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| **Management** | Those in charge of running a business |
| **Business** | The activity of providing goods and services involving financial and commercial and industrial aspects. |
| **Marketing** | The commercial processes involved in promoting and selling and distributing a product or service. |
| **Profit** | the amount of money left over after expenses are taken out |
| **Telecommuting** | involves working at home usually on a computer |
| **Downsizing** | A planned reduction in the number of employees needed in a firm in order to reduce costs and make the business more efficient |
| **Outsourcing** | Contracting out selected functions or activities of an organization to other organizations that can do the work more cost efficiently. |
| **R&D** | Research and Development: Business or government activity that is purposely designed to stimulate invention and innovation |
| **Headquarters** | (usually plural) the office that serves as the administrative center of an enterprise |
| **Market** | the world of commercial activity where goods and services are bought and sold |
| **Bonus** | An additional payment (or other remuneration) to employees as a means of increasing output. |
| **Personnel** | Staff, employees, work force. |
| **Quarter** | One of four equal parts into which anything is or may be divided. |
| **Promotion** | act of raising in rank or position |
| **Asset** | anything of value that is owned |
| **Recruitment** | Finding new people to join an organization. |
| **Sales Department** | The division of a business that is responsible for selling products or services. |
| **Liability** | an amount owed by a business |
| **Presentation**  **Meeting** | A show or display a formally arranged gathering. |
| **End User** | The person or group who will use the product produced by the project. |
| **Party** | a person involved in legal proceedings |
| **Objective** | the goal intended to be attained (and which is believed to be attainable) |
| **Entrepreneur** | a person who organizes, manages, and takes on the risks of a business |
| **Contract** | A binding agreement between two or more persons that is enforceable by law. |
| **Commercial** | a commercially sponsored ad on radio or television |
| **Venture Capital** | money that is invested in new or emerging companies that are perceived as having great profit potential |
| **Investment** | putting money into something in order to make a profit |
| **Credit** | arrangement for deferred payment for goods and services |
| **Opportunity Cost** | cost in terms of foregone alternatives |
| **Logistics** | the process of strategically managing the efficient flow and storage of raw materials, in-process inventory, and finished goods from point of origin to point of consumption. |
| **Agreement** | a decision reached by two or more people or groups |
| **Shareholder** | someone who holds shares of stock in a corporation |
| **Stakeholder** | Any group within or outside the organization that has a stake in the organization's performance. |
| **Interest** | the price paid for the use of borrowed money |
| **Customer Service Department** | The department in a retail organization that handles customer inquiries and complaints. |
| **Inventory** | (Accounting) the value of a firm's current assets including raw materials and work in progress and finished goods. |
| **Terms** | The amount of money needed to purchase something, any of a variety of conditions attached to a financial transaction. |
| **Loan** | An amount of money given to the borrower for a set period of time. After the set time has passed, the money must be paid back plus the lending fee, called interest. Payments are normally made over a series of months. |
| **Lien** | The right to take another's property if an obligation is not discharged. |
| **Manager** | Someone who coordinates and oversees the work of other people so that organizational goals can be accomplished |
| **Board Of Directors** | A group of people elected by the stockholders of a corporation to set the policies for the corporation. |
| **Accounting** | The occupation of maintaining and auditing records and preparing financial reports for a business. |
| **Staff** | Personnel who assist their superior in carrying out an assigned task. |
| **Human Resources** | Maintains policies, plans, and procedures for the effective management of employees. |
| **Capital** | Wealth in the form of money or property owned by a person or business and human resources of economic value. |
| **Budget** | A summary of intended expenditures along with proposals for how to meet them. |
| **Disruption** | An unexpected event that throws a plan into disorder; an interruption that prevents a system or process from continuing as usual or as expected. |
| **Networking** | Using contacts with friends and family members as a means of finding job leads |
| **Launch** | to officially start something |
| **Consumer** | a person who uses goods or services |
| **Supply Chain** | The connected chain of all of the business entities, both internal and external to the company, that perform or support the logistics function |
| **Startup** | A new venture that is trying to discover a profitable business model for future success. |
| **Branding** | Combination of name, words, symbols, or design that identifies the product and its source and distinguishes it from competing brands. |
| **Overhead** | the amount of money it takes to run a business. |
| **Point Of Sale** | places where goods are sold to the public - shops, stores, kiosks, market stalls, etc |
| **Cost Of Sales** | The cost of the inventory that the business has sold to customers. |
| **Wholesale** | Selling or related to selling goods in large quantities for resale to the consumer. |
| **Company** | An institution created to conduct business. |
| **Revenue** | The entire amount of income before any deductions is made. |
| **Salary** | the money paid for employee services |
| **Account** | a statement of recent transactions and the resulting balance |
| **Grant** | a sum of money or other payment given for a particular purpose |
| **Non-Profit Organization** | An organization whose goals do not include making a personal profit for its owners or organizers. |
| **Operations** | Performance of a practical work or of something involving the practical application of principles or processes. |
| **Ceo** | The corporate executive responsible for the operations of the firm. |
| **Equity** | The difference between the market value of a property and the claims held against it. |
| **Competitor** | One who competes or is a rival of another business enterprise. |
| **Merger** | Combination of two or more companies into a single firm. |
| **Acquisition** | The taking over the control of one company by another. |
| **Partnership** | a contract between two or more persons who agree to pool talent and money and share profits or losses |
| **Agenda** | a temporally organized plan for matters to be attended to |
| **Status Report** | a report summarizing a group's past achievements and future goals |
| **Margin** | (finance) the net sales minus the cost of goods and services sold |
| **Sponsor** | Businesses or organizations that pay for advertising. |
| **Income Statement** | a financial statement that gives operating results for a specific period |
| **Balance Sheet** | a financial statement that reports assets, liabilities, and owner's equity on a specific date |
| **Cash Flow Statement** | A financial statement that shows the flow of money in and out of the business. |
| **C/O** | care of |
| **Platform** | The means of delivering a specific piece of media content. |
| **Web 2.0** | the read/write web; the second generation of web-based services and tools which make content creation on the web easier and more accessible to a wide variety of users. |
| **Social Media** | media whose content is created and distributed through social interaction |
| **Project** | Any piece of work that is undertaken or attempted. |
| **Multitask** | to do more than one thing at the same time |
| **Reach a Consensus** | all the people in a group agreeing on an idea or opinion |
| **Resign** | leave (a job, post, post, or position) voluntarily |
| **CV** | a summary of your academic and work history |
| **Conference Call** | A synchronous virtual meeting in which participants meet at the same time via a voice-communication channel. |
| **Exchange Rate** | the value of a currency in one country compared with the value in another |
| **Transaction** | a business activity that changes assets, liabilities, or owner's equity |
| **Viral Marketing** | A strategy to get consumers to share a marketer's message, often through e-mail or online video, in a way that spreads dramatically and quickly. |
| **Industry** | the people or companies engaged in a particular kind of commercial enterprise |
| **Monetization** | the process of converting something that once was free into a product that is sold |
| **Scalable** | The property of a network that allows you to add nodes or increase its size easily. |
| **Strategy** | an elaborate and systematic plan of action |
| **Information Technology** | the use of technology to move and process information |
| **Trademark** | a formally registered symbol identifying the manufacturer or distributor of a product |
| **Cba** | The formal decision making process used when considering the economic feasibility of implementing information security controls and safeguards is called a(n) \_\_\_\_\_. |
| **Business Plan** | A written description of the business idea and how it will be carried out, including all major business activities. |
| **Deadline** | deadline |