

The Business Intermediate

Mini-słowniczek angielsko-polski

- accommodation** /ə,kəmə'deɪʃn/ noun [uncount] a place for someone to stay, live or work in *The hotel provides accommodation for up to 100 people.* **zakwaterowanie**
- accounts payable** /ə,kəʊnts 'peɪəbl/ noun [plural] AME a record of how much money a company owes other people or companies for goods and services *Managing the company's accounts payable requires a lot of attention.* **zobowiązania (w księgowości)**
- achievement** /ə'tʃi:vmənt/ noun [count] a particular thing that you have succeeded in doing after a lot of effort *What is your greatest achievement?* **osiągnięcie**
- acknowledge** /ək'nɒlɪdʒ/ verb [transitive] to accept or admit that something exists, is true or real *He never acknowledges his mistakes.* **przyznawać**
- ad hoc** /,æd 'hɒk/ adjective done only when needed for a specific purpose, without planning or preparation *She has a very ad hoc approach to management.* **ad hoc**
- adverse** /'ædvɜ:s/ adjective negative, unpleasant or harmful *An adverse reaction from the public* **zły, ciężki do wytrzymania**
- align** /ə'lam/ verb [transitive] to give your support publicly to; bring yourself into agreement with or be in agreement with *Starbucks aligns the interests of the company with its employees.* **≈ poprzeć, sprzymierzyć się**
- allocate** /'ælə,keɪt/ verb [transitive] to officially give something to someone, or to decide that something can be used for a specific purpose *Our task is to decide the best way to allocate scarce resources.* **przydzielać**
- alloy** /'ælɔɪ/ noun [count or uncount] a metal that is made from combining two or more metals *Brass is an alloy of copper and zinc.* **stop (metali)**
- altruism** /'æltru,ɪz(ə)m/ noun [uncount] a way of thinking and behaving that shows you care about other people and their interests more than you care about yourself *Many companies say they believe in altruism, but all they want is just good publicity.* **altruizm**
- anecdote** /'ænək,dəʊt/ noun [count] a story about something interesting or funny that happened to you *He thought his anecdotes were amusing, but we were secretly yawning all the time.* **historia, opowiadanie**
- antenna** /æn'tenə/ noun [count] an aerial used for sending and receiving radio signals *The transmission unit is equipped with a 6 metre high antenna.* **antena**
- appendix** /ə'pendɪks/ noun [count] a section giving extra details at the end of a book or document *Technical specifications are included in the appendix to Chapter 9.* **aneks**
- appraisal** /ə'preɪzəl/ noun [count or uncount] BRE BUSINESS an interview between a manager and someone who works for them to discuss how well they are doing their job *Once a year, every employee has an appraisal interview with the personnel manager.* **ocena pracownika**
- aptitude** /'æptɪ,tju:d/ noun [count or uncount] natural ability that makes it easy for you to do something well *I have no aptitude for maths.* **predyspozycja**
- armoury** /'ɑ:məri/ noun [singular] a set of skills, equipment or powers that is available for someone if they need it *DNA testing is one of the newest weapons in the police's armoury.* **arsenał (też przen.)**
- arthritic** /ɑ:'θrɪtɪk/ adjective suffering from **arthritis**, a medical condition affecting the joints (the place where two bones meet) making them very swollen and painful *Ring-pull cans are particularly difficult to open for arthritic fingers.* **artretyzm, artretyczny**
- as such** /əz 'sʌʃ/ phrase used after a noun when you are referring to the usual meaning of the word *Right now, we don't have an HR department as such.* **jako taki**
- asap** /'eɪsæp/ acronym as soon as possible: used especially for asking someone to do something quickly *I want those files on my desk asap.* **natychmiast**
- asking price** /'ɑ:skɪŋ 'praɪs/ noun [singular] the price that someone wants for something they are selling *Just wait a few months, the asking price is bound to come down.* **cena (żądana przez sprzedawcę)**
- assault course** /ə'sɔ:lt 'kɔ:s/ noun [count] an exercise involving running, climbing and jumping, used in military training *That was not a qualifications test - it was an army assault course!* **tor przeszkód**
- asset** /'æset/ noun [count] a useful thing, person or quality *Youth is a real asset in this job.* **atut**
- assets** /'æsəts/ noun [plural] money or property that a company owns *The business has assets totalling £5.1 million.* **aktywa**
- assignment** /ə'saɪnmənt/ noun [count or uncount] task given as part of your studies or your job, often for a set period of time in a particular place. *His first assignment as a reporter was to cover the local election.* **zadanie (w ramach pracy lub stażu)**
- attune** /ə'tju:n/ verb [transitive] to bring into harmony *You've got to attune yourself to the message.* **dostroić, dopasować**
- auditor** /'ɔ:dɪtə/ noun [count] someone whose job is to officially examine the financial records or production quality of a company *You need to work with the auditor to help him with the account books.* **audytor**

- authoritative** /ɔ:'θɒrɪtətɪv/ adjective used for telling people what to do *He behaves in an **authoritative** manner.* **apodyktyczny**
- autonomy** /ɔ:'tɒnəmi/ noun [uncount] the power to make your own decisions *New regulations have severely restricted the **autonomy** of doctors.* **autonomia, niezależność**
- bank statement** /'bæŋk ˌsteɪtmənt/ noun [count] a document that shows all the money that went into or out of your bank account during a particular period of time *When I checked my **bank statement**, I noticed they have debited my credit card twice!* **wyciąg bankowy**
- barge in** /ˌbɑːdʒ ˈɪn/ verb [intransitive] to enter a room suddenly and noisily, usually interrupting someone in a rude way *He just **barged in** in the middle of a meeting without even knocking on the door.* **wtargnąć**
- bathroom break** /'bɑːθru:m ˈbreɪk/ noun [count] a short time when you can stop working to go to the toilet *Some companies are so obsessed about productivity that they even have rules for **bathroom breaks**.* **przerwa na wyjście do toalety**
- be the done thing** /bi: ðə ˌdʌŋ ˈθɪŋ/ phrase to be the correct or suitable thing to do, or to be the way that people think you should behave *It **wasn't the done thing** to go home until eleven or midnight.* **właściwa rzecz/zachowanie**
- bean** /bi:m/ noun [count] a seed of various plants that is cooked and eaten *Coffee **beans** mostly come from South America.* **ziarno**
- bear** /beə/ verb [transitive] to carry something heavy; here, to pay *A new study has confirmed that the wealthiest Americans **bear** the income tax burden.* **dźwigać (ciężar)**
- beating** /'bi:tɪŋ/ noun [count] the act of hitting someone hard a number of times in a fight or as a punishment *The man had been given a severe **beating**.* **pobicie**
- benefit** /'benɪfɪt/ noun [count or uncount] an advantage you get from a product or situation *Free meals are one of the **benefits** of working for this company.* **korzyść**
- beta test** /'bi:tə ˌtest/ verb [transitive] to have new product tested by customers *The new product was **beta tested** by the most demanding users.* **testować produkt (przed wypuszczeniem na rynek)**
- betray** /bi'treɪ/ verb [transitive] to harm someone who has trusted you *They felt their assistant **had betrayed** their trust in publishing his diaries.* **zdradzić**
- beware** /bi'weə/ verb [transitive or intransitive] used to warn someone of danger or difficulty ***Beware**, buying a house is full of problems.* **uwagać**
- bid** /bɪd/ noun [count] a **takeover bid**: an offer to buy the shares in a company and take control of it: *Shareholder have accepted a **takeover bid**.* **oferta (w aukcji, na licytacji)**
- bird's-eye view** /ˌbɜːdz aɪ ˈvjuː/ noun [singular] a good view of something from a high position *The display screen shows you a **bird's eye view** of where you are.* **widok z lotu ptaka**
- blame** /'bleɪm/ verb [transitive] to say who or what is responsible for an accident or problem *If it all goes wrong, don't **blame** me.* **winić, obwinić**
- blister pack** /'blɪstə ˌpæk/ noun [count] packaging for small items like pills, consisting of a flat layer and a raised cover of plastic that protects the product: also **bubble pack** *Our batteries are sold in **blister packs** of four cells.* **opakowanie konturowe**
- blueprint** /'bluːprɪnt/ noun [count] a drawing that shows how to build something *We will start production as soon as the **blueprint** is complete.* **matryca, model**
- body language** /'bɒdi ˌlæŋɡwɪdʒ/ noun [uncount] the movements or positions of your body that show other people what you are thinking or feeling *Their **body language** betrayed the tension between them.* **mowa ciała**
- BOGOF** abbreviation buy one, get one free *Only tonight: **BOGOF**.* **jedna sztuka gratis**
- bounce back** /ˌbaʊns ˈbæk/ phrasal verb [intransitive] to become healthy, happy, or successful again after something bad has happened to you *I'm sure you'll **bounce back**.* **dojść do siebie**
- brainless** /'breɪnləs/ adjective INFORMAL extremely stupid, without a brain *That new sales executive is really **brainless**.* **głupi, bez mózgu**
- branding** /'brændɪŋ/ noun [uncount] BUSINESS the use of advertising, design and other methods to make people recognize and remember a particular product ***Branding** is not enough to differentiate almost identical products.* **branding**
- breakdown** /'breɪkdaʊn/ noun [count] a more detailed analysis of information, particularly financial figures or statistics *We'll need to see a **breakdown** of these figures before we sign the contract.* **podział; rozbiecie**
- briskly** /'brɪskli/ adverb quickly, with energy *Sales rose **briskly** last year.* **energicznie**
- broadband** /'brɔːdˌbænd/ adjective SCIENCE able to send different types of communication signals at the same time and in large volumes *Do you have a **broadband** Internet connection?* **szerokopasmowy**
- browse** /braʊz/ verb [transitive or intransitive] COMPUTING to look for information, especially on the Internet *Just **browse** two or three internet bookshops to find the book you want.* **szukać**
- browser** /'braʊzə/ noun [count] a computer program that allows you to look at information on the Internet *Which Internet **browser** do you use?* **przeglądarka**
- bruise** /bruːz/ noun [count] a mark you get on your body if you are hit or knocked *He had a purple **bruise** over his eye.* **siniak**

