

Unit 8

Words	Word type	Pronunciation	Translation	Page	Example sentence
actual	adjective	/ˈæktʃuəl/	tatsächlich, konkret	144	Online training will cost less than running actual courses.
automatic	adjective	/ˌɔːtəˈmætɪk/	automatisch	143	And taxi doors are automatic so you shouldn't try to close the taxi door yourself.
bank account	noun	/ˈbæŋk əˌkaʊnt/	Bankkonto	143	Employees need some money to get started, so we help them set up a bank account and transfer money from their home country.
basics	noun	/ˈbeɪsɪks/	Grundlagen	143	Let's start with the basics .
benefits	noun	/ˈbenɪfɪts/	Zusatzleistungen	94	What benefits do companies offer their employees?
blade	noun	/bleɪd/	Klinge	143	And remember you mustn't take any carry-on items containing blades over six centimetres on board.
borrow	verb	/ˈbɒrəʊ/	(aus)leihen, (aus)borgen	99	You can borrow my pen.
candidate	noun	/ˈkændɪdeɪt/	Bewerber(in)	94	What does a company usually expect from a candidate ?
card case	noun	/ˈkɑːd keɪs/	Kartenhülle	91	It is important not to put a card straight into your card case .
carry-on (bag)	adjective	/ˈkæri ɒn/	Handgepäck	143	And remember you mustn't take any liquids over 100ml in your carry-on luggage.
challenge	noun	/ˈtʃælɪndʒ/	Herausforderung	92	What are the challenges when you relocate to another country?
clerk	noun	/klaːk/	Verkäufer(in)	90	Don't say 'Thank you' after a clerk hands you your grocery bag.
come round [visit]	phrasal verb	/kʌm ˈraʊnd/	vorbeikommen	144	Some friends are due to come round later.
competition [business]	noun	/ˌkɒmpəˈtɪʃn/	Konkurrenz	143	These are usually the most expensive places and there is a lot of competition for the best apartments.
confused	adjective	/kənˈfjuːzd/	verwirrt	143	I got really confused when I was in Manhattan.
context	noun	/ˈkɒntekst/	Kontext, Zusammenhang	91	The local people love the desert, so they are much more relaxed in this context .
corporation	noun	/ˌkɔːpəˈreɪʃn/	(Groß)unternehmen, (Gross)unternehmen (Schweiz)	144	We hired three more designers and got a contract with a big corporation in New York.
cough	verb	/kɒf/	Husten	95	Leave the room if you need to cough .
cover [book]	noun	/ˈkʌvə(r)/	(Platten)hülle, Cover	144	They do designs for a whole range of websites, company logos, album covers , and so on.
cream [face]	noun	/kriːm/	Crème, Krem(e)	143	Check all your bottles and creams and take out any bottles bigger than 100ml.
cultural	adjective	/ˈkʌltʃərəl/	Kultur-	90	Read these cultural tips for working and living in India.
cultural awareness	noun	/ˌkʌltʃərəl əˈweənəs/	Kulturbewusstsein	143	We usually put all people who are relocating on an intensive ' cultural awareness ' course
custom	noun	/ˈkʌstəm/	Brauch	91	Do you have any favourite customs or events?
customer base	noun	/ˈkʌstəmə(r) beɪs/	Kundenstamm	144	We worked 20 hours a day and slowly built up our customer base .
discussion	noun	/dɪˈskʌʃn/	Diskussion	95	One person led the discussion .

