

The Business Upper-Intermediate

Słowniczek angielsko-polski

accomplish /ə'kʌmplɪʃ/ verb [transitive] to succeed in doing something *We **accomplished** a lot at work this week.*

osiągnąć

accomplishment /ə'kɒmplɪʃmənt/ noun [count/uncount] something difficult that you succeed in doing, especially after working hard over a period of time *Tell me about your **accomplishments** in your previous job.* **osiągnięcie**

affluent /'æflu:ənt/ adjective rich enough to buy things for pleasure ***Affluent people** buy expensive items just because of the brand name.* **zamożny**

alleviate /ə'li:vɪət/ verb [transitive] to make something less painful, severe or serious *The U.N.'s most important objective is to **alleviate** world poverty.* **złagodzić** (ból, konsekwencje czegoś itp.)

altruism /'æltru:ɪz(ə)m/ noun [uncount] a way of thinking and behaving that shows you care more about other people and their interests than about yourself *He showed **altruism** and compassion for the weak.* **altruizm**

alumni /ə'ɪlʌmnaɪ/ noun [count] someone who was a student at a particular school, college or university *Cambridge **alumni**.* **absolwenci**

apathy /'æpəθi/ noun [uncount] a feeling of having no interest in or enthusiasm about anything, or not being willing to make any effort to change things *Unemployment in the region has caused many people to sink into hopeless **apathy**.* **apatia**

applicant /'æplɪkənt/ noun [count] someone who applies for something, such as a job or a loan of money *Successful **applicants** will be notified by telephone.* **kandydat**

appraisal interview /ə'preɪz(ə)l/ ,ɪntə(r)vju:/ noun [count] BrE an interview between a manager and an employee designed to evaluate how well the employee is doing their job *We have **appraisal interviews** every year.* **ocena pracownika**

aptitude /'æptɪ,tju:d/ noun [uncount] natural ability that makes it easy for you to do something well *an **aptitude** test.* **predyspozycja**

aspiring /ə'spaɪrɪŋ/ adjective hoping and trying to be successful at something, especially in your career ***aspiring** business leaders.* **aspirujący**

assertive /ə'sɜ:(r)tɪv/ adjective behaving in a confident way in which you are quick to express your opinions and feelings *You need to be more **assertive** to succeed in business.* **asertywny**

asset /'æset/ noun [count, usually plural] something such as money or property that a person or company owns *The business has **assets** totalling £5.1 million.* **aktywa, majątek**

assignment /ə'saɪnmənt/ noun [count/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)

awkward /'ɔ:kwə(r)d/ adjective difficult to deal with and embarrassing *After he spoke there was an **awkward** silence.* **skomplikowany, niewygodny** (zwl. o problemie lub sytuacji)

beg /beg/ verb [intransitive/transitive] to ask people for money, usually because you are very poor *homeless people **begging** on the streets* **żebrać**

better off /'betə(r) 'ɒf/ adjective in a better situation *You would be a lot **better off** if you set up your own business.* **lepiej sytuowany,**

binding /'baɪndɪŋ/ adjective if an agreement, contract, decision etc. is binding you must do what it says; **legally binding** *Remember that this is a **legally binding** document.* **wiążący**

blend /blend/ verb [transitive] to mix different foods, styles or qualities together in a way that is attractive or effective *Their music **blends** jazz and pop in a stylish contemporary sound.* **łączyć, mieszać**

blindfold /'blaɪn(d), fəʊld/ noun [count] something that is tied over someone's eyes so that they cannot see *Children played a game in which they were asked to identify various fruit with a **blindfold** on.* **opaska na oczy**

blog /blɒg/ noun [count] a biographical web log, a personal page or diary *a political **blog**.* **blog**

Bluetooth /'blu:tu:θ/ TM a type of radio technology that makes it possible for electronic communication to exist between mobile phones, the Internet, and computers *a **Bluetooth** keyboard* **Bluetooth**

bluff /blʌf/ verb [intransitive/transitive] to deliberately give a false idea to someone about what you intend to do or about the facts of a situation, especially in order to gain an advantage *They said they'd had another offer, but we knew they were just **bluffing**.* **blefować**

bluntly /'blʌntli/ adverb speaking in a direct and honest way, even if this offends or upsets people *'They just don't like you,' he told me **bluntly**.* **bezpośrednio, bez ogródek** (o sposobie mówienia)

bodyshop /'bɒdi ʃɒp/ noun [count] a place where cars are repaired, especially after an accident *Visit our **bodyshop** to repair or replace all types of vehicle glass.* **warsztat blacharski**

bottom line /'bɒtəm 'laɪn/ noun [count] the most basic fact or issue in a situation *The **bottom line** is that he lied to Parliament.* **zasadnicza kwestia**

breach /bri:tʃ/ noun [count] a failure to follow a law or a rule; **be in breach of something** *The company was found to **be in breach** of environmental regulations.* **złamanie** (prawa, umowy, zasady)

bribery /'braɪb(ə)ri/ noun [uncount] the crime of giving money or presents to someone so that they will help you by doing something dishonest or illegal *He is appearing in court on charges of **bribery** and fraud.* **łapówkarstwo**

