

# Glossary

- abbreviation** [N-COUNT-U10] An **abbreviation** is a short form of a word or phrase. **skrót, forma skrócona**
- absent** [ADJ-U6] People who are **absent** are not at work or at a meeting. **nieobecny**
- accept** [V-T-U8] To **accept** is to take something that someone gives or offers you. **przyjmować**
- account number** [N-COUNT-U12] An **account number** identifies each individual bank account. **numer konta (bankowego)**
- adjourned** [V-T-U5] When a meeting has ended it is **adjourned**. **zawieszony, odroczony**
- adjournment** [N-COUNT-U6] The official end of a meeting is the **adjournment**. **zawieszenie, odroczenie**
- adopt** [N-T-U5] To **adopt** something is to formally accept or approve it. **przyjmować**
- advance** [N-COUNT-U13] An **advance** is when an employee is given some of their salary before the usual pay date. **zaliczka**
- amount owed** [N PHRASE-U15] An **amount owed** is money that you still need to pay. **kwota nie zapłacona**
- application** [N-COUNT-U3] An **application** is a form that you fill out with your information when you want to apply for something. **formularz aplikacyjny, podanie**
- appreciation** [N-UNCOUNT-U8] **Appreciation** is the feeling of being grateful to someone else for things they have done. **uznanie, wdzięczność**
- appropriate** [ADJ-U9] If something is **appropriate**, it means it is right for a certain activity. **odpowiedni**
- approve** [N-COUNT-U5] To **approve** something is to accept or agree to it. **pochwalać, aprobować**
- approval** [N-UNCOUNT-U6] **Approval** is permission given by someone in a higher position. **zgoda, zatwierdzenie**
- approx.** [ABBREVIATION-U2] **Approx.** is short for 'approximately'. It means 'about' or 'around'. **w przybliżeniu**
- arrears** [PLURAL N-U13] If your company pays people **in arrears**, it pays them at the end of a period of time after they earned the money. **(płatny) z dołu**
- attach** [V-T-U8] To **attach** a document to an email means to send the document with the email. **załączyć**
- attention** [N-COUNT-U10] **Attention** indicates who a letter is for in business correspondence. The abbreviation for **attention** is **attn. (przeznaczony) dla**
- attention to detail** [N PHRASE-U2] If someone has **attention to detail**, he/she can study something carefully and correct little mistakes. **(przywiązywanie) wagą do szczegółów**
- back up** [PHRASAL V- U14] To **back something up** means to support it with evidence. **popierać**
- background** [N-UNCOUNT-U3] **Background** is another word for what you have done in the past, your history. **historia danej osoby, podstawowe informacje na temat kogoś**
- bank** [N-COUNT-U11] A **bank** is a business that provides financial services. **bank**
- bank statement** [N-COUNT-U14] A **bank statement** is a document. It describes how much money went into and out of a bank account. **wyciąg z konta bankowego**
- bank teller** [N-COUNT-U12] A **bank teller** is a person who works at the service counter of a bank. **kasjer w banku**
- beneficial** [ADJ-U2] If something is **beneficial**, it helps people. **korzystny**
- bill** [N-COUNT-U4] A **bill** is a record of products and/or services that were sold and the costs that are due. **rachunek**
- billing statement** [N-COUNT-U4] A **billing statement** is a record of bills and their payment. **wyciąg płatności**
- bi-weekly** [ADV-U3] When something happens **bi-weekly**, it happens every two weeks. **co dwa tygodnie**
- bonus** [N-COUNT-U13] A **bonus** is a sum of money that an employee earns if they work very well. **premia**
- branch** [N-COUNT-U12] Each separate building or location of a large bank is called a **branch**. **filia**
- call to order** [N-COUNT-U5] The **call to order** officially begins a meeting. **przywołanie do porządku, prośba o ciszę**
- cash** [N-NONCOUNT-U12] Money in the form of bills and coins is called **cash**. **gotówka**
- cash flow** [N-UNCOUNT-U14] A **cash flow** is the amount of money that comes in and out of a company. **przepływ gotówki**

**cater** [V-T-U11] To **cater** to someone is to give them something they need or want. **zajmować się kimś, adresować ofertę do kogoś**

**check** [N-COUNT-U12] A **check** is a piece of paper that represents a payment for a particular sum of money. **czek**

**chief executive officer** [N-COUNT-U10] A **chief executive officer** is the most senior person working in a company and is usually responsible for running it. The abbreviation for chief executive officer is **CEO**. **dyrektor generalny**

