

Unit 2

Words	Word type	Pronunciation	Translation	Page	Example sentence
accounts	noun	/ə'kaʊnts/	Finanzkonten	27	An accountant is a person who deals with financial accounts .
action point	noun	/'ækjŋ pɔɪnt/	Action Point, Handlungshinweis	23	The email contains action points for our team.
administrator	noun	/əd'mɪnɪstreɪtə(r)/	Administrator(in)	20	The administrator was by her desk.
altogether	adverb	/'ɔ:lteɪ'geðə(r)/	zusammen	135	There are ten people in the group altogether .
appropriate	adjective	/ə'prəʊpriət/	geeignet, passend	25	Please put these clothes into the appropriate place.
around [present]	adverb	/ə'raʊnd/	um (herum)	19	We use the Present Simple to talk about events happening now or around the present time.
arts	noun	/ɑ:ts/	Kunst, Künste	18	White Nights is an international arts festival in St Petersburg, Russia.
assist	verb	/ə'sɪst/	behilflich sein	27	I assist the senior manager by preparing documents.
at the moment	idiom	/æt ðə 'məʊmənt/	im Moment, im Augenblick	19	At the moment , I'm working for a small electronics company.
at the other end [journey]	idiom	/æt ðə 'ʌðə(r) ,end/	am anderen Ende	136	And then at the other end , you get in at about 9.00 p.m.
attend	verb	/ə'tend/	teilnehmen	18	How many people usually attend the meeting?
attract	verb	/ə'trækt/	gewinnen	19	It's a new company, so she is trying to develop the business and attract more customers.
background	noun	/'bækgraʊnd/	Hintergrund	28	Before making a deal with a new business partner, you should do some research into their background .
banker	noun	/'bæŋkə(r)/	Bankmitarbeiter(in), Banker(in)	21	A banker deals with all of your money.
brochure	noun	/'brəʊʃə(r)/	Broschüre	28	Please find attached our brochure .
business [activity]	noun	/'bɪznəs/	Unternehmen	136	I am a partner in a small business .
cable	noun	/'keɪbl/	Kabel	136	I am a lineman, which means I check and repair electricity cables .
canteen	noun	/kæn'ti:n/	Kantine	29	I'll meet you for lunch in the canteen at 12.00 p.m.
case [situation]	noun	/keɪs/	Fall	136	In some cases , I refer patients to a doctor.
chance	noun	/tʃɑ:ns/	Gelegenheit	136	I didn't have the chance to talk to the passengers.
check in/out	phrasal verb	/'tʃek ɪn/ /'tʃek aʊt/	einchecken/ auschecken	21	The hotel receptionist helps people check in and check out .
check-up	noun	/'tʃek ʌp/	(Vorsorge)untersuchung, Check-up	28	I'd like to make an appointment for a check-up , please.
city ward	noun	/'sɪti 'wɔ:d/	Stadtbezirk	18	Ten horses and riders represent ten of the seventeen contrade, or city wards .
clinic	noun	/'klɪnɪk/	Klinik	136	I work for a local eye clinic .
closing [for an email]	noun	/'kləʊzɪŋ/	Schlussatz, Schlusswort	23	'Best regards' can be used as an email closing .
complaint	noun	/kəm'pleɪnt/	Beschwerde	22	Customers often make complaints about deliveries being late.
computer programmer	noun	/kəm'pjʊ:tə ,prəʊgræmə(r)/	Computerprogrammierer (in)	21	A computer programmer writes computer software.
consulting	noun	/kən'sʌltɪŋ/	Beratungs-	26	I work for a consulting company.

contact [correspondence]	noun	/'kɒntækt/	Kontakt-	23	Please include your contact details when writing an email.
contact lenses	noun	/'kɒntækt ,lenzɪz/	Kontaktlinsen	136	I look after patients who need to correct their vision. So I fit and provide glasses and contact lenses .
coordinator	noun	/kəʊ'ɔːdɪnətə/	Koordinator(in)	28	Your training coordinator will be Steve.
counter	noun	/'kaʊntə(r)/	Schalter	24	Ken, Emma, and Nathalie meet at the check-in counter at Heathrow.
damaged	adjective	/'dæmɪdʒd/	schadhaft, defekt	136	We fit bathrooms and kitchens and repair damaged pipes.
