

# Glossary

abusive language [N PHRASE-UNCOUNT-U6] **Abusive language** is words or phrases that hurt other people's feelings. **obraźliwy język**

aisle seat [N-COUNT-U3] An **aisle seat** is the seat next to the long narrow space between the seats on a plane. **miejsce przy przejściu**

apologize [V-I-U2] To **apologize** is to ask forgiveness for a mistake. **przeprosić**

applicable fees [N-UNCOUNT-U1] **Applicable fees** are the money you are responsible for paying. **obowiązkowe opłaty**

application [N-COUNT-U13] An **application** for a job is a formal request for a job that includes your contact information and information relating to your job history. **podanie o pracę**

applied towards [PREP PHRASE-U4] When money is **applied towards** something, it is used to pay for something else. **przeznaczone/użyte na**

art gallery [N-COUNT-U9] An **art gallery** is a place that displays and sells art. **galeria sztuki**

assure [V-T-U6] To **assure** is tell someone that something is true. **zapewnić**

attach [V-T-U1] To **attach** something to an email is to connect a separate file to the email. **załączyć**

audio tour [N-COUNT-U10] An **audio tour** is recorded information about a place that visitors can listen to as they walk through a place. **zwiedzanie z audioprzewodnikiem**

automatic [ADJ-U8] Something that is **automatic** works by itself and does not need a human to operate it. **automatyczny**

bag storage [N-UNCOUNT-U10] **Bag storage** is a place that keeps people's personal belongings safe for a short amount of time. **przechowalnia bagażu**

baggage charges [N-UNCOUNT-U1] **Baggage charges** are the money you pay to put luggage on a plane. **opłata za bagaż**

be commensurate with [V PHRASE-U13] Something that **is commensurate with** another thing is appropriate or correct. **współmierny, proporcjonalny**

benefits [N-COUNT-U13] **Benefits** are services, like health insurance or paid vacation, that are provided by an employer in addition to money. **świadczenia pracownicze**

beyond one's control [ADV PHRASE-U5] If something is **beyond your control** then you do not have the ability to change it. **poza kontrolą**

billing address [N-COUNT-U3] A **billing address** is the place where a bill is sent. **adres do faktury**

booking agent [N-COUNT-U1] A **booking agent** is a person whose job it is to make reservations for customers. **pracownik biura rezerwacji**

breach of contract [N-UNCOUNT-U12] **Breach of contract** is the crime of not doing something you agreed to do before. **zerwanie umowy**

buddy system [N-COUNT-U11] The **buddy system** is a method of staying safe during a trip that involves finding a partner and making sure that your partner is always safe. **system dwójkowy (wzajemna pomoc na wypadek niebezpieczeństwa)**

bump off [V-I-U5] To **bump off** a passenger is to not allow a passenger to board a plane because there are no more seats available. **odmówić wejścia na pokład samolotu w przypadku przyjęcia nadmiernej liczby rezerwacji**

call back [N-COUNT-U15] A **call back** is a phone call in which a possible employer asks to interview you. **oddzwonienie (z zaproszeniem na rozmowę kwalifikacyjną)**

cancel [V-T-U5] To **cancel** something is to decide not to do a planned event. **odwołać**

cancellation fee [N-COUNT-U4] A **cancellation fee** is money that you pay when you stop a plane reservation. **opłata za rezygnację**

candidate [N-COUNT-U13] A job **candidate** is a person who is trying to get a specific job. **kandydat, osoba ubiegająca się o pracę**

card holder [N-COUNT-U3] A **card holder** is the person who is responsible for paying the credit card bill. **właściciel karty**

card verification number [N-COUNT-U3] A **card verification number** is a three-digit number located on the back of a credit card. **kod CVV (3-cyfrowy kod służący do weryfikacji, czy osoba posługująca się kartą płatniczą jest jej prawowitym posiadaczem)**

casual [ADJ-U7] Something that is **casual** is not appropriate for special occasions. **codzienny, zwykły**

certification [N-COUNT-U14] A **certification** is a document that shows you have completed training for a specific skill. **zaświadczenie**

change fee [N-COUNT-U4] A **change fee** is money that you pay when you alter your reservation. **opłata za zmianę rezerwacji**

chauffeur [N-COUNT-U8] A **chauffeur** is the person who drives a car, like a limousine. **szofer**

check in [PHRASAL V-U7] To **check in** is to arrive at a hotel and rent a room. **meldować się**

checklist [N-COUNT-U3] A **checklist** is a list of things for you to do. **lista spraw do załatwienia**

