

Glossary

- accomplish [V-T-U14] To **accomplish** a task is to complete or do it successfully. **osiągnąć, zrealizować, dokonać**
- accountant [N-COUNT-U12] An **accountant** is someone whose job is to keep or check financial records. **księgowy/księgowa**
- applicant [N-COUNT-U15] An **applicant** is a person who answers an advertisement for a job vacancy. **aplikant, osoba ubiegająca się np. o pracę**
- appointment [N-COUNT-U7] An **appointment** is a meeting arranged in advance. **umówione spotkanie**
- approximately [ADV-U6] If someone gives a number **approximately**, the number or amount given is close to the exact amount, but could be a little more or **less. w przybliżeniu**
- avenue [N-COUNT-U5] An **avenue** is like a street. It's a hard surface where cars and bikes often drive. **aleja**
- avoid [V-T-U3] To **avoid** something means to stay away from it. **unikać**
- bank clerk [N-COUNT-U12] A **bank clerk** is someone who works in a bank and is responsible for general office duties. **urzędnik bankowy**
- basic price [N-COUNT-U10] The **basic price** of a product or service is the price without taxes or fees. **cena podstawowa**
- block [N-COUNT-U5] A **block** is a square piece of a city that is built on a grid, such as New York City. **kwartał ulic, przecznica**
- book a table [V- U8] To **book a table** means to reserve a table in a restaurant. **zarezerwować stolik**
- bow [V-I-U1] To **bow** means to bend your waist and lean forward. **schylać się**
- break [N-COUNT-U8] A **break** is a time when people stop work for a period of time. **przerwa**
- building [N-COUNT-U5] A **building** is a structure such as a house or factory that has walls and a roof. **budynek**
- busy [ADJ-U4] To be **busy** is to have a lot to do, such as work. **zajęty**
- calendar [N-COUNT-U7] A **calendar** shows all the days, weeks and months of the year. **kalendarz**
- carpool [N-COUNT-U14] A **carpool** is a group of people that travel to work together in one car, taking turns driving or sharing the cost of gas. **grupa ludzi podwożących się wzajemnie do pracy**
- catch the bus [V PHRASE-U14] Another way to say people go somewhere on a bus is to say that they **catch the bus. łapać autobus; jeździć autobusem**
- catch up on [PHRASAL V-U14] To **catch up on** something means to do something which one had intended to do earlier. **nadganiać, nadrabiać np. zaległą pracę**
- cheek [N COUNT-U1] The **cheek** is part of the face. People have two cheeks, one on each side of the mouth. **policzek**
- colleague [N COUNT-U2] A **colleague** is someone with whom a person works. **współpracownik**
- commission [N-COUNT-U11] A **commission** is a percentage of a sale that a salesman earns as a reward for arranging the sale. **prowizja**
- commute [V-I-U14] To **commute** means to travel to and from work. **dojeżdżać np. do pracy**
- compatibility [N-UNCOUNT-U12] The **compatibility** of two things is how well they fit together. **zgodność, kompatybilność**
- contract [N-COUNT-U13] A **contract** is a written agreement that people sign when starting work that states rules and pay. **kontrakt, umowa**
- currency [N-COUNT-U6] **Currency** is the type of money that a country uses. **waluta**

custom [N COUNT-U1] A **custom** is an action that people traditionally do in a country or region. **zwyczaj**

day off [N-COUNT-U9] A **day off** is a day when a person does not have to go to work. **wolny dzień**

deadline [N-COUNT-U7] A **deadline** is the day or time before which something must be completed. **ostateczny termin**

degree [N-COUNT-U15] A **degree** is a title awarded by a university after a person has completed a program of study. **stopień naukowy**

designer [N-COUNT-U12] A **designer** is someone who plans how something will be made, and what it will look like. **projektant**

desirable [ADJ-U15] If something is **desirable**, then it is wanted but not necessary. **pożądany**

diary [N-COUNT-U7] A **diary** is a book containing spaces for all the days, weeks and months in the year. **terminarz**

discuss [V-T-U3] To **discuss** something means to talk about it in detail. **dyskutować, omawiać**

double [V-T-U11] To **double** something is to increase something to twice its original size or amount. **podwajać**

early [ADV-U8] If something happens **early**, it happens before something else or before it was supposed to. **wcześniej, przed czasem**

earn [V-T-U11] To **earn** money is to receive it in exchange for doing work. **zarabiać**

enter [V-T-U7] To **enter** something is to put it into something else. **wprowadzać np. dane**

