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BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

ENGLISH		DEFINITION	SLOVAK
UNIT 1			
appraisal	n	assessment or evaluation of how well you do your job	zhodnotenie, vyhodnotenie, posúdenie
bonus scheme	n	company system in which employees receive extra payments if certain targets are reached	system prémie / odmien
book-keeping	n	recording the money that an organisation or business spends and receives	účetníctvo
computer literate	adj	able to use a computer competently	počítačovo gramotný, znalosť základov práce na PC
core	n	central, essential	základný
dedicated	adj	designed especially for that use	špecializovaný, zameraný
degree	n	university qualification	akademický titul
firm	n	company	firma, spoločnosť
flying start	n	very good beginning	výborný začiatok
goal	n	aim, objective, target	cieľ
graduate	n	someone who has obtained a university degree	absolvent vysokej školy
hands-on	adj	practical, not theoretical	praktický, z priamej skúsenosti
high flier	n	someone with a lot of ability and ambition who is expected to be successful	schnpný, ambiciózny človek s predpokladom byť úspešný
in-house	adj	taking place within the company	interný, v rámci firmy
key	adj	very important, essential	kľúčový, veľmi dôležitý
learning goals: meet the learning goals	v	provide good enough instruction in what the employees want to learn	poskytnúť zamestnancovi dobré základy, na ktorých môže stavať
limited	adj	company where each shareholder is responsible for the company's debts up to but no more than the amount that he/she has invested in the company	s ručením obmedzeným

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monitor	v	watch carefully and record the results	pozorne sledovať a zaznamenávať, monitorovať
on-the-job training	n	training while you are working	školenie / kurz v rámci zamestnania
peer	n	person at the same level as you in a company	človek na rovnakom stupni vo firemnej hierarchii
permanent contract	n	an employment agreement which is not for a limited period of time	pracovná zmluva na dobu neurčitú
promising	adj	showing signs of being likely to develop successfully	sľubný
promote	v	give someone a better-paid, more responsible job; advertise or publicise a product or service so that people will buy it	povýšiť
recruit	n	someone who has recently started working for a company	človek nedávno prijatý do práce
salary	n	money paid regularly to employees for doing a job	plat
skill	n	ability to do something well	schopnosť, zručnosť
staff development	n	expansion of skills and consequent possible promotion for employees	profesný rast zamestnancov
study leave	n	period of time away from work for study	študijné voľno
tailor-made	adj	specially designed to meet individual needs	“šitý na mieru”
track record	n	reputation based on things done up to now	prehľad dosiahnutých pracovných výsledkov / úspechov
workload	n	the amount of work you have to do	pracovné zaťaženie, pracovná náplň
UNIT 2			
accounting	n	activity of preparing and maintaining financial records	účtovníctvo, účtovná evidencia
areas	n	departments	oddelenia
audit	v	check that financial statements and accounts are correct	kontrola účtovníctva

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baby: your own baby	n	project or piece of work that you care about a lot because it was your idea	práca, ktorej sa človek oddane venuje od úplného začiatku
board of directors	n	top-level managers of a company	správna rada
candidate	n	person applying for a job	kandidát, uchádzač o zamestnanie
cashier	n	the person who takes the money when customers pay at a supermarket	pokladník
CEO	n	short for Chief Executive Officer	skratka pre Chief Executive Officer
challenging	adj	difficult and demanding to do	náročný, ale zároveň lákavý
checkout	n	the place in a supermarket where you pay for your shopping	pokladňa (napr. v supermarkete)
Chief Executive Officer	n	highest manager with responsibility for the day-to-day running of a company	prezident firmy, generálny riaditeľ
Chief Information Officer	n	manager responsible for information and computer systems	vedúci pracovník zodpovedný za informačnú sieť a techniku vo firme
CIO	n	short for Chief Information Officer	skratka pre Chief Information Officer
customer relations	n	approach to management which recognizes the value of building and maintaining a long-term relationship with customers through, e.g. special credit cards, loyalty cards	vzťahy so zákazníkmi
customer service	n	giving customers good service	služby zákazníkom
deadline	n	final time by which a task or job must be completed	konečný termín / lehota
Finance Manager	n	the manager responsible for the accounting and financial affairs of a company	vedúci finančného oddelenia
financial year	n	the -month period for which a company produces accounts	finančný rok
fire	v	dismiss someone from their job	prepustiť zo zamestnania
forecast	v	predict business and financial performance for the future	predpovedať, robiť prognózy

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fulfilling	adj	making you happy or satisfied	naplňujúci, prinášajúci spokojnosť
graduation	n	the moment of successfully completing one's university course	promócia, zakončenie štúdia na vysokej škole
HRM	n	Human Resources Manager	skratka pre Human Resources Manager
Human Resources Manager	n	the manager responsible for recruiting, training and managing employees	vedúci personálneho oddelenia
incentive event	n	conference or other event which companies use for thanking customers and rewarding their staff	konferencia alebo iná akcia, ktorú firma usporiada, aby sa poďakovala svojim zákazníkom a odmenila svojich "naj" zamestnancov
interviewee	n	person being interviewed	osoba, ktorá sa účastní prijímacieho pohovoru
IT	n	short for Information Technology; computer and telecommunications technology	skratka pre "informačné technológie"
launch	v	start selling a product or service for the first time	uviesť na trh
lifestyle	n, adj	the way that you live your life	životný štýl
management accounting	n	preparing financial information to help management decisions	prevádzkové účtovníctvo
Managing Director	n	highest manager with responsibility for the day-to-day running of the company, Chief Executive Officer	generálny riaditeľ- synonymum ku Chief Executive Officer (CEO)
Marketing Consultant	n	someone whom companies employ to give advice about how to market their products or services	marketingový poradca
PA	n	short for Personal Assistant	skratka pre "Personal Assistant"
part-time job	n	job which is only done for part of the working week, less than a full-time job	práca na čiastočný / skrátený úväzok
performance	n	how well a person or company does	kvalita vykonanej práce
Personal Assistant	n	someone who is employed to do secretarial and administrative tasks, especially for a manager	osobná asistentka, sekretárka