**closure** [N-COUNT-U1] **Closure** is when a business or service stops functioning. **zamknięcie, zakończenie działalności**

**commission** [N-COUNT or UNCOUNT-U13] **Commission** is the money that someone earns when they sell something. It is a percentage of the amount they sold. **prowizja**

**committees** [N-COUNT-U5] Groups of people who are working on a project or goal together are called **committees**. **komisje, zespoły**

**compete** [V-I-U1] Two people or businesses **compete** when they both want to be the best at the same thing. **współzawodniczyć, rywalizować**

**complaint** [N-COUNT-U4] A **complaint** is an expression of dissatisfaction or unhappiness with something, such as a product. **skarga, zażalenie**

**compose** [V-T-U8] To **compose** something is to make it. **tworzyć, układać**

**confidential** [ADJ-U7] To keep something **confidential** is to keep it secret. **tajne**

**congratulations** [N-PLURAL-U8] **Congratulations** are an expression of happiness for someone's success. **gratulacje**

**connect a call** [V PHRASE-U9] To **connect calls** is to join two or more phone calls together. **łączyć (rozmowę telefoniczną)**

**convened** [V-I-U6] When a meeting comes together to begin it has **convened**. **zbierać się; zwoływać (zebranie)**

**convenience** [N-UNCOUNT-U8] **Convenience** is something that makes it easier to do something else. **udogodnienie**

**corporation** [N-COUNT-U10] A **corporation** is a large company or business. The abbreviation for **corporation** is **Corp.**, which usually follows the name of the company. **korporacja**

**correspondence** [N-NONCOUNT-U5] The letters and emails that people write and send to each other are called **correspondence**. **korespondencja**

**cover letter** [N-COUNT-U2] People send a **cover letter** with their CV when they apply for a job. It summarizes why they are suitable for the job. **list motywacyjny**

**currency** [N-COUNT-U11] The **currency** is the type of money that a country uses. **waluta**

**currency converter** [N-COUNT-U11] A **currency converter** is a computer program that calculates the exchange rate between money from different countries. **przelicznik kursu walut**

**cut back** [PHRASAL V-U1] To **cut back** means to reduce the amount of money you spend. **ograniczać wydatki**

**deposit** [N-COUNT-U12] An amount of money that is put into a bank account is a **deposit**. **wpłata**

**deposit slip** [N-COUNT-U12] Cash and checks to be put into a bank account are listed on a **deposit slip**. **bankowy dowód wpłaty**

**desirable** [ADJ-U2] If something is **desirable**, you want it but you do not need it. **pożądany**

**direct deposit** [N PHRASE-COUNT or UNCOUNT-U13] **Direct deposit** is an arrangement to pay money straight into a person's bank account. **bezpośrednia wpłata na konto**

**director** [N-COUNT-U10] A **director** is someone who manages all or part of a company or organization. The abbreviation for **director** is **Dir.** **dyrektor**

**disburse** [V-I-U3] To **disburse** money is to give it to someone or something. **wypłacać pieniądze**

**disconnected call** [V PHRASE - U9] To **disconnect a call** is to accidentally end a phone call. **rozłączyć (rozmowę telefoniczną)**

**discretion** [N-UNCOUNT-U8] **Discretion** is behaving in a way that does not upset or offend other people. **rozwaga, dyskrecja**