driving licence	noun	/ˈdraɪvɪŋ laɪsəns/	Führerschein, Fahrerlaubnis	99	You must take your driving licence with you.
dual nationality	noun	/ˈdjuːəl ˌnæʃəˈnæləti/	doppelte Staatsbürgerschaft	144	I have dual nationality so my visa wasn't a problem.
education	noun	/ˌedʒuˈkeɪʃn/	Bildung	92	Education can be a challenge when you move to a new country.
embarrassing	adjective	/ɪmˈbærəsɪŋ/	peinlich	144	They wanted to see all the designs I did in college, which was really embarrassing .
enjoyable	adjective	/ɪnˈdʒɔɪəbl/	angenehm	97	Take turns to invite your partner to do something, and make offers to make their stay more enjoyable .
exactly	adverb	/ɪgˈzæktli/	genau	90	You have to get to meetings exactly on time.
extreme	adjective	/ɪkˈstriːm/	extrem	143	The weather can be a problem, especially in extreme climates like the Gulf States or places like Finland or Alaska.
face (a problem)	verb	/feɪs/	vor (einem Problem) stehen	92	What are the main problems that people face when they move abroad for work?
factor	noun	/ˈfæktə(r)/	Faktor	143	The difference in culture is an important factor .
fare	noun	/feə(r)/	Fahrpreis	91	Have you got money for the taxi fare ?
fixed	adjective	/fɪkst/	festgesetzt, fix	143	And the last thing, taxi fares are fixed in Japan so don't try to negotiate a cheaper fare.
follow-up	adjective	/ˈfɒləʊ ʌp/	Folge-	91	Always send a follow-up email stating your understanding of the meeting.
formal (training)	adjective	/ˈfɔːml/	formal	144	They didn't give me any formal training but the design team I worked with were really supportive.
gift [present]	noun	/ɡɪft/	Geschenk	92	Have you bought me a gift ?
give (someone) a lift	idiom	/ɡɪv... ə ˈlɪft/	(jemanden) mitnehmen	97	Would you like me to give you a lift ?
greetings card	noun	/ˈɡriːtɪŋz kɑːd/	Grußkarte, Grusskarte (Schweiz), Glückwunschkarte	92	When should I send a greetings card ?
grocery	noun	/ˈɡrəʊsəri/	Lebensmittel	90	Don't say 'Thank you' after a clerk hands you your grocery bag.
ground staff [airport]	noun	/ˈɡraʊnd stɑːf/	Bodenpersonal	143	My name's Ben and I'm one of the ground staff working here at Heathrow Airport.
health care	noun	/ˈhelθ keə(r)/	Gesundheitsfürsorge, medizinische Versorgung	94	Health care is one of the employee benefits.
hire [employ]	verb	/ˈhaɪə(r)/	einstellen	144	We need to hire three more designers.
homesick	adjective	/ˈhəʊmsɪk/	heimwehkrank sein, Heimweh haben	143	He got very homesick when he was abroad.
host	noun	/həʊst/	Gastgeber-	143	It includes things like business customs, social customs, and so on in the host culture.
hug	verb	/hʌɡ/	umarmen	143	You shouldn't hug or shake hands with a person of the opposite sex. Just say 'Hello'.
in advance	idiom	/ɪn ədˈvɑːns/	im Voraus	143	They can pay the first month's salary in advance and then the employee pays it back.
intensive	adjective	/ɪnˈtensɪv/	intensiv	143	We usually put all people who are relocating on an intensive 'cultural awareness' course.