brokering /'brəʊkərɪŋ/ noun [uncount] AmE BrE: brokerage

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- the activity of organizing business deals for other people *a career in insurance* **brokering**. ≈ **pośrednictwo (w biznesie)**
- bruise** /bru:z/ verb [transitive] to damage a piece of fruit and cause a soft brown area to appear on its surface *Fallen apples are often bruised*. **poobijać, posiniaczyc**
- bucks** /bʌks/ noun [plural] AmE INFORMAL money *Everyone's trying to think of ways to make a few bucks*. **kasa (pot.)**
- budding** /'bʌdɪŋ/ adjective at the very beginning of a career in writing, acting, politics etc and likely to be successful at it *a short story competition designed to encourage budding authors*. **obiecujący (o osobie)**
- bulk** /bʌlk/ noun [count] usually singular the bulk of something is the majority of something *Women still do bulk of domestic work*. **większość, duża część**
- bunch** /bʌntʃ/ noun [singular] a group of people *a bunch of idiots*. **grupa, banda**
- bury** /'beri/ verb [transitive] to cover or hide something *My French homework is buried somewhere under this pile of books*. **zakopać, zagrzebać**
- buy into** /,baɪ 'ɪntu:/ phrasal verb [transitive] INFORMAL to believe something that a lot of other people believe *You don't buy into all this garbage, do you?* **kupić (jakiś pomysł)**
- campus** /'kæmpəs/ noun [count/uncount] an area of land containing all the main buildings of a school or university *We have rooms for 200 students on campus*. **kampus uniwersytecki**
- chasing letter** /'tʃeɪsɪŋ ,letə(r)/ noun [count] INFORMAL a reminder to pay an outstanding invoice *They still haven't paid despite two chasing letters we sent them last month*. **wezwanie do zapłaty (pot.)**
- come along** /,kʌm ə 'lɒŋ/ phrasal verb [intransitive] to arrive or become available *He told me to work hard and take every opportunity that comes along*. **przychodzić, pojawić się**
- commitment** /kə'mɪtmənt/ noun [singular or uncountable] a strong belief that something is good and that you should support it *The government has failed to honour its commitment to the railways*. **poparcie, zaangażowanie**
- core** /'kɔ:(r)/ adjective most important or most basic *We need to focus on our core activities*. **główny, centralny**
- corny** /'kɔ:(r)ni/ adjective used so much that it sounds silly *I know it sounds corny, but it was love at first sight*. **banalny, wyświechtany (o wypowiedzi)**
- cost-effective** /,kɒst ɪ 'fektɪv/ adjective giving the most profit or advantage in exchange for the amount of money that is spent *Is it more cost-effective to buy or rent property?* **opłacalny**
- could do with something** /kʊd 'du: wɪð ,sʌmθɪŋ/ phrase SPOKEN used for saying that you want or need something *I could do with a cup of coffee right now*. ≈ **przydałoby się (pot.)**
- coupon** /'ku:pɒn/ noun [count] a piece of paper that allows you to buy something at a reduced price *This coupon gives you £2 off the price of a meal*. **kupon**
- courier** /'kʊəriə(r)/ noun [count] someone whose job is to deliver documents or parcels *We'll send the documents by courier*. **kurier**
- coveted** /'kʌvətəd/ adjective FORMAL wanted, in demand *L&V is a much coveted brand*. **pożyczany**
- cram** /kræm/ verb [transitive] to force something into a place that is too small *Downsizing basically means cramming more work into fewer people*. **upychać**
- craze** /kreɪz/ noun [count] something that suddenly becomes very popular but only for a short time *the craze for Irish music* **mania (na coś)**
- crop** /krɒp/ noun [count] a plant grown for food, usually on a farm *They're all out planting the crops today*. **uprawa**
- cunning** /'kʌnɪŋ/ adjective used to describe behaviour in which people use their intelligence to get what they want, especially by tricking or cheating people *a cunning and resourceful criminal*. **przebiegły, cwany**
- cutthroat** /'kʌt ,θrəʊt/ adjective describing an activity in which people compete with each other in an aggressive way *a cutthroat competition for market share*. **zabójczy, wyniszczający (np. o konkurencji)**
- dealer** /'di:lə(r)/ noun [count] a person or company that buys and sells a particular product *a car dealer* **sprzedawca, handlowiec**
- dent** /dent/ noun [count] a place where a surface has been pushed or knocked inwards *The impact had made a dent in the car's front bumper*. **wgniecenie**
- dip into** /,dɪp 'ɪntu/ phrasal verb [transitive] to take some money from an amount you have saved, especially when you should not *You'd better stop dipping into your savings*. **sięgnąć (po coś)**
- do your homework** /,du: jə(r) 'hɒmwɜ:(r)k/ phrase to prepare for something by learning as much as you can about it *You could tell from the interviewer's questions that he hadn't really done his homework*. **przygotować się (przen.)**
- downtime** /'daʊn ,taɪm/ noun [uncount] time when a computer or other machine is not working *system downtime*. **czas przestoju**
- drag on** /,dræŋ 'ɒn/ phrasal verb [intransitive] to continue for longer than you want or think is necessary *Some cases drag on for years*. **ciągnąć się**
- drag someone kicking and screaming** /dræŋ sʌmwʌn 'kɪkɪŋ ən ,skri:mɪŋ/ phrase to make someone do something that they do not want to do *You'll have to drag him kicking and screaming to the talks*. **zaciągnąć, zmusić kogoś do zrobienia czegoś (zwl. stawiając ultimatum)**
- draw up** /,drɔ: 'ʌp/ phrasal verb [transitive] to prepare and write something such as a document or a plan *Let's draw up a list of proposals*. **sporządzić (dokument, plan)**
- drop out** /,drɒp 'aʊt/ phrasal verb [intransitive] to leave something such as an activity, school or competition before you have finished what you intended to do *Too many students drop out of college after only one year*. **porzucić (szkolę, studia itp.)**
- drop somebody a line** /'drɒp ,sʌmbədi ə ,laɪn// phrase to contact somebody by writing to them or phoning them *Drop me a line when you're in Paris next time, will you?* **odezwać się (do kogoś)**
- drowsiness** /'draʊzɪnɪs/ noun [uncount] sleepiness *Warning: this product may cause drowsiness*. **senność**