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- discuss** [V-I or T -U5] To **discuss** something is to talk about it. **dyskutować, omawiać**
- disregard** [V-T-U15] If you **disregard** something, you ignore it, or pay no attention to it. **lekceważyć**
- distribute** [V-T-U7] To **distribute** is to divide something into portions and hand it out. **rozdzielać, rozdawać**
- diversify** [V-I-U1] To **diversify** means to start producing a wider range of products. **poszerzać zakres**
- document** [V-T-U7] To provide a record of something is to **document** it. **dokumentować**
- draft** [N-COUNT-U8] A **draft** is a first version of a document or plan. **wersja robocza, brudnopsis**
- eligible** [ADJ-U3] When you are **eligible** for something, it means that you are allowed to have it. **spełniający niezbędne warunki**
- employee handbook** [N-COUNT-U3] An **employee handbook** is a small book that gives an employee information about a company's policy. **podręcznik pracownika**
- enclosure** [N-COUNT-U10] An **enclosure** is a document that is put in an envelope with a letter. The abbreviation for **enclosure** is **encl. załącznik (np. do dokumentu)**
- esp.** [ABBREVIATION-U2] **Esp.** is short for especially. We use the word especially when we want to pick out something important from a number of things, for example, this letter is esp. important; don't lose it. **szczególnie**
- essential** [ADJ-U2] If something is **essential** it is necessary. **konieczny**
- estimated time of arrival** [N-SINGULAR-U10] The **estimated time of arrival** is the time when something is expected to get somewhere else. The abbreviation for **estimated time of arrival** is **ETA**. **spodziewany czas przybycia**
- evaluation** [N-COUNT-U13] An **evaluation** is a meeting between an employer and employee, where they discuss their work and performance. **spotkanie ewaluacyjne**
- exchange rate** [N-COUNT-U11] The **exchange rate** is the value of the money of one country as compared to the value of the money of another country. **kurs wymiany walut**
- exp.** [ABBREVIATION-U2] **Exp.** is short for experience. If you have experience, you did something in the past and you learnt some useful skills from it. **skrót od: doświadczenie**
- expand** [V- T OR I-U1] To **expand** means to get bigger. **rozszerzać, powiększać (się)**
- express** [V-T-U8] To **express** something is to tell someone about a feeling or opinion, either through speaking or writing. **wyrażać**
- fair** [ADJ-U11] If something is **fair**, it is reasonable. **sprawiedliwy, przyzwoity**
- findings** [N-COUNT-U5] **Findings** are the results of an investigation or a study. **odkrycia, wyniki**
- fiscal** [ADJ-U13] The **fiscal** year is the 12-month period that a company uses to calculate its accounts. **fiskalny; rozliczeniowy**
- forecast** [V-T-U14] To **forecast** an event means trying to predict what will happen in the future. **przewidywać**
- formal** [ADJ-U10] If something is **formal**, it is very official and serious in appearance. **formalny**
- forward** [V-T-U15] If you **forward** something, you send it to someone. **przekazywać, przesyłać**
- founding** [N COUNT-U1] The **founding** of a company or institution is the time it originally started. **założenie, utworzenie**
- go from strength to strength** [V PHRASE-U1] To **go from strength to strength** means to get better and better. **rosnąć w siłę**
- goals** [N-COUNT-U5] The things that a person or group hopes to achieve are their **goals**. **cele**
- guarantee** [N-COUNT-U4] A **guarantee** is a formal agreement to fulfill an obligation. **gwarancja**
- handle** [V-T-U4] To **handle** something is to deal with it. **zajmować się, radzić sobie**
- handling phones** [V PHRASE- U9] **Handling phones** is the ability to manage phones. **zajmowanie się telefonami**
- hang up** [V PHRASE - U9] To **hang up** is to abruptly and purposefully end a phone call. **rozłączyć się**
- heading** [N-COUNT-U10] A **heading** is the writing that forms the top of a document. **nagłówek**

**hidden fee** [N-COUNT-U11] A **hidden fee** is money that a person did not know would be charged for a service. **ukryta opłata, ukryte koszty**

**hourly rate** [N PHRASE-COUNT-U13] An **hourly rate** is the amount of money employees receive per hour. **stawka godzinowa**

**import** [V-I OR T-U1] To **import** a product means to bring it into your country from another country. **importować**

**in-basket** [N-COUNT-U7] An **in-basket** is a container used to hold documents that require attention from an employee. **pojemnik/tacka na korespondencję przychodzącą**

**income** [N-UNCOUNT-U14] **Income** is the money that comes into a company. **dochód**

**incoming mail** [N-UNCOUNT-U7] **Incoming mail** is mail that has been brought into the office to be delivered to the employees. **poczta przychodząca**

**incorporated** [ADJ-U10] If a company is **incorporated**, it has the same status as a corporation. The abbreviation for **incorporated** is **Inc.**, which usually follows the name of the company. **spółka akcyjna**

**in-depth** [ADJ-U9] If something is **in-depth**, it means it is detailed and thorough. **dogłębny**

**inform** [V-T-U8] To **inform** someone is to tell them something they should know. **informować**

**initiative** [N-UNCOUNT-U2] People who have **initiative** work hard on their own. They do not wait for someone to tell them what to do. **inicjatywa**

**interaction** [N-COUNT/UNCOUNT-U9] An **interaction** is the act of talking to or being around other people. **interakcja, wzajemne relacje**

**interest charge** [N-COUNT-U15] An **interest charge** is extra money you must pay if you do not pay quickly. **odsetki**

**interview** [N-COUNT-U3] An **interview** is a formal meeting where one side asks questions and the other answers. **rozmowa służbową (np. kwalifikacyjna)**

**invoice** [N-COUNT-U15] An **invoice** is a letter which you send to ask for money from a company or customer. **faktura**