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PRO	n	short for Public Relations Officer, the person responsible for ensuring that the public think well of a company	skratka pre "Public Relations Officer"-pracovník pre styk s verejnosťou
R&D	n	short for Research and Development	skratka pre "Research and Development"
recruitment	n	the activity of finding and employing new people to work in an organisation	nábor / prijímanie nových zamestnancov
relief	n	person who takes the place of another worker so that he/she can have a break	striedajúci pracovník
reporting to me		that I have authority over	mne podriadený
Research and Development	n	the activity of investigating and developing new products	výskum a vývoj
role	n	job or function in a company	úloha, funkcia
routine correspondence	n	normal, everyday letters and emails which are not special	bežná korešpondencia
selling point	n	characteristic of a product that makes people want to buy it	predajná výhoda / vlastnosť výrobku, pre ktorú si zákazník výrobok kúpi
smooth-talking	adj	good at persuading people, not to be trusted	výrečný človek so schopnosťou presvedčiť ľudí (o kúpe...)
supervisor	n	person who makes sure people do their jobs properly	kontrolór, inšpektor
target	n	goal or objective decided in advance against which performance can be measure	cieľ, plánovaná úloha
thrive on	v	really enjoy	mať radosť, prospievať
treasurer	n	the person who looks after the money in an organisation	pokladník (hlavný)
vision	n	plan or hope for the future	predstava, plán
workwise	adj	as far as work is concerned	týkajúci sa práce
UNIT 3			
academic background	n	what you have studied and the qualifications you have received	absolvované vzdelanie a kvalifikácia
common sense	n	practical, sensible thinking and judgement	zdravý / sedliacky rozum

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consumer product	n	product bought by the public and not by companies	spotrebný tovar
CV	n	short for curriculum vitae: a written summary of work experience and qualifications sent to a possible employer by someone applying for a job	životopis
found out	adj	shown to be dishonest	odhalený
full-on	adj	total	úplný, plnohodnotný
gig	n	performance, concert	koncert, predstavenie
go about	v	start dealing with	pustiť sa do niečoho
go straight in the bin	v	be thrown away without being looked at	rovno vyhodiť, ísť priamo do koša
innovation	n	new idea or product	novinka, inovácia, vylepšenie
job satisfaction	n	feeling of pleasure and achievement in your job	uspokojenie z práce
kiosk	n	small building where products are sold	stánok, trafika, kiosk
online distribution	n	the supply of goods through the Internet	distribúcia prostredníctvom internetu
perk	n	extra payment or benefit which is not part of your salary, e.g. a company car	zamestnanecká výhoda (napr. služobné auto)
promotion	n	being given a better-paid, more responsible job	povýšenie
receptive	adj	willing to listen and accept	prístupný, vnímavý
referee	n	person who gives information about your experience and ability when you apply for a job	osoba, ktorá môže dať o niekom referencie
reflect	v	show or represent	odrážať, zobrazovať, ukazovať
release	n	the moment when something is available for the public to buy	uviedenie na trh
scope	n	opportunities	príležitosť, možnosť
snail mail	n	letters sent by post compared with the speed of email	klasická papierová pošta ("pomalá")
words of wisdom	pl n	very good advice	múdra rada

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UNIT 4			
bring up details	v	find information on a computer	nájsť určité údaje / informácie v počítači
critical	adj	very important	rozhodujúci, veľmi dôležitý
details: bring up your details	v	find information about you on my computer	nájsť informácie o niekom v počítači
great deal	n	a lot	veľa
hang on	v	(inf) wait a moment	<i>počkať</i>
intended recipient	n	the person you wanted to contact	adresát, príjemca
put someone on hold	v	make someone wait to speak to the person they have called on the phone	vydržať na telefóne
screen: get it up on the screen	v	see bring up your details	<i>vid'</i> . "bring up your details"
update	v	add new information to	vylepšiť, zlepšiť, aktualizovať
vacancy	n	available job	voľné pracovné miesto
UNIT 5			
brand awareness	n	knowledge among people in general that a certain brand exists	povedomie ľudí o značke produktov
branding	n	giving a company or product a particular design or symbol in order to give it an identity for marketing and advertising purposes	vytváranie značiek produktov
brochure	n	magazine published by a company advertising or giving information about its products and services	propagačný katalóg / brožúra
capitalise on	v	benefit from, take advantage of	využívať, ťažiť z niečoho
centrepiece	n	the most important or attractive part or feature of something	ústredný bod, stred pozornosti
dating skills	pl n	ability to begin a romantic relationship	schopnosť nadviazať romantický vzťah