- edge** /edʒ/ noun [singular] an advantage that makes someone or something more successful than other people or things *Training can give you the **edge** over competitors.* **przewaga**
- elicit** /ɪ'lɪsɪt/ verb [transitive] FORMAL to obtain information by encouraging someone to talk *The linguist wanted to **elicit** the Farsi word for "one" from an Iranian student.* **wyciągnąć (coś od kogoś), przyn.**
- embezzle** /ɪm'beɪz(ə)/ verb [intransitive/transitive] to steal money that people trust you to look after as part of your work *The total he **embezzled** was \$5.2m in three years.* **sprzeniewierzyć (pieniądze)**
- enchanting** /ɪn'tʃɑːntɪŋ/ adjective very interesting and attractive *She had an **enchanting** personality, which made her irresistible to men.* **czarujący**
- end** /end/ noun [count] the reason for a particular action or the result you want to achieve *The government manipulates economic data for political **ends**.* **cel**
- endowment** /ɪn'dəʊmənt/ noun [count] money given to an institution *University **endowments** provide essential funding for our activities.* **darowizna (na rzecz instytucji)**
- enlist** /ɪn'lɪst/ verb [transitive] to get someone to help or support you *We must **enlist** families as partners in their children's education.* **zaangażować, pozyskać (kogoś)**
- evasive** /ɪ'veɪsɪv/ adjective not talking or answering questions in an honest way *The president remains **evasive** about the site of the proposed nuclear tests.* **wymijający**
- faculty** /'fæk(ə)lti/ noun [count] AmE all the teachers in a school, college or university *A meeting for students, **faculty** and administrators will be held on Friday at 5 p.m.* **kadra akademicka**
- fake** /feɪk/ verb [transitive] to make an exact copy of something in order to trick people *The signature had been **faked**.* **sfalszować**
- fancy** /'fænsi/ SPOKEN used when you are very surprised about something ***Fancy** meeting you there!* ≈ **nie spodziewać się (pot.)**
- fee** /fi:/ noun [count] money that you pay to a professional person or institution for their work *Tuition **fees** at Stanford have now reached 9000 GBP a year.* **opłata**
- field** /fi:ld/ verb [transitive] to deal with something such as a question or a telephone call, especially a difficult one *The education minister **fielded** questions from journalists outside the parliament building this morning.* **odpowiedzieć**
- fine** /faɪn/ noun [count] an amount of money that you have to pay because you have broken the law *Firms could face **fin**es of up to £5,000.* **kara (pieniężna)**
- fit for purpose** /fɪt fə(r) 'pɜ:(r)pəs/ adjective of a good standard for a particular use *The new vehicles - whichever are chosen - will not be **fit for purpose**.* ≈ **nadający się (do danego zastosowania)**
- flat** /flæt/ adjective a flat battery does not have enough power left in it *The battery in my laptop is **flat**.* **rozładowana (bateria)**
- fleet** /fli:t/ noun [count] a group of vehicles or machines, especially when they are owned by one organization or person *the company's **fleet** of vehicles.* **flota**
- float** /fləʊt/ verb [transitive] BUSINESS to start to sell a company's shares on the stock market *The company was **float**ed in 1993.* **wejść na giełdę**
- flush something down the toilet** /'flʌʃ sʌmθɪŋ daʊn ðə 'tɔɪlət/ phrase to get rid of something by putting it into the toilet *He was so infuriated with his mobile phone that he **flushed it down the toilet!*** **spuścić coś w toalecie**
- forecourt** /'fɔ:(r)kɔ:(r)t/ noun [count] an open area in front of a large building or service station *in the **forecourt** of St. Patrick's cathedral.* **plac (przed budynkiem)**
- forefront** /'fɔ:(r)frʌnt/ noun [uncount] a leading or important position *We are at the **forefront** of efforts to tackle inequality.* **przód, pozycja lidera**
- forethought** /'fɔ:(r)θɔ:t/ noun [uncount] careful thought and planning that prepares you well for a future event *To write a good memo, you need careful **forethought**, layout and revision.* ≈ **przemysłnienie (czegoś)**
- forthwith** /fɔ:(r)θ'wiθ/ adverb FORMAL Legal immediately *The property is to be disposed of **forthwith**.* **natychmiast (prawn.)**
- foster** /'fɒstə(r)/ verb [transitive] to help something to develop over a period of time *This approach will **foster** an understanding of environmental issues.* **promować, sprzyjać (czemuś)**
- fraudster** /'frɔ:dstə(r)/ noun [count] someone who commits the crime of fraud *The Northern Territory Justice Department says a **notorious fraudster** is using a dating agency to rip off Territory men.* **oszust**
- fuzzy** /'fʌzi/ adjective a fuzzy picture or image is not clear so you can not see all its details *I have a **fuzzy** idea of how it works.* **mglisty, rozmyty**
- garment** /'gɑ:(r)mənt/ noun [count] FORMAL a piece of clothing *waterproof **garments**.* **ubranie, garderoba**
- geopositioning** /,dʒi:əpə'zɪ(ə)nɪŋ/ noun [uncount] defining an exact location of someone or something on the planet *an advanced **geopositioning** system.* **lokalizacja satelitarna lub radiowa**
- grab** /græb/ verb [transitive] INFORMAL take *I'll just **grab** a coffee and be with you in a second.* **wziąć (pot.)**
- grab** /græb/ verb [transitive] to interest someone and make them feel enthusiastic *The idea didn't really **grab** me.* **zrobić dobre wrażenie (na kimś)**
- grab someone's attention** /,græb sʌmwʌnz ə'tenʃ(ə)n/ phrase to succeed in getting someone to listen or be listened *It's often bad characters in a story who **grab our attention**.* **przyciągnąć uwagę**
- groove** /gru:v/ noun [count] a line cut into a surface *Slide the panel into position in the **grooves**.* **rowek, żłobienie**
- handle someone with kid gloves** /'hænd(ə)l sʌmwʌn wɪð 'kɪd glʌvz/ idiom to treat someone in a very careful or gentle way *We have to **handle them with kid gloves** or they will just go over to the competition.* **obchodzić się z kimś jak z jajkiem**
- handling** /'hændlɪŋ/ noun [uncount] the handling of a vehicle is how easy it is to control *The car's ride and **handling** are poor.* **tu: łatwość prowadzenia samochodu**
- handset** /'hænd(d)set/ noun [count] the part of the telephone that you hold next to your ear. *I banged the **handset** down*