**IT** [ABBREVIATION-U2] **IT** stands for Information Technology. It means computer hardware and software. **skrót od: technologia informacyjna**

**K** [ABBREVIATION-U2] **K** stands for “thousand”. It is used after a number to show how many thousands of dollars per year a person earns at a job. **skrót od: tysiąc**

**ledger** [N-COUNT-U14] A **ledger** is a book where a company records accounting information. **rejestr, księga handlowa**

**letterhead** [N-UNCOUNT-U7] **Letterhead** is a piece of paper with a company's name printed at the top. **papier firmowy**

**limited company** [N-COUNT-U10] A **limited company** is one whose owners are only partly responsible for its debts. The abbreviation for a **limited company** is **Ltd.**, which usually follows the name of the company. **spółka z o.o.**

**loss** [N-COUNT-U14] A **loss** is the money that a company loses if it spends more money than it receives. **strata**

**mail log** [N-UNCOUNT-U7] A **mail log**, or record of all incoming and outgoing mail, can be kept in either a book or as a computer file. **poczta książka nadawczo-odbiorcza**

**mail room** [N-COUNT-U7] The **mail room** is a room where mail is delivered to an office to be distributed to each department and where mail is collected to be sent out of the office. **kancelaria przyjmująca i rozsyłająca korespondencję**

**maintain a foothold** [V PHRASE-U1] To **maintain a foothold** means to keep going in a difficult situation. **nie tracić gruntu pod nogami**

**major** [ADJ-U11] If something is **major**, it is important or large. **ważny, znaczny**

**manufacture** [V-T-U1] To **manufacture** a product means to make it, usually using machinery. **wytwarzac, produkować**

**medical benefits** [N-UNCOUNT-U3] If a company offers **medical benefits** it helps you pay for treatment if you get sick or have an accident. **świadczenie medyczne**

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**multiple** [ADJ-U9] **Multiple** means that there is more than one person or thing. **wieloraki**

**offer** [V-T-U4] To **offer** something is to make it available to someone. **oferować**

**opening remarks** [N-COUNT-U5] The statements that come at the start of a meeting, before official business begins, are called **opening remarks**. **uwagi wstępne**

**order confirmation** [N-COUNT-U4] An **order confirmation** is a record of an order placed and it contains order details, such as the delivery date. **potwierdzenie zamówienia**

**out-basket** [N-COUNT-U7] An **out-basket** is a container used to hold documents that need to be sent out or distributed. **pojemnik/tacka na korespondencję wychodzącą**

**outgoings** [PLURAL N -U14] **Outgoings** are payments that companies make regularly for things such as wages and bills. **stałe wydatki**

**outstanding balance** [N-COUNT-U15] An **outstanding balance** is the part of your bill which you have not paid yet. **niezapłacona część rachunku**

**overdue** [ADJ-U14] If something is **overdue**, it is late. **zaległy, przeterminowany, opóźniony**

**overtime** [N-UNCOUNT-U13] **Overtime** is the extra money employees receive when they work more hours than usual. **pieniądze za nadgodziny**

**owe** [V-T-U15] If you **owe** money, you need to pay someone for something you have already received. **być komuś winnym pieniędzy**

**p.a.** [ABBREVIATION-U2] **p.a.** stands for 'per annum'. It means 'each year'. **skrót od: rocznie**

**paid in full** [ADJ PHRASE- U15] If something is **paid in full**, there is no more money to pay. **zapłacone**

**payment** [N-COUNT-U15] A **payment** is an amount of money you give someone when you receive something. **zapłata**

**payroll** [N-COUNT-U13] The **payroll** is the list of people working for a company, and the details of what they earn. **lista płac**

**place an order** [V-T-U4] To **place an order** is to make a request for a product or service. **złożyć zamówienie**

**position** [N-COUNT-U3] A **position** is the job that someone holds in a company. **stanowisko**

**premises** [PLURAL N-U1] A business **premises** are the buildings or sites where it is located. **teren, obszar (np. zakładu pracy)**

**present** [ADJ-U6] People who are **present** are in the room or at a meeting. **obecny**

**present** [V-I or T-U5] To **present** something is to talk about it in a formal way. **prezentować, przedstawać**

**proceedings** [N-COUNT-U6] Everything that is said and done in a meeting is included in the **proceedings**. **protokół, sprawozdanie**

**profit** [N-COUNT-U14] **Profit** is money that a company has, after deducting all its costs. **zysk**

**proofread** [V-T or I-U7] To **proofread** means to read something to look for mistakes and make corrections. **sprawdzać, robić korektę**