environment [N-COUNT-U12] An **environment** is the situation someone or something lives or works in. **środowisko, otoczenie**

erase [V-T-U7] To **erase** something is to remove it. **wymazywać, usuwać**

estimate [V-T-U6] To **estimate** is to try to give something a value without the number, cost, etc. being exact. **oszacować**

exact [ADJ-U6] If something is **exact**, it is completely correct. **dokładny**

exclude [V-I-U10] To **exclude** something is to leave it out or not to include it. **wykluczyć, pomijać**

experience [N-UNCOUNT-U13] **Experience** is work that a person has done in the past. **doświadczenie (tu: zawodowe)**

factory worker [N-COUNT-U12] A **factory worker** is someone who makes things on a production line in a factory. **pracownik fabryki, robotnik**

fee [N-COUNT-U10] A **fee** is an amount of money that is charged for a service. **opłata**

figures [N-UNCOUNT-U6] **Figures** are numbers that represent amounts, especially official numbers. **liczby**

firm [ADJ-U1] If something is **firm**, it is tight or not loose. **solidny, silny, mocny**

floor [N-COUNT-U5] A **floor** is one of the levels in a building. **piętro**

flow [V-I-U3] To **flow** means to continue moving without pause. **pływać**

forecast [V-T-U6] To **forecast** is to predict what will happen in the future, based on what one knows now. **przewidywać**

fraction [N-COUNT-U6] A **fraction** is part of a whole number, such as 1/2. **ułamek**

full-time [ADJ/ADV-U13] **Full-time** work is working forty hours a week or more. **pełen etat**

get back [V-T-U4] To **get back** to something is to return to it. **wracać**

greet [V-T-U1] To **greet** someone means to say hello to him or her. **powitać**

half past [N-UNCOUNT-U8] **Half past** an hour means thirty minutes past the hour. **wpół do (przy podawaniu godziny)**

Glossary

have time [V PHRASE-U4] When people **have time**, they are not busy and can spend time doing something or helping someone. **mieć czas**

holiday [N-COUNT-U9] A **holiday** is a special day that everyone in a region celebrates. **święto**

hurt feelings [V-I-U4] When a person **hurts someone's feelings**, they make that person feel unhappy. **ranić czujęs uczenia**

I'd like you to meet ... [PHRASE-U2] **I'd like you to meet ...** is used to introduce one person to another. **Chciałbym Ci/Pani/Panu przedstawić...**

in advance [ADV-U9] To do something **in advance** is to do it before it needs to be done. **z wyprzedzeniem**

in common [ADJ-U2] If two people have something **in common**, they are similar in some way. **(mieć) coś wspólnego (ze sobą)**

instructions [N-COUNT-U5] **Instructions** are information that tell you how to do or use something. **instrukcje**

introduce [V-T-U2] To **introduce** someone means to help that person meet someone else by telling both people each other's names and other basic information. **przedstawiać (kogoś komuś)**

involve [V-T-U3] To **involve** something means to include it. If your job involves typing, it means you type as part of your job. **włączać, wiązać się z czymś**

It was nice meeting you [PHRASE-U1] **It was nice meeting you** is used to say goodbye to someone for the first time in a formal situation. **Milo było Cię/Panią/Pana poznać.**

journey [N-COUNT-U5] A **journey** is the time spent to go from one place to another, especially a long distance. **podróż**

kiss [V-I or T-U1] To **kiss** means to touch someone or something with the lips. **całować**

left out [ADJ-U2] If someone feels **left out**, that person feels lonely because nobody is talking to him or her. **zostawiony samemu sobie**

Let me introduce you to ... [PHRASE-U2] **Let me introduce you to ...** is used to introduce one person to another. **Pozwolisz/Pozwoli Pani/Pan, że przedstawię...**

living [N COUNT-U3] A **living** is what someone does in order to earn money. **(zarabiać na) życie**

main entrance [N-COUNT-U5] The **main entrance** of a building is the main door that you use to enter a building. **główne wejście**

marital status [N UNCOUNT-U3] **Marital status** is a person's status as single, married or divorced. **stan cywilny**

mention [V-T-U2] To **mention** something means to talk about it for a short time. **wspomnieć**

necessary [ADJ-U15] If something is **necessary**, then it is needed. **potrzebny**

occupation [N COUNT-U2 & U12] An **occupation** is your/a job. **zawód, zajęcie**

office [N-COUNT-U12] An **office** is a room or building where people work. Typically, each will have their own desk and computer. **biuro**