- bulky** /'bʌlki/ adjective to big to be carried or stored easily
*Until now, GPS systems have been too **bulky** to be used as personal tracking devices.* **masywny**
- bullet point** /'bʊlt pɔɪnt/ noun [count] a circle printed before each item on a list *Do not put entire sentences as a **bullet point** in a presentation* **punkt (na slajdzie w prezentacji)**
- bully** /'bʊli/ verb [transitive] to threaten or frighten someone to get what you want *We **will not be bullied** into accepting an agreement that we do not like* **zastraszać kogoś**
- bump** /bʌmp/ verb [transitive or intransitive] to hit against something solid *Small boats were **bumping** against the wooden pier.* **uderzyć (w coś)**
- burst into tears** /'bɜːst ɪntə 'tiəz/ phrase to suddenly start crying *She **burst into tears**, which was unprofessional.* **wybuchnąć płaczem**
- calling** /kɔːlɪŋ/ noun [count] FORMAL a profession, especially one that you consider important *It was her **calling** to help other people.* **powołanie**
- cause (an) uproar** /'kɔːz (ən) 'ʌprɔː/ verb [transitive] to provoke angry public criticism *The CEO **caused uproar** when he said he would rather use call centre workers in India than those in Britain.* **wywołać poruszenie**
- charismatic** /'kærɪz'mætɪk/ adjective a charismatic person has a strong personal quality that makes other people like them and be attracted to them *What the company needs is a more **charismatic** leader.* **charyzmatyczny**
- chart** /tʃɑːt/ noun [count] a map used in navigation for boats or planes *You can change **charts** by touching the button on the screen.* **mapa**
- chase** /tʃeɪs/ verb [transitive] to try hard to get something you want *Many companies **are still chasing** debts that are more than five years old.* **ścigać**
- cheery** /'tʃɪəri/ adjective feeling or showing happiness *The telephone operator sounded very **cheery**.* **radosny**
- chequered** /'tʃekəd/ adjective a chequered pattern or design consists of squares in two or more different colours *They have a particularly ugly **chequered** marble floor in their office.* **wzór w kratę**
- civil servant** /'sɪvl 'sɜːv(ə)nt/ noun [count] someone who works for a government department *Underpaid **civil servants** are more prone to corruption.* **urzędnik służby cywilnej**
- claim** /kleɪm/ verb [transitive] 1. to say that something is true; 2. to say that a product can do something *He **claims** he is innocent* **twierdzić**
- clear the air** /'klɪə ði 'eə/ phrase to discuss a difficult situation which is creating bad atmosphere *Why don't you ask Maureen to have a coffee with you, and just **clear the air**?* **oczyścić atmosferę (przen.)**
- clip** /klɪp/ noun [count] a small object that holds something in a position *Release the retaining **clips** as shown on the picture.* **klips, zatrzask**
- closet** /'klɒzɪt/ noun [count] AME a small room or space built into a wall for storing things such as clothes or sheets **szafa wnękowa**
- cog** /kɒɡ/ noun [count] someone considered as a minor part of a large organization *I don't want to be a small **cog** in the company's machine for the rest of my life.* **trybik (też przzen.)**
- come again?** /'kʌm ə'geɪn/ phrase INFORMAL used for asking someone to repeat what they have just said *Eh, **come again**?* **Jeszcze raz? (w konwersacji: prośba o powtórzenie)**
- come round** /'kʌm 'raʊnd/ vphr BRE to change your opinion because someone has persuaded you *We were sure she'd **come round** in the end.* **zmienić zdanie**
- come up with** /'kʌm 'ʌp wɪð/ phrasal verb [transitive] to think of something such as an idea or a plan *I'd like you to **come up with** some proposals.* **wymyślić**
- commitment** /kə'mɪtmənt/ noun [count or uncount] a promise to do something or to keep on doing something, or a willingness to stay in a job, a relationship, etc. *We've made a long-term **commitment**, so we can't withdraw just like that.* **zobowiązanie, obietnica**
- commitment** /kə'mɪtmənt/ noun [singular or uncount] determination to work on something or intention to support something: **show commitment to** *The government has failed to **show its commitment** to the railways.* **zaangażowanie**
- common ground** /'kɒmən 'graʊnd/ noun [uncount] something that people can agree about, especially when they disagree about other things *They are very different, but they can certainly find **common ground**.* **plaszczyna porozumienia**
- comply** /kəm'plaɪ/ verb [intransitive] to obey, do what you are asked to or expected to do: **comply with** *You are legally obliged to **comply** fully with any investigations.* **zastosować się (do jakichś zasad)**
- compromise** /'kɒmprə'maɪz/ verb [intransitive] to accept that you cannot have everything you want *Her refusal to **compromise** infuriated her colleagues.* **pójść na kompromis**
- computer literacy** /kəm'pjʊ:tə 'lɪt(ə)rəsi/ noun [uncount] being able to use a computer ***Computer literacy** is a plus in this kind of job.* **umiejętność obsługi komputera**
- concentric** /kən'sentɪk/ adjective having the same centre *The painting features the motive of **concentric** circles.* **koncentryczny**
- concern** /kən'sɜːn/ noun [count] HUMAN RESOURCES an employee that managers are worried about *He is a real **concern** because he likes to manifest his independence whenever it's possible.* **troska, przedmiot troski (sprawa lub osoba)**

- condescending** /ˌkɒndɪ'sendɪŋ/ adjective showing that you think you are more important or more intelligent than other people *I find his remarks a little **condescending**.* **protekcjonalny**
- contend** /kən'tend/ verb [transitive] FORMAL **contend that** to claim that something is true *Critics of the school system **contend that** not enough emphasis is placed on creativity.* **twierdzić**
- contingency** /kən'tɪndʒ(ə)nsi/ noun [count] something that might happen in the future, especially something bad *Do we have a **contingency plan** if the first option fails?* **ewentualność**
- controversial** /ˌkɒntrə'vɜːʃl/ adjective a controversial subject, opinion or decision is one that people disagree about or do not approve of *The editor refused to publish her article, saying it was too **controversial**.* **kontrowersyjny**
- conveyor belt** /kən'veɪə ˌbelt/ noun [count] a machine with a flat wide belt used for moving objects from one place to another, especially in a factory *Please collect your luggage from the **conveyor belt**.* **taśmociąg (na lotnisku lub w fabryce)**
- cope** /kəʊp/ verb [intransitive] to deal successfully with a difficult situation or job: **cope with** *There's a seminar on **coping with** stress in the workplace next week.* **radzić sobie z czymś**
- copycat** /ˈkɒpi,kæt/ adjective similar to something else and considered to be a copy of it *As soon as they started selling their futuristic furniture, a large number of **copycat** products appeared.* **≈ naśladowujący coś**
- core** /kɔː/ adjective most important or basic *We need to focus on our **core activities**.* **podstawowy, najważniejszy**
- corporate social responsibility** /ˈkɔːp(ə)rət 'səʊʃl rɪˌspɒnsə'bɪləti/ phrase a company's duty to be accountable to all groups having an interest in its activities *ABC Inc. demonstrates their strong commitment to **corporate social responsibility**.* **odpowiedzialność społeczna firmy**
- Cost of Sales** /ˌkɒst əv 'seɪlz/ noun [uncount] the direct cost of producing goods, including materials and labour *The **Cost of Sales** totalled \$370 million last year.* **koszty bezpośrednie (przy sprzedaży)**
- count on someone** /ˈkaʊnt ən ˌsʌmwʌn/ phrasal verb [transitive] to depend on someone to do something for you *I'm **counting on you** to produce some creative ideas.* **liczyć na kogoś**
- counterpart** /ˈkaʊntəˌpɑːt/ noun [count] someone that has the same job or purpose but in a different country or organization *The prime minister is meeting his German **counterpart**.* **odpowiednik**
- crack** /kræk/ verb [transitive] to damage something so that a line appears on its surface, but does not break into pieces *I dropped a plate and **cracked** it.* **pęknąć**
- crash** /kræʃ/ verb [transitive or intransitive] COMPUTING if a computer or computer program crashes, it suddenly stops working *The computer keeps **crashing** every time I open the database program.* **zawiesić się (o komputerze)**
- creditworthiness** /ˈkredɪtˌwɜːðməs/ noun [uncount] ability to repay debts *We hired a **credit agency** to check our customer's **creditworthiness**.* **zdolność kredytowa**
- credo** /ˈkriːdəʊ/ noun [count] FORMAL a statement of your beliefs *Tolerance has always been part of their **credo**.* **credo**
- crucial** /ˈkruːʃl/ adjective extremely important *Listening to customers' needs is **crucial** to designing good products.* **kluczowy**
- dead-end-job** /ˌdedˌend 'dʒɒb/ noun [count] a job that gives no chance of promotion or improvement *I have no intention spending the rest of my life doing this **dead-end-job**.* **praca bez perspektywy awansu**
- deadline** /ˈdedlaɪn/ noun [count] a specific time or date by which you have to do something: **meet / miss a deadline** finish / not finish something in time *If we can't **meet the deadline**, they won't give us another contract.* **termin**
- deposit** /dɪ'pɒzɪt/ noun [count] a first payment that you make when you agree to buy something expensive such as a car or a house *She paid a £500 **deposit**, and agreed to pay the balance within six months.* **kaucja, depozyt**
- derelict** /ˈderəlɪkt/ adjective unused and in a bad condition, usually of a building or a piece of land *The land in this area is currently **derelict** and worthless.* **zrujnowany**
- derive** /dɪ'rɪərɪv/ verb [transitive] to get a feeling from something e.g. pleasure, satisfaction: **derive something from something** *They **derive** great enjoyment from these simple games.* **czерpać (satysfakcję, przyjemność)**
- deteriorate** /dɪ'tɪəriəˌreɪt/ verb [intransitive] to become worse *The economic situation is **deteriorating**.* **pogarszać się**
- device** /dɪ'vaɪs/ noun [count] a machine or piece of equipment *Secure your bike with this simple locking **device**.* **urządzenie**
- dicey** /ˈdaɪsi/ adjective INFORMAL involving danger or risk *Trying to describe what your job will be beyond 12 to 18 months from now is very **dicey**.* **ryzykowny (pot.)**
- dig into something** /ˈdɪg ɪntu ˌsʌmθɪŋ/ %vɪfɦr INFORMAL to try to find information about something *The management have decided to **dig into** the reasons for the campaign's failure.* **zagłębić się w coś**
- dine-in** /ˌdaɪn 'ɪn/ adjective used to describe meals taken in a restaurant *Some restaurants have different prices for **dine-in** and takeaway meals.* **na miejscu (posiłek w restauracji)**