deal with	phrasal verb	/'diːl wɪð/	erledigen	136	I help guests check out and deal with payment.
degree [qualification]	noun	/'diːɡriː/	(Hochschul)abschluss	19	Currently, she is studying for a degree in Business Studies.
depending on	idiom	/'diːpendɪŋ ɒn/	je nach	136	The journey takes about 30 minutes depending on the traffic.
drain	noun	/dreɪn/	Abfluss	21	A plumber can fix the drain .
electrician	noun	/ɪ,lek'trɪʃn/	Elektriker(in)	21	An electrician repairs the faulty wires.
electricity	noun	/ɪ,lek'trɪsəti/	Elektrizität	136	I check and repair electricity cables.
enough	determiner	/'ɪnʌf/	genug	20	He wants to move into the city when he has enough money.
excited	adjective	/'ɪksaɪtɪd/	aufgeregt	27	I'm not nervous about the trip, just excited!
exercise [physical]	noun	/'eksəsəz/	Sport	22	It's good to do some exercise at least once a day.
exercise [train]	verb	/'eksəsəz/	trainieren, Sport treiben	29	I exercise for about an hour every day.
eyesight	noun	/'aɪsaɪt/	Augenlicht	21	An optician can check your eyesight .
fall (off)	verb	/fɔːl/	herunterfallen	18	Riders often fall off their horses during the race.
favour	noun	/'feɪvə(r)/	Gefallen	22	Can you do me a favour ?
fibre optic	adjective	/'faɪbə(r) 'ɒptɪk/	Glasfaser-, faseroptisch	136	I also install and maintain telephone, telegraph, cable TV, and fibre optic lines.
fireworks	noun	/'faɪəwɜːks/	Feuerwerkskörper	18	The festival features the Scarlet Sails show, which has fireworks .
fit	verb	/fɪt/	montieren	21	A plumber will fit new pipes.
flat [apartment]	noun	/flæt/	Wohnung	26	I have a small flat in Copenhagen.
fluent	adjective	/'fluːənt/	Fließend, fließend (Schweiz)	19	She speaks fluent English and German.
front desk	noun	/'frʌnt desk/	Empfang	136	I work on the front desk of the hotel.
gallery	noun	/'gæləri/	Galerie	27	I saw a lot of paintings at the art gallery .
get (someone) on board	idiom	/get ɒn 'bɔːd/	(jemanden) mit ins Boot holen, (jemanden) einbeziehen	23	I think it would be good to get the Sales team on board and get some input from them.
get (something) [understand]	verb	/get/	(etwas) kapieren, begreifen	136	I don't get what you mean!
get in [arrive]	phrasal verb	/get ɪn/	nach Hause kommen	136	You get in at about 9.00 p.m.
glasses	noun	/glɑːsɪz/	Brille	136	I fit and provide glasses and contact lenses.
group	noun	/gruːp/	Gruppe	135	I've got a group coming for the festival in Siena.

heating system	noun	/ˈhi:tɪŋ ˈsɪstəm/	Heizungsanlage	136	I fit bathrooms and kitchens, repair damaged pipes, and check heating systems .
hotel receptionist	noun	/həʊtel rɪˈsepʃənɪst/	Hotelrezeptionist(in)	21	The hotel receptionist is at the front desk.
idea [impression]	noun	/aɪˈdɪə/	Vorstellung	23	I've attached a copy of our latest catalogue to give you a better idea of our range of sports clothes.
input	noun	/ˈɪnpʊt/	Input	23	I think it would be good to get the Sales team on board and get some input from them.
install	verb	/ɪnˈstɔ:l/	installieren	136	I install and maintain telephone lines.
international	adjective	/ˌɪntəˈnæʃnəl/	international	18	White Nights is an international arts festival in St Petersburg, Russia.
issue [problem]	noun	/ˈɪʃu:/	Anliegen	27	The manager will deal with your issue immediately.
