对其进行解释说明。 2.struggle to do sth.的意思是“挣扎着做某事，吃力地做着某事”。</p>
transform	v.转变，转化
precisely	adv.精确地，准确地

organisational	adj.组织的，组织结构的
labor reserve	劳动力储备
job-hop	v.频繁跳槽 job-hopping n.跳槽
internal job posting	内部职位公开招聘
fixed term contract	固定任期合同
dismission rate	离职率
employee referral	在职员工推荐
urgently	adv.紧急地，迫切地
appendix	n.附录
symposium	n.座谈会，讨论会
constructive suggestion	建设性建议
tight budget	紧缩的预算
handsomely	adv.客观地
monopolistic competition	垄断竞争
configuration	n.配置
product evolution	产品演变
diminishing returns	收益递减
customer preference	客户偏好
sensibility marketing	感性销售
completion stage	竣工阶段
projected figure	预期数据
development organisation	开发单位
design organisation	设计单位
construction organisation	施工单位
finishing material	装修材料
glass curtain wall	玻璃幕墙
electrical installation	电气装置
A key person should be driving the acquisition process forward, although one person alone cannot assume responsibility for a large deal.	<p>虽然仅仅一个人不能对一项大的交易承担责任，但还是需要有一个关键人物来推动收购过程向前发展。</p> <p>语言点：drive sth. forward 意为“推动/引领。。。向前发展”。alone在此处的意思是“仅仅，单，只”。assume responsibility 意为“承担责任”，与其同义的短语还有take on responsibility。</p>
take-over	n.收购，接管

empirical	adj.经验主义的
extraordinary	adj.非凡的, 特别的
listed company	上市公司 limited company 有限公司
If this figure is accurate, it is not surprising that 29% of the FTSE 100 companies failed to achieve real sales growth between 1992 and 1996, when take-overs are excluded from the figures.	如果这一数字准确, 那么在1992到1996年间FTSE集团的100家公司中有29%未能实现真正的销量增长也就不足为奇了(此数字不包括收购案例)。
on a global scale	在全球范围内
indisputably	adv.无可争议的
globalisation	n.全球化
radically	adv.根本上地
expectation	n.期望, 期望值
language barrier	语言障碍
reconcile	v.调解, 使和解
training class	培训班
training expense	培训费
annual training plan	年度培训计划
internal environment	内部环境
Although such companies are not yet faced with their international partners and clients demanding that business be conducted in their mother tongue, they realise that overseas competition is increasing fast.	虽然这些公司的国际伙伴和客户还没有要求他们用当地的母语开展业务, 但他们意识到海外竞争日渐激烈。 conduct business 开展业务
record profit	创纪录的利润
deserve	v.应受, 应得
cash dividend	现金股利
deliver goods	交货
earnings after tax	税后收益
ex budgetary	预算外
net assets	净资产
net capital	净资本
preferred stock	优先股
quite the reverse	恰恰相反

resilient	adj.有弹性的，适用性的
friction	n.摩擦
coordination	n.协作，协调
It was widely claimed that as email became commonplace, people would stop writing memos, keeping bulky files and bringing piles of paper to meetings.	大多数人声称随着电子邮件的普及，人们会不再写备忘录，也不再保存大量的文件或抱着一堆文件去开会了。 It was widely claimed that 据说，人们说
consultant paper	咨询文件
outdoor venue	户外场地
religious venue	宗教场地
a court session	法院开庭期
redecorate	v.重新装饰
pricing strategy	定价策略
team equity	小组水平
classification method	分类法
point method	评分法
pay grade	工资等级
shift differential	值班津贴
profit sharing	分红制
incentive compensation	奖金
contradictory	adj.反对的，反驳的
operative employee	操作工
strategic planning	战略规划
requirement forecast	要求预测
availability forecast	供给预测
management inventory	管理人力储备
job rotating	工作轮换
aversion	n.憎恨，嫌恶
intuition	n.直觉
indicator	n.标志，迹象
enlightened	adj.开明的，文明的

