

Glossary

accept [V-U3] To **accept** means to say yes to something that someone is offering you. **przyjąć, zgodzić się na coś**

accommodations [N-PLURAL-U5] **Accommodations** are a room or building to stay in. **zakwaterowanie**

address [V-T-U1] To **address** something means to write the details of where it must be mailed to on it. **adresować**

affordable [ADJ-U5] Something that is **affordable** is not expensive. **przystępny (w przystępnej cenie)**

airline [N-COUNT-U4] An **airline** is a company that provides flights. **linia lotnicza**

airline ticket [N-COUNT-U6] An **airline ticket** is a printed confirmation of one's place on a flight. **bilet lotniczy**

airport shuttle [N-COUNT-U5] An **airport shuttle** is a train, bus or car that takes people from a particular location to the airport. **kursujący wahadłowo środek transportu**

alphabetical [ADJ-U8] If you organize something into **alphabetical** order, you arrange it from A-Z. **alfabetyczny**

amenities [N-PLURAL-U5] **Amenities** are things that make a hotel or resort pleasant for guests. **udogodnienia, wygody**

archive [N-COUNT-U9] An **archive** is a library of old records. **archiwum**

ASAP [ABBREVIATION-U2] **ASAP** means 'as soon as possible'. **tak szybko, jak to możliwe**

attend [N-I or T-U13] To **attend** means to go to an event or a meeting. **brać udział, być obecnym**

attire [N-UNCOUNT-U3] **Attire** is the clothes someone is wearing, suitable for where they are going. **strój, ubiór**

auditorium [N-COUNT-U14] An **auditorium** is a large room where you can sit and listen to a performance. **audytorium, widownia**

baggage allowance [N-COUNT-U4] A **baggage allowance** is the maximum weight of possessions you are allowed to take on a flight. **dozwolona ilość/waga bagażu**

bold [N-ADJ-U12] **Bold** letters are larger and darker than the other letters. **wytyłuszczone**

boot up [V-I-U11] To **boot up** is to start a computer. **uruchomić (komputer)**

box [N-COUNT-U2] A **box** is a square or rectangular container for storing something. **pudełko**

box file [N-COUNT-U7] A **box file** is a large rectangular file where you can keep papers. **segregator**

bullet [N-COUNT-U12] A **bullet** is a small, circular symbol used to introduce items in a list. **punktor, symbol wypunktowania**

business class [N-COUNT-U4] **Business class** is a luxury class of travel higher than coach class, but lower than first class. **Klasa biznesowa**

button [N-COUNT-U11] A **button** is the part of a computer mouse that starts a software function when it is pressed. **przycisk**

cell phone [N-COUNT-U10] A **cell phone** is a device that allows you to make phone calls anywhere. **telefon komórkowy**

chairperson [N-COUNT-U13] A **chairperson** leads or directs a meeting. **przewodniczący/a**

chronological [ADJ-U8] If you organize something in **chronological** order, you put the older/earlier dates first, and the recent dates at the end. **chronologiczny**

clear pocket [N-COUNT-U7] A **clear pocket** is a plastic envelope that you can see through. You can put documents or pictures inside. **przezroczysta teczka na dokumenty**

click [V-T-U11] To **click** is to press on or select a button or icon on a computer. **kliknąć**

cocktail party [N-COUNT-U3] A **cocktail party** is a formal party at which cocktails are served. **koktajl, spotkanie towarzyskie**

code [N-COUNT-U9] A **code** is some letters and/or numbers that represent a thing. **kod**

column [N-COUNT-U9] A **column** is part of a table or spreadsheet. It is a line of boxes that goes from top to bottom. **kolumna**

commence [V-I-U13] To **commence** means to start. **rozpoczynać**

computer tower [N-COUNT-U11] A **computer tower** is the box that contains the operating parts of a desktop computer. **obudowa komputera stacjonarnego (o kształcie wysokiego, wąskiego prostopadłościanu)**

confirmation number [N-COUNT-U6] A **confirmation number** is a code you are sent to prove you have booked a place on a flight, bus or train. **numer potwierdzenia rezerwacji**

contribute [V-I or T-U13] To **contribute** means to give your opinion when you are in a group of people. **włączyć się do dyskusji**

correspondence [N-UNCOUNT-U8] **Correspondence** is letters and emails. **korespondencja**

courteous [ADJ-U13] A **courteous** person is polite to other people. **uprzejmy**

cross-reference [N-COUNT-U9] A **cross-reference** is a note in a book that tells you to look somewhere else for more information. **odsyłacz, odnośnik**

cuisine [N-COUNT-U4] **Cuisine** is another word for food. It is commonly used to refer to luxury food. **kuchnia (danego regionu)**