- disabled** /dɪs'leɪbld/ adjective someone who is disabled is unable to use part of their body or brain properly because of injury or disease *Companies are willing to hire **disabled** people if they are offered extra incentives from the government.* **niepełnosprawny**
- dismay** /dɪs'meɪ/ verb [transitive] to make someone very worried, disappointed, or sad *Many businesses are doing things that **dismay** environmentalists across the country.* **zaniepokoić**
- disposable income** /dɪ'spəʊzəbl 'ɪnkʌm/ noun [uncount] money that you have left to spend after you have paid your bills *The average **disposable income** of American families rose by 4% last year.* **dochód rozporządzalny** (po spłaceniu zobowiązań)
- disregard** /dɪsɪrɪ'gɑ:d/ verb [transitive] to pay no attention to something *They **disregarded** safety procedures and that's why the accident happened.* **ignorować**
- distracting** /dɪ'stræktɪŋ/ adjective preventing you on concentrating on something *Do not use **distracting** graphics in your presentation.* **rozpraszać**
- dive** /'daɪv/ verb [intransitive] to jump into water head first *He **dived** into the pool and swam off.* **nurkować**
- divorcee** /dɪ,vɔ:'si:/ noun [count] a woman or man who is divorced *Howard is a **divorcee** with two young children* **rozwodnik, rozwódka**
- dog eat dog** /'dɒg ɪt 'dɒg/ phrase a situation in which people compete very hard and will do anything to be successful *It's **dog eat dog** in IT.* **iść po trupach**
- dogmatic** /dɒg'mætɪk/ adjective so sure that your beliefs and ideas are right that you expect other people to accept them *He is so **dogmatic** about investment strategies.* **dogmatyczny**
- draft** /dra:ft/ noun [count] **bank / banker's draft:** an order to pay someone that is sent from one bank to another bank, usually in a different country *The deposit has to be paid in cash or by **draft**.* **czek bankierski**
- drawing-board** /'drɔ:ɪŋ bɔ:d/ noun [count] a large board or table that designers use to work on: **(go) back to the drawing board:** to start again from the beginning, look for a new idea *We must **go back to the drawing board**.* **deska projektowa**
- dress code** /'dres ,kəʊd/ noun [count] a set of rules about what you should wear in a particular place or at a particular event *The **dress code** in our office is very formal - everybody wears a suit.* **obowiązujący strój**
- drop** /drɒp/ verb [transitive] to let something fall: **drop calls** to fail to connect incoming calls *She **dropped** her cup and spilled coffee all over the floor.* **upuścić**
- drop off** /'drɒp 'ɒf/ phrasal verb [transitive] to take something to a place and not stay there long *Is it OK if I **drop the documents off** later?* **podrzucić**
- due diligence** /'dju: 'dɪlɪdʒ(ə)ns/ noun [uncount] carefulness and caution taken when dealing with a complex issue *Board members must act with **due diligence** to protect shareholders' interests.* **należyta staranność**
- duplicate** /'du:plɪ,kert/ adjective made as an exact copy of something else *Please send us a **duplicate** invoice.* **duplikat**
- dust** /dʌst/ noun [uncount] very small pieces of dirt that cover surfaces inside buildings like a powder *The dictionaries were covered in **dust**.* **kurz**
- e-tailer** /'i:teɪlə/ noun [count] COMPUTING a company that sells things on the Internet: **e-tailing** *What can **e-tailers** do to make visitors actually buy products?* **sprzedawca w Internecie**
- earth** /ɜ:θ/ verb [transitive] to connect a piece of electrical equipment to the ground so that it's safe *The computer must remain **earthed** at all times.* **uziemić**
- earth-shattering** /'ɜ:θ ,ʃæt(ə)rɪŋ/ adjective extremely surprising or important *John was appointed the CEO. Hardly **earth-shattering** news - everyone had expected that to happen.* **≈ zaskakujący**
- East Enders** /'i:st 'endəz/ trade mark a British TV soap opera about a group of people who live in an imaginary part of East London *I have no idea what the plot of **East Enders** is.* **East Enders (serial telewizyjny)**
- echo** /'ekəʊ/ verb [transitive] to express the ideas or feelings that someone else has expressed *Blake **echoed** the views of many employees.* **powtarzać (coś za kimś)**
- emphasize** /'emfə,səɪz/ verb [transitive] to give particular importance or attention to something *At school they **emphasize** good manners.* **podkreślać, kłaść nacisk**
- empowerment** /ɪm'paʊəmənt/ noun [uncount] giving control or power over something *Junior managers workers ought to receive more **empowerment** to become better motivated.* **≈ empowerment, swoboda** (wyposażenie kogoś w środki potrzebne do decydowania o jakiejś sprawie)
- ethnic minority** /'eθnɪk maɪ'nɒrəti/ noun [count] a group of people who have different culture and different traditions to most people living in a place *Many children from **ethnic minorities** have education problems.* **mniejszość etniczna**
- etiquette** /'etɪket/ noun [uncount] a set of rules for behaving correctly in social situations *Office **etiquette** demands that people don't read other people's messages.* **etykieta, zasady**
- expire** /ɪk'spaɪə/ verb [intransitive] when something expires, the time in which it is valid comes to an end *When the patent **expired**, competitors copied the product.* **wygasnąć**
- extend** /ɪk'stend/ verb [transitive] FORMAL to agree to lend someone money or give them credit *Suppliers do not always **extend** credit to new customers.* **udzielić (kredyt, pożyczkę)**

- external growth** /ɪk'stɜːnl 'grəʊθ/ noun [uncount] increasing a company's size by buying other businesses *External growth is an option for corporations with large reserves of cash.* **rozwój przez kupowanie innych spółek**
- extravagant** /ɪk'strævəgənt/ adjective extreme, excessive or unreasonable *Advertisements are often deliberately misleading, sometimes making extravagant promises.* **ekstrawagancki**
- eyeball** /'aɪbɔːl/ noun [count] the whole ball that forms the eye: here, a person browsing a website *Despite best efforts, lots of 'eye-balls' aren't necessarily translating into sales.* **gałka oczna (dosł.), tu: osoby oglądające stronę**
- factoring** /'fæktərɪŋ/ noun [uncount] selling a company's receivable invoices in order to obtain funds more quickly *If your customers are slow payers, one way to improve cash-flow is factoring.* **faktoring**
- faculty** /'fæk(ə)lti/ noun [count] a department or group of departments in a university *I represented over 400 members in faculty meetings.* **wydział (na uniwersytecie)**
- fancy** /'fænsi/ verb [transitive] INFORMAL to want to have or do something *What do you fancy for your lunch?* **chcieć coś (pot.)**
- farm out** /,fɑːm 'aʊt/ phrasal verb [transitive] to send part of your work to be done by people outside your company *Companies are increasingly farming out their operations abroad.* **zlecić wykonanie pracy zewnętrznej firmie**
- fast-track** /'fɑːst 'træk/ noun [singular] a way of achieving something more quickly than usual *I'd like to put her on a fast track and start preparing her for senior management.* **szybka ścieżka**
- feature** /'fi:tʃə/ noun [count] an important part or aspect of a product *The latest model has some unique features distinguishing it from our competitors' products.* **cecha**
- fee** /fiː/ noun [count] money that you pay to a professional person or institution for their work *The monthly fee for PZpay Pro is just 12 USD.* **opłata**
- fellow** /'feləʊ/ adjective used for talking about people who are similar to you or in the same situation as you *Employees need to act with integrity and honesty toward their fellow workers.* **znajomy**
- figure** /'fɪgə/ noun [count] a number that shows the value or cost of something *This year's sales figures are excellent.* **liczba**
- file** /faɪl/ verb [transitive] to take official action involving sending a document *After the fire, the company filed an insurance claim for compensation.* **złożyć (dokument)**
- find your feet** /,faɪnd jə 'fi:t/ idiom to start feeling confident and familiar with something *The programme starts with an intensive orientation course to help you find your feet.* **nabrać pewności**
- fine** /faɪn/ noun [count] an amount of money that you have to pay because you have broken the law *Firms could face fines up to £5,000.* **kara (pieniężna)**
- fire** /faɪə/ verb [transitive] INFORMAL to dismiss someone or make someone leave their job *We'll fire him if he doesn't improve his sales results.* **wyrzucić (kogoś z pracy)**
- fire-retardant** /,faɪə rɪ'tɑːdnt/ adjective fire-retardant material has chemicals in it that make it difficult to burn *We are shipping the chemicals in fire-retardant containers.* **trudno palny**
- flag** /flæɡ/ verb [transitive] to mark something so that you will be able to find it again *I flagged any words I didn't know.* **oznaczyć**
- flammable** /'flæməbl/ adjective able to burn very easily and quickly *Flammable materials must be stored in special containers.* **łatwopalny**
- flip cover** /'flɪp ,kʌvə/ noun [count] part of a mobile phone which folds over the keypad *It's difficult to open a flip cover with only one hand.* **obudowa składana (w telefonach komórkowych)**
- float** /fləʊt/ verb [transitive] BUSINESS to start to sell a company's shares on the stock market *The company was floated in 1983.* **wprowadzić (na giełdę)**
- flotation** /fləʊ'teɪʃn/ noun [count or uncount] BUSINESS the sale of shares in a company for the first time *The firm is planning a £30 million stock market flotation.* **wprowadzenie (na giełdę)**
- focus group** /'fəʊkəs ,gru:p/ noun [count] a small group of people who are interviewed together and give their opinions to help a company make decisions *Focus groups provide insight into consumers' attitudes to a new product.* **grupa fokusowa, fokus**
- font** /fɒnt/ noun [count] TECHNICAL the style of letters and numbers used in a document *Old German documents are printed in Gothic font.* **czcionka**
- foodstuff** /'fuːd,stʌf/ noun [count or uncount] FORMAL a type of food *Product descriptions are frequently not accurate when listing ingredients used in foodstuffs.* **artykuł spożywczy**
- fool** /fuːl/ noun [count] someone who does not behave in an intelligent or sensible way *Don't make a fool of yourself!* **głupiec**
- franchisee** /,frɛntʃa'ziː/ noun [count] a person or company that has the franchise to sell a particular type of goods or services *One of the easiest ways to start up in business is to become a franchisee.* **franszyzobiorca**
- freelance** /'fri:lɑːns/ adjective freelance work is done by a person who is not permanently employed by a particular company but who sells their services to more than one company *She works as a freelance journalist.* **pracujący na własny rachunek, samozatrudniony**