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direct mail	n	publicity sent directly to a person's home	adresné rozposielanie propagačných materiálov potenciálnym zákazníkom
drawback	n	disadvantage	nevýhoda, nedostatok, tienistá stránka
dream up	v	invent	vymyslieť
essence	n	most important quality	podstata
focus group	n	group of people who are paid to discuss and give their opinions for market research	skupinový marketingový výskum
gift	n	something which is given to you	darček, dar
hit	n	time when someone visits a website	určitý čas, v ktorom niekto navštevuje internetové stránky
hype	v	publicise strongly, advertise in an exaggerated way	bombastická propagácia
leaflet	n	printed material of a page or a few pages publicising or giving information about product and training	leták
log on	v	start using a computer; visit a website	prihlásiť sa na užívateľské konto v počítači
logo	n	design which represents a company or a product	logo
lottery	n	game in which numbered tickets are sold to people who then have the chance of winning the prize if their number is chosen	lotéria
market share	n	the percentage of the market which is taken by a particular product in comparison with competitors' products	podiel na trhu
online publicity	n	advertisements on the Internet	reklama / propagácia na internete
overheads	pl n	the regular and necessary costs, such as rent and heating, that are involved in operating a business	prevádzkové / režijné náklady
pay a premium	v	pay a higher price	zaplatiť vyššiu cenu
ploy	n	tactic or trick, especially when used in marketing	marketingový trik / ťah
point-of-sales display	n	where products are arranged in a shop in a way which advertises them to customers	spôsob vystavenia výrobku, aký láka zákazníkov ku kúpe

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post	v	pin on the walls	pripevniť / vylepiť na stenu
profit margin	n	the percentage difference between income and sales	zisková marža / prirážka
promotional activities	n	ways of advertising something	propagačné aktivity
purchase	n	something which you buy	kúpa
recognition	n	appreciation and acceptance	uznanie
reinvent	v	change the appearance or characteristics of something, modify	znovu vymýšľať, meniť určité vlastnosti produktu
retail	adj	selling goods in small amounts to customers in shops; v sell to customers in shops	maloobchodný
sample	n	small example which shows what the rest of something is like	vzorka
slogan	n	short, easily remembered phrase used to advertise something	slogan
sponsorship	n	helping by giving money to an event such as a sporting event and in that way getting publicity	sponzorovanie
switch	v	change	zmeniť, vymeniť
target audience	n	person or particular group of people at whom something is directed	cieľová skupina potenciálnych zákazníkov
task	n	job	úloha, práca
website	n	computer file with words and pictures which you can reach through the Internet	internetové stránky
UNIT 6			
cashflow	n	the amount of money moving through a business	hotovostný tok
chill-out zone	n	area for people to relax in	priestor, kde si ľudia môžu oddýchnuť / zrelaxovať
co-founder	n	person you begin a company with	spoluzakladateľ

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contacts	n	people, especially in high positions, who can give you useful information or introductions which will help you at work	kontakty na ľudí z vysokých pozícií- "známosti"
customer base	n	regular customers	stáli zákazníci
customised	adj	made especially to suit the user's needs	upraviť, prispôbiť potrebám zákazníka
decent	adj	good	slušný, poctivý
deli	n	small shop that sells high-quality foods, such as types of cheese and cold cooked meat, which often come from other countries	skratka pre "delicatessen" = lahôdky (obchod)
entrepreneurial skills	pl n	abilities connected with starting a new business	podnikateľské schopnosti
found	v	set up or establish a company or organisation	založiť
FT	n	a commonly used abbreviation for the Financial Times, an important British newspaper for people who are interested in finance, business and economics, printed on pink paper	skratka pre noviny "Financial Times"
gap in the market	n	opportunity to sell a new product which isn't being sold already	medzera na trhu
generic	adj	relating to a group of similar things rather than one thing in particular	všeobecný
keep momentum	v	keep something developing after it has started	udržiavať v chode
label	n	company name or symbol	firemný názov / logo
line: new line	n	new type of product	nová línia / kolekcia výrobkov
niche product	n	product which only interests very specialised customers and does not interest the mass market	výrobky pre špecifický segment trhu
on the market	adv	for sale	na trh, na trhu
on the road	adv	travelling to different places	"na ceste"; presúvať sa z miesta na miesto
opt for	v	choose	zvoliť, vybrať si
outsell	v	sell more than other products	predať viac než iných produktov

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packaged	v	wrapped and displayed so that people will want to buy	zabalený
personal touch	n	having personal contact with and being aware of the needs of every individual customer to make them feel special	osobný kontakt (napr. so zákazníkmi)
pitch	v	aim, direct	zamerať sa
player: big player	n	large and powerful business	veľký hráč (na trhu)
prohibitive	adj	so expensive that you cannot afford it	cenovo nedostupný
projected	adj	planned	plánovaný
sachet	n	small, closed container made of paper or plastic containing a small amount of something, usually only enough for one occasion	sáčok, vrecúško
secure a site	v	rent a building or part of a building to run a business from	zaistiť priestory (pre podnikanie)
soar	v	rise very fast	prudko stúpať
sponsor	v	support financially in order to get publicity for your company	sponzorovať
stand	n	arrangement of shelves and tables at an exhibition where an organisation offers information, goods or services	stánok
start-up	n	small business that has just been started	malá začínajúca firma
stir	n	a lot of interest	rozruch, vzrušenie
supply chain	n	the network of companies who bring goods from manufacture through wholesale supply and distribution to a retailer	dodávateľský reťazec
take off	v	start selling well, become a popular product	dobre sa uchytiť na trhu
takings	pl n	income received in a shop from selling goods total income of a company from sales of its products or services; sales	obrat
upmarket	adj	expensive, high-quality, appealing to the luxury end of the market	drahý, vysoko kvalitný, luxusný