**qualify** [V-I-U3] If you **qualify** for something you have the right skills abilities or education to do the job. **kwalifikować się, nadawać się**

**quorum** [N-COUNT-U6] A **quorum** is reached when there are enough people present at a meeting to make official decisions. **kworum**

**quote** [V-T-U11] To **quote** is to say how much money you would charge for something. **wyceniać**

**raise** [N-COUNT-U13] A **raise** is an increase in salary. **podwyżka**

**reach** [V-T-U9] To **reach** someone is to contact them by phone. **tu: dodzwonić się do kogoś**

**receive** [V-T or I-U7] To **receive** is to take in or accept something. **otrzymywać**

**refund** [N-COUNT-U4] A **refund** is when a person gets their money back after a purchase. **zwrot pieniędzy**

**regarding** [PREP-U10] **Regarding** is used to show something concerns a certain subject. The abbreviation for **regarding** is **Re. w sprawie, odnośnie (używane w korespondencji)**

**reject** [V-T-U8] To **reject** is to say no to an offer or request. **odrzucać**

**relocate** [V-T OR I-U1] To **relocate** means to move to another place. **przenosić**

**remit** [V-T-U15] When you **remit** a sum of money, you send it somewhere or to someone. **przesłać pieniądze**

**respond** [V-I-U4] To **respond** is to answer a question or enquiry. **odpowiadać**

**respond to** [V-T or I-U4 and U7] To **respond to** someone or something means to reply or give an answer. **odpowiedzieć**

**retirement benefits** [N-UNCOUNT-U3] **Retirement benefits** are money or other benefits that you will have after you stop working for good, usually when you are in your sixties. **świadczenia emerytalne**

**roll call** [N-COUNT-U5] Reading a list of names to find out whether people are present or not is called a **roll call**. **sprawdzanie listy obecności**

**screening calls** [V PHRASE-U9] **Screening calls** is making decisions about whether to answer the phone or not and who a caller should speak to. **łączenie tylko ważnych rozmów**

**seconded** [V-T-U6] When an item or motion is **seconded** at a meeting, it is approved and can then be voted on. **poparty**

**seek out** [V-T-U1] To **seek something out** means to look for something. **poszukiwać**

**seminar** [N-COUNT-U9] A **seminar** is a meeting where people discuss a certain subject. **seminarium, zajęcia specjalizacyjne**

**services rendered** [N PHRASE-U15] **Services rendered** means the work you did for someone else. It is a formal term. **wyściadczone usługi**

**set up** [PHRASAL V-U1] To **set up** a business or enterprise means to prepare it and start it. **zakładać, otwierać (np. firmę)**

**solution** [N-COUNT-U4] A **solution** is an answer to a problem. **rozwiążanie**

**sort** [V-T-U7] To group several items according to categories is to **sort** them. **rozdzielać, sortować**

**source** [N-COUNT-U11] A **source** is a place where information can be found. **źródło**

**stamp** [V-T-U7] To **stamp** something means to mark it with an impression or seal. **pieczętować**

**start date** [N-COUNT-U3] A **start date** is the day that you begin to work at a company. **data rozpoczęcia pracy**

**submitted** [V-T-U6] A document that is **submitted** is given to someone for consideration or approval. **przedstawiony, przedłożony**

**telecommunication** [N-UNCOUNT-U9] **Telecommunication** is the process of sending messages from one place to another place electronically. **telekomunikacja**

**total** [N-COUNT-U12] The sum of all figures on a list is the **total**. **suma**

**transaction** [N-COUNT-U6] Each business exchange or action is a **transaction**. **transakcja**

**unanimously** [ADJ-U6] When something is agreed on by everyone it is **unanimously** agreed. **jednogłośnie**

**update** [N-COUNT-U6] An **update** changes something or gives new information about something. **aktualizować**

**w.p.m.** [ABBREVIATION-U2] **Wpm** is short for words per minute. It indicates typing speed. **słowa na minutę (prędkość pisania na maszynie/komputerze)**

**wage** [N-COUNT-U13] A **wage** is the money employees receive from their jobs. **płaca, zarobki**

**well-organized** [ADJ-U4] If a person is **well-organized**, they have all of their work well-planned and prepared. **dobre zorganizowany**

**withdrawal** [N-COUNT-U12] The act of removing money from a bank account is a **withdrawal**. **wypłata**

**yrs** [ABBREVIATION-U2] **Yrs** stands for “years”. **skróty od: lata**