- freeze** /fri:z/ verb [transitive or intransitive] &a:Comp if a computer freezes or is frozen, you cannot move anything on it because there is something wrong with the computer *My laptop is frozen.* **zablokować się (o komputerze)**
- frequent-flyer scheme** /ˌfri:kwənt ˈflaɪə ˌski:m/ noun [count] a system to encourage people to travel with the same airline by giving them reductions or gifts A *frequent-flyer scheme* is a way of developing customer loyalty. **program lojalnościowy linii lotniczych**
- frill** /frɪl/ noun [count] a decoration that consists of a long narrow piece of cloth with many small folds in it: **no frills** used for referring to something that is good enough but has no unnecessary extra features *It's an ordinary air conditioner with no frills.* **udziwnienie**
- from the horse's mouth** /frɒm ðə ˈhɔ:sɪz ˈmaʊθ/ idiom INFORMAL information from the horse's mouth comes from someone who is directly involved *You should talk to the advisers themselves - get the information straight from the horse's mouth.* **z pierwszej ręki**
- FTSE 100, the** /ˌfʊtsi wʌn ˈhʌndrəd/ noun [uncount] the Financial Times Stock Exchange index; an average of the prices of shares from the top 100 companies on the London stock exchange *The FTSE 100 fell again due to increasing economic uncertainty.* **FTSE 100 (indeks giełdowy)**
- fusion cuisine** /ˈfju:ʒn kwɪˈzi:n/ noun [uncount] a particular style of cooking food combining Chinese and Western recipes *We offer a new range of fusion cuisine pizzas.* **kuchnia mieszana**
- gap year** /ˈgæp jɪə/ noun [count] an interruption of one's studies or career in order to acquire a different experience, e.g. to travel *I think I need a gap year before I start my first job after university.* **rok przerwy w karierze**
- gearbox** /ˈɡiə,bɒks/ noun [count] a metal box that contains the parts of a vehicle or a machine that change engine power into movement *Some drives do not like automatic gearbox in their cars.* **skrzynia biegów**
- gel** /dʒel/ verb [intransitive] to become stable *Human interests gel when people reach their early twenties.* **skryształizować, wyklarować**
- gene** /dʒi:n/ noun [count] information in cells that determines a person's characteristics *He believes that shyness is in the genes.* **gen**
- get in (to the office)** /ˌget ɪntə ði ˈɒfɪs/ phrasal verb [intransitive] to arrive at work *Mark never gets in before 9.30.* **przyjeżdżać do biura**
- get rid of** /rɪd/ phrase to throw away, give away or sell a possession that you no longer want *I suggest we get rid of the old desktop computers and buy everyone a laptop.* **pozbyć się czegoś lub kogoś**
- global warming** /ˌɡləʊbl ˈwɔ:mɪŋ/ noun [uncount] the slow increase in the temperature of the Earth caused partly by the greenhouse effect increasing the amount of carbon dioxide in the atmosphere *Global warming is causing sea levels to rise.* **globalne ocieplenie**
- go ahead** /ˌgəʊ əˈhed/ phrasal verb [intransitive] to continue to do something, especially after waiting for permission *The merger will go ahead even if there are protests from some shareholders.* **ruszyć (z czymś)**
- go down** /ˌgəʊ ˈdaʊn/ phrasal verb [intransitive] to produce a particular reaction: **go down well** *What works well in your domestic market will not automatically go down well in another.* **zadziałać (pot.)**
- gourmet** /ˈɡuəmeɪ/ adjective gourmet food is of a very high quality *They welcomed us with a specially prepared gourmet meal.* **wyborny (o jedzeniu)**
- gourmet** /ˈɡuəmeɪ/ noun [count] someone who knows a lot about good food and wine *Martin Baker is a well-known gourmet writing restaurant reviews for The Gazette.* **koneser**
- grab** /græb/ verb [transitive] to succeed in getting something *It's often the bad characters in a story who grab our attention.* **chwycić**
- grade** /ɡreɪd/ noun [count] a letter or number that shows the quality of student's work *I got a Grade 2 for art last semester.* **stopień**
- granular** /ˈɡræn.jʊlə/ adjective 1. consisting of granules, 2. in great detail *He came up with a very granular action plan.* **szczegółowo (przen.)**
- greedy** /ˈɡri:di/ adjective wanting more money, power or things than you need *He certainly has the right qualifications, but he's getting greedy.* **chciwy**
- green light** /ˌɡri:n ˈlaɪt/ noun [count] a signal that gives traffic permission to move forward: **give something the green light** to give official approval for something to be done *He gave us the green light to go ahead with the project.* **zielone światło**
- greenfield site** /ˈɡri:nfi:ld ˌsaɪt/ noun [count] a piece of land that has not previously been built on *It's a greenfield site, just on the edge of town.* **niezabudowana działka**
- hand** /hænd/ verb [transitive] to give something to someone with your hand: **you have to hand it to someone** SPOKEN used for saying that you admire someone for something they have done *I've got to hand it to you - you don't give up easily.* **wręczyć**
- hazardous** /ˈhæzədəs/ adjective dangerous, especially to people's health or safety *These chemicals are hazardous to human health.* **niebezpieczny (dla zdrowia)**
- headache** /ˈhedɪk/ noun [count] a pain in your head *I've got a splitting headache.* **ból głowy**

- headhunter** /'hed,hʌntə/ noun [count] a person or company who searches for good staff and tries to persuade them to leave their jobs and go to work for another company *You have to have an outgoing personality and know a lot of people to be a good headhunter.* **headhunter, łowca głów**
- high-flier** /'haɪ'flaɪə/ noun [count] someone who has achieved a lot and is determined to continue being successful *He is seen as a high-flier in the company.* **ambitny (o młodej osobie)**
- highlight** /'haɪ,lait/ verb [transitive] to emphasize or underline part of something *The presenter highlighted the need for a quick decision.* **podkreślać**
- homogenize** /hə'mɒdʒənaɪz/ verb [transitive] to make things the same, often so that the result is boring *World cultures are rapidly becoming homogenized as a result of globalization.* **ujednolicić**
- hook** /hʊk/ noun [count] 1. a curved piece of metal or plastic for hanging things on, 2. a method used for getting people interested in and attracted to something *Good presenters tell an anecdote, a joke or use some other hook to get the audience's attention.* **hak, zachęta (przen.)**
- hybrid** /'haɪbrɪd/ adjective involving a mixture of two different things; **hybrid vehicle** a vehicle using two different kinds of energy *Companies which have huge transportation costs are looking for ways to drive hybrid vehicles.* **hybrydowy**
- implication** /,ɪmplɪ'keɪʃn/ noun [count] a possible effect or result *We need to consider the financial implications.* **konsekwencja**
- incentive** /ɪn'sentɪv/ noun [count or uncount] something that makes you want to do something or to work harder, because you know that you will benefit by doing this *Employers are being offered financial incentives to hire young people.* **zachęta, motywacja**
- inconsistency** /,ɪnkən'sɪstənsi/ noun [count] something that does not match something else *There are many inconsistencies in his report.* **niespójność**
- industrial espionage** /ɪn,dʌstriəl 'espɪə,nɑːʒ/ noun [uncount] the act of stealing secret information from a company in order to help another company *Several anonymous journalists have accused us of industrial espionage.* **szpiegostwo przemysłowe**
- inertia** /ɪ'nɜːʃə/ noun [count] a situation in which something does not change: a feeling of not wanting to change things *Most public institutions in this country are paralysed by bureaucracy and inertia.* **inercja**
- initiative** /ɪ'nɪʃɪətɪv/ noun [uncount] the ability to think of ideas and take decisions independently: **take the initiative**: to take the first step or be the first to take action *She would have to take the initiative in order to improve their relationships.* **inicjatywa**
- insignificant** /,ɪnsɪg'nɪfɪkənt/ adjective not large or important enough to be worth considering *He puts all his energy into arguing about insignificant details.* **mało ważny**
- interface** /'ɪntəfeɪs/ verb [intransitive] interact and communicate with each other *It is helpful to involve everybody who will interface with the employee in the selection process.* **mieć kontakt**
- intern** /'ɪntɜːn/ noun [count] a student or recently qualified person who works in a job in order to get experience *Most employees prefer interns who already have some work experience.* **stażysta**
- intrusive** /ɪn'truːsɪv/ adjective forcing itself on people in a way that is not welcome *I found their questions quite intrusive.* **natrętny**
- intuitive** /ɪn'tjuːətɪv/ adjective an intuitive system is easy to use because the process of operating it is very natural or obvious *The N5100 mobile phone has a very intuitive user interface.* **intuicyjny**
- invoke** /ɪn'vəʊk/ verb [transitive] FORMAL to mention an idea to support an argument or explain an action *He invoked moral principles to persuade us that he was right.* **przywołać (coś)**
- IS** /,aɪ 'es/ abbreviation Information Systems *I played an integral part in a team of consultants working on IS projects.* **systemy informatyczne**
- ISO** /,aɪes'əʊ/ abbreviation International Standards Organization: an organization that deals with agreements about units of measurement and quality *Our parent company recommends that we do not buy from non-ISO-certified suppliers.* **ISO (organizacja)**
- ISP** /,aɪ es 'piː/ noun [count] COMPUTING Internet service provider: a company that provides a connection to the Internet *I'm thinking about changing my ISP.* **dostawca usług internetowych**
- it's a good job (that)** /ɪts ə ,gʊd 'dʒɒb/ phrase BRE used for saying that you are pleased that something has happened because it prevents something bad from happening *It's a good job we did international trade last semester.* **dobrze, że...**
- jet-lagged** /'dʒet,lægd/ adjective feeling tired and sometimes confused after a long flight *I'm going to be jet-lagged on Saturday, so I'll have to do it before coming back.* **zmęczony (po długim locie)**
- jump in** /,dʒʌmp 'ɪn/ phrasal verb [intransitive] **jump in (at) the deep end** to become involved in a difficult situation with little preparation *She jumped in the deep end by volunteering to teach in Angola.* **wskoczyć**
- kid** /kɪd/ verb [transitive or intransitive] SPOKEN to say that something that is not true, especially as a joke: **you're kidding** used for saying that you do not believe what someone is saying *This can't be serious, he must be kidding.* **zartować (pot.)**