While many senior managers still complain about the lack of support for creativity in their organisations, they also fail to appreciate the contribution that they themselves can make.	<p>当许多高级经理仍在抱怨他们缺少企业在创新方面给予的支持时，他们没有意识到他们自己就能对此作出贡献。</p> <p>that 引导的是定语从句，修饰先行词contribution。themselves是反身代词起强调作用。</p> <p>appreciate 在此处的意思为“理解，明白”，并非“感激”。</p>
Senior managers also recognise that the way an organisation is led and managed is critical to building a creative environment and that they themselves have an important role to play.	<p>高级经理们还认识到，建立一个具有创造力的环境的关键是企业的领导方式和组织方式，而他们自己也扮演者重要的角色。</p> <p>两个that引导的从句都是宾语从句，是并列关系，做recognise的宾语。</p>
hard-pressed	adj.被紧紧催逼的
selection	n.选拔
overstate	v.夸大
high-calibre	adj.高质量的
	high-calibre job 高端职位
recruitment fair	招聘会
fill open position	填补职位空缺
industry experience	行业经验
board interview	会议型面试
They needed new people to revitalise their operations, and the result has been a boom in the recruitment market.	<p>他们需要新人来振兴企业运作，结果带动了招聘市场的繁荣。</p> <p>语言点：revitalise 意为“使恢复元气，给。。注入新的活力”。一般用法为revitalise sth., 意为“使某物恢复活力”。</p>

For example, the company was recently commissioned to find a new chairman for NBS Bank, a vacancy that was one of the most talked about in the banking world.	例如，最近NBS银行委托这家公司寻找一位新任董事长，这个职位的空缺曾是银行业最热议的事情之一。
inevitably	adv.不可避免地
image enhancement	企业形象的提升
marketing partnership	合作营销
cosmetic inspect	外观检查
semi-finished product	半成品
lean production	精益生产
operation procedure	作业流程
make-to-stock	备货型生产
Recent research has indicated that marketing partnerships can be up to 27 percent more productive than single company campaigns.	最近的调查表明合作营销相比较单个公司营销可多产生高达27%的效益。
Feedback on an individual, which is based on a questionnaire relating to attributes needed for that person's role in the company, is collected using this electronic system.	个人的反馈信息是用这个电子系统进行收集的。它基于一份调查问卷，这份调查问卷与该人在公司担任的角色而所需的素质有关。
annual general meeting	股东年度大会
expense allowance	开支补贴
sole agent	独家代理商
advance payment	预付款项
forwarding agent	货运承揽商
local agent	本地代理商
free of charge	免费
advance on salary	预支薪水
channel of distribution	分销系统
working capital	流转资金，流动资本

Much has been written about effective team processes in general, and the first thing to say is that most of these guidelines apply equally to international teams.	<p>大体上，关于有效的团队流程的叙述已有很多，首先要说的是这些准则的大多数都同样适用于国际团队。</p> <p>much has been written 是惯用语，“着墨甚多，叙述颇多”。</p>
Leaders who attempt to use business jargon and try out the latest ideas are too often perceived as figures of fun.	<p>那些视图使用商务术语和尝试最新想法的领导们常常被认为是可笑的人物。</p> <p>语言点：</p> <p>1.who引导的是定语从句，修饰leaders，表明什么样的领导者，并在定语从句中做主语。</p> <p>2.be perceived as 意为“被认为是。。。”，相同表达的还有be regarded as, be identified as, be considered as等。</p> <p>3.figures of fun 表示“可笑的人物”。</p>
Before he was able to describe his own objectives for the new publishing organisation he was setting up, he had to see a clear fit between these proposals and the larger situation outside.	<p>在你能够描述自己建立的新出版机构的目标之前，他必须要看到这些提议和较大的外部环境之间能明显匹配上。</p> <p>objective for...表示“。。。的目标”。</p>
Hi-Fi	高保真音响设备
electronics	n.电子产品
on track	走上正轨
customer service representative	客服代表
performance bonus	绩效奖
annual bonus	年终奖
underlying	adj.潜在的，根本的
liquidation	n.清盘，清算
bubble economy	泡沫经济
under-supply	供给不足