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word of mouth		people telling each other about how good a product is	ústna „reklama“ medzi spotrebiteľmi
write-up	n	report, article	reporáž, článok
UNIT 7			
budget	n	money you have available to spend	rozpočet
deliver	v	provide what was promised	dodať, doručiť
edge	n	advantage	výhoda
first-come-first-serve		dealt with in the order in which people ask	vybavovanie napr. objednávok v poradí, v akom prišli; “kto prv pride, ten prv melie”
keen	adj	competitive	konkurencieschopný
liaise	v	communicate and exchange information	komunikovať, byť v kontakte
man	v	be present at, help to run	obsadiť personal; uviesť v činnosť
meet your brief	v	carry out your instructions	splniť požiadavky, vyhovieť predstavám
power cut	n	interruption in the electricity supply	výpadok elektrického prúdu
server	n	central computer from which other computers obtain information	počítačový server
stand out	v	make people notice	vynikať, byť výrazný
trade event	n	event within a particular business or industry	akcie (napr. veľtrh, konferencia) v oblasti ochodu a priemyslu
UNIT 8			
bulk: in bulk	adj	in large quantities	vo veľkých množstvách
carry a lot of stock	v	keep a large amount of stock in a shop / chain of shops	mať veľké skladové zásoby
come back to you on that	v	talk to you again in order to give you further information	ešte sa niekomu ozvať / s niekým poradiť (v určitej veci)
gadget	n	small device or machine with a particular purpose	šikovný vynález, dômyselný prístroj
get in	v	arrive	prísť, nastúpiť

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mark-up	n	amount by which the price of something is increased before it is sold again	zvýšenie ceny, zdraženie, obchodná prirážka
payment terms	pl n	arrangements made for payment, especially the amount of money and the period of time agreed	platobné podmienky
pop	v	(inf) put	strčiť
recommended retail price (RRP)	n	price at which a manufacturer suggests a product should be sold, although this may be reduced by the retailer	doporučená maloobchodná cena
repeat order	n	something which you order again	zopakovať objednávku
sight: at sight	adv	payable immediately, when the item is presented	bezprostredná platba (pri dodaní, obdržaní tovaru)
sort out	v	discuss, deal with	vyriešiť, prebrať niečo
stick to	v	not change or be forced to change	držať sa niečoho, neustopovať od toho
stock	v	keep a supply of a product in the shop	mať na sklade
take a seat	v	(formal) sit down	posadiť sa
terms and conditions	n	the details in an agreement or contract	podmienky (zmluvy, obchodné...)
UNIT 9			
buy into	v	invest in	investovať
competition	n	other companies which produce the same goods or services as your company	konkurencia
credit facilities	pl n	arrangement to borrow or owe money in order to buy goods	možnosti úveru
drop the idea	v	decide not to continue	opustiť myšlienku, zanechať nápad
entrepreneur	n	person who starts up a new business	podnikateľ (najmä začínajúci)
estate agencies	n	businesses that arrange the selling, renting or management of property and land for their owners	realitná kancelária / agentúra

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failure rate	n	the number which do not succeed	percento / podiel neúspešných
fat-cat	adj	someone who has a lot of money and who has the power to increase their own income	veľmi bohatý, "zazobaný"
fee	n	money you pay for professional services	poplatok
first: in the first place		at the start	v prvom rade, predovšetkým
franchise	n	right to sell a company's products in a particular location using the company's name	licencia / právo k predaju výrobkov / služieb pod menom určitej spoločnosti
go from strength to strength	v	become increasingly successful	ísť od úspechu k úspechu
go it alone	v	start your own business	začať podnikať samostatne
household name	n	company name that most people have heard of	všeobecne známy názov firmy alebo produktu
interior designer	n	person who plans the decoration of the inside of a building	interiérový návrhár
legitimate	adj	likely and reasonable	rozumný, opodstatnený
make a go of	v	make successful by working hard	dokázať vlastnou usilovnosťou
make redundant	v	fire someone because their job is no longer needed	prepustiť pre nadbytočnosť
marketing	n	the activity of presenting products or services to customers in order to make them want to buy	marketing
never look back	v	become more and more successful	nezastavovať sa, neohliadať sa späť, ísť priamo dopredu
outlet	n	shop	predajňa
prepared	adj	willing, happy	ochotný, pripravený
profit	n	cially after paying the costs of producing and selling goods and services	zisk
quit	v	give up, leave, stop doing	opustiť, zanechať
redundancy money	n	money paid to workers that a company no longer needs, to compensate for losing their job	odstupné

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security	n	way of making sure that money which has been lent will be paid back	záruka (za pôžičku)
source	v	find	nájsť
take the plunge	v	decide to do something risky after thinking about it for a long time	odhodlať sa niečo urobiť
terms: in terms of		terms: in terms of	pokiaľ sa jedná o..., v zmysle...
trademark	n	name or symbol put on a product to show that it is made by a particular producer and cannot be legally used by any other producer	ochranná známka, obchodná značka
UNIT 10			
angel investor	n	private investor willing to invest money in new business	súkromný investor ochotný investovať do nového podnikania
application	n	computer program designed for a particular purpose	aplikácia
business card	n	small card to give to business contacts showing your name, job title and details of the company you work for	navštívenka / vizitka
catch on	v	become popular	uchytiť sa, stať sa obľúbeným
cold-call	v	phone or visit possible clients to try and sell something without any previous contact or appointment	prvý (neohlásený) telefonát potenciálnemu zákazníkovi
defy a conventional business plan	v	be too difficult to explain in a normal business plan	vzdorovať / priečiť sa bežnému plánu
get off the ground	v	start	rozbehnúť sa
government grant	n	money given by the government for a special purpose	vládna finančná podpora
gut instinct	n	strong belief which cannot be explained	inštinktívna predtucha
have something to do with	v	be connected with	mať súvis s niečím
hi-tech	adj	using the most modern and advanced machines and technology	špičková technológia
loan	n	money which is lent or borrowed	pôžička
make do	v	use what was available	vystačiť si s tým, čo je k dispozícii