climate [N-COUNT-U9] The **climate** is an area's weather patterns. **klimat**

collection [N-COUNT-U9] A **collection** is a group of the same type of things in one place, like a museum. **kolekcja**

compensation [N-UNCOUNT-U5] **Compensation** is something that a company gives you because it made a mistake. **rekompensata**

competitive [ADJ-U13] Something that is **competitive** is as good or better than what other companies offer. **konkurencyjny**

complimentary [ADJ-U5] Something that is **complimentary** is free. **gratisowy, bezpłatny**

comply [V-I-U12] To **comply** with something is follow the rules or instructions. **stosować się do czegoś, przestrzegać**

conduct [V-T-U14] To **conduct** is to organize and do something. **przeprowadzić**

connecting flight [N-COUNT-U5] A **connecting flight** is a flight that continues to your final destination. **połączenie; lot z przesiadką**

consent [N-UNCOUNT-U12] **Consent** is permission. **zgoda**

contact information [N-UC-U2] **Contact information** is a person's name, address, and telephone number. **dane kontaktowe**

cultural site [N-COUNT-U9] A **cultural site** is a place that relates to the history and traditions of a place. **miejsce/obiekt dziedzictwa kulturowego**

curriculum vitae (CV) [N-COUNT-U14] A **curriculum vitae** is a document that contains information about you which you give to possible employers. **życiorys, CV**

date of issue [N-COUNT-U4] The **date of issue** is the date that a ticket was given to you. **data wystawienia (np. biletu)**

degree [N-COUNT-U14] A **degree** is a title that people who go to university get when they complete their course work. **stopień naukowy**

deluxe [ADJ-U1] Something that is **deluxe** is the best quality. **najwyższej klasy**

detail [V-T-U1] To **detail** something is to give all the facts about something. **wyszczególniać, podawać szczegóły**

difficult [ADJ-U6] Someone who is **difficult** causes problems and does not follow directions. **trudny, kłopotliwy**

disability [N-COUNT-U10] A **disability** is an injury or condition that makes it hard to do things that other people can do. **niepełnosprawność**

dissatisfied [ADJ-U6] Someone who is **dissatisfied** is unhappy with the quality of something. **niezadowolony**

district [N-COUNT-U8] A **district** is a part of a city. **dzielnica**

disturbance [N-COUNT-U6] A **disturbance** is trouble or a bad event. **zakłócenie spokoju**

dream job [N-COUNT-U15] A **dream job** is a job that people are happy to do. **wymarzona praca**

easy-to-read [ADJ-U8] Something that is **easy-to-read** is simple to understand. **łatwy do przeczytania**

eligible [ADJ-U4] Something that is **eligible** for something is able to get something or do something. **dostępny, pożądany**

employment history [N-COUNT-U14] An **employment history** is a list of a person's previous jobs. **historia zatrudnienia**

entry-level [ADJ-U13] An **entry-level** job is at the lowest level of an organization and usually requires little background. **dla początkujących**

equipment check [N-COUNT-U11] An **equipment check** is the process of checking that all items needed for an activity work correctly. **przegląd wyposażenia**

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escort [V-T-U6] To **escort** someone is to go with them somewhere. **eskortować**

exhibit [N-COUNT-U10] An **exhibit** is an object that is shown in a place such as a museum. **eksponat**

exit row [N-COUNT-U3] An **exit row** are the seats located next to the emergency exit on a plane. **rzad przy wyjściu awaryjnym**

expense [N-UNCOUNT-U12] **Expense** is the cost of something. **koszt, wydatek**

fare class [N-COUNT-U4] A **fare class** is the money you pay for a certain type of plane ticket, like a first-class or business class. **opłata za podróż określona klasą**

fare rules [N-UNCOUNT-U4] **Fare rules** are the policies that apply to different tickets. **zasady sprzedaży biletów**

farewell [N-COUNT-U7] A **farewell** is a formal goodbye. **pożegnanie**

first-aid kit [N-COUNT-U11] A **first-aid kit** is a small box containing medical supplies such as bandages. **apteczka pierwszej pomocy**

fluent [ADJ-U14] Being **fluent** in a language is to be able to speak and write it easily. **płynny**

follow up [PHRASAL V-U15] To **follow up** is to do something that is related to an event that happened earlier. **kontynuować**

formal [ADJ-U7] Something that is **formal** is special and official. **formalny**

forward [V-T-U1] To **forward** is to give all the facts about something to someone else. **przekazać**

friendly [ADJ-U7] Someone who is **friendly** is kind to other people. **przyjacielski, przyjazny**

full refund [N-COUNT-U4] A **full refund** is getting back all the money you originally paid for something. **całkowity zwrot kosztów**