on the job [ADJ-U15] If something happens **on the job**, it occurs while someone is at work. **w czasie pracy, przy pracy**

opportunity [N-COUNT-U13] An **opportunity** is a chance to do something. **szansa, okazja**

overtime [N-UNCOUNT-U11] **Overtime** is work done at a job beyond the agreed upon number of hours. Overtime work pays more than the usual rate of pay. **nadgodziny**

overtime [N-UNCOUNT-U13] **Overtime** is the work done over the agreed number of hours on a contract. **nadgodziny**

part-time [ADJ/ADV-U13] **Part-time** work is less than 40 hours a week. **część etatu**

passenger [N-COUNT-U14] A **passenger** is a person who travels in a vehicle such as a bus or train but does not drive it.
pasażer

pay [N-UNCOUNT-U11] **Pay** is the amount of money people receive from their employers for working. **płaca**
pension [N-COUNT-U13] A **pension** is the money a person collects from a former employer after retiring. **emerytura**
pension plan [N-COUNT-U13] A **pension plan** is a system in which an employer puts an employee's money into a fund that the employee can use after retiring. **plan emerytalny**

percent [N-COUNT-U6] A **percent** is a part out of a total 100 parts, like 50%. **procent**

percentage [N-COUNT-U6] A **percentage** is an amount that is expressed as part of a 100. **procent**

perform [V-I-U11] To **perform** means to do something. **wykonywać**

performance [N-UNCOUNT-U11] **Performance** is the act of doing something. **wydajność**

permanent [ADJ-U13] A **permanent** job does not have a specific end date. **stały**

phrase [N-COUNT-U4] A **phrase** is a few words or a short sentence. **zwrot**

plan [N-COUNT-U8] A **plan** is an arrangement for what is going to happen. **plan**

Pleased to meet you [PHRASE-U1] **Pleased to meet you** is used when meeting someone for the first time in a formal situation. **Miło mi Cię/Panią/Pana poznać.**

policy [N-COUNT-U9] A **policy** is method of action to guide future decisions. **polityka (sposób postępowania)**

polite [ADJ-U1] If people are **polite**, they show they respect other people. **uprzejmy**

price quote [N-COUNT-U10] A **price quote** is a statement of how much a product will cost with all taxes and fees. **wycena**

priority [N-COUNT-U7] A **priority** is something that is very important and must be done before all other things. **priorytet**

qualification [N-COUNT-U15] A **qualification** is a requirement that someone must meet in order to be eligible for a job. **predyspozycje, kwalifikacja**

quarter [N-COUNT-U6] A **quarter**, in business terms, is a period of three months. **kwartał**

quarter past [N-UNCOUNT-U8] **Quarter past** an hour means fifteen minutes after the hour. **kwadrans po (godzinie)**

quarter to [N-UNCOUNT-U8] **Quarter to** an hour means fifteen minutes before the hour. **za kwadrans**

raise [N-COUNT-U11] A **raise** is an increase in pay, usually given after an employee has excelled or done well. **podwyżka**

rate [N-COUNT-U11] A **rate** is the amount of something that changes over a given period of time. **stawka**

relationship [N COUNT-U2] A **relationship** is the way in which a person knows and interacts with another person. **relacje, stosunek (do kogoś)**

religion [N COUNT-U3] A **religion** is a belief in a god or gods. **religia**

request [V-T-U9] To **request** something is to ask for it. **prosić**

research [N-UNCOUNT-U15] **Research** is serious and in-depth study. **badania (np. naukowe)**

retirement [N-UNCOUNT-U13] **Retirement** is the stage of life in which a person stops working. **emerytura**

retirement plan [N-COUNT-U13] A **retirement plan** is a plan in which an employer puts money into a fund that the employee can use after retiring. **plan emerytalny**

Glossary

review [N-COUNT-U11] A **review** is a process in which something is looked at in order to decide how well it has been done. **przegląd**

right [N-UNCOUNT-U5] **Right** is the direction that is on the right-side of your body. It is the opposite of left. **prawa strona**

rude [ADJ-U4] Someone is **rude** when he or she is very unfriendly. **niegrzeczny**

run [V-U4] To **run** is to hurry and go somewhere or begin doing something. **biegać**

salary [N-COUNT-U11] A **salary** is the fixed amount of money you receive regularly from your employer. **pensja**

sales tax [N-UNCOUNT-U10] **Sales tax** is the additional money that an authority collects on goods or services. **podatek obrotowy**

salesperson [N-COUNT-U12] A **salesperson** is someone who persuades customers to buy a product. **sprzedawca**