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

mortgage	n	money which you borrow in order to buy a house	hypotéka
nothing to beat		nothing better than	nič lepšie než
partnership	n	company owned by two or more people	združenie dvoch alebo viac osôb za účelom podnikania
point blank	adv	in a very few words without trying to be polite	priamo, bez obalu
principal	n	the amount of money borrowed	istina
savings	pl n	money which is not spent but is kept to use in the future	úspory
social security	n	money an employer pays into a government fund to cover unemployment, sickness pay and retirement pensions	sociálne zabezpečenie
splash out	v	spend a lot of money on things you don't need	rozhadzovať peniaze
tax return	n	information given to the government about how much you have earned a year	daňové priznanie
venture capital	n	investment from companies which specialise in high-risk new business	kapitál na rizikové podnikanie
wrapper	n	additional worksheets and other materials	doplňkový materiál
written in sand	adj	not fixed or dependable	nestály, nespoľahlivý
UNIT 11			
agent	n	company which sells another company's products on commission	obchodný zástupca
bioinformatics	n	information science about living things	bioinformatika- hraničná disciplína viacerých vedných odborov
clear up	v	deal with, get an explanation for	vyjasniť, vyriešiť
cloned	adj	plant or animal which has the same genes as the original from which it was produced artificially	klonovaný

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

cross-fertilisation of ideas	n	mixing of ideas from different types of people to stimulate new thinking	kríženie nápadov / názorov / pohľadov ("koľko hláv, toľko názorov")
distributor	n	company which buys another company's products and sells them in a particular region	distribútor
get down to	v	start	začať
get onto	n	start dealing with	pustiť sa do niečoho
great stuff		(inf) 'That's excellent!'	(<i>hovor.</i>) "To je skvelé!"
ground-breaking	adj	new and very different from others of its type	priekopnícky, prelomový
hush-hush	adj	secret	tajný
keep up with	v	not fall behind	držať krok
knowledge industry	n	service industry in which employees deal in knowledge rather than products and need a high level of education and training	priemysel zameraný predovšetkým na vedu a výskum
milestone	n	mark, stage, level of achievement	míľnik, medzník
purpose-built	adj	designed and built for a particular use	vybudovaný k určitému účelu
right away	adv	immediately	hneď, okamžite
sector	n	area of the economy	sektor, oblasť ekonomiky
spin-out business	n	new, separate company based on a original organisation	nová, nezávislá firma, ktorá sa oddelila od subjektu, v ktorom vznikla
state-of-the-art	adj	very modern	najmodernejší
stem-cell	n	cell taken from a person or animal in a very early stage of development that can develop into any other type of cell	kmeňová bunka
strings attached		special demands or limitations (on the loan)	obmedzujúce podmienky (napr. pri pôžičke)
UNIT 12			
digest	v	take time to understand	spracovať, vstrebať
dry up	v	have nothing more to say	prestať hovoriť, stratiť slová

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

eye contact: make eye contact	v	look at people's eyes to keep them involved	očný kontakt v komunikácii
feel free to findings make the most of	v n v	don't be afraid to discovered information take full advantage of an opportunity which will not last long	neobmedzovať sa, cítiť sa slobodný zistenia využiť naplno krátkodobú príležitosť
premium prompt	adj n	higher than usual list of key words used to remind you what to say	vyšší (lepší) než je obvyklé nápoveda
slide	n	image which is projected onto a screen or wall	diapozitív
would-be	adj	wanting or trying to be	zdanlivý, údajný
UNIT 13			
accident: is no accident		has been planned for carefully	"nič nie je náhoda", starostlivo pripraviť
bankrupt	adj	having no money; unable to continue in business because you cannot pay your debts	bankrot
bear in mind	v	remember when making plans	mať na mysli
bid	n	the price offered for a piece of work or a service	cenová ponuka
bottom line	n	the most important thing	najdôležitejšia vec
break the bank	v	allow something to cost more than you can afford	prekročiť svoje finančné možnosti
business centre	n	facilities that business people can use to do work or contact people, e.g. fax machines, secretarial help, Internet connections	stredisko služieb pre podnikateľov (internet, fax, asistencia)
chain	n	number of businesses owned by the same company	reťazec (napr. McDonald)
frequent-flier program (UK programme)	n	system where regular users of an airline earn points to get benefits and discounts	vernostný program s výhodami pre stálych užívateľov určité letecké spoločnosti
gathering	n	large group meeting	zhromaždenie
gush	v	express so strongly that it does not sound sincere	nadšene sa rozplývať

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

keynote speaker	n	the most important speaker at a conference	hlavný rečník
loyalty program	n	reward system, e.g. free hotel breaks to thank regular customers for buying goods and services from a business	vernostný program s výhodami pre stálych zákazníkov
off-season pitfall	n n	the time of year when there is less business activity likely mistake or problem	mimosezóna, obdobie mimo sezóny úskalie, skryté nebezpečenstvo
plus	n	advantage	výhoda, plus
practice	n	method	metóda, postup
pull together	v	create, organise	zorganizovať, spojiť sily
rival	n	competitor, company which produces the same products or services as your company	konkurent
single out	v	praise especially	vyzdvihnúť, vyčleniť (zo skupiny...)
staffer	n	(American English) member of staff	člen personálu, zamestnanec
subscriber	n	person who buys a service or a magazine on a regular basis	predplatiť, abonent
tweak	v	change in small ways	vyladiť, doladiť
what really counts	v	what is really important	čo je naozaj dôležité
wi-fi	adj	wireless connection by which computers can connect to the Internet up to a certain distance from where they are usually plugged in	bezdrôtové pripojenie na internet, "wi-fi"
UNIT 14			
address	v	deal with	zaoberať sa / venovať sa niečomu
behind the scenes		which the public don't see or meet	v zákulisí
boom	v	grow rapidly and successfully	rozmach, výborne prosperovať
buzz	n	feeling of excitement	nadšenie,
drop an email	v	send a short, quick email	kontaktovať krátkym emailom