with annoyance after speaking to the tax office on the phone.
sluchawka (w telefonie)

harvest /'hɑ:(r)vɪst/ noun [count] the activity of collecting a crop *the corn harvest*. **żniwa**

hassle /'hæsl/ noun [count/uncount] INFORMAL a situation that causes problems for you, or that annoys you very much *We've had nothing but hassle with it*. **kłopoty, zwracanie głowy**

have a soft spot for someone/something /hæv ə 'sɒft spɒt fə(r) ˌsʌmwʌn/ idiom to like someone a lot, even if they do not deserve it *I have a soft spot for Melbourne*. **mieć słabość do kogoś lub czegoś**

hectic /'hektɪk/ adjective full of busy activity *This week has been really hectic*. **morderczy, wykańczający** (np. o pracy)

heritage /'herɪtɪdʒ/ noun [count/uncount] the art, buildings, traditions and beliefs that a society considers important to its history and culture *Ireland's rich musical heritage*. **dziedzictwo**

household /'haʊshəʊld/ adjective [only before nouns] used in homes or relating to homes *household goods/appliances/expenses etc*. **dotyczący gospodarstw domowych**

hype /haɪp/ noun [uncount] INFORMAL the use of a lot of advertisements and other publicity to influence or interest people *I hate all the hype about portable music players*. **głośnie reklama**

ignore /ɪg'no:(r)/ verb [transitive] to not consider something or not let it influence you *This ignores the complexity of modern business*. **ignorować**

illiteracy /ɪ'ɪlɪərəsi/ noun [uncount] the state of not being able to read or write, or of not knowing much about the subject *economic illiteracy*. **analfabetyzm**

in good shape /ɪn ɡʊd ʃeɪp/ phrase in good condition *The country's healthcare system, ironically, is not in good shape*. **w dobrej formie**

in the eye of the beholder /ɪn ði ˌaɪ əv ðə bɪ'həʊldə(r)/ idiom used for saying that different people perceive things differently *Beauty is in the eye of the beholder*. ≈ **zwrot oznaczający, że coś zależy od subiektywnej oceny**

insolent /'ɪnsələnt/ adjective rude, especially when you should be showing respect *You're insolent and incompetent!* **bezzelny**

intake /'ɪnteɪk/ noun [singular or uncount] the number of people accepted by a school or university at one time *this year's intake of students* **nabór** (do szkoły, na uczelnię)

IP address /aɪ ˌpi: ə'dres/ noun [count] Internet Protocol address: a code that represents a particular computer and is used to send messages to it on a network or the Internet *a fixed IP address*. **adres IP**

iron out /ˌaɪr(ə)n 'aʊt/ phrasal verb [transitive] to deal successfully with a disagreement or problem, especially by removing the last remaining difficulties *We need to iron out some issues on the IT side*. **pokonać trudności**

jeopardize /'dʒepə(r)dɑɪz/ verb [transitive] to risk damaging or destroying something important *Cuts in funding could jeopardize this vital research work*. ≈ **narażać na niedobre konsekwencje, zagrażać czemuś**

keep up with /ˌki:p 'ʌp wɪð/ phrasal verb [intransitive] to

continue to learn about something *We try to keep up with what's happening*. **być na bieżąco**

lapse /læps/ verb [intransitive] if an official document, decision or right lapses it is no longer effective *The permit was extended for another year before being left to lapse*. **wygasnąć** (o ważności dokumentu)

lead /li:d/ noun [count] a piece of information or a contact that may bring new business *In this job you will generate and follow up leads, handle client appointments and presentations*. **trop, wskazówka**

like hell /laɪk 'hel/ phrase Very informal used for showing that you doubt something or do not believe it *'He'll change his mind.'* **'Like hell he will!'** **akurat!** (wyłącznie pot.)

liken someone/something to something /'laɪkən/ phrasal verb [transitive] FORMAL to say that someone or something is similar to someone or something else *His works have been likened to those of Beckett*. **przyrównywać**

litigation /ˌlɪtɪ'geɪʃ(ə)n/ noun [uncount] use of the legal system to settle a disagreement *The claim is currently in litigation*. **spór w sądzie**

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loner /'ləʊnə(r)/ noun [count] someone who likes to be alone and has few friends *He's a real loner*. **samotnik**

luncheon voucher /'lʌntʃ(ə)n ˌvaʊtʃə(r)/ noun [count] a piece of paper given by an employer that can be used for buying lunch in some restaurants and shops *Luncheon vouchers are one of the perks of this job*. **bon na posiłek**

lure /lʊə(r)/ verb [transitive] to persuade someone to do something by making it look very attractive *The campaign is designed to lure tourists back to the province*. **zwabić** (kogoś)

machine /mə'ʃi:n/ verb [transitive] to give metal, wood or plastic a particular shape by cutting it on a machine *The components are machined to a tolerance of less than one millimetre*. **obrabiać** (metal, drewno)

mad dash /mæd 'dæʃ/ noun [singular] going somewhere very quickly because you are in a hurry in an extremely uncontrolled way *At the end of the nineties there was a mad dash to buy shares in high-tech companies*. **owczy pęd**