curriculum vitae [N-COUNT-U1] A **curriculum vitae** (CV) is a document that gives information about a person's life and work experiences. It is used when applying for jobs. **życiorys**

cut [V-T-U12] To **cut** is to remove a word or group of words from a document. **wycinać**

decline [V-U3] To **decline** means to say no to something that someone is offering you. **odmawiać, odrzucać (np. ofertę)**

delegate [N-COUNT-U14] A business chooses a **delegate** to go to a conference. This person represents the company. **delegat, przedstawiciel**

deliver [V-T-U15] To **deliver** something means to take it to a place where someone needs or wants it, usually in a vehicle. **dostarczać**

desktop [N-COUNT-U8] Your computer **desktop** is the first screen you see when you turn on your computer. **pulpit (komputera)**

destination [N-COUNT-U6] A **destination** is the place to which a person is traveling. **cel podróży**

diary [N-COUNT-U1] A **diary** is a book or a computer program where you write your daily plans. **terminarz**

digital [ADJ-U8] If something is **digital**, it is recorded on a computer. **cyfrowy**

direct [ADV-U4] To fly **direct** is to fly from one place to another without stopping. **bezpośrednio**

distribute [V-T-U1] When you **distribute** something, you hand copies of it to lots of people. **rozdawać, rozdzielać**

document [N-COUNT-U1] A **document** is an important piece of written work. **dokument**

domestic [ADJ-U4] **Domestic** means inside a particular country; not international. **krajowy**

draw up [PHRASAL V-T-U1] To **draw something up** means to prepare something. It is used for official documents. **sporządzić**

equipment [N-UNCOUNT-U15] **Equipment** is the tools you need to do something. **sprzęt**

Glossary

erase [V-T-U7] To **erase** something means to wipe it away so that it no longer exists. **wymazywać, wyczyścić**

e-ticket [N-COUNT-U6] An **e-ticket** is an electronic confirmation of one's place on a flight, other journey or event. **bilet elektroniczny**

expenditure [N-COUNT or UNCOUNT-U9] Your **expenditure** is the amount of money you spend. **wydatki**

facility [N-COUNT-U5] A **facility** is a place, especially buildings, where a particular activity happens. **pomieszczenia/obiekty służące określonej celowi**

filing system [N-COUNT-U8] A **filing system** is the way you organize your documents. **system porządkowania/przechowywania dokumentów**

filter calls [V PHRASE-U1] When you **filter calls**, you ask the callers what they want before you transfer them. In this way, only callers with important requests can speak to the managers. **łączyć tylko ważne rozmowy**

first class [N-COUNT-U4] **First class** is the most luxurious and expensive class of travel. **pierwsza klasa**

flight reservation [N-COUNT-U6] A **flight reservation** is an arrangement to hold a seat on a flight for a particular person. **rezerwacja lotu**

flipchart [N-COUNT-U15] A **flipchart** is a large book of paper that you use in meetings to write ideas. **tablica demonstracyjna (z przerzucanymi kartami do prezentacji)**

folder [N-COUNT-U8] A **folder** is a place where you can keep documents, either on a computer or in an office. **folder, teczka, skoroszyt**

font [N-UNCOUNT-U12] The **font** is the style of the lettering in a typed document. **czcionka**

foreign language dictionary [N-COUNT-U6] A **foreign language dictionary** is a book containing words and phrases in two languages. **słownik języka obcego**

function [N-COUNT-U10] A **function** is an official or formal ceremony or social gathering. **przyjęcie, formalne spotkanie towarzyskie**

geographically [ADV-U8] If you file something **geographically**, you put all the documents about one place together. **geograficznie; pod kątem miejsca, którego coś dotyczy (np. uporządkować)**

get fired [V-I-U10] To **get fired** is to lose your job, often after doing something wrong. **zostać zwolnionym /wyylanym z pracy**

hard copy [N-COUNT-U9] A **hard copy** is information stored on paper, not on a computer. **wydruk**

highlight [V-T-U12] To **highlight** something is to set it apart from the rest of a document usually by making it a different color. **podświetlić**

host [N-COUNT-U3] A **host** is the person who organizes a party and welcomes people to it. **gospodarz**

in advance [ADV PHRASE-U13] To do something **in advance** means to do it before you need to. **z góry**

indent [V-I-U12] To **indent** is to shift text horizontally usually with the 'tab' key. **zrobić wcięcie (przy nowym akapicie)**

index [N-COUNT-U9] An **index** is a list of words in alphabetical order. It tells you the page number for more information about that word. **indeks**

inform [V-T-U13] To **inform** someone means to tell or give them information. **informować**

insert [N-COUNT-U7] An **insert** is a piece of card that fits inside a tab on a suspension file. You read the insert to find out the contents of the file. **etykieta opisowa**

instant messaging [V-I-U10] **Instant messaging** is using a computer program to type messages to someone else who is connected to the internet at the same time. Messages are sent straight away. **przesyłanie wiadomości za pomocą komunikatorów internetowych**