full-time [ADJ-U13] A **full-time** job requires workers to work the majority of the week. It usually involves working forty hours a week. **na pełny etat**

gear [N-COUNT-U11] **Gear** are items that you need to do a certain activity. **wyposażenie**

gesture [N-COUNT-U15] A **gesture** is an action that shows your feelings about something. **gest**

hail a cab [V PHRASE-U8] To **hail a cab** is to get a taxi driver's attention so they pick you up. **zawałać, przywołać taksówkę**

hang-up [PHRASAL V-U2] To **hang-up** is to end a telephone conversation. **rozłączyć się**

harness [N-COUNT-U11] A **harness** is equipment that is worn around the waist and secures people to rocks. **uprząż**

helmet [N-COUNT-U11] A **helmet** is a type of equipment that protects the head during an activity. **kask**

hospitality industry [N-COUNT-U13] The **hospitality industry** are all of the businesses that are related to travel and tourism.  **branża hotelarsko-gastronomiczna**

host [V-T-U7] A **host** is someone who provides guests with a place to stay. **gospodarz**

impersonal [ADJ-U7] Someone who is **impersonal** is distant or unfeeling. **beznamiętny, chłodny, bezosobowy**

inbox [N-COUNT-U1] An **inbox** is a place on a computer where emails are stored. **skrzynka odbiorcza**

incident [N-COUNT-U6] An **incident** is trouble or a bad event. **wypadek**

informal [ADJ-U7] Something that is **informal** is casual. **nieoficjalny, nieformalny**

information center [N-COUNT-U10] An **information center** is a place where visitors can find information about a place. **centrum informacji**

initials [N-COUNT-U12] **Initials** are the first letters of your first and last names. **inicjały**

inquiry [N-COUNT-U1] An **inquiry** is a request for more information about something. **zapytanie, list z zapytaniem**

interview [N-COUNT-U15] An **interview** is a meeting between a possible employer and a job candidate. **rozmowa kwalifikacyjna**

interviewer [N-COUNT-U15] An **interviewer** is the person who asks questions to find out if a candidate is suitable for a job. **osoba przeprowadzająca rozmowę kwalifikacyjną**

jet skiing [N-UNCOUNT-U9] **Jet skiing** is an activity that involves riding on a small vehicle over water. **jazda na skuterach wodnych**

job offer [N-COUNT-U15] A **job offer** is a chance of employment. **propozycja pracy**

landmark [N-COUNT-U10] A **landmark** is a famous or recognizable place. **punkt orientacyjny, ciekawe miejsce**

liability [N-UNCOUNT-U12] **Liability** is legal responsibility for something. **odpowiedzialność prawa**

lighthouse [N-COUNT-U9] A **lighthouse** is a tall building near the ocean that has a bright light to warn ships. **latarnia morska**

limousine [N-COUNT-U8] A **limousine** is a long, fancy car with a lot of room inside for groups of passengers. **limuzyna**

link [N-COUNT-U13] A **link** is an object on a webpage that takes you to a different webpage when you click on it. **odnośnik, łącze (na stronie internetowej)**

local bus [N-COUNT-U8] A **local bus** is a bus that travels within a city. **autobus miejski**

lose one's temper [V PHRASE-U6] To **lose one's temper** is to become angry. **stracić cierpliwość**

make an impression [V PHRASE-U15] To **make an impression** is to do something that influences what someone thinks about you. **zrobić wrażenie**

meet and greet [N-COUNT-U1] A **meet and greet** is a service that involves meeting a client at the airport and helping them. **opłacone przywitanie gościa na lotnisku**

memo [N-COUNT-U6] A **memo** is a message sent to some or all of a company's employees. **notatka służbową**

message pad [N-COUNT-U2] A **message pad** is a book for writing messages in. **notatnik do zapisywania wiadomości**

minor [N-COUNT-U3] A **minor** is a person who is too young to have legal responsibilities. People under the age of 18 are usually considered minors. **nieletni, niepełnoletni**

monument [N-COUNT-U10] A **monument** is a large statue or building that is a reminder of an important person or event. **pomnik**

native [ADJ-U14] To be a **native** speaker of a language is to have learned that language first. **rodzimy użytkownik języka**

negligence [N-UNCOUNT-U12] **Negligence** is being careless and often results in an accident. **zaniedbanie**

non-refundable [ADJ-U4] When something is **non-refundable**, you cannot get your money back if you return or cancel it. **bezzwrotny**

non-stop [ADJ-U3] A **non-stop** flight is one that flies directly between two places without stopping anywhere. **(lot) bezpośredni, bez międzylądowania**