magic wand /'mædʒɪk ˌwɒnd/ noun [count] a short thin stick used for performing magic or magic tricks; **wave a magic wand** find an easy and immediate solution to a problem *I can't just wave a magic wand and produce the money for you*. **czarodziejska różdżka**

make or break /meɪk ɔ: 'breɪk/ phrase to help someone or something to be very successful or to cause them to fail completely *They have the ability to make or break a new star*. **wóz lub przewóz**

makeover /'meɪk ˌəʊvə(r)/ noun [count] a set of changes that make a person or thing look better *The city has undergone a radical makeover in recent years*. **przeróbka, zmiana wizerunku**

malicious /mə'liʃjən/ adjective deliberately wanting to hurt someone or cause damage *malicious gossip*. **złośliwy**

mess /mes/ noun [singular] a difficult situation with lots of problems, especially because people have made mistakes *an The Business Upper-Int, słownik angielsko-polski*

economic **mess** **balagan**

mess up /,mes 'ʌp/ phrasal verb [intransitive/transitive] to do something wrong or spoil something, especially by making mistakes *You really messed things up!* **namieszać** (przen.)

metropolis /mə'trɒpəlɪs/ noun [count] a big, exciting city *an international metropolis.* **metropolia**

milestone /'maɪlstəʊn/ noun [count] an event or achievement that marks an important stage in a process *1974 was a milestone for his career in music.* **kamień milowy**

miss out /,mɪs 'aʊt/ phrasal verb [intransitive] to lose an opportunity to do or have something *We will be repeating the questions later, so you won't miss out.* **przegapić, stracić szansę**

mortgage /'mɔː(r)ɡɪdʒ/ noun [count] a legal agreement in which you borrow money from a bank in order to buy a house *On my present salary I can't get a mortgage.* **kredyt hipoteczny**

mustn't grumble /,mʌsnt 'grʌmb(ə)l/ phrase used as a reply to someone who asks you whether you are well, for saying that you feel alright *Oh, mustn't grumble.* **"nie narzekam"** (odp. na pyt. *How are you?*)

naive /naɪ'i:v/ adjective a naive person lacks experience of life and tends to believe things too easily *Fair trade supporters are naive to think they can solve all the problems of the developing world.* **naiwny**

night shift /'naɪt ʃɪft/ noun [count] a period when some people work during the night in a workplace *Dan's on the night shift.* **nocna zmiana**

nod /nɒd/ verb [intransitive/transitive] to move your head first downwards and then upwards, to answer 'Yes' to a question or to show that you agree, approve, or understand *The manager nodded in agreement.* **skinąć głową**

odds /ɒdʒ/ noun [plural] the chances of something happening *The odds are they won't succeed.* **szanse**

offend /ə'fend/ verb [transitive] to make someone upset and angry by doing or saying something *They avoided saying anything that might offend their audience.* **obrazić (kogoś)**

officialese /ə'fɪʃə'liːz/ noun [uncount] the way of speaking or writing used by people who work in government offices, especially when ordinary people cannot understand it *Don't speak officialese to me - I want your explanations to be in Plain English.* **język urzędniczy**

offshore /'ɒfʃɔː(r)/ adjective [only before noun] an offshore bank or company is not in your own country but in a country where the law is different *offshore assets/funds/investments* **zagraniczny** (fin., zwł. dot. raju podatkowego)

open-plan office /'əʊpən 'plæn ɒfɪs/ noun [count] an office with few walls and a lot of space *Do you prefer to work in a private or an open-plan office?* **biuro ze wspólną powierzchnią dla wszystkich pracowników, w dużym pomieszczeniu, bez ścian**

organic /ɔː(r)'gæntɪk/ adjective used for describing methods of farming and food production that do not use artificial chemicals *They only buy organic wine.* **organiczny**

outgoing /'aʊt,gəʊɪŋ/ adjective someone who is outgoing is friendly and enjoys meeting and talking to people *an outgoing personality.* **towarzystki**

outlet /'aʊtlet/ noun [count] a shop or a place where a particular product is sold *Most of the sales are through traditional retail outlets.* **punkt sprzedaży**

outstanding /,aʊt'stændɪŋ/ adjective a job or action that is outstanding has not yet been completed or dealt with; an amount of money that is outstanding has not yet been paid *All your outstanding debts must be settled now.* **zaległy**

outstanding /,aʊt'stændɪŋ/ adjective an amount of money that is outstanding has not yet been paid *All your outstanding debts must be settled now.* **zaległy, przeterminowany (o płatnościach)**

overdo /,əʊvə(r)'duː/ verb [transitive] to do, say, use etc. more of something than you should: **overdo it**: to work too hard, making yourself tired or ill *Be careful not to overdo it with the exercise.* **przedobrzyć**

overhaul /'əʊvə(r),hɔːl/ verb [transitive] to completely change a system to make it work more efficiently *There is an urgent need to overhaul the welfare system.* **zmienić coś** (radzykalnie)

part and parcel /,pɑː(r)t ən 'pɑː(r)səl/ phrase an aspect of something that has to be accepted *These little arguments were part and parcel of their relationship.* **nieodłączna część, na porządku dziennym**

partition /,pɑː(r)'tɪf(ə)n/ noun [count] a wall, screen or piece of glass used to separate one from another in a room or vehicles *a partition wall.* **przegroda**

peanuts /'piːnʌts/ noun [uncount] INFORMAL a very small amount of money *We're working for peanuts.* **drobniaki** (pot., dosł. "orzeszki")

peg /peg/ noun [count] an object used for fastening things together *The furniture is built using wooden pegs instead of nails.* **kołek**

petty cash /,peti 'kæʃ/ noun [uncount] a small amount of money in coins or notes that an organization or company keeps available to pay for small things *Employees mustn't use petty cash for any personal business.* **pieniądze na drobne wydatki**