- knock over** /ˈnɒk əʊvə/ verb [transitive] to hit something so that it falls *These cups are very easy to **knock over**, aren't they?* **przewrócić coś**
- know-how** /ˈnəʊ,haʊ/ noun [uncount] practical knowledge or experience *Our consultants will provide the necessary **know-how**, so that your company be able to launch production next year.* **know-how**
- laid-back** /ˈleɪdˈbæk/ adjective INFORMAL calm and relaxed *He has a very **laid-back** management style.* **luźny**
- LAN** /ˌel eɪ ˈen/ noun [count] COMPUTING local area network: a system that allows computers in the same building or group of buildings to communicate with each other *I had to learn how to set up a **LAN**.* **sieć lokalna (komp.)**
- laptop** /ˈlæptɒp/ noun [count] a small computer that you can carry with you *Could you lend me your **laptop** for the weekend?* **komputer przenośny, laptop**
- lawsuit** /ˈlɔːsuɪt/ noun [count] a case that a court of law is asked to decide involving a disagreement between two people or organizations *The singer has filed a \$100 million **lawsuit** against his record company.* **pozew**
- lead-time** /ˈliːdˌtaɪm/ noun [count or uncount] the time between planning something and starting to do it *Local firms learned how to reduce **lead time** by 75–95% while still reducing costs.* **≈ faza projektowania**
- leak** /li:k/ noun [count] an amount of liquid or gas that comes out of a hole or crack in something *The explosion was caused by a gas **leak**.* **wyciek**
- leak** /li:k/ verb [transitive or intransitive] if an object leaks, liquid or gas comes out of it *If the boiler is faulty, it may be **leaking** dangerous gas.* **przeciekać**
- leakage** /ˈliːkɪdʒ/ noun [uncount] the process of leaking a liquid or gas *Journalists were refused entry to the plant after **leakages** of toxic chemicals were described by workers.* **przeciek**
- lecture** /ˈlektʃə/ noun [count] a talk to a group of people about a particular subject, especially at a college or university *Tomorrow she will be giving a **lecture** at London University.* **wykład**
- level playing field** /ˌlevl ˈpleɪŋ ˌfi:ld/ noun [singular] a situation that is fair for everyone involved *Small companies want a **level playing field** when bidding for government contracts.* **równe szanse**
- levy** /ˈlevi/ verb [transitive] to officially request payment of a tax *Certain countries **levy** special taxes in imports.* **pobierać (podatek)**
- liaise** /li'eɪz/ verb [intransitive] if one person liaises with another, or if people liaise, they talk to each other and tell each other what they are doing, so that they can work together effectively *I **liaise** with the government officials.* **być w kontakcie**
- light** /laɪt/ verb [transitive] **light your fire** AmE INFORMAL to make you feel enthusiastic *She **lit** a cigarette even though it was a non-smoking restaurant.* **zapalać**
- loyalty** /ˈlɔɪəlti/ noun [uncount] continued use of the products or services of a particular business *ABC's customers have a high-level of brand **loyalty**.* **lojalność**
- mail order** /ˌmeɪl ˈɔːdə/ noun [uncount] a way of buying goods in which you order them by post, telephone, or the Internet and they are posted to you *This book is available from bookshops or by **mail order**.* **sprzedaż wysyłkowa**
- mailshot** /ˈmeɪlʃɒt/ noun [count] a letter or advertisement sent to many people at the same time ***Mailshots** are an effective way of finding new customers.* **reklama wysyłana pocztą**
- meal break** /ˈmi:l ˌbreɪk/ noun [count] a short time when you can stop work to eat *Employees are entitled to two **meal breaks** in a working day.* **przerwa na posiłek**
- mentor** /ˈmentɔː/ noun [count] an experienced person who helps someone who has less experience, especially in their job *As a **mentor**, you should first of all listen to what people have to say to you.* **mentor**
- merchant account** /ˈmɜːtʃ(ə)nt əˌkaʊnt/ noun [count] a special account for performing e-business transactions *Set up your **merchant account** with us to resolve your online payment problems.* **rachunek rozliczeniowy (w handlu)**
- mess up** /ˌmes ˈʌp/ phrasal verb [intransitive or transitive] to make a mistake or do something badly *Did you **mess up** a lot?* **namieszać (pot.)**
- meteoric** /ˌmiːtɪˈɒrɪk/ adjective becoming very successful very quickly *Figures confirmed the **meteoric** rise of Dylan Instruments to number one in the market.* **błyskawiczny**
- mindful** /ˈmaɪn(d)f(ə)l/ adjective careful or conscious of something *Travellers ought to be **mindful** of their surroundings.* **uważny, świadomy**
- mockup** /ˈmɒkʌp/ noun [count] a model of a future product that is the same size as the real thing *The R&D department has just produced a **mockup** of our new laser printer.* **makieta**
- multitasking** /ˌmʌltɪˈtæskɪŋ/ noun [uncount] doing several things at the same time *I'm good at **multitasking** and coping with pressure is no problem.* **multitasking, wielozadaniowość**
- neglect** /nɪˈgлект/ verb [transitive] not to do something that you should do: **neglect to do something** *She **had neglected** to inform me that the company was having financial problems.* **zaniedbać**
- network** /ˈnetwɜːk/ noun [count] a system of connections between different points *a mobile phone **network*** **sieć**
- networking** /ˈnetˌwɜːkɪŋ/ noun [uncount] the activity of connecting computers in a network *We are experts in **networking** solutions.* **łączenie komputerów w sieć**

- newcomer** /'nju:kʌmə/ noun [count] a person or organization that is new to a place or market *They are relative newcomers to the musical instruments market.* **nowo przybyły**
- nickel** /'nikl/ noun [count] a coin in the US and Canada worth five cents *I had spent everything except my last nickel.* **pięciodziesiątka (dosł.), ostatni grosz (przen.)**
- nitrate** /'naitreit/ noun [count or uncount] a chemical substance containing nitrogen *They were found guilty of releasing illegal levels of nitrates into the river.* **azotan**
- nitty-gritty** /,niti 'griti/ noun [uncount] INFORMAL the most basic aspects of a situation or an activity that must be dealt with, even if they are unpleasant *OK, let's get down to the nitty-gritty - what do I need to do to get rid of him?* **sedno sprawy (pot.)**
- novel** /'nɒvl/ noun [count] a long written story about imaginary or partly imaginary characters and events *She wrote her first novel while she was unemployed.* **powieść**
- obsolescence** /,ɒbsə'lesns/ noun [uncount] the state of something which is no longer used: **planned obsolescence** the practice of making products that will not last long, so that people will need to buy new ones *Consumers are the obvious victims of planned obsolescence because they are often forced to upgrade their systems more often than necessary.* **przestarzałość**
- offset** /'ɒfset/ verb [transitive] to balance the effect of something, with the result that there is no advantage or disadvantage *Falling sales in Thailand were offset by strong performances in other markets.* **rekompensować, wyrównać**
- offshore** /'ɒfʃɔ:/ adverb in another country where costs are lower *More and more companies are outsourcing work offshore.* **za granicę (zwykle do raju podatkowego)**
- on a day-to-day basis** /ɒn ə ,dei tə ,dei 'beɪsɪz/ phrase phrase used for saying how often something happens: **on a daily / monthly / annual etc. basis** *Safety equipment was checked on a day-to-day basis.* **codziennie**
- on the spot** /ɒn ðə 'spɒt/ phrase immediately *We can do it on the spot.* **natychmiast**
- open enrolment** /,əʊpən ɪn'rɒlmənt/ noun [count] a university class which anybody can join *The only condition of attendance in those open enrolment classes is your ability to pay the fees.* **zajęcia otwarte (na uniwersytecie)**
- open question** /,əʊpən 'kwɛstʃ(ə)n/ noun [count] a question with a *wh-* question word, as opposed to a **closed question which has a yes/no** answer *Good interviewers ask a lot of open questions.* **pytanie otwarte**
- organic** /ɔ:'gæɪnɪk/ adjective not using chemicals *Is this milk organic?* **organiczny**
- organigram** /ɔ:'gæɪnɪgræm/ noun [count] a drawing or plan that gives the names and job titles of all the staff in an organization or department *Let's look at the company's organigram.* **schemat organizacyjny**
- outlook** /'aʊtlʊk/ noun [singular] your general attitude to things: **share an outlook** *They shared the same kind of outlook on life.* **pogląd**
- outplacement** /'aʊtpleɪsmənt/ noun [count or uncount] the process of finding new jobs for people who have been made redundant *We are setting up an outplacement service to help people find new jobs.* **reorientacja zawodowa**
- outstanding** /aʊt'stændɪŋ/ adjective an amount of money that is outstanding has not yet been paid *We have still not received payment for the outstanding sum of €15,798.* **należny (o płatnościach)**
- overdue** /,əʊvə'dju:/ adjective if a payment is overdue, it should have been paid before now *We regret to inform that our invoice no. 061704 is now overdue.* **zaległy (o płatnościach)**
- overlay** /'əʊvəleɪ/ noun [count] a set of extra information that is added to a picture by a computer *With this extra piece of software, you can add a weather overlay to your street atlas program.* **warstwa (dane nałożone na obraz komputerowy)**
- overload** /,əʊvə'ləʊd/ verb [transitive] to put too much of something on something; to present people with too much information for them to understand easily *Do not overload your audience with slides.* **przeładować**
- overseas** /,əʊvə'si:z/ adverb to or in a country across the sea *Many companies have sent their call centre services overseas.* **za granicę**
- oversight** /'əʊvə'saɪt/ noun [count] something you do not think of which causes problems later *This was an unfortunate oversight due to circumstances beyond our control.* **przeoczenie**
- overview** /'əʊvə,vju:/ noun [count] a description of the main features of something: **overview of** *The book gives an overview of management techniques.* **zarys**
- overwhelmingly** /,əʊvə'welɪŋŋli/ adverb very strongly *We've had overwhelmingly positive reactions to this model during trials.* **przytłaczająco**
- package** /'pækɪdʒ/ noun [count] a set of products or services that are sold together as one unit *The package includes ten e-mail accounts and 1GB of space for your webpage.* **pakiet**
- pan out** /pæn 'aʊt/ phrasal verb [intransitive] INFORMAL if a situation pans out in a particular way, it develops in that way *Let's see how things pan out before we decide.* **potoczyć się (sytuacja)**
- paraphrase** /'pærə'freɪz/ verb [transitive] to express what someone else has said or written using different words *It is particularly important when paraphrasing to be sure that you do not distort the meaning of the original statement.* **parafrazować**

