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BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

ENGLISH		DEFINITION	SLOVAK
UNIT 1			
accountant	n	a person who keeps the records of money that is received and spent by a company	účtovník / účtovníčka
accounts	n	the records of all the money that a company has received or spent	účty
atmosphere	n	the character or feeling of a place or situation	atmosféra
book-keeping	n	the job of keeping a record of the money that is received and spent by a company	účtovníctvo
consultant	n	a person who advises people on a subject that they are an expert in	poradca, konzultant
coordinate	v	make all the different people and different parts of an activity work together in an organised way	koordinovať
correspondence	n	letters, especially official or business letters	korešpondencia
deadline	n	a time or day by which something must be done	konečný termín / lehota
executive	n	a person in a high position in an organisation who makes decisions	vedúci pracovník
faulty	adj	not well-made or not working	vadný, chybný
hectic	adj	not well-made or not working correctly	vadný, chybný
human resources	pl n	the part of a business that deals with finding new employees, keeping records of employees and helping them with any problems, etc.	oddelenie ľudských zdrojov, personálne odd.
invoice	n	a list of things bought or work done with the price, for payment later	faktúra
laboratory	n	a room or building with equipment for doing scientific tests	laboratórium

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manic	adj	very busy	šialene nasadený / zaneprázdnený
marketing	n	a group of activities to help sell a product or service by considering buyers' wants and needs	marketing
meticulous	adj	very careful and paying a lot of attention to detail.	puntičkársky
minutes	pl n	the official record of what people say and decide during a meeting	zápis zo schôdze / jednanía
payroll	n	a list of people employed in a company, showing how much each person is paid	výplatná listina
personnel	pl n	the people who work in an organisation	zamestnanci, personál
policy	n	a set of rules or a plan of what to do in a particular situation	zásady, postup
prioritise	v	decide which tasks are the most important	stanovovať poradie podľa dôležitosti
quality control	n	the activity of looking at goods or services to make sure that they are of the correct standard	kontrola kvality, akosti
research and development (R and D)	n	the department in a business which deals with planning new products and trying to improve existing ones	výskum a vývoj
retailer	n	a person who sells products to the public	maloobchodník
springboard	n	something which provides energy at the start of an action	odrazový mostík
stock	v	provide something for people to buy	mať na sklade
wealthy	adj	rich	bohatý, zámožný
welfare	n	a person's health and happiness	spokojnosť, blaho
UNIT 2			
access	n	the opportunity to see or use something	prístup

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call off	v	decide not to do a planned activity	zrušiť, odvolať
challenge	n	something that is difficult to do	náročná, ale zároveň lákavá úloha; výzva
challenging	adj	difficult in a way which tests your ability or determination	náročný, ale zároveň lákavý
colleague	n	a person who you work with	kolega
come up with	v	produce (an idea or suggestion)	prísť s niečím (napr. s nápadom, myšlienkou)
competitive	adj	equal to or better than others	konkurencieschopný
face to face	adj	looking directly at one another	osobne, tvárou v tvár
flexible	adj	able to be changed easily according to the situation	flexibilný, pružný, prispôsobivý
open-door management style		a system where managers deal with employees' problems quickly and directly	manažérsky štýl "otvorených dverí" - systém, v ktorom manažéri riešia problémy zamestnancov rýchle a priamo s nimi
pension	n	money which is paid regularly to a person who has retired	starobná penzia / dôchodok
pension scheme	n	a system into which an employee and employer make regular payments for a period of years, so that the employee can receive a pension when they retire	penzijný / dôchodkový systém
pool	v	allow something to be collected and shared by everyone in a group	dať dokopy k spoločnému prospechu
potential	n	a person's or product's ability to develop and succeed	potenciál
proposal	n	a suggestion, sometimes a written one	návrh
put forward	v	state (an opinion or suggestion) for other people to consider	predložiť
rewarding	adj	satisfying because you feel it is important or useful	užitočný, prospešný, vyplácajúci sa
role	n	the position or purpose that a person has in an organisation	úloha
standard	adj	usual or normal	štandardný, obvyklý, normálny, bežný
strategy	n	a plan for achieving success	stratégia

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workforce	n	the group of people who work in a company	pracovná sila, zamestnanci
UNIT 3			
advertising campaign	n	a series of activities to advertise something	reklamná kampaň
award	n	a prize for achieving something	ocenenie, cena (za niečo)
billboard	n	a large board used to display advertisements	billboard, veľkoplošná reklamná tabuľa
chain	n	a number of shops, hotels, etc. which are owned by the same company	reťazec (napr. obchodov, hotelov)
charitable trust		a trust which is formed with the aim of giving money to charity	dobročinná nadácia, charita
collective	n	a business which is owned or controlled by the people who work in it	družstvo (výrobné, poľnohospodárske)
commercial	n	an advertisement on TV or radio	reklama v rádiu alebo v televízii
decline	n	a situation where something becomes less in number or amount	pokles
depression	n	a long period when there is very little business activity and not many jobs	hospodárska kríza
exhibition	n	an event where companies show their products to the public	výstava
founding	n	start (a new company or organisation)	založenie
growth	n	the process of increasing in number or size	rast
inherit	v	receive money or a business from a person after they have died	zdediť
launch	v	show something for the first time	uviesť na trh
leading	adj	the most important	hlavný, vedúci
merge	v	join together	fúzovať, zlúčiť v jedno

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mill	n	a building fitted with machinery for a manufacturing process	továreň, výrobný závod
packaging	n	the material put around goods before they are sold	obal
pension fund	n	an amount of money which people can pay into while working, which is then used to make regular payments to them after they retire	penzijný fond
philanthropist	n	a person who gives money and help to people who need it	filantrop, ľudomil
poverty	n	the situation of being poor	chudoba
privatise	v	sell a company which is owned by the government to a private company or a member of the public	privatizovať
rivet	n	a metal pin, usually used to join pieces of metal together	nit
share	n	any of the equal parts into which a company's capital is divided	akcia
slogan	n	a short phrase used in advertising which is easy to remember	slogan
take over	v	get control of or responsibility for something (e.g. a company)	prevziať (napr. firmu)
trust	n	an organisation which controls money or property for the benefit of other people	nadácia
wrapper	n	a piece of paper or plastic which covers something that you buy (especially food)	obal
UNIT 4			
backfire	v	have the opposite result of what you wanted	mať opačný účinok
booked up	adj	with no free places for extra appointments	majúci plný program, zaneprázdnený