pitch /pɪtʃ/ noun [count] a very short presentation of a company or a new business idea to potential investors *She only had ten minutes to make her pitch for the contract.* **≈ prezentacja handlowa**

planned / built-in obsolescence /plænd / bɪlt ɪn, ɒbsə'les(ə)ns/ noun [uncount] the practice of making products that will quickly become old-fashioned, or will not last long, so that people will need to replace them *Consumers are the obvious victims of planned obsolescence because they are often forced to upgrade their systems more often than necessary.* **przestarzałość**

plunge /'plʌndʒ/ noun [count] **take the plunge** to finally do something important, difficult, difficult or dangerous after thinking about it *Your proposal looks attractive, but I just don't feel ready to take the plunge.* **zanurkowanie** (dosł.), **rzucić się do czegoś (w zwrocie)**

policy-maker /'pɒlɪsi ,merkə(r)/ noun [count] a person responsible for deciding on a set of plans or actions for a government, political party, business or other group *The problem is being taken increasingly seriously by policy-makers.* **osoba odpowiedzialna za kształtowanie polityki**

- practice** /'præktɪs/ noun [count/uncount] a way of doing something, especially as a result of habit, custom or tradition *It is good **practice** to check your work before handing it in.* **praktyka**
- practise what you preach** /'præktɪs wɒt ju: ,pri:tʃ/ phrase to do the things you tell other people to do *Sometimes it's hard as a parent to **practise what you preach.*** **postępować tak, jak się mówi**
- praise** /preɪz/ noun [uncount] an expression of strong approval or admiration *Give your child plenty of **praise** and encouragement.* **pochwała**
- premises** /'premɪsɪz/ noun [plural] the buildings or land that a business or organization uses *The charity is going to move into new **premises** next year.* **siedziba, teren firmy**
- premium** /'pri:miəm/ noun [count] an amount of money paid in addition to the normal amount *Customers are prepared to pay a **premium** for fair-trade goods; growers receive a **premium** to be used for community projects like schools and hospitals.* **dodatkowa zapłata**
- pressure-cooker** /'preʃə(r) ,kʊkə(r)/ noun [count] 1. a deep cooking pan for cooking food quickly, 2. INFORMAL a difficult situation in which people have to work very hard or experience a lot of emotions *the **pressure-cooker** atmosphere of the bank's currency dealing office.* **kocioł (przen. o trudnej sytuacji lub nieprzyjemnej atmosferze w pracy)**
- procurement** /prə'kjʊə(r)mənt/ noun [uncount] the process of buying supplies or equipment for a government department or company *defense **procurement.*** **zaopatrzenie**
- protection racket** /prə'tekʃ(ə)n ,ræktɪ/ noun [count] an illegal system in which criminals threaten to harm you or your property if you do not give them money *The gang ran a **protection racket** in the capital.* **rekiet, wymuszanie pieniędzy**
- punnet** /'pʌnɪt/ noun [count] BrE a small container like a basket, in which fruit such as strawberries are sold *Care should be taken when packing fruit to **punnets.*** **lubianka**
- pursue** /pə(r)'sju:/ verb [transitive] to follow a course of activity *They have continued to **pursue** a policy of repression.* **zajmować się, prowadzić (jakąś czynność)**
- put on weight** / ,pʊt ɒn 'weɪt/ phrasal verb [transitive] to become fatter *I always tend to **put on weight.*** **przybrać na wadze**
- put up with** / ,pʊt 'ʌp wɪð/ phrasal verb [transitive] to accept something or someone unpleasant in a patient way *I will not **put up with** your bad behaviour any longer!* **znosić (coś lub kogoś)**
- quantitative** /'kwɒntɪtətɪv/ adjective FORMAL involving amounts, or involving measuring things as amounts *The differences are not measurable in **quantitative** terms.* **ilościowy**
- quest** /kwest/ noun [count] a long, difficult search *the **quest** for efficiency.* **poszukiwanie**
- raft** /ræft/ noun [count] a small light boat made of rubber or plastic *They travelled together on a **raft** down the river.* **tratwa**
- raw materials** /rɔ: mə'tɪəriəlz/ noun [plural] such as coal or iron that are in their natural state before being processed or made into something *The **raw materials** are stored in silos.*
- surowce do produkcji**
- razor** /'reɪzə(r)/ noun [count] a small tool used for shaving an electric **razor.** **żyletka**
- recap** /ri:'kæp/ verb [intransitive/transitive] to describe what has already been done or decided, without repeating the details *We'll just **recap** briefly on what we did.* **przypomnieć (coś), podsumować**
- refer** /rɪ'fɜ:(r)/ verb [transitive] to transfer to another person or place for appropriate action *The doctor **referred** me to a skin specialist.* **skierować (osobę, sprawę)**
- relieve** /rɪ'li:v/ verb [transitive] to make pain or another feeling less unpleasant *Your headaches can easily be **relieved** by regular aspirin.* **ulżyć**
- remain aloof** /rɪ'meɪn ə'lu:f/ verb [intransitive] not to become involved in something *Harvard **remains aloof** from the competition between US colleges.* **zachowywać dystans, być z dala**
- renege** /rɪ'ni:g/ verb [intransitive] FORMAL **renege on:** to decide not to do something that you promised to do *They have no right to **renege on the contract.*** **wycofać się (z obietnicy, umowy itp.)**
- reprimand** /'reprɪ,mænd/ verb [transitive] to tell someone officially and in a serious way that something they have done is wrong *He was severely **reprimanded** for his unsuitable behaviour.* **udzielić nagany**
- roughly** /'rʌfli/ adverb approximately *The meeting lasted **roughly** 50 minutes.* **około**
- round-the-clock** /'raʊnd ðə ,klɒk/ adjective happening or done all day or night *Our plant is working **round-the-clock** to meet demand.* **całodobowy**
- run out** / ,rʌn 'aʊt/ phrasal verb [intransitive] if something runs out, you do not have any more of it left *Make sure to save some money, not just let **run out** all of it.* **ulatniać się (pot., np. o pieniądzach)**
- sake** /seɪk/ noun [count] usually singular the purpose of doing, getting or achieving something *For clarity's **sake,** let me explain that again.* **cel (w wyrażeniach typu for clarity's sake)**
- scam** /skæm/ noun [count] INFORMAL a dishonest plan, especially for getting money *There are numerous **scams** and fraudulent businesses on the Internet.* **przekręt, szwindel (zwł. finansowy)**
- scope** /skəʊp/ noun [uncount] the things that a particular activity, organization, subject etc. deals with *These issues are beyond the **scope** of this book.* **zakres**
- scratch** /skrætʃ/ noun [count] a thin mark on a surface *There were some nasty **scratches** on the paintwork.* **rysa**
- shade tree** /'ʃeɪd tri:/ noun [count] a tree which grows above other plants, protecting them from the sun and providing a natural habitat for birds and animals *I'm going to sit under a **shade tree** and read a book.* **drzewo dające cień**
- shallow** /'ʃæləʊ/ adjective with only a short distance from the top or surface to the bottom *The dish needs to be quite **shallow.*** **płytki**
- shareware** /'ʃeə(r)weə(r)/ noun [uncount] computer software that you can get on the Internet and use for a period of time before paying for it. *a **shareware** office package.* **shareware (rodzaj oprogramowania)**