- pass out** /ˌpæs ˈaʊt/ phrasal verb [transitive] to give something to each member of a group *The hall was silent as the examination papers were **passed out**.* **rozdać**
- patch** /pætʃ/ noun [count] COMPUTING a piece of software that you add to a computer program to improve it or remove a fault *The latest **patch** for our accounting program is now available for download.* **lata**
- patent** /ˈpɛnt/ noun [count] an official document that gives someone who has invented something the legal right to make or sell that invention for a particular period of time, and prevents anyone else from doing so: **patented** adj protected by a patent *In 1878, Edison received a **patent** for his phonograph.* **patent**
- paternalism** /pəˈtɜːnəlɪz(ə)m/ noun [uncount] governing like a father, by looking after people but also taking away their freedom and responsibilities *They were accused of **paternalism**.* **paternalizm**
- PDF** /ˌpiː diː ˈef/ noun [count] COMPUTING Portable Document Format: a type of computer file that can contain words, images, etc. and can be sent on the Internet and read on any computer *I'm having trouble with **PDF** files.* **PDF (format plików)**
- perk** /pɜːk/ noun [count] a special benefit that you get in your job *Free theatre tickets are one of the **perks** of this job.* **dodatek (do pensji), korzyść**
- perspective** /pəˈspektɪv/ noun [count or uncount] 1 n [C] a way of thinking about something; 2 n [U] a sensible way of judging the importance of something in comparison with other things: **keep something in perspective** *It's important to **keep things in perspective** and not dwell on one incident.* **perspektywa, dystans**
- pick** /pɪk/ verb [transitive] **pick someone's brains** INFORMAL to ask someone questions to get advice or information *I wanted to **pick your brains** about this idea I've had.* **podnosić**
- pick up** /ˌpɪk ˈʌp/ phrasal verb [transitive] to learn information or a new skill without trying or without meaning to *New recruits **pick up** the unwritten rules very quickly.* **uczyć się ("łapać")**
- pilfer** /ˈpɪlfə/ verb [transitive or intransitive] to steal things, especially from the place where you work: **pilfering** *It turned out that he **had been pilfering** various products that the company makes for three years.* **podkradać (zwl. coś z miejsca pracy)**
- pinball** /ˈpɪnˌbɔːl/ noun [uncount] a game played by hitting a metal ball across a board and trying to hit targets ***Pinball** machines face competition from video games.* **pinball**
- ping** /pɪŋ/ verb [transitive] COMPUTING to send an electronic signal requesting an answer from a device *If the server doesn't respond, try to **ping** its IP address to see if it's online.* **pingować (wydać komendę ping)**
- pitch** /pɪtʃ/ noun [count] an oral proposal designed to persuade someone to buy your product or support you *People are very wary of the obvious sales **pitch**.* **≈ prezentacja handlowa (pot.)**
- pitch** /pɪtʃ/ verb [transitive] to try to sell something by saying how good it is *He had tried to **pitch** the series to all the major television networks.* **sprzedać, "wcisnąć"**
- pliers** /ˈplaiəz/ noun [plural] a metal tool that looks like a strong pair of scissors, used for holding small objects or for bending or cutting wire *Use **pliers** to pull out the nails.* **szczypcy**
- plug** /plʌɡ/ noun [count] the device on electric equipment which connects to the electricity supply by a socket in the wall *Take the **plug** out of the electric socket.* **wtyczka**
- plug in** /ˌplʌɡ ˈɪn/ phrase verb to connect a piece of equipment to an electricity supply *Is the white cable **plugged into** the computer?* **włożyć, włączyć**
- plug-in** /ˈplʌɡɪn/ noun [count] COMPUTING a software addition which allows an application to perform additional functions *To view DjVu™ documents in a web browser, you need a **plug-in**.* **plugin, wtyczka (komp.)**
- point of sale** /ˌpɔɪnt əv ˈseɪl/ noun [count] the place where something is sold *These leaflets will be distributed in all our **points of sale**.* **punkt sprzedaży**
- policy** /ˈpɒləsi/ noun [count] a contract with an insurance company *We have a **policy** which covers the risk of non-payment.* **polisa**
- polish** /ˈpɒlɪʃ/ verb [transitive] to rub the surface of something to make it shiny *I started to **polish** the apple.* **polerować**
- positive discrimination** /ˌpɒzətɪv dɪˈskrɪmɪˈneɪʃn/ noun [uncount] the practice of giving special benefits to people from a group that was treated in an unfair way in the past *The new **positive discrimination** policy is expected to bring more women to management positions.* **dyskryminacja pozytywna**
- posse** /ˈpɒsi/ noun [count] INFORMAL a group of friends *That's me and our **posse** in the picture.* **paczka (kolegów)**
- power outage** /ˌpaʊə ˈaʊtɪdʒ/ noun [count] AME a period when the electricity supply stops *We can't print anything because there is a **power outage**.* **wyłączenie prądu**
- precedent** /ˈpreɪsɪdənt/ noun [count or uncount] a decision in the past that is used as a guideline for later decisions: **without precedent** unlike anything that has gone before *This is disturbing news and totally **without precedent**.* **precedens**
- predecessor** /ˈpriːdɪˌsesə/ noun [count] the person who had the job before *Alexander seems to have learned nothing from the faults of his **predecessors**.* **poprzednik**
- preliminary** /ˌpriːlɪmɪ(ə)rɪ/ adjective coming before the main or most important part of something *A **preliminary** discussion was held before the negotiation.* **wstępny**

- premium** /'pri:miəm/ adjective more expensive or of higher quality *People are willing to pay more for premium brands of any product.* **lepszy, luksusowy**
- prestigious** /pre'strɪdʒəs/ adjective highly respected, with a very good reputation *Every year hundreds of executives attend management courses at prestigious institutions.* **prestiżowy**
- presumption** /prɪ'zʌmpʃn/ noun [count] the expectation that something is true, which you don't question *We make the presumption that officials are honest.* **założenie**
- proactive** /prəʊ'æktɪv/ adjective taking action and making changes before problems develop *Unless we take proactive measures, the situation will become impossible to control.* **zapobiegawczy, aktywny**
- process** /'prəʊses/ verb [transitive] to deal with information or documents so that something can happen *28,000 applications for visas have to be processed.* **przetwarzać**
- prosecute** /'prɒsɪkjʊt/ verb [transitive or intransitive] to officially accuse someone of a crime *If the fine is not paid within ten days, we will be forced to prosecute.* **oskarżyć (przed sądem)**
- prospect** /'prɒspekt/ noun [count] a possible or likely customer *I've just come back from three sales meetings with prospects.* **potencjalny klient**
- protracted** /prə'træktɪd/ adjective FORMAL continuing for a long time, especially longer than is normal or necessary *Due to the complexity of the legal situation, the negotiations may be protracted.* **przeciągający się**
- publicly-traded** /'pʌblɪkli 'treɪdɪd/ adjective a company whose shares you can buy on the stock exchange *They will become the largest publicly traded company in France.* **notowany (na giełdzie)**
- pushy** /'puʃi/ adjective INFORMAL extremely determined to get what you want, even if it annoys other people *He was very pushy in trying to sell me that PC.* **nachalny, rozpychający się (też przen.)**
- Q4** /,kju: 'fɔ:/ adjective / n fourth quarter, also Q1 (first quarter), Q2 (second quarter), Q3 (third quarter) = four quarters of a business year *Our Q4 consumer satisfaction survey is disastrous.* **czwarty kwartał**
- quibble** /'kwɪbl/ noun [count] a complaint or criticism about something that is not important: **no quibble guarantee** a promise to refund the customer without questioning their reasons for dissatisfaction *It's just a quibble, but they desperately want to find a pretext to ask for a lower price.* **czepianie się (o coś)**
- quit** /kwɪt/ verb [transitive or intransitive] INFORMAL 1. to leave, 2. to shut down a computer program *Quit all applications before installing this program.* **odejść (z pracy), wyjść (z programu)**
- rag** /ræg/ noun [count] a piece of old cloth: **a red rag to a bull** something that will make someone very angry *For taxpayers, spending public money on private jet planes for government officials is like a red rag to a bull.* **szmata, płachta**
- rage** /reɪdʒ/ noun [count or uncount] very strong feeling of anger *Her eyes filled with tears of rage and frustration.* **wściekłość**
- raise** /reɪz/ noun [count] an increase in the amount you are paid for work *We gave him a big raise six months ago when he was promoted.* **podwyżka**
- rapport** /ræ'pɔ:/ noun [singular or uncount] a good relationship and understanding between people *It is important for a manager to have good rapport with the staff.* **dobre stosunki**
- rating** /'reɪtɪŋ/ noun [count] a measurement of how good or popular someone or something is *The guide gives restaurants a rating out of ten.* **ocena**
- reassess** /,ri:ə'ses/ verb [transitive] to reconsider something in order to make a new judgment *We tried to reassess his suitability for the job.* **ocenić ponownie**
- regardless of** /rɪ,gɑ:dləs 'ɒv/ phrase without being affected by *Regardless of what you are asked, the employer really wants to know only why you want this job.* **bez względu na**
- regulatory** /'regjələt(ə)ri/ adjective a regulatory organization makes sure companies follow the rules and maintain standards of safety, health, etc. *It is better not to get in trouble with regulatory agencies.* **nadzorujący**
- relevant** /'reləv(ə)nt/ adjective directly connected to what is being discussed or considered *Ms Brown has more relevant experience than the others.* **właściwy, dotyczący (jakiegoś tematu)**
- reluctant** /rɪ'lʌktənt/ adjective not willing to do something *I'd be reluctant to agree, unless you can guarantee regular orders.* **niechętny**
- replica** /'replɪkə/ noun [count] an accurate copy of something *He produced replica paintings of famous artists to earn a living.* **replika**
- resent** /rɪ'zent/ verb [transitive] to experience angry unhappy feelings because you think you have been treated unfairly or without enough respect *It's obvious that he resents being dropped from the team.* **mieć urazę**
- resort** /rɪ'zɔ:t/ noun [count] a place that people go to for a holiday *St. Moritz in Switzerland is a well-known ski resort.* **kurort**
- retain** /rɪ'teɪn/ verb [transitive] to keep someone or something *We're trying to recruit and retain skilled staff.* **zatrzymać, zachować**