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broadband	n	a telecommunications system which allows information to be sent quickly between computers and other electronic equipment	širokopásmový vysielací systém
cluttered	adj	full of unnecessary things	prepchaný
competitor	n	a person, company or product which is trying to be more successful than another in the same market	konkurent
download	v	copy data from one computer system to another or to a disk	kopírovať / stiahnuť dáta
exchange rate	n	the amount of one currency which you can buy with a particular amount of another currency	výmenný kurz
gimmick	n	something which is used to get people's attention but which isn't very useful	efekt k upútaniu pozornosti
graphic	n	image which is shown on a computer screen	grafika
handling charge	n	the cost of moving goods from one place to another	manipulačný poplatok
hard copy	n	a paper copy of information which came from a computer	papierová podoba dokumentov
home page	n	the first page that you should see when you look at a website	domovská stránka
load	v	abbreviation of download	skrátaná forma slova "download" – <i>vid. vyššie</i>
logo	n	a design or symbol which is used by a company to advertise its products	logo
online	adj	connected to the internet	pripojený k internetu, "online"
purchase	v	buy	kúpiť
search engine	n	a computer programme which finds information on the Internet using words that you type in	vyhľadávač
set up	v	organise (an event); start (a new business)	nastaviť
time-consuming	adj	needing a lot of time	časovo náročný

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up to date	adj	modern or containing the most recent information	aktuálny, moderný
update	v	make something more modern or give the most recent information to	aktualizovať
UNIT 5			
agricultural	adj	connected with farming	poľnohospodársky
assemble	v	build something by joining different parts together	zmontovať
blade	n	the sharp metal part of a machine or piece of equipment which is used to cut something	ostrie, čepeľ
bulb (abbr. of light bulb)	n	a glass object which produces light from electricity	žiarovka
cable	n	a wire, usually covered by plastic, which carries electricity or telecommunication signals	kábel
card index	n	a box for storing cards in a particular order	kartotéka, lístkový register
charge	v	store electrical energy in	nabiť
craftsman	n	a person who uses special skills to make things, especially with their hands	remeselník
crash	v	suddenly stop working	pokaziť sa, zastaviť sa v činnosti
device	n	a piece of equipment which does a particular job	zariadenie, prístroj
dismantle	v	take something apart so that it is in several pieces	rozmontovať
fasten	v	fix something together, or fix one thing to another	pripevniť, upevniť
file	n	a type of container used to store documents	šanon, fascikel
gadget	n	a small piece of equipment which does a particular job	dômyselný prístroj, šikovný vynález
hole punch	n	a small piece of equipment used for making holes in paper	dierovačka papiera
jam	v	become unable to work because a part is stuck	zaseknúť sa
lead	n	a wire which connects a piece of electrical equipment to the electricity supply	prívodný kábel

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lever	n	a handle that you push or pull to make a machine work	páčka
paper clip	n	a small piece of bent metal used for holding papers together	sponka na papiere
permanent	adj	lasting forever or for a very long time	trvalý
pliers	pl n	a piece of equipment with two handles for pulling small things (e.g. nails) or for cutting wire	kliešťe, "kombinačky"
premises	pl n	the land and buildings owned by an organisation	priestory
run out	v	use all of something so that there is none left	dôjsť / minúť sa (napr. zásoby)
seminar	n	a meeting of a group of people for discussion or training	seminár
shredder	n	a machine used for cutting documents into very small pieces	skartovačka
stapler	n	a small piece of equipment used to fix papers together by pushing a small piece of metal through them	zošívacia
temporary	adj	lasting for only a short time	dočasný
tool	n	a piece of equipment which you use with your hands to make or repair something	nástroj, náradie
upgrade	v	improve the quality or usefulness of something	zlepšiť kvalitu alebo užitočnosť niečoho (použitím napr. dokonalejšieho software či hardwaru), "upgradovať"
UNIT 6			
authorise	v	give official permission for something	schváliť, povoliť
blend	v	mix two or more things together	zmiešať
budget	n	a plan which shows how much money you have and how you will spend it	rozpočet
budget holder	n	the person responsible for a particular budget	správca rozpočtu alebo pridelených finančných prostriedkov
dissolve	v	(of a solid) become part of a liquid	rozpustiť (sa)

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evaporate	v	(of a liquid) change into gas	vypariť (sa)
evaporation	n	the act of evaporating	vyparovanie
extract	v	take something out of something else	extrahovať
extraction	n	the act of extracting something	extrakcia
filing cabinet	n	a piece of furniture in an office used for holding documents	skriňa na spisy, registratúra
ingredient	n	any of the substances used to make something, especially food	prísada, ingrediencia
in-house	adj	done within a company by its employees, not by people from outside the company	vlastný (interný, domáci)
label	n	a small piece of paper, material, etc. attached to an object which gives information about it	značka
production plant	n	a place where an industrial or manufacturing process takes place	výrobný závod
productivity	n	a measure which compares the value of what a company produces with the time and money which it spends producing it	produktivita
promote	v	encourage the popularity and sales of a product	propagovať
sample	n	a small amount of something which shows you what it is like	vzorka
stationery	n	things which you use for writing (e.g. pens and paper)	kancelárske potreby
supplier	n	a company which provides products or services	dodávateľ
target	n	a result that you intend to achieve	cieľ
target market	n	the group of people that a product is aimed at	cieľová skupina zákazníkov, cieľový segment trhu
vat	n	a large container for mixing or storing liquids, especially in a factory	nádrž, kaďa, sud