on hand [PREP PHRASE-U11] Being **on hand** is to be available for immediate use. **pod ręką**

on standby [N-UNCOUNT-U5] To be **on standby** is to wait to get on a plane if a seat becomes available. **oczekiwać na ewentualne zwolnienie się miejsca w samolocie**

open to the public [V PHRASE-U10] **Open to the public** means that anyone can enter. **otwarty dla publiczności**

originate [V-T-U3] To **originate** from somewhere is to start there. **powstawać, pochodzić**

out to lunch [PHRASAL V-U2] To go **out to lunch** is to leave work after noon to eat. **(wyjść) na lunch**

outing [N-COUNT-U11] An **outing** is a trip outdoors. **wycieczka**

outskirts [N-UNCOUNT-U8] The **outskirts** are the areas surrounding a city. **obrzeża**

overbook [V-T-U5] To **overbook** is to sell more tickets than there are available seats. **dokonać więcej rezerwacji, niż wynosi rzeczywista liczba miejsc**

oversee [V-T-U14] To **oversee** an activity is to watch over and be responsible for it. **doglądać, dopilnować**

panorama [N-COUNT-U9] A **panorama** is a view of a wide area. **panorama**

paperwork [N-UNCOUNT-U15] **Paperwork** consists of documents that are used to prove something or keep track of information. **papierkowa robota**

partial refund [N-COUNT-U4] A **partial refund** is getting back a part of the money that you originally paid for something. **częściowy zwrot kosztów**

participant [N-COUNT-U12] A **participant** is a person who does a certain activity. **uczestnik**

partner airline [N-COUNT-U5] A **partner airline** is an air travel company that works together with another airline. **partnerska linia lotnicza**

patronage [N-UNCOUNT-U7] **Patronage** is the support a customer gives to a company. **poparcie**

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pedestrian [N-COUNT-U8] A **pedestrian** is a person who goes somewhere on foot. **pieszy**

penalty [N-COUNT-U4] A **penalty** is the money you pay for breaking the rules. **kara pieniężna**

position [N-COUNT-U13] A **position** is a job. **praca, posada**

premises [PLURAL NOUN-UNCOUNT-U6] **Premises** is a location where a business is based. **siedziba, teren**

prior [ADJ-U4] An activity done **prior** to something else is done before. **wcześniej, poprzedni**

process [V-T-U13] To **process** is to do all of the activities necessary to complete something. **zajmować się czymś, załatwiać**

proficient [ADJ-U14] Being **proficient** in a language is to have a good enough understanding of it for sophisticated communication. **biegły, wprawny**

put out a cigarette [V PHRASE-U6] To **put out a cigarette** is to extinguish a cigarette that is lit. **zgasić papierosa**

qualifications [N-COUNT-U13] **Qualifications** are a person's talents and skills. **kwalifikacje**

quarter [N-COUNT-U8] A **quarter** is a part of a city. **dzielnicą**

queue [N-COUNT-U6] A **queue** is a line of people. **kolejka**

refer [V-T-U3] To **refer** to something is to look there for more information. **odnieść się, odwołać się (do czegoś)**

reference [N-COUNT-U14] A **reference** is a person who says what your talents and skills are. **osoba polecająca**

reference number [N-COUNT-U1] A **reference number** is a number that companies use to relate a client to his or her order. **numer zamówienia**

refuse to cooperate [V PHRASE-U6] To **refuse to cooperate** is not to do what is asked of you. **odmówić współpracy**

regarding [PREP-U2] To ask what something is **regarding** is to ask what it is about. **dotyczący, w odniesieniu do czegoś**

release [V-T-U12] To **release** is to say that someone or a company is not legally responsible for something. **uwolnić (od odpowiedzialności)**

repeat [V-I or T-U2] To **repeat** is to say or do something again. **powtórzyć**

resolution [N-COUNT-U5] A **resolution** is a solution to a problem. **rozwiązań**

ringing off the hook [PHRASAL V-U2] **Ringing off the hook** is when a telephone rings a lot and for a long time. **(o telefonach) urywać się**

risk [N-COUNT or UNCOUNT-U12] **Risks** are the bad things that may happen. **ryzyko**

rope [N-COUNT-U11] A **rope** is a thick and strong string. **lina**

safety record [N-COUNT-U14] A **safety record** is a history of following safety rules and having no accidents. **wyniki w zakresie bezpieczeństwa**

sailing [N-COUNT-U9] **Sailing** is an activity that involves moving over water in a boat. **żeglarstwo**

salary [N-COUNT-U13] A **salary** is an amount of money that a company pays an employee. It is the same amount every time. **pensja**