- retractable** /ˌrɪˈtræktəbl/ adjective able to be pulled backwards or inside something larger: **retractable landing gear** the equipment and wheels that a plane uses when it lands, and which are pulled inside while it flies *Landing gears can be either fixed or retractable.* **wysuwany**
- rhetorical question** /rɪˈtɒrɪkl ˈkwɛstʃ(ə)n/ noun [count] a question you ask without expecting or wanting an answer *He asked plenty of rhetorical questions like "Why is everything so bureaucratic in this country?"* **pytanie retoryczne**
- rock** /rɒk/ verb [transitive] to shock, surprise or frighten someone *Spain has been rocked by another political scandal.* **wstrząsnać (czymś lub kimś - pot.)**
- router** /ˈru:tə/ noun [count] an electronic device which allows several computers to share information and an Internet connection *I'm having problems installing my Wi-Fi router.* **ruter**
- rpm** /ˌɑːpiːˈem/ %abbrev revolutions per minute: a unit for measuring the speed at which something goes round in a circle *We recommend you do not exceed 9,000 rpm in the first two weeks.* **obrotu na minute (jednostka miary)**
- rumour** /ru:mə/ noun [count or uncount] unofficial information that may or may not be true *He'd heard rumours about some big financial deal.* **pogłoska**
- ruthless** /ˈru:θləs/ adjective willing to make other people suffer so that you can achieve your aims *Mark is a ruthless manager.* **bezwzględny**
- sabbatical** /səˈbætɪkl/ noun [count or uncount] a period away from work when people such as college or university teachers can study, rest, or travel *He took a sabbatical to write a book.* **urlop naukowy**
- savings** /ˈseɪvɪŋz/ noun [plural] money that you have saved in a bank or invested so that you can use it later *The money for starting up a company came out of his savings only.* **oszczędności**
- scope** /skəʊp/ noun [uncount] the things that a particular activity deals with *I'm afraid this issue is outside the scope of this meeting, so we can't discuss it.* **zakres**
- sculpt** /skʌlpt/ verb [transitive] to shape a substance such as wood, stone or clay *These statues are sculpted in pure gold.* **rzeźbić**
- seduce** /sɪˈdju:s/ verb [transitive] to persuade someone to do something by making it seem easy or exciting *Packaging is the manufacturer's last chance to seduce the customer.* **uwieść**
- settle** /ˈsetl/ verb [transitive] to pay all the money you owe someone *He has thirty days to settle his bill.* **rozliczyć**
- shallow** /ˈʃæləʊ/ adjective with only a short distance from the top or surface to the bottom - opposite of *deep* *It is a very shallow analysis and we will probably need more research to get accurate data.* **płytki**
- shape** /ʃeɪp/ noun [count or uncount] the outer form of something *Their shampoo bottles have a very original shape.* **kształt**
- shift** /ʃɪft/ verb [transitive or intransitive] to change position *Consumer preferences have recently shifted towards traditional products.* **przesunąć (uwagę, punkt ciężkości)**
- shift** /ʃɪft/ noun [count] a period of work in a factory or business where some people work during the day and some work at night *Desks are shared with colleagues on other shifts.* **zmiana (organizacja czasu pracy)**
- short-list** /ˈʃɔ:t,lɪst/ verb [transitive] to choose a number of candidates for the next stage of selection, e.g. a second interview *He was short-listed for a second interview at Wilson Brothers.* **sporządzić krótką listę (kandydatów)**
- shrinkage** /ˈʃrɪŋkɪdʒ/ noun [singular or uncount] the process of becoming smaller in size *The company has recently experienced a sharp shrinkage of profits.* **kurczenie się**
- side panel** /ˈsaɪd ˌpænl/ noun [count] a flat part of a box or other object that can be removed *Do not remove the side panel.* **panel boczny**
- sketch** /sketʃ/ noun [count] a drawing made quickly that does not have many details *In 1485, Leonardo made detailed sketches of parachutes.* **szkic**
- skive off** /ˌskaɪv ˈɒf/ phrasal verb [intransitive or transitive] BRE INFORMAL to stay away from school or work when you should be there *They thought I was just some lazy student skiving off work!* **migać się**
- slap in the face** /ˌslæp ɪn ðə ˈfeɪs/ noun [count] action or criticism that causes serious disappointment *This is a slap in the face for our members.* **policzek (idiom.)**
- slash** /slæʃ/ verb [transitive] to cut something in a violent way *His attacker slashed him across the face with a knife.* **ciąć, obciąć**
- slick** /slɪk/ adjective done in a very impressive way that seems to need very little effort *The firm has used slick marketing to capture market share from all its competitors.* **sprytny**
- slide** /slaɪd/ verb [intransitive] to move across a smooth surface *The slices slide in the box and get stuck together.* **ślizgać się**
- slim** /slɪm/ adjective thin in an attractive way *She had a slim, youthful figure.* **szcuple**
- slip into** /ˌslɪp ˈɪntu/ phrasal verb [transitive] to assume an identity *It's difficult to slip into an American identity.* **przyjąć tożsamość, wczuć się**
- slot** /slɒt/ noun [count] a long narrow hole that you can fit something into *Make sure that you insert the video card into the correct slot.* **slot, złącze**
- smother** /ˈsmʌðə/ verb [transitive] to cover something completely *She smothered her child with kisses* **pokryć, obsypać kogoś czymś(przen.)**

- sorely** /'sɔ:li/ adverb very much *I was **sorely** tempted to pretend I was ill.* **silnie**
- sort out** /,sɔ:t 'aʊt/ phrasal verb [transitive] to solve a problem or deal with a difficult situation successfully *This matte could be **sorted out** if they would just sit down and talk.* **wyjaśnić sprawę, rozwiązać problem**
- sound** /saʊnd/ adjective healthy or reliable *Business must make **sound** profit.* **porządny, solidny**
- spark** /spɑ:k/ verb [transitive or intransitive] to make something happen *The government's decision to reform the pension system **sparked off** widespread protests.* **wywołać coś**
- sprain** /spreɪn/ noun [count] a painful injury that you get when you suddenly stretch or turn a joint too much. *Many people are suffering **sprains** to their shoulders due to overstretching.* **skręcenie (np. kostki)**
- spreadsheet** /'spredʃi:t/ noun [count] a computer file containing numbers and other data in a table form: **spreadsheet analysis** *We use a special **spreadsheet** to calculate the amount of tax due.* **arkusz kalkulacyjny**
- squeeze** /skwi:z/ verb [transitive or intransitive] to press something firmly, especially with your hands: **to squeeze something out of something or someone** to obtain something more than is normally possible *If we can **squeeze** something more from them - after all, we are their biggest customers.* **wycisnąć (też przen. - coś z kogoś)**
- stab** /stæb/ verb [transitive] to push sharp object quickly into something *She **stabbed** the meat with her fork.* **wbijać (nóż, widelec)**
- staff turnover** /,stɑ:f 'tɜ:nəʊvə/ noun [count or uncount] the rate at which people leave jobs and new people arrive *We have serious recruitment problems and a high **staff turnover**.* **rotacja pracowników**
- stakeholder** /'steɪk,həʊldə/ noun [count] someone who has an interest in the success of a project or organization *We invited all **stakeholders** in the project to a meeting.* **osoba zainteresowana**
- stand out** /,stænd 'aʊt/ phrasal verb [intransitive] to be easy to see because of being different *Your presentation will **stand out** with special effects and animation.* **wyróżniać się**
- start the ball rolling** /,stɑ:t ðə bɔ:l 'rɔ:liŋ/ phrase to start something happen *There are several things we should discuss. Who'd like to **start the ball rolling**?* **rozpocząć coś (pot.)**
- stay put** /,steɪ 'pʊt/ verb [intransitive] to remain in one place or position *Stay **put**. I'll be back in a minute.* **nie ruszać się**
- step back** /,step 'bæk/ phrasal verb [intransitive] to stop for a moment in order to consider something objectively *It is a unique opportunity to **step back** from your career and decide what you want to do with your life.* ≈ **nabrać dystansu**
- strength** /streŋθ/ noun [count] something that someone does well *Ron's main **strength** is his ability to motivate players.* **siła, mocny punkt**
- strengthen** /'streŋθ(ə)n/ verb [transitive] to make something stronger *Big Jack's Pizza wishes to **strengthen** its brand.* **wzmocnić**
- stressed out** /,strest 'aʊt/ adjective suffering because of pressure at work or other problems *I was pretty **stressed out** and I made it very clear that this was unacceptable.* **zestresowany**
- strike off** /,straɪk 'ɒf/ phrasal verb [intransitive] to go in a new or different direction with energy and determination *Take some time before you **strike off** in pursuit of a totally different career.* **ruszyć (pot.)**
- strive** /straɪv/ verb [intransitive] to make a lot of effort to achieve something *We **strive** to be accurate, but some mistakes are inevitable.* **usiłować**
- submit** /səb'mɪt/ verb [transitive] to formally give something to someone so that they can make a decision about it *The plans **will be submitted** next week.* **składać (pismo, dokument)**
- successor** /sək'sesə/ noun [count] the person who has a job or position after someone else: **successor to** *They haven't yet named **a successor** to the outgoing CEO.* **następca**
- sue** /su:/, /sju:/ verb [transitive or intransitive] to make a legal claim against someone, usually to get money from them because they have done something bad to you *If we go public with these allegations, do you think he will **sue**?* **podać do sądu**
- susceptible** /sə'septəb(ə)l/ adjective easily influenced or affected *The best engineers and managers may be **susceptible** to attractive offers from the competition.* **podatny (na coś)**
- sustainable** /sə'steɪnəbl/ adjective capable of continuing for a long time at the same level *Tourism helps to provide **sustainable** income for many families.* **zrównoważony**
- swap** /swɒp/ verb [transitive or intransitive] to give something to someone in exchange for something else *Do you want to **swap** seats?* **zamienić**
- sweatshop** /'swetʃɒp/ noun [count] INFORMAL a factory where people work very hard in bad conditions and earn very little money *In many countries in the world children are exploited in **sweatshops** as cheap labour.* **miejsce "ciężkiej harówki za psie pieniądze"**
- synergy** /'sɪnədʒi/ noun [count or uncount] BUSINESS the extra benefit that companies obtain when they combine their efforts *Profitability is expected to benefit from **synergies** between the two operations.* **synergia**
- tactful** /'tæktfl/ adjective careful in the way you speak and behave so you do not upset other people: **tactfully** adv *Be **tactful** if you want the boss to accept your criticism.* **taktowny**