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UNIT 7			
backlog	n	a large amount of work or matters which are waiting to be done	nezariadené veci, "resty"
banker's card (also bank card, cheque card)	n	a card which you show when you pay for something by cheque to show that the bank promises to pay your cheques	bankový preukaz majiteľa šekového konta
bear with someone	v	wait while a person does something	mať s niekým strpenie
catalogue	n	a book with a list of all the goods you can buy from a shop or company	katalóg
courier	n	a person who transports documents or products	kuriér
customs	pl n	the place at an airport or port through which goods must pass to make sure they are not illegal and where any tax must be paid	colnica
cut off	v	break the connection during a telephone call	prerušiť (telefónny hovor)
discount	n	a reduction in the usual price	zľava
engaged	adj	(of a telephone line) unavailable because already being used by another person	obsadený (telefónna linka)
extension	v	a telephone, especially one with its own additional number on a line leading from the main switchboard	telefónna klapka
freight	n	goods which are carried from one place to another by ship, rail, plane or truck	náklad
freight forwarding	n	a person or company who arranges for goods to be transported from one place to another	špeditér
get through	v	succeed in speaking to somebody on the telephone	dovolať sa niekam
hang up	v	finish a telephone conversation and put the telephone down	zavesiť, položiť telefón

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heavy-duty	adj	especially strong so that it can be used in difficult conditions	trvanlivý, odolný
hold on	v	wait for a short time	počkať, vyčkať
hold the line	v	wait for a short time (on the telephone)	neskladať telefón, počkať na linke
intellectual property (IP)	n	a person's or company's rights to profit from their idea or design	duševné vlastníctvo
log off	v	top a computer being connected to a computer system, when you want to stop working	odpojiť sa, odhlásiť sa (z počítačového systému)
packing list	n	a list of goods that are packed and ready to send	zoznam zabaleného tovaru pripraveného na odoslanie
patent	n	the legal right to be the only person or company to make or sell an invention for a certain number of years	patent
put through	v	connect a person to another telephone extension	prepojiť telefón
ring off	v	finish a telephone conversation and put the telephone down	zavesiť, položiť telefón
sales channel	n	the way or place in which something is sold	spôsob alebo miesto, v ktorom sa niečo predáva
switchboard	n	a piece of equipment for the manual control of telephone connections	telefónna ústredňa
trade fair	n	an event where companies show and sell their products to retailers or other companies who work in the same field	veľtrh
trademark	n	a legally registered name or symbol which represents a company or product and cannot be used by another company	ochranná známka, obchodní značka
warehouse	n	a large building for storing goods before they are sold	sklad, skladisko

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UNIT 8			
banner	n	an advertisement that appears across the top of a webpage	reklama, ktorá sa objavuje v hornej časti webovej stránky, "banner"
brand identity	n	the values and qualities which people associate with a particular brand	"identita značky", hodnota a vlastnosti, ktoré si spotrebitelia spájajú s určitou značkou výrobkov
carrier	n	a company, usually an airline, which transports goods or people from one place to another	dopravca, prepravca (hlavne letecký)
channel	n	a way of getting something done or a way of communicating with people	postup, cesta, "kanál"
channel of distribution (also distribution channel)	n	the way in which goods are transported from producers to buyers	distribučné postupy / cesty / kanály
classified ad	n	a small advertisement in a newspaper or magazine	riadkový inzerát či malý plošný inzerát v novinách alebo v časpise
fare	n	the money a passenger must pay for a journey	cestovné
forecast	v	say what you expect to happen in the future	predpovedať
glamour	n	an attractive and exciting quality	kúzlo, zvláštny pôvab, príťažlivosť
green	n	concerned with the protection of the environment	spojený s ochranou životného prostredia, "zelený"
hospitality	n	the action of entertaining people in a welcoming and friendly way	pohostinnosť
innovation	n	the use of new ideas and methods	inovácia
lifecycle	n	the length of time that people continue to buy a particular product	životný cyklus výrobku; doba, v ktorej zákazníci kupujú určitý výrobok
lifespan	n	the length of time a machine or piece of equipment is expected to last	životnosť

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market leader	n	a company which sells more of a type of product than its competitors	firma s vedúcim postavením v predaji určitého typu výrobku, vedúca firma na trhu
market research	n	activities to obtain and study information about the things which people buy or want to buy	prieskum trhu
market share	n	the percentage of sales which a company has for a type of product compared with its competitors	podiel na trhu
pop-up	n	an advertisement which appears in a separate window on a webpage	reklama objavujúca sa na webovej stránke v osobitnom okne, "vyskakujúca" reklama
public relations (PR)	pl n	the activity of keeping good relationships between an organisation and the public	vzťahy s verejnosťou, aktivity zabezpečujúce dobré vzťahy medzi organizáciou a verejnosťou
small ad	n	see classified ad	vid'. classified add
word of mouth	n	the process of getting to know about a product by hearing about it from friends colleagues etc.	ústna propagácia výrobku, "počul som od... o... "
UNIT 9			
agenda	n	a list of things to be discussed in a meeting	program schôdze / jednaní
branch	n	any of the offices or shops that belong to a large company	pobočka
brand	n	a type of product made by a company under a particular name	značka výrobku
catering	n	the activity of providing food and drink	zaistovanie jedla a pitia, catering
compact	adj	closely and neatly packed together to save space	zaberajúci čo najmenší priestor, kompaktný
connection	n	a train or plane which passengers arriving on another train or plane can catch to continue their journey.	spojenie