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

eco-tourism	n	tourism connected with the environment and nature	ekoturistika
emerging market	n	new or developing market	formujúci sa / novo vzniknutý trh
enhance	v	improve	zlepšiť
entrepreneurship	n	the starting up of new businesses	zakladanie nových firiem
formula	n	combination of things which will produce the result you want	recept
get round to it	v	do what you've intended to do	dostať sa k niečomu
implementation	n	putting something into action	uskutočnenie, realizácia, uvedenie do praxe
implication	n	possible effect	dôsledok
insight	n	understanding	nahliadnutie, pochopenie, porozumenie
intractable	adj	seemingly impossible to solve	nepoddajný, zdanlivo neriešiteľný
Maori poi dance	n	dance performed by women using balls attached to strings. The poi dance was originally used to increase the flexibility and strength in the women's hands and arms for weaving.	tanec "poi" – ľudový tanec maorských žien
networking	v	using the opportunity to meet people it might be useful to know	budovanie / nadväzovanie užitočných kontaktov
old hand	n	very experienced person	skúsený človek
opening	n	job opportunity	pracovná príležitosť, voľné pracovné miesto
outstanding	adj	excellent	vynikajúci, skvelý
public sector	n	government organisations	verejný / štátny sektor
round the clock	adv	all day and all night	24 hodín denne
time: for the time being		for the moment	zatiaľ
Umukai Polynesian feast	n	special meal where traditional food, kai (chicken, pork, fish and vegetables), is steamed under banana leaves in a pit of hot stones, an umu	banket, na ktorom sa podáva tradičné polynézske jedlo

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

up-and-coming	adj	successful	nádejný, s veľkou budúcnosťou
winning combination	n	a successful mixture	spojenie / súhra vedúca k úspechu
UNIT 15			
coverage: brilliant coverage	n	excellent reports in both quantity and quality	skvelé spravodajstvo, poskytovanie správ
occupancy rate	n	the average number of rooms occupied in a hotel over a period of time, in this case, a year	miera obsadenosti hotela
quarter	n	period of three months	štvrtrok
UNIT 16			
action point	n	thing assigned to specific person to be achieved before the next meeting	úloha zadaná konkrétnej osobe do ďalšieho stretnutia
adjourn	v	stop a meeting temporarily with the intention of continuing it at a later time	odložiť, prerušiť
call off	v	cancel	zrušiť
chair	v	direct or manage a meeting	predsedať jednaniu / schôdzi
get together	v	organise, produce	zostaviť, zhromaždiť
outcome	n	result	výsledok
promotional literature	n	written adverts and marketing material about a company, designed to encourage people to buy its products or services	propagačné materiály
put off	v	delay or postpone	odložiť
put solutions into practice	v	act to solve the problem, not just think about it and then do nothing	realizovať / aplikovať riešenie problému
set up	v	organise	pripraviť, zorganizovať
skip	v	not attend a meeting on purpose	zámerne sa nezúčastniť, vynechať niečo
while we're about it		at the same time	zároveň

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

workshop	n	meeting of people to discuss and/or perform practical work	seminár, dielňa
UNIT 17			
appeal to	v	interests	vzbudzovať záujem
billion	n	one thousand million (,,)	miliarda
classified ad	n	small advertisement usually placed by private individuals or small companies	malá inzercia
cyberspace	n	the imaginary place where Internet data exists	kybernetický priestor
date: to date		up to the present time	doposiaľ
desktop	n	software program where icons and files are displayed on a computer screen	pracovná plocha na obrazovke (počítača)
dot-com: the dot-com crash	n	period when there was fast growth in dot-com companies. A dot-com company is one that sells goods and services through the Internet. The projected income of many companies never materialised, and a lot of shareholders' money was lost in a short space of time	krach firiem predávajúcich tovar alebo služby cez internet
e-commerce	n	the activity of selling goods or services through the Internet	obchodovanie cez internet
hardware	n	computer equipment or machinery (as opposed to software)	hardware
knowledge worker	n	a person whose job requires a high level of education and training	pracovník, ktorého práca vyžaduje vysoké vzdelanie a odborné znalosti
mission	n	company's main purpose	poslanie
network	n	linked computers which can share information and programs	počítačová sieť
one-stop shopping	n	service providing everything you need in one place	nakupovanie na jednom mieste
page view	n	individual website page read by people logged onto the Internet	návšteva jednotlivých internetových stránok