scuba diving [N-UNCOUNT-U9] **Scuba diving** is an activity that involves using special equipment to go underwater and stay there for a long time. **nurkowanie z akwalungiem**

sculpture [N-COUNT-U9] A **sculpture** is an art object. **rzeźba**

see off [PHRASAL V-U7] To **see off** someone is to say "good bye" to someone who leaves. **pożegnać**

senior [N-COUNT-U3] A **senior** is a person who is typically over the age of 60 and who no longer works. **senior, emeryt**

service award [N-COUNT-U14] A **service award** is a prize for very good work. **nagroda za zasługi**

sign up [PHRASAL V-U9] To **sign up** for something is to agree to participate in something. **zgłosić swój udział**

signature [N-COUNT-U12] Your **signature** is your name as you write it and it is often used to show that you agree to something. **podpis**

smokes [V-I or T-U6] To **smoke** is to inhale the smoke from a cigarette. **palić papierosy**

snorkeling [N-UNCOUNT-U9] **Snorkeling** is an activity that involves swimming right under the surface of the water using equipment that allows you to get air. **nurkowanie z rurką do oddychania**

spell out [PHRASAL V-U2] To **spell out** is to say each letter in a word. **przeliterować**

square [N-COUNT-U10] A **square** is a public space that is usually square-shaped. **plac**

stay [N-COUNT-U7] A **stay** is the length of time you are at a hotel. **pobyt**

stopover [N-COUNT-U3] A **stopover** is a stop in a place that is not the final destination on a trip. **przerwa w podróży**

strengths [N-COUNT-U15] **Strengths** are traits that make a person better able to perform a job. **mocne strony**

subject line [N-COUNT-U1] A **subject line** is a part in the email that says what the email is about. **temat, nagłówek**

subway [N-COUNT-U8] A **subway** is an underground train. **metro**

suit [V-T-U1] To **suit** something is to be convenient or easy for something to be done in a certain way. **pasować, odpowiadać**

surviving [ADJ-U10] Something that is **surviving** still exists. **przetrwały, ocalali**

take a reservation [V PHRASE-U3] To **take a reservation** is to get information from a customer and save a seat for them on a flight. **zrobić rezerwację**

telephone number [N-COUNT-U2] A **telephone number** is a series of numbers. They can be dialed on a telephone to contact a person. **numer telefonu**

thank you note [N-COUNT-U15] A **thank you note** is a short letter that shows your appreciation for something. **bilecik z podziękowaniem**

trail [N-COUNT-U11] A **trail** is a path which you travel over. **szlak, trasa**

transcripts [N-COUNT-U15] **Transcripts** are copies of a person's classes and grades from the university they attended. **odpisy przedmiotów i ocen studenta**

transit [N-UNCOUNT-U8] **Transit** is all the ways to get around. **tranzyst, przejazd**

travel voucher [N-COUNT-U5] A **travel voucher** is a coupon that you can use to purchase a new ticket in the future. **bon na przejazd, voucher**

trek [N-COUNT-U12] A **trek** is a long outdoor trip. **wyprawa**

uncooperative [ADJ-U6] Someone who is **uncooperative** causes problems and does not follow directions. **niechętny do współpracy**

understaffed [ADJ-U2] To be **understaffed** is to have not enough people working. **cierpiący na niedobór personelu**

upgrade [V-T-U5] To **upgrade** is to improve something in quality, such as changing a ticket from coach to first class. **podnieść standard**

vocational [ADJ-U14] Something which is **vocational** relates to skills needed for a job. **zawodowy**

wage [N-COUNT-U13] A **wage** is the amount of money that a company pays an employee. It is based on the number of hours worked. **płaca**

waive [W-T-U12] To **waive** is to give up something that you have the right to. **zrzekać się**

water sports [N-COUNT-U9] **Water sports** are activities that take place in the water, such as snorkeling or jet skiing. **sporty wodne**

waterproof [ADJ-U11] Being **waterproof** is being able to keep water or moisture away. **wodoszczelny**

well-being [N-UNCOUNT-U11] **Well-being** is a person's health. **zdrowie, dobre samopoczucie**

wheelchair [N-COUNT-U10] A **wheelchair** is a chair on wheels that people who cannot walk use to move around in. **wózek inwalidzki**

window seat [N-COUNT-U3] A **window seat** is the seat at the end of a row beside the airplane window. **miejsce przy oknie**

with reference to [PREP PHRASE-U1] **With reference to** is a phrase that means "relating to something else". **w odniesieniu do**

working order [N-UNCOUNT-U11] Something that is in **working order** is operating the way it is supposed to. **w dobrym stanie, na chodzie**