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demonstrate	v	show something (e.g. a product) and explain how it works	ukázať, predviesť, demonštrovať
demonstration	n	the act of showing something and explaining how it works	predvedenie, demonštrácia
entertain	v	show hospitality to a business client (e.g. by taking them to an event or a restaurant)	pohostiť, pobaviť (napr. obchodného partnera)
entertainment	n	action of showing hospitality	zábava, pohostenie
organiser	n	a small file or diary where you record your appointments and other useful information	diár (elektronický alebo papierový)
pick someone up	v	collect a person or object from somewhere	vyzdvihnúť niekoho
rep	n	(abbr. of representative)	zástupca (skrátaná forma "representative")
representative	n	an agent of a company who travels to clients to sell products	zástupca
retire	v	stop working because of old age or ill health	odísť do dôchodku
stylish	adj	of high quality in appearance and design	veľmi moderného vzhľadu
voicemail	n	an electronic telephone answering system	hlasová schránka, telefónny záznamník
wall planner	n	a poster to put on the wall showing the days of the year so that you can write appointments on it	veľký plánovací kalendár na stenu
UNIT 10			
aisle	n	the passage between seats on an aeroplane	ulička medzi sedadlami
boarding card (also boarding pass)	n	the card that a passenger must have to show that they have passed security checks before getting on a plane	palubná vstupenka
check-in desk	n	the place at the airport where you show your ticket, give in your luggage and receive your boarding card	vstupná kontrola
debt	n	money that is owed to a person or company	dlh

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departure lounge	n	the area in an airport where passengers wait before they get on a plane	odletová hala (priestor, kde sa čaká na nástup do lietadla)
dip	n	a movement downwards to a lower level or number	pokles
duty-free shop	n	a shop in an airport or on board a ship where you can buy goods without paying government tax	obchod bez cla
fee	n	payment made to a professional person in exchange for advice or services	poplatok (napr. členský)
glove compartment	n	a small cupboard in the front of a car for storing small objects	prehradka na palubovke v aute
heavy goods train	n	a train used for transporting large goods	ťažký nákladný vlak
locker	n	a small cupboard which can be locked, usually one of several placed together in a public place	uzamykateľná skrinka, v lietadle prihradka na príručnú batožinu
put off	v	arrange to delay an event or appointment until a later time	odložiť na neskôr
reschedule	v	change the arranged time of something	preložiť na iný termín
road tax	n	a tax you must pay on your vehicle before you are allowed to drive it on the road	cestná daň
shuttle	n	a vehicle or aeroplane that travels regularly between two places	kyvadlová doprava
soar	v	rise quickly to a high level or number	prudko stúpať
thriving	adj	growing and successful	prosperujúci
venue	n	the place where an event or meeting takes place	miesto konania
UNIT 11			
audiovisual equipment	n	equipment that allows you to hear and see something (e.g. a presentation)	audiovizuálna technika / vybavenie
capacity	n	the total amount that can be contained or produced	výrobná kapacita

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conference	n	a formal meeting of people from the same type of business or with the same interests, usually lasting a few days	konferencia
convert	v	to change in form, character or use	premeniť, prebudovať
delegate	n	a person sent to represent others at a conference	delegát
downgrade	v	reduce a person or thing to a lower position	zaradiť do nižšej kategórie
flipchart	n	a board with large pieces of paper fixed at the top which can be turned over	tabuľa s veľkými listami papieru
gym (abbr. of gymnasium)	n	a large room with equipment for doing physical exercises	telocvičňa, posilňovňa
high-tech	adj	using the most advanced technology and equipment	technologicky / technicky na vysokej úrovni
IDD (International Direct Dialling) phone	n	a phone which you can use to make international calls without going through an operator	telefón umožňujúci priame volania do zahraničia
laundry service	n	a service offered by some hotels for washing, drying and ironing guests' clothes	pranie prádla (hotelová služba)
lecture	n	a formal talk to a group of people on a particular subject	prednáška
partition	n	a structure, usually a thin wall, which separates one part of a room from another	deliaca stena, prepážka
safe	n	a locked cupboard where you can keep money and other valuable items	trezor
stage	n	the area of a theatre where actors perform or lecturers give their talks	pódium
state-of-the-art	adj	using the most recent technology and ideas	najmodernejší, najpokrokovejší
suite	n	a set of connected rooms in a hotel	apartmán
video conferencing	n	a telecommunications system in which two or more people in different parts of the world can talk to each other and see each other on a TV screen	videokonferencia

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UNIT 12			
approach	n	a way of dealing with a situation or problem	prístup
autonomy	n	a company's ability to choose and organise its own systems and activities	samospráva, autonómia
ban	v	not allow a person to do or have something	zakázať
chairman (also chairwoman, chairperson)	n	the person in charge of a meeting, conference or organisation	predseda, predsedkyňa
diverse	adj	made up of a variety of different things or different types of people	rozličný, rozmanitý, rôzneho druhu
feedback	n	information about a product or person, used as a basis for improvement	spätná väzba
headquarters	n	the managerial centre of an organisation	sídlo
negotiate	v	have formal discussions with a person in order to reach an agreement	vyjednávať
office politics	pl n	the relationships (good and bad) between people who work in the same office	vzťahy medzi ľuďmi v tej istej kancelárii
panel	n	a small group of people brought together to decide or discuss something	diskusná skupina
parcel	n	an object wrapped in paper so it can be sent by post	balíček, menší balík
questionnaire	n	a list of questions, usually with a choice of answers, in order to collect information about a subject	dotazník
rumour	n	an interesting story, which may or may not be true, that people are talking about	zvesť, povesť
stand	n	a temporary display area where products are shown, often at a conference or trade fair	stánok

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

survey	n	a study of the opinions of a group of people, based on a list of questions	prieskum
task	n	a piece of work	úloha
team-building	n	activities to encourage people to build relationships with each other and work together as a team	budovanie tímu- vytváranie dobrých vzťahov medzi kolegami
UNIT 13			
associate	n	a person you know because of work or business	spoločník, partner, spolupracovník
badge	n	a small piece of plastic or metal with words or design (e.g. your name and company) to attach to your clothes	odznak, visačka
be based in	v	live or work mainly in this place	mať sídlo / základňu
consultancy	n	a company that gives expert advice on a particular subject	poradenská firma
crate	n	a large box used for storing or moving things	prepravka
draw	n	a competition where people are given numbered tickets which are chosen at random to decide winners of prizes	číselná lotéria
ethos	n	the set of beliefs and ambitions which are typical of a group or company	étos, charakter, mravný základ
floristry	n	the business of arranging and selling flowers	kvetinárstvo
framework	n	order or structure	rámec
insolvency	n	the situation when a company does not have enough money to pay its debts	platobná neschopnosť, insolventnosť
lapel pin	n	a pin which is used to fasten something (e.g. a badge) to the front of your jacket	špendlík, zatvárací špendlík / zicherka