IT engineer	noun	/aɪ tiː ˌendʒɪˈnɪə(r)/	IT-Ingenieur/ Informatiker	20	Graham is an IT engineer .
item	noun	/ˈaɪtəm/	Artikel	23	Ask Paul which items he wants to promote in Brazil.
join in	phrasal verb	/dʒɔɪn ˈɪn/	mitmachen	23	I agree that the sales team should join in with the meeting.
judo	noun	/ˈdʒuːdəʊ/	Judo	20	He does karate and judo .
junior	adjective	/ˈdʒuːniə(r)/	Nachwuchs-	136	I train the junior staff.
karate	noun	/kəˈrɑːti/	Karate	20	He likes to practise karate during the week.
last minute	adjective	/lɑːst ˈmɪnɪt/	last-minute, in letzter Minute	29	We've got a last minute order, so I'm going to be busy with that.
let (someone) know	idiom	/let ... nəʊ/	(jemanden) wissen lassen, (jemandem) Bescheid sagen	23	Could you let me know which dates are good for you next week?
light up	phrasal verb	/laɪt ʌp/	aufleuchten	18	The ice sculptures light up at night.
lighting	noun	/ˈlaɪtɪŋ/	Beleuchtung	21	I like the lighting in this room.
look after	phrasal verb	/lʊk ˈɑːftə(r)/	sich kümmern (um), betreuen	136	I look after patients who need to correct their vision.
lose weight	idiom	/luːz ˈweɪt/	abnehmen	28	You need to do some exercise if you want to lose weight .
maintain	verb	/meɪnˈteɪn/	warten	136	I install and maintain telephone lines.
make [attend]	verb	/meɪk/	für (etw.) sorgen	136	I'm really sorry, but I can't make lunch on Thursday.
miss [not notice]	verb	/mɪs/	verpassen	136	It's a large building, so you can't miss it.
offer	noun	/ˈɒfə(r)/	Angebot	23	Many thanks for your offer of help.
optician	noun	/ɒpˈtɪʃn/	Optiker(in)	21	I need to make an appointment with the optician tomorrow.
order [shipment]	noun	/ˈɔːdə(r)/	Bestellung	21	The shop assistant will need to check the order is correct.
organized [neat]	adjective	/ˈɔːgənəzɪd/	geordnet	136	I make sure the kitchen is clean and organized .
organizer	noun	/ˈɔːgənəzə(r)/	Organisator(in), Veranstalter(in)	24	Listen to the organizer explain the travel schedule to Paul Lee.
patient	noun	/ˈpeɪʃnt/	Patient(in)	136	I look after patients who need to correct their vision.
payment	noun	/ˈpeɪmənt/	Bezahlung	136	I also help guests check out, deal with payment , and help them with transport.

phone call	noun	/ˈfəʊn kɔ:l/	Anruf	22	Can I make a phone call ? I need to talk to my colleague.
photo shoot	noun	/ˈfəʊtəʊ ʃu:t/	Fototermin	24	Which country is the photo shoot in?
pipe	noun	/paɪp/	Rohr	21	We'll need a plumber to fix that pipe .
plenty	adjective	/ˈplenti/	genug, genügend	136	You're all meeting at 10.45 a.m. That gives you plenty of time before the flight.
plumber	noun	/ˈplʌmə(r)/	Klempner(in)	21	A plumber fits and fixes water pipes and drains.
possible	adjective	/ˈpɒsəbl/	möglich	23	Would it be possible to have another meeting to discuss the next stage?
potential	noun	/pəˈtenʃl/	Potenzial, Potential	23	It seems that there is a lot of potential for our designs in the sportswear sector.
proposal	noun	/prəˈpəʊzəl/	Antrag	26	They're preparing an important proposal .
provide	verb	/prəˈvaɪd/	bereitstellen, anbieten	136	I tell the guests about the hotel and the services we provide .
publisher	noun	/ˈpʌblɪʃə(r)/	Verlag	136	I sell my work online or directly to publishers .
query	noun	/ˈkwɪəri/	Frage	24	I have a query about the email you wrote.
refer	verb	/rɪˈfɜ:(r)/	überweisen	136	I fit and provide glasses and contact lenses and, in some cases, refer patients to a doctor.
reference	noun	/ˈrefrəns/	Bezugnahme	23	Kate starts her email with a reference to a previous meeting.
remind	verb	/rɪˈmaɪnd/	(an etw.) erinnern	136	Just to remind you, lunch is at 1.00 p.m.