- take on board** /ˌteɪk ɒn ˈbɔːd/ phrase to consider an idea, to accept criticism and learn from past mistakes *We've taken important lessons on board in the Middle East.* ≈ **dostać nauczkę**
- take one's eye off the ball** /ˌteɪk wʌnz ˌaɪ ɒf ðə ˈbɔːl/ idiom to pay less attention than usual *A merger is a wonderful opportunity for everybody to take their eye off the ball and for the competition to jump in.* ≈ **odwrócić (swoją) uwagę**
- take over** /ˌteɪk ˈəʊvə/ phrasal verb [transitive] to take control of something *IBM is taking over a much smaller company.* **przejąć**
- take something by storm** /ˌteɪk ˌsʌmθɪŋ baɪ ˈstɔːm/ idiom to be very successful in a particular area *Experts believe the product is going to take the market by storm next quarter.* **wziąć szturmem (pot.)**
- take the mickey** /ˌteɪk ðə ˈmɪki/ phrase BRE INFORMAL to laugh at somebody, usually in a friendly way *OK, OK... Now, if you've finished taking the mickey, I've got an essay to write.* **nabijać się z kogoś (pot.)**
- takeover** /ˌteɪkəʊvə/ noun [count or uncount] a situation in which one company takes control of another by buying the majority of its shares *ABC is getting ready for the takeover of its biggest competitor.* **przejęcie**
- tamper with** /ˈtæmpə ˌwɪð/ phrasal verb [transitive] to touch something and change it in a way that will damage it *Do not tamper with any equipment in this room.* **majstrować przy czymś (przen.)**
- tangible** /ˈtæŋdʒəbl/ adjective important or noticeable: **tangible evidence** *This is a chance to do something tangible to help people in need.* **konkretny, wymierny**
- tap** /tæp/ verb [transitive] if you tap into something you use it or get some benefit from it *Are you tapping your staff's full potential?* **wykorzystywać**
- tear** /teə/ verb [transitive or intransitive] to pull something so that it separates into pieces *It's made of very thin material that tears easily.* **podrzeć**
- tender** /ˈtendə/ noun [count or uncount] an offer to provide goods or services for a particular price *The authorities have invited international tenders for the project.* **oferta (w przetargu)**
- tentative** /ˈtentətɪv/ adjective not definite or certain *It was just a tentative offer which we don't have to agree to.* **wstępny (np. wstępna zgoda)**
- think outside the box** /ˌθɪŋk aʊtsaɪd ðə ˈbɒks/ phrase to find new and unusual ways of doing things, especially solving problems *Employees are encouraged to think outside the box and develop creative solutions.* **myśleć nieszablonowo**
- think through** /ˌθɪŋk θruː/ phrasal verb [transitive] to consider the facts about something in an organised and thorough way *Have you had time to think things through?* **przemyśleć coś**
- threat** /θret/ noun [count or uncount] something that could cause harm *What is the biggest threat to the company?* **zagrożenie**
- threatening** /ˈθreɪnɪŋ/ adjective showing or saying that someone is likely to do something that will harm you: **a threatening look** *She gave me a threatening look.* **groźny**
- throw in** /ˌθrəʊ ˈɪn/ phrasal verb [transitive] to include something extra with something that you are selling, without asking for more money *Try to persuade them to throw in some extra benefits.* **dodać, dołożyć (np. gratis jakiś produkt)**
- together with** /təˌgeðə ˈwɪð/ phrase in addition to something else *Send in the application form together with your CV.* **razem z**
- toolbar** /ˈtuːlˌbɑː/ noun [count] a row of icons on a computer screen that perform particular actions when you click on them *Can you see the toolbar on the screen?* **pasek ikon (w programie komputerowym)**
- toxic** /ˈtɒksɪk/ adjective poisonous or harmful to people, animals or the environment *We take special care to ensure that toxic substances are processed safely.* **toksyczny**
- trace** /treɪs/ noun [count or uncount] a slight sign that someone has been present *She was seen last week, then disappeared without trace.* **ślad**
- tracking** /ˈtrækɪŋ/ noun [uncount] the act of following or looking for a person, animal or thing *Most courier service companies now have an on-line tracking system for parcels.* **śledzenie (np. przesyłek)**
- treadmill** /ˈtredˌmɪl/ noun [count] a situation that is very tiring or boring because you do the same things continuously *This job is making me sick - I wonder when I will finally get off that treadmill.* **kierat (praca w kieracie)**
- trigger** /ˈtrɪɡə/ verb [transitive] to make something happen *Bad news from the USA have triggered spectacular falls on all world major stock exchanges.* **wywołać**
- triple** /ˈtrɪpl/ verb [transitive] to increase something so that it is three times bigger than before *He helped triple the value of the company.* **potroić**
- trojan (horse)** /ˈtrɔʊdʒ(ə)n ˈhɔːs/ noun [count] COMPUTING a program that seems useful but is designed to cause damage, for example by destroying information *A lot of spam messages contain trojans in their attachments.* **trojan, koń trojański (komp.)**
- trumpet** /ˈtrʌmpɪt/ verb [transitive] to announce something publicly in a way that is intended to make it seem very important *The government trumpeted success in bringing down unemployment.* **trąbić (o czymś - pot.)**
- turmoil** /ˈtɜːmɔɪl/ noun [uncount] a state of excitement or uncontrolled activity *The recent market turmoil will have a long-lasting effect on the country's economy.* **zamieszanie**

- turn a blind eye (to something)** /ˌtɜːn ə ˌblaɪnd ˈaɪ tə ˌsʌmθɪŋ/ phrase to pretend you do not notice something, because you do not want to deal with it *We're not supposed to park here, but the authorities usually **turn a blind eye**.* **przymykać oko (na coś)**
- turn out** /ˌtɜːn ˈaʊt/ phrasal verb [intransitive] to be discovered to be something, have something, etc: **it turns out (that)** *It turns out that I was right all along.* **okazuje się**
- turn-around** /ˌtɜːn əˈraʊnd/ noun [count or uncount] the time a company needs to to complete a process *A short **turn-around** means that the manufacturer can react very quickly to changes in the market.* ≈ **czas realizacji zadania**
- uncollectible** /ˌʌŋkəˈlektəbəl/ noun [count] a bad debt which cannot be recovered *Our customers are taking longer and longer to pay and **uncollectibles** have gone over 3%!* **dług nieściągalny**
- unconventional** /ˌʌŋkənˈvenʃn(ə)/ adjective different from what most people consider to be usual or normal *He's got a lot of **unconventional** ideas.* **niekonwencjonalny**
- undergraduate** /ˌʌndəˈgrædʒuət/ noun [count] a student who is studying for a first degree at a college or university *The recruitment agency is looking for **undergraduates** with marketing experience.* **student (przed dyplomem licencjata)**
- underprivileged** /ˌʌndəˈprɪv(ə)lɪdʒd/ adjective not having as many advantages or opportunities as most other people *Access to education is a big problem in many **underprivileged** areas of the world.* **pokrzywdzony (mający mniejsze szanse niż inni)**
- UNISON, USDAW** /ˈjuːnɪs(ə)n/, /ˈʌzɪdɔː/ acronym large British trade unions ***UNISON** is the biggest British union of civil servants.* **brytyjskie związki zawodowe**
- unplug** /ʌnˈplʌg/ verb [transitive] to separate a piece of equipment from its power supply by taking its plug out of an electric socket ***Unplug** the cable and pack it up with the computer.* **wyłączyć z prądu**
- unwilling** /ʌnˈwɪlɪŋ/ adjective if you are unwilling to do something, you do not want to do it or you refuse to do it *Jane was **unwilling** to admit she was wrong.* **niechętny**
- upgrade** /ˌʌpɡreɪd/ noun [count] an improvement of a product or service *I got a free **upgrade** to business class on my flight.* **uaktualnienie, podniesienie standardu**
- upgrade** /ˌʌpɡreɪd/ verb [transitive or intransitive] to make a machine more powerful or effective *The system **has been upgraded** to meet customers' needs.* **unowocześnić**
- upset** /ʌpˈset/ verb [transitive] to make someone feel sad worried or angry *People were **upset** by Hansen's rude remarks.* **zmartwić (kogoś)**
- USP** /juː es ˈpiː/ noun [count] BUSINESS unique selling point / proposition: the thing that makes a product or service different from others *Many advertising campaigns fail because the product's **USP** is too weak.* **USP**
- utility** /juːˈtɪləti/ noun [count] a public service such as gas, water, or electricity that is used by everyone *Many countries and municipalities have started to privatize their **utility** companies.* **usługa komunalna**
- vague** /veɪɡ/ adjective not clearly explained or very detailed *Witnesses gave only a **vague** description of the driver.* **niejasny**
- vet** /vet/ verb [transitive] to check someone's character, reputation or credit card *Riaz's responsibilities include **vetting** corporate and individual applications for credit.* **prześwietlić (np. kogoś)**
- vocation** /vəʊˈkeɪʃn/ noun [count] a job that you do because you feel that it is your purpose in life and for which you have special skills *Mason regarded teaching as his **vocation**.* **powołanie**
- vulgar** /ˈvʌlgə/ adjective someone who is vulgar is rude, unpleasant and offensive *I don't like record companies and those **vulgar** rock groups.* **wulgarny**
- wannabe** /ˈwɒnəbi/ noun [count] / adjective INFORMAL someone who wants to be famous or successful *He has no talent for management, so he'll probably remain a **wannabe** director forever.* ≈ **niedoszły (pretendujący do jakiejś roli)**
- waste** /weɪst/ verb [transitive] to fail to make effective use of something that is valuable *It was a **waste** of time.* **strata, marnowanie**
- waste** /weɪst/ noun [count or uncount] useless materials that are left or thrown away *A bill was introduced to clean up toxic **waste** from local factories.* **odpady**
- water down** /ˌwɔːtə ˈdaʊn/ phrasal verb [transitive] to make something less effective or offensive by diluting it *Original product ideas very often get **watered down** for the sake of cost.* **rozwodnić (pomysł)**
- wave** /weɪv/ noun [count] a sudden increase of one type of activity, especially one that is unwelcome *A fresh **wave** of selling sent technology stocks even lower.* **fala**
- we trust** /wiː ˈtrʌst/ phrase FORMAL used for saying that you hope and expect something is true ***We trust** we can continue to do business together as in the past.* **ufamy**
- weakness** /ˈwiːknəs/ noun [count] a fault or problem that makes someone less effective or attractive *There are a number of **weaknesses** in this strategy.* **słabość, słaby punkt**
- weld** /weld/ verb [transitive or intransitive] to join two pieces of metal or plastic by heating them and pressing them together *Their flagship products are machines for **welding** plastic bags.* **spawać, zgrzewać**
- willing** /ˈwɪlɪŋ/ adjective if you are willing to do something, you agree to do it without difficulty *We are **willing** to make the changes, as long as you supply a prototype.* **skłonny**

wizard /'wɪzəd/ noun [count] someone who is very good at something *He's a financial wizard.* **magik, guru** (też przen.)

word of mouth /ˌwɜːd əv 'maʊθ/ phrase information communicated by people speaking informally to each other *Most customers hear about us by word of mouth.* ≈ **poczta pantoflowa**

workhorse /'wɜːk,hɔːs/ noun [count] a very useful piece of equipment that you use a lot *The only place I don't use this phone is the church - otherwise, it's a real workhorse.* ≈ **niezbędnik** (coś, bez czego trudno się obyć)

worlds apart /ˌwɜːldz ə'pɑːt/ phrase completely different from each other *The working conditions in these two companies are worlds apart.* **całkowicie odmienny**

worthless /'wɜːθləs/ adjective without value or use *The country's currency is nearly worthless.* **bezwartościowy**

would-be /'wʊd.biː/ adjective hoping or trying to do something *It is important that would-be exporters should make a firm commitment to export.* **przyszły, potencjalny**

wpm /ˌdʌbljuː piː 'em/ abbreviation words per minute: measurement of how fast someone can type *My typing speed is 90 wpm.* **słów na minutę**

wrap /ræp/ verb [transitive] to cover something by putting something such as paper or plastic around it *Each box has a bright red ribbon wrapped round it.* **pakować, zawijać**

wrap up /ˌræp 'ʌp/ phrasal verb [intransitive or transitive] INFORMAL to finish something *I'd like to wrap up my presentation by summarizing the advantages of our products.* **zakończyć** (pot.)

wrestle /'resl/ verb [transitive or intransitive] to fight or struggle: **wrestle with** *He had to wrestle with accusations of corruption.* **walczyć** (z czymś, przen.)

write-off /'raɪt ˌɒf/ noun [count] a vehicle or a machine that is so badly damaged that it cannot be repaired *My car is a write-off after the accident.* **wrak**