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

mailshot	n	a piece of advertising material sent to a large number of addresses	tlačený propagačný materiál pre väčší počet spotrebiteľov
mission	n	the purpose or aim of an organisation	poslanie
motto	n	a short sentence or phrase which expresses a belief or purpose	motto
put down to	v	think something is caused by something else in particular	pripisovať niečo niečomu
referral	n	the act of directing someone to another person or place for help or business	odkázanie niekoho na niekoho alebo iný subjekt vo veci pomoci či obchodu
staffing	n	the action of providing employees for an organisation	nábor zamestnancov
telemarketing	n	selling goods or services by telephone	predaj tovaru alebo služieb po telefóne; telemarketing
turnover	n	the amount of money taken by a business in a particular period	obrat (peňazí)
wind up	v	gradually bring an activity to an end	ukončiť
UNIT 14			
body language	n	the movements and positions of your body which show other people how you are feeling, often without you knowing it	reč tela- vedomé a najmä nevedomé gestá a posunky
bonus	n	an extra amount of money paid to a person for good performance	prémia
commemorate	v	officially remember, with respect, people or an event, especially with a ceremony	pieta, pripomínať, pamiatka na osobu alebo udalosť (oficiálne, so ctou)
department store	n	a large shop selling a variety of goods in different departments	obchodný dom
eye contact	n	the situation when two people look at each other's eyes at the same time	očný kontakt
giant	n	a very large, successful company	spoločnosť obrích rozmerov

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

harmony	n	peacefulness or agreement	harmónia
host	n	a person who invites other people as guests	hostiteľ
job description	n	a written list of the responsibilities you have and things you are expected to do in your work	pracovná náplň
minimal	adj	of a very small amount	minimálny
offence	n	feeling of annoyance or hurt	urážka
pharmaceutical	adj	concerned with the preparation of medicinal drugs	farmaceutický
product positioning	n	the way that people think about a product compared with competing products, or the way that the company would like them	pozícia výrobku na trhu v porovnaní s konkurenčnými výrobkami
punctual	adj	arriving or doing things at the correct time, not later	dochvilný, presný
small talk	n	polite conversation about unimportant things	zdvorilostná nezáväzná konverzácia
spectrum	n	the range of possible opinions, feelings or ways of behaving	spektrum, škála
to the point	adj	directly expressed and suitable for the topic being discussed	k veci, k podstate
unwrap	v	remove the paper or material that covers something	rozbaľiť
wrap	v	cover something with paper or material	zabaliť
UNIT 15			
act on	v	do what is suggested	jednať, riadiť sa podľa niečoho
at the cutting edge		at the most recent stage of development	špička, popredné miesto v odbore
average	n	a standard or level which is considered to be normal or the number obtained by adding two or more amounts together and dividing the total by the number of amounts	priemer
block booking	n	a booking (e.g. for a hotel) for a group of people	hromadná rezervácia

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

boom	n	a period when a country or industry is very successful	obdobie / rozmach prosperity, prudkého ekonomického rastu; konjunktúra
break down barriers	v	improve understanding and communication between people	prelomiť bariéry (v komunikácii)
break the ice	v	make people who do not know each other well feel more relaxed with each other	prelomiť lody, odstrániť bariéry v komunikácii
committed	adj	willing to give your time and energy to something that you believe in	oddaný niečomu
conflict	n	a serious disagreement or argument	konflikt, spor, rozpor
cooperate	v	work together for a particular purpose	spolupracovať
cooperative	adj	willing to work with people and do what they ask	ochotný spolupracovať
creative	adj	producing and using new and unusual ideas	tvorivý, kreatívny
crisis	n	a situation which has reached a very difficult point, or a time of great disagreement and uncertainty	kríza
dominate	v	have control over a person or group of people	ovládať, vládnuť, dominovať
forum	n	a meeting for the exchange of opinions	fórum, stretnutie určené k výmene názorov
handout	n	a piece of printed information, sometimes given by a speaker to their audience	sylabus či iný písomný informačný materiál
implement	v	put into action	uviesť do praxe
interact	v	communicate and work together	vzájomne spolupracovať a komunikovať
in-tray	n	a container on a desk for letters and documents to be dealt with later	priehradka (na poštu, dokumenty)
maintenance	n	the activity of keeping a building or machinery in good condition	údržba
object	n	the aim or purpose of doing something	zámer, úmysel, cieľ
objective	n	something you plan to achieve	cieľ; cieľový
original	adj	not the same as anything else and therefore special and interesting	originálny, pôvodný

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

participant	n	a person who takes part or gets involved in something (e.g. a training course)	účastník
review	v	consider something in order to decide if changes should be made	zhodnotiť, preskúmať, zrevidovať
stand for	v	be an abbreviation of or symbol for	symbolizovať, nahradzovať
talented	adj	having a natural ability to be good at something	talentovaný
wisdom	n	the ability to use your knowledge and experience to make good judgements	múdrosť
UNIT 16			
close a deal	v	finalise a business agreement	uzavrieť obchodnú dohodu
courteous	adj	polite and respectful	zdvorilý, slušný
deal	n	a business agreement	obchodná dohoda
demanding	adj	needing a lot of time, attention or energy	náročný
desalination	n	the process of removing salt from sea water	odsoľovanie (morskej vody)
etiquette	n	the usual rules of polite behaviour in a certain social situation	etiketa, zásady spoločenského správania
extend	v	offer or give	dať, ponúknuť
get down to	v	begin to do or give serious attention to	pustiť sa do niečoho
impressed	adj	feeling admiration for something	zaujatý, ohromený
in due course	adv	at a suitable time in the future	v pravý čas
irrigation	n	the process of supplying land with water so that plants can grow	zavlažovanie
machinery	n	a group of large machines or the parts of a machine which make it work	stroje, technika
outing	n	a short trip taken for pleasure	vychádzka, krátky výlet