represent	verb	/ˌreprɪˈzent/	(für etw.) stehen	18	Ten horses and riders represent ten of the seventeen contrade, or city wards.
rest	noun	/rest/	Ruhepause	22	You worked really hard this morning. You should take a rest .
rider	noun	/ˈraɪdə(r)/	Reiter(in)	18	How many times do the horse riders race round the square?
sail [ship's]	noun	/seɪl/	Segel	18	The event has fireworks, music, and an amazing show of ships with red sails .
salutation	noun	/ˌsæljuˈteɪʃn/	Gruß, Gruss (Schweiz)	23	Include a salutation at the beginning of an email.
sculpture	noun	/ˈskʌlptʃə(r)/	Skulptur	18	People make ice sculptures and statues of famous people and places.
sector	noun	/ˈsektə(r)/	Sektor	23	It seems that there is a lot of potential for our designs in the sportswear sector .
sender	noun	/ˈsendə(r)/	Absender	23	The email contains the name of the sender .
set [sun]	verb	/set/	untergehen	18	It takes place during the summer when the sun does not set .
sights [tourist]	noun	/saɪts/	Sehenswürdigkeiten	136	Most of my customers are business people working on Wall Street or tourists who want to see the sights .
signature	noun	/ˈsɪɡnətʃə(r)/	Unterschrift	23	Remember to put a signature at the end of the email.

sound (like)	verb	/saʊnd/	klingen	135	That sounds like good advice.
spare time/free time	noun	/speə(r) taɪm/ /fri: taɪm/	Freizeit	19	She studies most weekends and doesn't have much free time .
square [in a town]	noun	/skweə(r)/	Platz	18	How many times do the riders race round the square ?
stage [of a process]	noun	/steɪdʒ/	Phase	23	Would it be possible to have another meeting to discuss the next stage ?
stage [performance]	noun	/steɪdʒ/	Bühne	18	Concerts take place on stages made of ice.
statue	noun	/'stætʃu: /	Statue	18	People make ice sculptures and statues of famous people and places.
stock	noun	/stɒk/	Vorrat, Lagerbestand	21	They also check the stock and make orders.
strategy	noun	/'strætədʒi/	Strategie	23	Could you please explain our overseas strategy to me?
style	noun	/stɑɪl/	Stil	135	I help customers with fittings and suggest the style and colour to suit them.
style	verb	/stɑɪl/	stylen	27	The hairdresser will style her hair.
subject [of an email]	noun	/'sʌbdʒekt/	Betreff	23	Remember to include a subject , so people know what the email is about.
suit [look good in]	verb	/su:t/	stehen	135	I help customers with fittings and suggest the style and colour to suit them.
systems analyst	noun	/'sɪstəmz ,ænalɪst/	Systemanalytiker(in)	21	The Systems Analyst made our ordering process more efficient.
take place	phrasal verb	/teɪk 'pleɪs/	stattfinden	18	How often does the Palio di Siena take place ?
target	verb	/'tɑ:ɡɪt/	ansprechen	19	She is going to target Chinese and Korean customers.
taxi driver	noun	/'tæksi ,draɪvə(r)/	Taxifahrer(in)	21	A taxi driver can take you round the city centre.
telegraph	noun	/'telɪɡrɑ:f/	Telegraf, Telegraph	136	I also install and maintain telephone, telegraph , cable TV, and fibre optic lines.
tour	noun	/tʊ:(r)/	Tour	135	I'm just booking a tour to St Petersburg for a group of students.
traffic	noun	/'træfɪk/	Verkehr	136	The journey takes about 30 minutes depending on the traffic .
transport	noun	/'trænsɒ:t/	Beförderung, Transport	136	I also help guests check out, deal with payment, and help them with transport .
treat	verb	/tri:t/	behandeln	27	A vet can treat sick animals.
vision	noun	/'vɪʒn/	Sehkraft, Sehvermögen	136	I look after patients who need to correct their vision .
wiring	noun	/'waɪərɪŋ/	Verkabelung	21	An electrician will fix the lighting and wiring .
work on	phrasal verb	/wɜ:k ɒn/	an (einem Ort) arbeiten	26	I work on the front desk mainly.
yet	adverb	/jet/	schon	19	Have you found a place to live yet ?