Internet [N-UNCOUNT-U10] The **Internet** is an electronic communications network that connects computer networks all over the world. **internet**

interrupt [V I or T-U13] To **interrupt** means to speak when another person is already speaking. **przerwać (komuś rozmowę), wtrącać się do rozmowy**

invitation [N-COUNT-U3] An **invitation** is an attractive card sent to invite people to an event. **zaproszenie**

itinerary [N-COUNT-U6] An **itinerary** is the schedule one plans to follow on a trip. **plan podróży**

keep track of [PHRASAL V-T-U1] To **keep track of** something means to watch it carefully, so that you know when to take action. **mieć coś pod kontrolą, nie spuszczać z oka**

keyboard [N-COUNT-U11] A **keyboard** is a group of buttons that allows one to operate a machine or computer. **klawiatura**

label [N-COUNT-U1] A **label** is a sticky white rectangle. You write an address on it and stick it to an envelope when you send a letter. **nalepka**

laptop [N-COUNT-U15] A **laptop** is a small computer that you can carry with you. **laptop**

layover [N-COUNT-U4] A **layover** is a break in a trip, usually to change airplanes. **przerwa w podróży**

lecture [N-COUNT-U14] A **lecture** is a formal academic talk. **wykład**

ledger [N-COUNT-U9] A **ledger** is a book where office workers keep records. **rejestr, księga handlowa**

lobby [N-COUNT-U14] A **lobby** is the first room you enter when you go into a building. **hol hotelowy, lobby**

lodging [N-UNCOUNT-U4] **Lodging** is a place where you live or stay. **kwatery, mieszkanie**

map [N-COUNT-U6] A **map** is a picture that shows the streets and other details of an area. **plan, mapa**

margin [N-COUNT-U12] A **margin** is the white space that surrounds the content on a page. **margines**

memo [N-COUNT-U1] A **memo** is a short informal letter which gives important information. **zawiadomienie, przypomnienie, notatka służbową**

microphone [N-COUNT-U15] A **microphone** is a machine that makes your voice louder. **mikrofon**

monitor [N-COUNT-U11] A **monitor** is the computer screen where information is displayed. **monitor**

mouse [N-COUNT-U11] A **mouse** is a mobile device that allows you to select functions on a monitor with your cursor. **mysz**

nametag [N-COUNT-U14] You wear a **nametag** on your clothes to show people your name. **identyfikator**

numeric keypad [N-COUNT-U11] A **numeric keypad** is a group of number keys that you can find on a keyboard. **klawiatura numeryczna**

numerical [ADJ-U8] If you organize something in **numerical** order, you put the low numbers first, and the high numbers at the end. **liczbowy, numeryczny**

on-site dining [N-UNCOUNT-U5] When a hotel has **on-site dining**, it means that the guests can have their meals inside the hotel itself. **możliwość stołowania się w hotelu**

order in [PHRASAL V-T-U1] If you **order something in**, you arrange for something to be delivered to your location. **zamówić coś z dostawą na miejsce**

pack [N-COUNT-U2] A **pack** is an amount of something held together in a box, or by plastic wrapping. **paczka, opakowanie**

passport [N-COUNT-U6] A **passport** is an official document identifying someone as a citizen of a particular country. **paszport**

Glossary

paste [V-T-U12] To **paste** is to insert text or photos into a document. **wklejać**

prepare [V-T-U1] To **prepare** something means to make it ready. **przygotowywać**

printer [N-COUNT-U11] A **printer** is a machine that prints out documents. **drukarka**

product launch [N-COUNT-U3] A **product launch** is a special event intended to introduce and advertise a new product. **przyjęcie promocyjne związane z wprowadzeniem nowego produktu na rynek**

projector [N-COUNT-U15] A **projector** is a machine that puts an image onto a wall. **projektor, rzutnik**

propose a motion [V PHRASE-U13] To **propose a motion** means to suggest a topic to discuss at a meeting. **przedstawić wniosek**

provide [V-T-U15] To **provide** something means to give something that somebody needs. **dostarczać, zapewniać**

purpose [N-COUNT-U13] The **purpose** of something is the reason why you do something. **powód, cel**

ream [N-COUNT-U2] A **ream** is the unit an amount of paper is sold in. **ryza**

receipt [N-COUNT-U9] A **receipt** is a piece of paper. It is a record of something you bought. **rachunek**

refreshment [N-COUNT-U14] A **refreshment** is a drink and maybe something small to eat. **przekąska**

replenish [VERB-U2] To **replenish** means to replace the supply of something so it is complete again. **uzupełniać zapasy**

reply by date [N-PHRASE-U3] A **reply by date** is the latest date that an answer can be given on a certain matter. **ostateczna data udzielenia odpowiedzi**

ring binder [N-COUNT-U7] A **ring binder** is a folder with metal rings where you can keep papers. **segregator**

roll [N-COUNT-U2] A **roll** is the circular unit tape comes in, and also its classifier. **rolka**