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

speciality	n	a product for which a person, region or restaurant is famous	špecialita
UNIT 17			
account for	v	supply or make up (a certain amount)	vyúčtovať
bar chart (also bar graph)	n	a diagram in which different amounts are represented by rectangles of different length	stĺpcový diagram / graf
fluctuate	v	rise and fall irregularly in number or amount	kolísať, meniť
fluctuation	n	an irregular rise and fall in number or amount	kolísanie
gross domestic product (GDP)	n	the total value of goods and services which are produced within a country	hrubý domáci produkt (HDP)
level off	v	stop rising or falling and stay at the same level	ustáliť sa, stabilizovať sa
line graph	n	a diagram in which changes in amount over time are represented by a line	čiarový (líniový) graf; súradnicový graf
make inroads	v	start to have a noticeable effect	začať mať viditeľný účinok
make up	v	compose or form	tvoriť
negligible	adj	too small in number to be important	zanedbateľný, bezvýznamný
overtake	v	become a greater amount (than something else)	predbehnúť, predstihnúť
peak	n	the highest point or value of something	vrchol
pie chart	n	a circle divided into parts that shows the way in which something (e.g. population or amount of money) is divided up	kruhový graf, "koláč"
recover	v	improve after a period of weakness or low value	obnoviť, uzdraviť
recovery	n	the process of improving after a period of weakness or low value	obnova, uzdravenie
static	adj	staying at the same value without changing for a long period of time	nemenný, stabilný

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

trend	n	a general direction in which something is developing or changing	trend, tendencia, vývoj
unemployment rate	n	the percentage of the working population who do not have a job	miera nezamestnanosti
UNIT 18			
acquisition	n	the purchase of one company by another	kúpenie jednej spoločnosti druhou; akvizícia
assembly	n	the process of putting together parts (e.g. of a machine, product or structure)	montáž
bankrupt	adj	unable in law to pay debts and therefore forced to stop operating	bankrot, krach
break even	v	have neither profit nor loss at the end of a business activity	kryť vlastné náklady, obchodovať bez zisku a bez straty
capital	n	money used to invest, lend or borrow	kapitál
capital employed	n	the money that a business invests back into the company	použitý kapitál, čisté aktíva
cashflow	n	the amount of money moving into and out of a business	hotovostný tok
chase payment	v	try to make a person pay the money that they owe	vymáhať dlžné čiastky
component	n	a part which combines with other parts to form something bigger	zložka, súčasť, komponent
cover costs	v	make enough money to pay for expenses	pokryť náklady
creditor	n	a person or organisation that a company owes money to	veriteľ, dlžník
curriculum vitae	n	a written description of a person's qualifications and previous employment	životopis
debtor	n	a person or organisation that owes money to a company	dlžník
deficit	n	the amount of money that a business has lost in a particular period of time	deficit, manko, strata
gross	adj	total, before any costs or taxes are deducted	hrubý (vo finančnom zmysle)

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

liquidation	n	the situation when a company closes because of financial difficulties and its assets are sold to pay its debts	likvidácia (firmy)
net	adj	remaining after deduction of tax and other costs	čistý (vo finančnom slova zmysle)
operating profit	n	the profit that a company makes from its usual activity	čistý príjem z podnikateľskej činnosti; prevádzkový zisk
overheads	n	the regular costs which are involved in running a business (e.g. rent or electricity)	režijné / prevádzkové náklady
overspend	v	spend more than was originally planned	nadmerne minúť
pay off	v	pay back the full amount	splatiť (dlh)
pre-tax return	n	the money that a company earns from something before tax is deducted	výnos pred zdanením
profitability	n	the state of producing a profit	výnosnosť, ziskovosť, rentabilita
résumé (US)	n	see curriculum vitae	životopis
return	n	a profit from an investment	výnos
revenue	n	an organisation's income or the money it receives	príjem, tržba
subsidiary	n	one company which is owned or more than 50% owned by another	pridružená spoločnosť
takeover	n	the action of taking control of one company by another after purchasing a majority of shares	prevziať vedenie
write off a debt	v	cancel the record of a bad debt	odpísať dlh
UNIT 19			
bear market	n	a financial market where prices are falling	priaznivý finančný trh na ktorom klesajú ceny
bond	n	a certificate issued by a government or public company which promises to repay money at a fixed rate of interest at a specified time	obligácia

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

broker	n	a person who buys and sells shares for others	burzový maklér
building society	n	a financial organisation that pays interest on member's savings and lends money for the purchase of property	stavebná sporiteľňa
bull market	n	a financial market where prices are rising	finančný trh, na ktorom stúpajú ceny
commission	n	an amount of money paid to an agent for arranging a sale or purchase	provízia, odmena
commodity	n	a substance or agricultural product that can be bought or sold in large amounts	druh tovaru, komodita
dividend	n	the part of a company's profits which is divided between its shareholders	dividenda
dividend yield	n	the amount of profit paid to shareholders, calculated as a percentage of the current share price	dividendový výnos
downturn	n	a reduction in business activity	pokles
equities	n	stocks and shares which pay no fixed amount of interest	cenné papiere, kmeňové akcie
float	v	sell shares of a company on the stock market for the first time	uviesť sa trh / do obehu
flotation	n	the process of offering shares of a company for sale to the public for the first time	uviedenie akcií do obehu
outperform	v	perform better than another	ponúkajú lepší výkon / výsledky než iný
portfolio	n	a collection of investments; all the products and services offered by a business	portfolio, všetky výrobky a služby ponúkané firmou; stav investícií
racecourse	n	a ground or track for horse or dog racing	dostihová dráha
sector	n	a distinct part of the economy	sektor / časť ekonomiky
shareholder	n	a person who owns shares in a company	akcionár
stake	n	a share or interest in a company	podiel