- shed** /ʃed/ noun [count] a building, usually made of wood, in which you store things *a storage shed*. **szopa**
- shelf life** /'ʃelf ˌlaɪf/ noun [singular] the amount of time that a food, medicine or similar product can be kept in a shop before it is too old to sell *Fresh fruit products have a very short shelf life*. **czas ekspozycji na półce sklepowej**
- show up** /ˌʃəʊ ˈʌp/ verb [intransitive] to arrive in a place where people are expecting you *We didn't think Austin would show up*. **przyjść, "pokazać się"**
- sickie** /'sɪki/ noun [count] BrE Very informal a day when you say you are ill because you do not want to go to work *Dealing with staff who throw sickies is a big problem*. **zwolnienie lekarskie "lewe" (wyłącznie pot.)**
- sift** /sɪft/ verb [transitive] to examine information or documents to find what you are looking for *sifting through thousands of candidates*. **przesiewać (przen.)**
- signposting** /'saɪn ˌpəʊstɪŋ/ noun [uncount] clear or noticeable indicators that give structure to speech or writing *A complete lack of signposting in your presentation will quickly confuse the audience*. **≈ drogowskazy (w prezentacji: zwroty łączące jej poszczególne części)**
- silly** /'sɪli/ adjective not intelligent, serious, important or practical *silly team-building activities*. **głupi**
- sit back** /sɪt ˈbæk/ phrasal verb [intransitive] to relax and stop making the effort to do something *I can't afford to sit back with so much urgent work*. **siedzieć z założonymi rękami**
- slick** /slɪk/ adjective done in a very impressive way that seems to need very little effort *The team demonstrated their usual slick passing style*. **zręczny, sprytny**
- small print** /smɔ:l ˈprɪnt/ noun [uncount] the details of a contract that are printed in very small letters and often contain conditions that limit your rights *You'd better read through all the lawyerese and the small print before signing the contract*. **wyrażenie oznaczające szczegółowe warunki umowy, zwłaszcza niekorzystne dla kupującego, często zapisane małym drukiem a przez to zwykle przez niego nie czytane**
- small talk** /'smɔ:ltɔ:k/ noun [uncount] INFORMAL conversation about things which are not important *It's important to have a few moments of small talk before getting down to business*. **luźna rozmowa towarzyska**
- SMS** /,esem'es/ noun [uncount] Short Message Service: a method of sending a text message to a mobile phone *Transactions can be authorized via telephone or SMS*. **SMS**
- snail mail** /'sneɪl meɪl/ noun [uncount] COMPUTING letters that are sent by post *Government institutions in Poland will still only reply to correspondence sent by snail mail*. **poczta tradycyjna (dosł. "poczta ślimacza")**
- snapshot** /'snæpʃɒt/ noun [count] a short explanation or description that tells you what a particular situation or place is like *Here is a snapshot of the situation*. **ogład sytuacji**
- sort out** /sɔ:(r)t ˈaʊt/ phrasal verb [transitive] to solve a problem or deal with a difficult situation successfully *This matter could be sorted out if they would just sit down and talk*. **rozwiązać (problem)**
- sound** /saʊnd/ adjective healthy or in good condition *sound fruit*. **zdrowy, solidny**
- sour** /'saʊə(r)/ verb [intransitive/transitive] if a situation sours, it stops being successful or satisfactory *Relations between the two countries have soured*. **popuć się (o relacji i sytuacjach między ludźmi)**
- spare** /speə(r)/ adjective [only before noun] a spare object is one that you keep in addition to other similar objects in case you need it *a spare key/battery/pair of glasses*. **zapasowy**
- squash** /skwɒʃ/ verb [transitive] to damage something by pressing or crushing it and making it lose its normal shape *She sat on the chair and accidentally squashed the apple pie that was lying there*. **zgnieść**
- stack** /stæk/ verb [transitive] to arrange things so they stand one on top of another *She began stacking plates on the trolley*. **układać w stos**
- staggering** /'stægərɪŋ/ adjective extremely surprising *a staggering 63 percent increase*. **oszałamiający**
- stake** /steɪk/ noun [count] Business the part of a business you own because you have invested money in it *They took a 40% stake in the business*. **udziały**
- stakeholder** /'steɪk ˌhəʊldə(r)/ noun [count] somebody who is affected by or who has interest in the success or activities of a company *We invited all stakeholders in the project to a meeting*. **osoba zainteresowana**
- start from scratch** /ˌstɑ:t frəm ˈskrætʃ/ phrase to start from the beginning again *The plan didn't work, so we had to start from scratch*. **zacząć od początku**
- start over** /ˌstɑ:(r)t ˈəʊvə(r)/ phrasal verb [intransitive] AmE to begin doing something again from the beginning *She counted all the envelopes, put them back in the box, then started over*. **zacząć od początku**
- starving** /'stɑ:(r)vɪŋ/ adjective INFORMAL very hungry *Let's have lunch - I'm starving!* **głodny**
- stealth** /stelθ/ noun [uncount] a quiet and secret way of behaving so that no one sees you or hears you *a stealth operation*. **sekretność**
- stellar** /'stelə(r)/ adjective extremely good *Only candidates with stellar test scores have the chance to be admitted*. **celujący (o osiągnięciach)**
- step up** /ˌstep ˈʌp/ phrasal verb [transitive] to increase *Elite colleges have been stepping up their efforts to attract the best students*. **zwiększać**
- stifle** /'staɪf(ə)l/ verb [transitive] to stop something from developing normally *an attempt to stifle innovation/debate/democracy*. **hamować, dusić**
- straw** /strɔ:/ noun [uncount] the yellow stems of dried crops such as wheat *a straw hat*. **słoma**
- struggle** /'strʌɡ(ə)l/ verb [intransitive] to try hard to do something that you find very difficult *He struggled to open the bottle with a knife..* **usiłować, walczyć (z czymś lub kimś)**
- subliminal** /sʌb'ɪlɪmɪn(ə)l/ adjective a subliminal influence is one that may affect you even though you do not notice or think about it *Television programmes are full of subliminal advertising*. **podprogowy**
- sue** /su:/ verb [transitive] to make a legal claim against someone *Burnett sued the newspaper for libel and won*. **podać kogoś do sądu**