salary range	工资幅度
shaving cream	剃须膏
cult	n.狂热，崇拜
grooming	n.打扮，装束
QC history	品管记录
QC procedure	品管流程
requisition form	需求单
quality standard	质量标准
Breaking out of the shaving cream market should not be impossible for Dexter, but raising the money to launch the products is the real challenge.	<p>对于Dexter公司来说，摆脱剃须膏市场的束缚不是不可能的，但发布新产品的真正挑战在于筹集资金。</p> <p>break out of 意为“突破，摆脱。。。的束缚”，sth. should not be impossible是双重否定，表示肯定，可以译为“不是不可能”，也可以译为“可能的”。</p>
deposit account	定期存储账户
checking account	支票账户
current savings account	活期储蓄账户
credit card	信用卡
debit card	借记卡
	debit n.收方，借方
passbook	n.存折

I decided to move sideways into PR, which was also where I felt my skills were more suited.	<p>所以决定横向移到公共关系部门，我认为在那能更好地发挥出自己的技能。</p> <p>1.which引导的是非限定性定语从句，修饰PR，其中PR指的是Public Relations，即公共关系部门。where引导的是地点状语从句，说明在这个地方能够更好地发挥出自己的技能。</p> <p>2.move sideways意为“横向调动”，指同一公司内部两个部门之间某个人员调动。</p>
brilliant	adj.杰出的
progressive	adj.进步的，先进的
delivery mode	物流模式
stock turnover	库存周转
flagship store	旗舰店
brand join	品牌加盟
franchise chain	特许加盟
ordering quantity	订货量
market liquidity	市场流动性
customer first	客户第一
large assortment	各式俱全
intermediaries brand	工艺精良
product-mix pricing	产品组合定价
functional discount	功能折扣
distribution channel	分销渠道
total customer value	顾客总价值
expense claim	费用报销
underused	adj.未充分利用的
management by objective	目标管理
survey feedback	调查反馈

Entrepreneurs are passionate about their work but they have not worked their way up through the organisation and tend to lack the people management qualities that chief executives have developed over long careers.	<p>企业家对他们的工作充满热情，但他们并不是一步一个脚印慢慢爬上这个职位的，而且他们往往缺乏执行官在长期的职业生涯中养成的人员管理素质。</p> <p>1.that引导的是定语从句，修饰先行词qualities。说明这个素质是执行官在长期的职业生涯中一直在培养的。</p> <p>2.work their way up在商务英语中一般意为“一步一个脚印慢慢往上爬”或“从低微的工作开始起步，一点点走上高级的职位”。</p>
vertical acquisition	纵向收购
tender offer	要约收购
leveraged buyout	杠杆收购
past-due notice	催款单
hotel management	酒店管理
project management	项目管理
management decision	管理决策
employee orientation	员工上岗培训
problematic	adj.有问题的
widespread	adj.普遍的，广泛的
time-inefficient	adj.时间效率低下的
elaborate	adj.详尽的，复杂的
huddle	v.挤在一起，围成一堆
hastily	adv.匆忙地
mumble	v.含含糊糊地说
instigate	v.使开始，鼓动
adjourn	v.休会，延期
position recommended	推荐职位
resignation interim	离职时间
synthetic	adj.综合的
seemingly	adv.看起来
inclusiveness	n.包容性
employee surplus	员工过剩
employment at will	自由就业
double-loop learning	双环学习
recycling project	循环利用项目

one-year guarantee	一年保质期
lump sum	一次付清
pallet	n.(装卸用的)货板
rush order	紧急订单，急件
team-player	n.具有团队精神的人
added bonus	额外的奖励
drinking straw	吸管
hot-desking	办公桌轮用制
hot-racking	不同班次的水手共用几个休息铺位