

Meetings

Vocabulary

Vocabulary	Phonetic spelling	Part of speech	Translation / definition
CEO	[UK] si: i: 'əʊ [US] 'ou	abbr.	chief executive officer (the person with the highest rank in a business company)
discuss	[UK] dɪ 'skʌs [US] dɪ 'skʌs	verb	to talk about sth with sb, especially in order to decide sth
attention	[UK] ə 'tenʃn [US] ə 'tenʃn	noun	the act of listening to, looking at or thinking about sth/sb carefully
purpose	[UK] 'pɜ:pəs [US] 'pɜ:rpəs	noun	the intention, aim or function of sth; the thing that sth is supposed to achieve
item	[UK] 'aɪtəm [US] 'aɪtəm	noun	one thing on a list of things to buy, do, talk about, etc
negotiate	[UK] nɪ 'ɡəʊʃieɪt [US] nɪ 'ɡouʃieɪt	verb	to try to reach an agreement by formal discussion
solve	[UK] səlv [US] sɔ:lɪv	verb	to find a way of dealing with a problem or difficult situation
regret	[UK] rɪ 'ɡret [US] rɪ 'ɡret	verb	to feel sorry about sth you have done or about sth that you have not been able to do
congratulate	[UK] kən 'ɡrætʃuleɪt [US] kən 'ɡrætʃuleɪt	verb	to tell sb that you are pleased about their success or achievements
replace	[UK] rɪ 'pleɪs [US] rɪ 'pleɪs	verb	to remove sb/sth and put another person or thing in their place
evaluate	[UK] ɪ 'væljuəɪt [US] ɪ 'væljuəɪt	verb	to form an opinion of the amount, value or quality of sth after thinking about it carefully
executive	[UK] ɪg 'zekjʊtɪv [US] ɪg 'zekjʊtɪv	noun	a person who has an important job as a manager of a company or an organization
integrate	[UK] 'ɪntɪɡreɪt [US] 'ɪntɪɡreɪt	verb	to combine two or more things so that they work together; to combine with sth else in this way
further	[UK] 'fɜ:ðə(r) [US] 'fɜ:rðər	adv.	to a greater degree or extent
fire	[UK] 'faɪə(r) [US] 'faɪər	verb	to force sb to leave their job
conclude	[UK] kən 'klu:d [US] kən 'klu:d	verb	to come to an end; to bring sth to an end
involve	[UK] ɪn 'vɒlv [US] ɪn 'vɑ:lɪv	verb	if a situation, an event or an activity involves sb/sth, they take part in it or are affected by it
accurate	[UK] 'ækjərət [US] 'ækjərət	adj.	correct and true in every detail

agenda	[UK]əˈdʒendə [US]əˈdʒendə	noun	a list of items to be discussed at a meeting
aware	[UK]əˈweə(r) [US]əˈwer	adj.	knowing or realizing sth
budget	[UK]ˈbʌdʒɪt [US]ˈbʌdʒɪt	noun	the money that is available to a person or an organization and a plan of how it will be spent over a period of time
budget	[UK]ˈbʌdʒɪt [US]ˈbʌdʒɪt	verb	to be careful about the amount of money you spend; to plan to spend an amount of money for a particular purpose
challenge	[UK]ˈtʃælɪndʒ [US]ˈtʃælɪndʒ	noun	a new or difficult task that tests sb's ability and skill
merger	[UK]ˈmɜːdʒə(r) [US]ˈmɜːrɔːʒər	noun	the act of joining two or more organizations or businesses into one
morale	[UK]məˈrɑːl [US]məˈræl	noun	the amount of confidence and enthusiasm, etc. that a person or a group has at a particular time
pressure	[UK]ˈpreʃə(r) [US]ˈpreʃər	verb	to persuade sb to do sth, especially by making them feel that they have to or should do it
propose	[UK]prəˈpəʊz [US]prəˈpouz	verb	to suggest a plan, an idea, etc. for people to think about and decide on
resign	[UK]rɪˈzaɪn [US]rɪˈzaɪn	verb	to officially tell sb that you are leaving your job, an organization, etc
rumor	[UK]ˈruːmə(r) [US]ˈruːmə	noun	a piece of information, or a story, that people talk about, but that may not be true
smoothly	[UK]ˈsmuːðli [US]ˈsmuːðli	adv.	without problems or difficulties
task	[UK]tɑːsk [US]tæsk	noun	a piece of work that sb has to do, especially a hard or unpleasant one