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

PDA	n	short for Personal Digital Assistant	skratka pre "Personal Digital Assistant"
place a premium on	v	make very important	zvyšovať význam / dôležitosť
real time	n	at the same time without having to wait	v reálnom čase bez čakania
refine	v	improve by making small changes	vylepšiť, vycibriť
roughly	adj	approximately	zhruba, odhadom
streamline	v	make a company, organisation or process more efficient	zmodernizovať, zefektívniť
title effect	n	the way the title of a movie is brought onto the screen	efekt titulkov vo filme
top-heavy	adj	with too many senior managers for the size of the company	"premanažerovaný"
track	v	monitor movements of, for example, parcels or shipments	sledovať pohyb (zásielok...)
24/7 (twenty-four seven)		all the time, 24 hours a day, seven days a week	non-stop, 24 hodín 7 dní v týždni
upside	n	advantage	výhoda
web browser	n	computer program which gives you access to the Internet	internetový prehliadač
UNIT 18			
across the spectrum			naprieč spektrom / škálou
browse	v	search the Internet	prehliadať na internete
click	v	press the mouse button	kliknúť myšou
down	adj	not working, disconnected for a time	nefungujúci, odpojený
download	v	transfer information from the Internet to a computer	stiahnuť / načítať dáta
fingertips: at your fingertips		available for immediate use	poruke
get at	v	find, locate	dostať sa k informáciám
home page	n	first/front page of a website	hlavná / úvodná stránka na internetovej adrese
icon	n	small picture or symbol on a computer screen that you click on to open a program	ikona / symbol napr. zložiek na počítači

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

information-rich site	n	site which people visit mainly for the information it contains	informačne bohaté internetové stránky
itchy fingers	n	people who will quickly leave your website and go to another one if they don't find it interesting	"neposedné prsty" rýchlo preklikávajúce internetové stránky, ak nie sú zaujímavé
Javascript	n	a computer programming language frequently used on the Internet	Java - programovací jazyk používaný na internete
junk	adj	information sent to people, although they do not want it and have not asked for it, usually advertising products or services	spam, nevyžiadaná pošta (zvyčajne reklamy)
knowledge: to my knowledge		as far as I know	pokiaľ viem
log off	v	close down a computer	odhlásiť sa z počítača
loved one	n	person that you love, usually a member of your family	milovaná osoba (zvyčajne člen rodiny)
navigation	n	moving around and locating of information	navigácia- pomoc pri vyhľadávaní informácií
online	adj, adv	connected to the Internet	pripojený na internet
portal	n	website which provides information and links to other websites	portál- internetové stránky, ktoré odkazujú na iné internetové stránky
search engine	n	website which helps you find other websites	vyhľadávač, "google"
set way	n	fixed method	stanovený postup
site map	n	plan of where to find information on a website and how the pages link together	mapa / schéma internetových stránok
spectrum: across the spectrum		including the widest possible range of people	naprieč spektrom / škálou
straightforward	adj	simple and easy to understand	jasný a jednoduchý
trade: in the trade		working in or involved with a particular industry	pôsobiaci v určitej oblasti / odvetví priemyslu
upgrade	v	improve the quality or usefulness	zlepšiť, vylepšiť, upgradovať

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

user-friendly	adj	easy to operate	jednoducho ovládateľný, ľahký na použitie
whet someone's appetite	v	give someone a small experience to make them more interested	vzbudiť v niekom záujem
UNIT 19			
absenteeism	n	people taking time off work when they should be there	absentérstvo; neprítomnosť ľudí v práci v dobe, kedy by tam byť mali
cutbacks	pl n	reductions made in order to save money	zníženie, obmedzenie
implement	v	put into operation	uskutočniť, realizovať
machine tool	n	tool which uses power to cut and shape strong materials	obrábací stroj
peak time	n	the busiest time	špička (pracovná, dopravná)
rush hour	n	the busy part of the day when people are travelling to and from work, and towns and cities are crowded	špička; najrušnejšia časť dňa
sick leave	n	absence from work through illness or when you say you are ill because you do not want to go to work	neprítomnosť pre chorobu; pracovná neschopnosť
staff retention	n	keeping employees and persuading them not to work for another company	záujem udržať si zamestnancov
staff turnover	n	the number of employees leaving their jobs and new ones starting in a company	obmena zamestnancov (nahradenie doterajších zamestnancov novými)
take for granted	v	believe something to be the truth without thinking about it	považovať za samozrejmosť
tie it into my work	v	plan it to fit what I have to do	vtesnať sa do pracovných povinností
uptight	adj	stressed and easily annoyed	podráždený, nervózny
working party	n	small group of people which studies a particular problem or situation and then reports on what it has discovered and gives suggestions	pracovná skupina; skupina odborníkov zaoberajúcich sa jedným problémom
working practice	n	way of working	spôsob práce

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

work-life balance	n	the amount of time you spend at work compared with your free time	rovnováha medzi prácou a voľným časom
UNIT 20			
cost-effective	adj	of good value to you for the amount of money paid	hospodárny; nákladovo efektívny
domestic	adj	from within the same country	domáci, tuzemský
expense: at the expense of		at the same time having a negative effect on	na úkor
intranet	n	systems of connected computers within organisations through which employees can communicate with each other and share information	firemná počítačová sieť; interná sieť
justify	v	provide a good enough reason	ospravedlniť, odobriť
leave high and dry	v	put in a difficult and inconvenient situation which is difficult to get out of	ocitnúť sa v zložitej situácii
non-committal	adj	not expressing an opinion	neutrálny, nazáväzný
outsource	v	employ companies outside the organisation to do part of the organisation's work	využívať iné zdroje (najať iné firmy na časť práce)
phenomenon (pl phenomena)	n	something unusual or interesting which is extremely successful	fenomén, jav, úkaz
pros and cons	pl n	advantages and disadvantages	pro a proti; klady a zápory
UNIT 21			
best practice	n	best way of working	najlepší spôsob ako niečo urobiť; najlepšia metóda
bond	n	relationship	puto, väzba, vzťah
business case	n	the real value to the business	skutočná hodnota podnikania
business culture	n	the beliefs and way of behaving of a particular company	firemná kultúra (presvedčenie a spôsob správania sa)