RSVP [ABBRV-U3] **RSVP** means 'reply please' and is written on an invitation to ask the person to confirm whether or not they are going to attend. **skrót, np. na zaproszeniu, oznaczający: proszę o odpowiedź**

ruler [N-COUNT-U12] A **ruler** is a tool used to measure distances and can be used to adjust margins in word processing programs. **linijka**

run low [PHRASAL VERB-U2] To **run low** on something is to have used most of it, so that it is nearly finished. **posiadać niewiele czegoś**

run out [PHRASAL VERB-U2] To **run out** of something is to use all of it so there is nothing left. **kończyć się, wyczerpywać**

schedule [N-COUNT-U1] A **schedule** is a plan which shows the order of events. **harmonogram**

screen [N-COUNT-U15] A **screen** is a place where you can see a projected picture. It can be part of a computer or a television. **ekran**

secure [ADJ-U5] When something is **secure**, it is safe from danger. **bezpieczny**

seminar [N-COUNT-U14] A **seminar** is a class where people can learn about and discuss a topic. **seminarium**

session [N-COUNT-U14] A **session** is a period of time which has a planned activity. **sesja**

set up [PHRASAL V-T or I-U15] To **set up** something means to make it ready for someone to use. **przygotowywać**

social event [N-COUNT-U3] A **social event** is when a group of people get together for a party, a show, a contest, etc. **spotkanie towarzyskie**

social media [N-UNCOUNT-U10] **Social media** is using the Internet and cell phones to make media more interactive, for example, people writing blogs or sharing information on networking sites. **media do społecznościowych interakcji**

social networking site [N-COUNT-U10] A **social networking site** is a site which connects you to other users and allows you to share information easily and often in several different forms. **portal społecznościowy**

sort mail [V PHRASE-U1] To **sort mail** means to collect the new mail that has just arrived and pass it to the correct people. **rozdzielać pocztę**

spreadsheet [N-COUNT-U9] A **spreadsheet** is a table showing data about a business. **arkusz kalkulacyjny**

stack [N-COUNT-U2] A **stack** is the unit an amount of folders is sold in. It is a pile of folders held together in a box, or by plastic wrapping. **sterta, tu: opakowanie**

staff [N-UNCOUNT-U5] The **staff** of a particular place are the group of people who work in that place. **personel**

stationery [N-UNCOUNT-U2] **Stationery** is the generic word for small office items used for writing, e.g. pens, paper. **materiały piśmienne**

storage [N-UNCOUNT-U7] **Storage** means putting something somewhere specific and keeping it there until you need it. **składowanie, magazynowanie**

storage box [N-COUNT-U7] A **storage box** is a box where you can put things. **pojemnik**

subject [N-COUNT-U8] A **subject** is a topic or an area of knowledge. **temat, przedmiot**

supply [N-COUNT-U15] A **supply** is a collection of things that you can use. **zapas**

suspension file [N-COUNT-U7] A **suspension file** is a folder. It hangs inside a drawer. **skoroszyt wiszący**

switchboard [N-UNCOUNT-U1] You use a **switchboard** to transfer callers from one telephone line to another. **centrala telefoniczna**

tab [N-COUNT-U7] A **tab** is a piece of clear plastic that fits onto a suspension file. **etykieta opisowa**

toolbar [N-COUNT-U12] The **toolbar** is the area at the top of the page in a word processing program where you can find all the tools to create a document. **pasek narzędzi**

travel visa [N-COUNT-U6] A **travel visa** is an official stamp that allows someone to travel to a place for a particular reason. **wiza podróżna**

type [V-I-U11] To **type** is to enter data into a computer by using a keyboard. **pisać (na komputerze)**

update [V-T-U1] If you **update** something, you add some recent information to it. **aktualizować**

video conferencing [V-I-U10] **Video conferencing** is when people use two-way video and audio at the same time to have a meeting/communicate. **system do konferencji wideo**

voice mail [N-UNCOUNT-U10] **Voice mail** is a centralized system that manages telephone messages. **poczta głosowa**

welcoming address [N-COUNT-U14] A **welcoming address** is a formal speech where one person welcomes all the visitors. **mowa powitalna**

wi-fi internet [N-UNCOUNT-U5] When a hotel has **wi-fi internet** it means that a person with a computer can access the internet from anywhere in the hotel without wires. **internet bezprzewodowy**

workshop [N-COUNT-U14] A **workshop** is a class where people learn by doing activities. **warsztat**