schedule [N-COUNT-U7] A **schedule** is a plan that gives events and the times they will happen. **harmonogram**

schedule [V-U7 & U8+950+2] To **schedule** is to arrange an event or activity for a particular time. **wyznaczać, planować**

shake hands [V PHRASE-U1] To **shake hands** means to hold someone's hand with your hand and lift it up and down. **uścisnąć sobie dlonie**

sharp [ADV-U8] If an event starts at 10 am **sharp**, it starts exactly at that time. **punktualnie, co do minuty**

shift [N-COUNT-U15] A **shift** is a period of time that a person is scheduled to work. **zmiana**

shipping costs [N-UCOUNT-U10] **Shipping costs** are the additional payments that are made to have a product delivered. **koszty wysyłki**

sick time [N-UNCOUNT-U9] **Sick time** is pay that is given to employees who are sick and cannot come to work. **zasiłek chorobowy, chorobowe**

skilled [ADJ-U15] If a worker is **skilled**, he or she has been trained or educated to do a specific type of job. **wykwalifikowany**

small talk [N UNCOUNT-U3] **Small talk** is polite conversation with someone that a person doesn't know well. **rozmowa na błahe tematy, pogawędka**

spend time [V-U8] To **spend time** is to use time doing something. **spędzać czas**

steer a conversation [V-I or T-U1] To **steer a conversation** means to direct a conversation towards or away from a particular topic. **skierować rozmowę (np. na inne tory)**

stop [N-COUNT-U14] A **stop** is a location where a vehicle lets passengers on and off, such as a station or bus-stop. **przystanek**

subway [N-COUNT-U14] The **subway** is an underground train found in many large cities. **metro**

take the train [V-T-U14] Someone who goes by train can also be said to **take the train, jechać pociągiem**

take up time [V PHRASEU4] To **take up time** is to use a lot of time. **zajmować czas**

tax [N-COUNT-U10] A **tax** is an amount of money that is paid to an authority for public purposes. **podatek**

teacher [N-COUNT-U12] A **teacher** is someone who educates other people. **nauczyciel**

temporary [ADJ-U13] A **temporary** job is one that has a specific end date and usually only lasts a few months. **dorywczy**

terminate [V-T-U13] To **terminate** an employee is to end that person's employment immediately. **zwalniać kogoś z pracy**

-th [SUFFIX-U5] **-th** is added to the end of ordinal numbers, as in fourth, fifth, and sixth, which show the order of something. **końcówka używana do tworzenia większości liczebników porządkowych**

time off [N-UNCOUNT-U9] **Time off** is an amount of time that people do not have to work. **czas wolny**

tone [N-UNCOUNT-U4] **Tone** is the sound of one's voice, such as a polite or angry tone. **ton (np. głosu)**

topic [N COUNT-U3] A **topic** is a subject that people talk about or study. **temat**

traffic jam [N-COUNT-U14] A **traffic jam** is an event in which the cars on a busy road are stopped because there is an accident or too many cars on the road. **korek uliczny**

training course [N-COUNT-U15] A **training course** is a class that teaches people a new skill to prepare them for a job. **szkolenie**

unfortunately [ADV-U4] **Unfortunately** is used to introduce something negative or that one wishes wasn't true. **niestety**

unskilled [ADJ-U15] If a worker is **unskilled**, he or she has not been trained or educated to do a specific type of job. **niewykwalifikowany**

up-to-date [ADJ-U7] When something is **up-to-date**, it contains the latest information or changes. **aktualny, najświeższy**

vacancy [N-COUNT-U13] A **vacancy** is an available position. **wakat, wolna posada**

vacation time [N-UNCOUNT-U9] **Vacation time** is the time that people do not have to work but are still paid. **płatny urlop**

value [N-UNCOUNT-U10] The **value** of something is the worth or importance that it has. **wartość**

VAT [N-UNCOUNT-U10] **VAT** or value added tax is the name for a national sales tax in many countries. **podatek VAT, podatek od wartości dodanej**

waste time [V-U8] To **waste time** is to allow time to go by without doing anything useful. **marnować czas**

weather [N UNCOUNT-U3] The **weather** is the temperature, rain and wind etc. **pogoda**

weekday [N-COUNT-U9] **Weekdays** are Monday, Tuesday, Wednesday, Thursday and Friday. **dzień roboczy**

weekend [N-COUNT-U9] The **weekend** is usually Saturday and Sunday. **weekend**

worth [ADJ-U10] If something is **worth** a lot, its value in money is high. **wart**