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

comment card	n	card on which customers write their opinions and suggestions	poznámkový štítok / kartička
competitive advantage	n	having an advantage over your competitors by being better than them	konkurenčná výhoda; výhoda voči konkurencii
competitive differentiation	n	the special things about a company's products that make them different from those of other companies	rozdiely / odlišnosti oproti konkurencii
confidence: have confidence in someone		trust someone's abilities	mať v niekoho dôveru
dealership	n	business that sells the products of a particular company, e.g. car dealership	obchodné zastúpenie
drive	v	work hard to produce	dosiahnuť značným úsilím
empowerment	n	giving employees responsibility so that they have the power to make their own decisions in their job	splnomocnenie
engaged	adj	involved and interested	zapojený, zaoberajúci sa, zamestnaný
provider of choice	n	the company people prefer to shop with	uprednostňovaný / zvolený poskytovateľ
repurchase	v	continue buying	opätovné nakupovanie
return on investment	n	the profit made from something you have invested in	zisk / výnos z investícií
revenue	n	income from doing business	príjem, výnos
sample shop	n	typical representation of what people would normally buy	vzorková predajňa; vzorový nákup
time and time again	adv	repeatedly	znovu a znovu; opakovane
trade in	v	exchange	vziať na protiúčet; vymeniť
trolley	n	cart	vozík
vendor	n	person or organisation who sells something	predajca; predávajúci; obchodník

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

UNIT 22			
after-sales service	n	help or advice received after a purchase has been made	služby po zakúpení
brief	n	set of instructions	stručný náčrt / inštrukcia; konšpekt
bulletin	n	short, written news update	bulletin, spravodaj; vestník
commitment	n	willingness to give time and energy	záväzok, oddanosť
customer care	n	the way customers are treated	starostlivosť o zákazníkov; oddelenie služieb zákazníkom
customer services manager	n	person responsible for before and after-sales service	vedúci oddelenia služieb zákazníkom
discount the job	v	reduce the price	znižiť cenu
help desk	n	place customers can visit or phone when they have problems	centrum pre pomoc zákazníkom
helpline	n	telephone service for when customers have problems	telefónna linka na pomoc zákazníkom
mail order	n	buying goods, usually from a catalogue, by post	objednávka tovaru poštou
National Curriculum	n	the set of subjects that children in England and Wales must study from the age of five to sixteen	celoštátne školské osnovy pre povinnú školskú dochádzku (Anglicko a Wales)
point of purchase		the place where a product is sold	miesto predaja; predajné miesto
profitable	adj	bringing advantages	prospešný, výhodný, rentabilný
quote	n	price someone offers to do a job for / supply goods at	cenová ponuka; sadzba
rack up	v	accumulate	zhromažďovať, zhrabnúť (zisk)
rapport	n	good understanding of someone and an ability to communicate well with them	dobrý vzťah; vzájomné porozumenie
register	v	show, express	prejaviť, vyjadriť
retain	v	keep	udržať si, zachovať
stand by	v	don't change	držať sa niečoho; stáť si za niečím
subscription service	n	providing a service in return for a regular payment which can be cancelled at any time	predplatená služba

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

swallow	v	accept	zmieriť sa s niečím; “prehltnúť” niečo
take trouble	v	make an effort	snažiť sa, obťažovať sa
target customer	n	person or organisation you would like to have as a customer	cieľový zákazník
there and then	adv	immediately	okamžite, ihneď
up-front	adj	honest	priamy, čestný
user group	n	group of people who are interested in your products and can give you feedback	testovacia skupina zákazníkov, ktorá používa výrobky firmy (sleduje sa ich spokojnosť s nimi...)
whatever they throw at you	n	all their complaints and requests	všetky sťažnosti a požiadavky
UNIT 23			
deliberate	v	think carefully about something	uvážiť, premyslieť
door-to-door	adj	all the stages of a journey from the beginning to the end	podomový predaj
hoist	n	machine used for lifting heavy things	zdvihák, žeriav
long-standing	adj	for a long time	dlhoročný
man hour	n	the amount of work one person can do in an hour	pracovná hodina (koľko práce môže vykonať jeden zamestnanec za hodinu)
plate: a lot on my plate		large amount of important work to deal with	mať veľa dôležitej práce
point out	v	make clear	zdôrazniť
shipment	n	large amount of goods sent together	zásielka
take notice of	v	give attention to	všimnúť si
UNIT 24			
abreast: keep abreast of		stay informed about the most recent facts	držať krok s; byť na rovnakej úrovni
anecdote	n	short, amusing story	anekdota, veselá historka

BUSINESS BENCHMARK UPPER-INTERMEDIATE WORDLIST: ENGLISH TO SLOVAK

benchmark	n	high level of quality which can be used as a standard when comparing other things	orientačný bod
customer profile	n	description of an average customer	zákaznícky profil
feature	v	include as an important part	vystupovať, figurovať
get a feel for	v	develop a good knowledge or understanding of	spoznať, porozumieť
hassle	n	trouble	hádky, spor, problém
keep abreast of	v	stay informed about the most recent facts	držať krok s
no end of		a lot of	veľké množstvo
opposite number	n	person who has a similar job to you in a different organisation	človek na obdobnej pozícii (nepr. v inej firme)
retrospect: in retrospect		thinking back to something in the past	s odstupom času; pri pohľade späť
understaffed	adj	without enough employees	s nedostatkom zamestnancov

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