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

stock exchange	n	the place where stocks and shares in companies are bought and sold	akciová burza
stock	n	shares, or a certain number of shares	akcia
UNIT 20			
asset	n	something valuable belonging to a business (e.g. machinery) which could be used for the payment of debts	aktívum, prínos, užitočná vec
business angel	n	a private investor who provides money for new businesses	súkromný investor, ktorý poskytuje financie novým firmám
business plan	n	a document giving details of a company's expected sales, costs and future financial planning	podnikateľský plán / zámer
corporation	n	a large company or group of companies which acts as a single organisation and is recognised as such in law	korporácia; obvykle veľká akciová spoločnosť
data management	n	control and organisation of information held on computer databases	správa dát
entrepreneur	n	a person who starts up their own business, especially one which involves risk	podnikateľ (najmä začínajúci)
flood	v	arrive in large numbers	zaplaviť
format	n	the way in which information is arranged and stored	formát, štruktúra
loan	n	the act of lending something, or the money which is lent	pôžička
merger	n	the process when two or more companies join together to form a larger company	zlúčenie, fúzia
monitor	v	watch and check for a period of time	monitorovať, sledovať
pump money into	v	spend a lot of money on something to try to make it successful	vkladať do niečoho veľa peňazí
raise money	v	collect money	zarobiť / získať peniaze

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

relocation	n	the process of moving to a new place	premiestnenie, presťahovanie
resign	v	leave a job because you want to	rezignovať, odstúpiť z funkcie
savings	pl n	money kept in a bank to use later	úspory
secure a loan	v	make certain that money which is lent will be paid back by giving the lender the right to own an asset (e.g. the house) of the borrower, if the money is not paid back	ručiť za pôžičku
shelf life	n	the length of time that a product, especially food, can be kept in a shop before it becomes too old to sell	skladovateľnosť / uchovateľnosť tovaru
tap into	v	make use of something, especially people's interest or ability	využívať niečo; čerpať z niečoho
venture capitalist	n	a person who makes money available for investment in a new company, especially a risky one	človek ochotný v podnikaní riskovať
UNIT 21			
applicant	n	a person who applies for something, especially a job	uchádzač / žiadateľ (o pracovné miesto)
appoint	v	officially choose a person for a job	menovať, dosadiť
candidate	n	a person who applies for a job	kandidát
fulfilling	adj	making you feel happy and satisfied	uspokojujúci, naplňujúci
highlight	v	attract attention to	zvýrazniť, zdôrazniť
jobseeker	n	a person who is looking for a job	osoba hľadajúca zamestnanie
profile	n	a short description of a person which gives only the most important details	osobnostný profil človeka
recruitment	n	the process of finding new people to work for a company	nábor, prijímanie nových zamestnancov
recruitment agency	n	a business that makes its money by finding suitable people for employers who need new workers	pracovná agentúra

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

referee	n	a person who confirms in writing an applicant's character or ability	osoba, ktorá môže poskytnúť referencie
reference	n	a letter from a previous employer or teacher to confirm a person's ability or reliability	odporúčanie, referencie
shortlist	v	put a person on a list of candidates from which a final choice is made	užší zoznam kandidátov
turn down	v	reject or refuse	odmietnuť, zamietnuť
vacancy	n	a job that no one is doing (and therefore available for a new person to do)	voľné pracovné miesto
voluntary	adj	done willingly, without being paid for it	dobrovoľný
UNIT 22			
break the news	v	tell a person about something unpleasant which will affect or upset them	šetrne oznámiť zlú správu
computer-literate	adj	having knowledge of how to use and work with computers	počítačovo gramotný- mať znalosti práce na počítači
credit checking	n	the activity of looking at a person's record of repaying loans and advising whether or not to give them a new loan	preverovanie a hodnotenie žiadateľov o úver
discrimination	n	the act or system of treating different groups of people in different ways, especially unfairly	diskriminácia
dismiss	n	remove from a job, especially when a person has done something wrong	prepustiť, dať výpoveď zamestnancovi za porušenie pracovnej zmluvy
fire	v	see dismiss	prepustiť, dať výpoveď
hand in your notice	v	tell your employer that you intend to leave your job	podať výpoveď zamestnávateľovi
hire	v	employ a person to do a particular job	zamestnať, prijať do práce
interviewee	n	the candidate during an interview	uchádzač o zamestnanie, ktorý sa účastní pohovoru

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

interviewer	n	the person who asks the candidate questions during an interview	osoba, ktorá vedie pohovor s uchádzačom o zamestnanie
job security	n	the situation of having a job which is likely to be permanent.	istota zamestnania
lay off	v	stop employing a worker temporarily or permanently because there is not enough work	prepustiť z práce dočasne či trvale pre nedostatok práce
make someone redundant	v	stop employing a person because there is no longer enough work for them, or because the company cannot afford to continue employing them	prepustiť z práce pre nadbytočnosť
promotion	n	the situation when a person is raised to a higher or more important position in their work	povýšenie
pull funding	v	stop giving money for something	zastaviť financovanie
quit	v	leave	odísť zo zamestnania, odstúpiť z funkcie
redundant	adj	no longer employed because there is not enough work	nadbytočný
sack	v	<i>see</i> dismiss	prepustiť, dať výpoveď <i>vid'</i> dismiss
sell off	v	get rid of something by selling it cheaply	odpredať, rozpredať tovar
stereotype	n	a fixed idea, especially one that is wrong, that people have about a type of person or thing	stereotyp, stereotypná predstava
surveyor	n	a person who measures and records the details of areas of land or a person who is trained to examine buildings and discover if there are any problems with the structure	zememerač, topograf, statik
venture	n	a new business activity which involves risk or uncertainty	nové podnikanie s riskom