lead	verb	/li:d/	leiten	95	You are going to lead a meeting.
let [allow]	verb	/let/	ermöglichen	95	How do you let other people speak or stop people from talking too much?
make sense	idiom	/meɪk 'sens/	Sinn ergeben, sinnvoll sein	144	It doesn't make sense to let them go on their own.
necessary	adjective	/'nesəsəri/	nötig, notwendig	90	It's not necessary to do that.
on board	idiom	/on 'bɔ:d/	an Bord	143	And remember you mustn't take any carry-on items containing blades over six centimetres on board .
on time	adjective	/on 'taɪm/	pünktlich	90	You have to get to meetings exactly on time .
optional	adjective	/'ɒpʃənəl/	optional, freiwillig	99	The workshop is optional for employees.
outside [external]	adjective	/'aʊtsaɪd/	extern	144	I think an outside company is a better solution.
overseas	adverb	/'əʊvə'si:z/	ins Ausland	95	Listen to a meeting about training for people going overseas .
pay attention	idiom	/peɪ ə'tenʃn/	aufpassen	91	People often tell quite long stories and it is polite to pay attention .
pay back	phrasal verb	/peɪ 'bæk/	zurückzahlen	143	The employee must pay back their advance.
pension	noun	/'penʃn/	Pension	94	The employer offers a good pension .
period [of time]	noun	/'pɪəriəd/	Zeitraum	93	I finished my three-month probationary period .
physical contact	noun	/'fɪzɪkl 'kɒntækt/	Körperkontakt	92	Physical contact is not appropriate in some cultures.
place	verb	/pleɪs/	legen	91	It is a good idea to place the business cards on the table in front of you in the order people are seated.
pocket	noun	/'pɒkɪt/	Tasche	91	It is OK to keep business cards in your pocket .
polite	adjective	/pə'laɪt/	höflich	91	People often tell quite long stories and it is polite to pay attention.
prayer time	noun	/'preə(r) taɪm/	Gebetszeit	91	Make sure your appointments fit in with prayer time .
probationary	adjective	/prə'beɪʃnəri/	Probe-	93	I finished my three-month probationary period.
promotion	noun	/prə'məʊʃn/	Beförderung	93	I got my first promotion after a year.
recruitment agency	noun	/'rɪ'kru:tmənt ,eɪdʒənsi/	Personal(vermittlung s)agentur, Personalvermittlung	92	Hazel Masterson is the manager of an international recruitment agency .
registration	noun	/'redʒɪ'streɪʃn/	Registrierung, Anmeldung	99	The deadline for registration is 20th February.
relocate	verb	/'ri:ləʊ'keɪt/	umziehen	92	What are the challenges when you relocate to another country?
reporting line	noun	/'rɪ'pɔ:tiŋ laɪn/	Berichtslinie, Berichtsweg	94	Your job description should include your reporting lines .
respect	noun	/'rɪ'spekt/	Respekt	91	It is necessary to treat someone's card with respect and take time to read the information.
rethink	verb	/'ri:θɪŋk/	überdenken	100	So, it seems we need to rethink how we find new employees.
rude	adjective	/'ru:d/	unhöflich	143	It may sound rude , but we don't say 'Thank you' so much.
search	noun	/'sɜ:tʃ/	Durchsuchung, Kontrolle	143	Before you get to the security search , don't forget to take your laptop out of your bag.
signal [phone]	noun	/'sɪgnəl/	Signal	97	Student A needs to send an email to their company but they can't get a signal .

smartphone	noun	/ˈsmɑːtfəʊn/	Smartphone	97	<i>They can't get a signal on their smartphone.</i>
social	adjective	/ˈsəʊʃl/	sozial, gesellschaftlich	143	<i>The course includes things like business customs, social customs, and so on in the host culture.</i>
social life	noun	/ˈsəʊʃl laɪf/	Sozialleben, Gesellschaftsleben	143	<i>He missed his family, his favourite meals, and his social life.</i>
star	noun	/stɑː(r)/	Stern	91	<i>The local people love the desert so if you get invited to sit and look at the stars, do it.</i>
strict	adjective	/strikt/	streng	91	<i>Are there strict rules about who attends a meeting?</i>
supportive	adjective	/səˈpɔːtɪv/	(jmdn.) unterstützen	144	<i>The design team I worked with were really supportive.</i>
surprised	adjective	/səˈpraɪzd/	überrascht	91	<i>At meetings, don't be surprised if quite a lot of people turn up – they like meeting visitors.</i>
the opposite sex	idiom	/ðə ˈɒpəzɪt seks/	das andere Geschlecht	90	<i>You shouldn't shake hands with a person of the opposite sex.</i>
time difference	noun	/ˈtaɪm ˌdɪfrəns/	Zeitunterschied	101	<i>I'm a little bit tired. It's the six-hour time difference.</i>
transfer (money)	verb	/ˈtrænsfɜː(r)/	überweisen	143	<i>We help them set up a bank account and transfer money from their home country.</i>
translate	verb	/ˈtrænsˈleɪt/	übersetzen	91	<i>It is not necessary to translate your business cards into Hindi.</i>
tricky	adjective	/ˈtrɪki/	heikel	143	<i>And tipping is quite tricky.</i>
turn up [appear]	phrasal verb	/ˈtɜːn ʌp/	auftauchen	91	<i>Quite a lot of people turn up to meetings.</i>
turn-taking	noun	/ˈtɜːn ˌteɪkɪŋ/	Sprecherwechsel, Turn-taking	95	<i>Turn-taking is deciding who speaks next.</i>
visa [travel]	noun	/ˈviːzə/	Visum	93	<i>What was unusual about her visa situation?</i>