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

UNIT 23			
anonymous	adj	without the writer's name on it	anonymný, bez mena
appraisal	n	a meeting between an employee and their manager to discuss the employee's progress, aims and needs at work, or the report which summarises this meeting	posúdenie, zhodnotenie (medzi zamestnancami a manažmentom podniku)
appraisee	n	the employee who is receiving the appraisal	účastník posudku / hodnotenia
appraiser	n	the manager who gives the appraisal	vedúci posudku / hodnotenia
balance sheet	n	a document which shows a company's financial position, i.e. its wealth, assets and debts, at a particular time	účtovná súvaha, konečný účet, bilancia
compromise	n	ending an argument or difference of opinion by each side agreeing to some of the demands of the other	kompromis
corporate rate	n	a special price offered to companies	cena pre firmy
credibility	n	a person's ability to make other people believe and trust them	dôveryhodnosť
expertise	n	a high level of knowledge or skill	odborné znalosti
eye-opener	n	something that surprises you and teaches you new facts about people or life	informácia / zistenie, ktoré človeku otvorí oči
follow-up	adj	thing done or action taken to continue something done before	nasledujúci, ďalší
income statement	n	a statement showing the amount of money earned and spent by a company in a particular period of time	výsledný účet ziskov a strát, výkaz hospodárenia
motivation	n	enthusiasm	motivácia, stimul
on the ball	adj	showing up-to-date knowledge and/or an ability to think and act quickly	pozorný, pohotový, obratný

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

refresher course	n	a training course to bring a person's knowledge up to date, especially knowledge needed for a job	doplňujúci kurz / školenie
revolutionise	v	completely change something so that it is much better	urobiť revolúciu, niečo od základu zmeniť
stalemate	n	a situation where neither side in an argument can win and no action can be taken	slepá ulica, situácia na mŕtvom bode
trainee	n	a person who is being taught certain skills for a job	praktikant, osoba v zaučení
UNIT 24			
absentee	n	a person who is not at work when they should be	neprítomný účastník / osoba
absenteeism	n	the problem of employees not being at work when they should be	neprítomnosť v práci
audit	n	an official examination of something by an expert, usually the accounts of a business	audit, kontrola, revízia
counselling	n	the process of listening to a person and giving them professional advice about their problems	poradenstvo
email overload		the situation when you receive more emails than you can manage	zahltie emailami
folder	n	a collection of files kept together on a computer	adresár , zložka (v počítači)
goal	n	an aim or purpose	cieľ, zámer
icon	n	a small picture or symbol on a computer screen which the user can click on with the mouse	ikonka na počítači
open question	n	a question to which the answer is not just 'yes' or 'no'	otázka bez jednoznačnej či jednoduchej odpovedi
overload	n	too much of something	preťaženie, prehltenie

BUSINESS BENCHMARK PRE-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

sick leave	n	the length of time that an employee is allowed to be absent from work because of illness and still receive pay	neprítomnosť v práci zo zdravotných dôvodov
sick pay	n	the money that an employer pays to a person who is absent from work because of illness	nemocenská, nemocenské dávky
spreadsheet	n	a computer programme for doing financial calculations and plans	tabuľkový procesor
voting buttons	n	an email system where a group of people are asked the same question which they answer by clicking a button with their chosen reply	system, ktorý umožňuje určitej skupine osôb odpovedať na rovnaké otázky kliknutím na určitú možnosť prostredníctvom emailu

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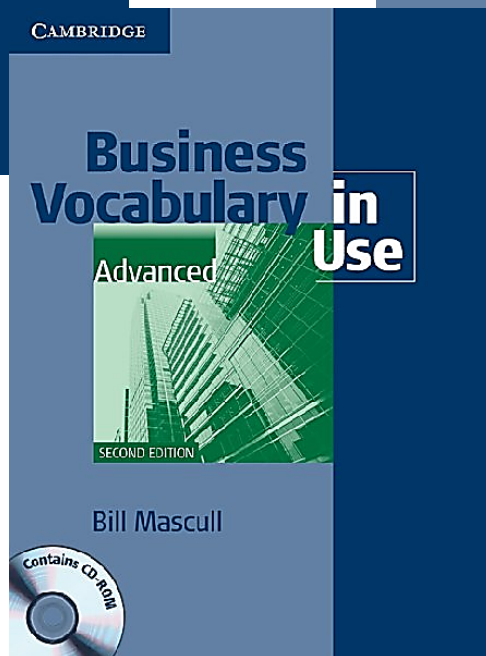
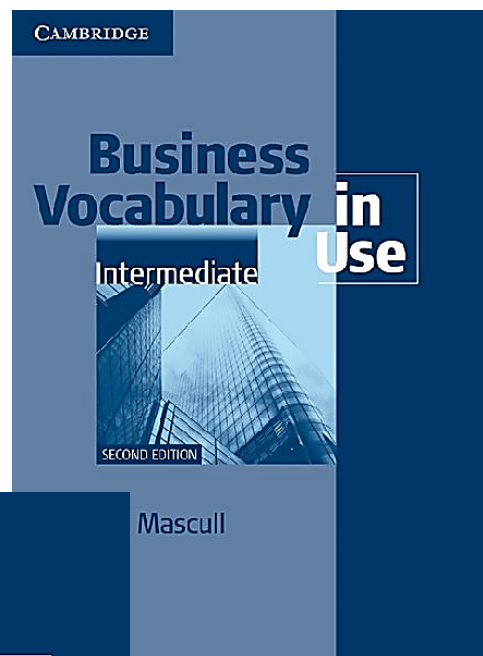
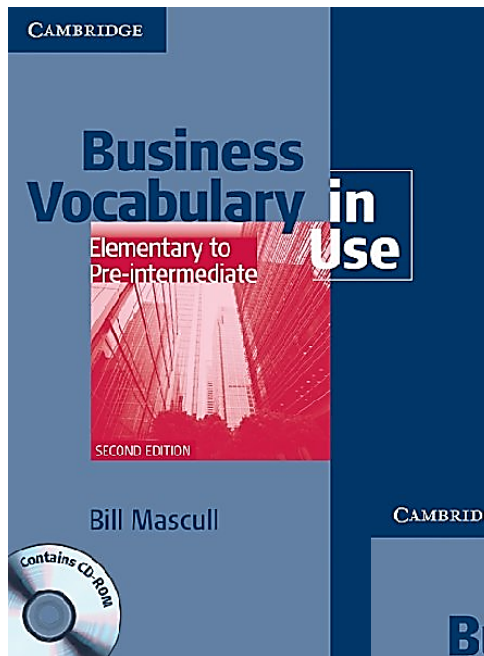
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