- suspension** /səˈspenʃ(ə)n/ noun [count/uncount] a punishment in which someone is removed from a team, job or school, for a short period of time *Beckham is back after a two-match suspension.* **zawieszenie** (kogoś w pracy)
- sustainable** /səˈsteɪnəb(ə)l/ adjective using methods that do not harm the environment *sustainable agriculture* **zrównoważony, wyważony ekologicznie**
- tailor something to/for** /ˈteɪlə(r)/ verb [intransitive] to make or change something especially for a particular person or purpose *executive education tailored to the needs of individual companies.* **dostosować** (coś)
- take a breather** /teɪk ə ˈbriːðə(r)/ phrase INFORMAL to have a rest *This company is a real sweatshop where employees feel they can never stop to take a breather.* **złapać oddech** (pot.)
- take for granted** /ˌteɪk fə ˈgræntɪd/ phrase to expect something always to exist or happen in a particular way *People take it for granted that the weather in Spain will be sunny.* **uważać coś za oczywiste**
- take out a contract on someone** /teɪk aʊt ə ˈkɒntrækt ən ˌsʌmtwʌn/ phrase INFORMAL to make an agreement by which you pay someone to kill another person for you *The Russian mafia took out a contract on his life.* **opłacić czyjś zabójstwo**
- take stock** /teɪk ˈstɒk/ verb [intransitive] to review your position *We'll have to set up a separate meeting to take stock of things.* **przemysśleć coś**
- tax evasion** /ˈtæks ɪˌveɪʒ(ə)n/ noun [uncount] the use of illegal methods to pay less tax or no tax at all *The government loses billions of dollars every year as a result of its inability to cope with tax evasion.* **unikanie podatków**
- tender** /ˈtendə/ noun [count/uncount] a formal written offer to provide goods or services for a particular price *The authorities have invited international tenders for the project.* **oferta handlowa, przetarg**
- thoroughly** /ˈθɒrəli/ adverb very carefully, so that nothing is missed *The case will be studied thoroughly before any decision is made.* **dokładnie**
- threaten** /ˈθret(ə)n/ verb [intransitive/transitive] to be likely to harm or destroy something *Their actions threaten the stability and security of the region.* **grozić**
- time frame** /ˈtaɪm ˌfreɪm/ noun [count] the period of time during which something happens or must happen *We should specify the time frame within which information will be provided.* **ramy czasowe**
- timeshare** /ˈtaɪmʃeə(r)/ noun [count] a flat or a house that you buy with other people so that you can each use it for a particular amount of time every year *Timeshare holidays mean that you'll be spending your holiday each year in the same place.* **forma współwłasności nieruchomości, w której każdy współwłaściciel ma prawo do jej używania przez określoną ilość czasu w roku, zwykle w stałych terminach**
- toil** /tɔɪl/ verb [intransitive] Literary to work very hard doing something difficult and tiring, especially physical work *Farm labourers have to toil in the fields all day.* **harować**
- top up** /tɒp ˈʌp/ phrasal verb [transitive] to completely fill a container that is already partly full *He topped up the oil at the petrol station and drove on.* **dopełnić, doładować** (np. kartę pre-paid)
- track record** /ˈtræk ˌrekoː(r)d/ noun [count] your reputation, based on things you have done or not done *They have a long track record of being mean with their money.* **reputacja**
- trawl through** /trɔːl ˈθruː/ verb [intransitive/transitive] to look for someone or something, for example by searching through a large amount of information *He has trawled through hundreds of documents in the library.* **przekopywać się** (przen., np. przez dokumenty)
- tray** /treɪ/ noun [count] a flat open container with raised edges used for holding or carrying things *Add more paper to the paper tray and continue printing.* **tacka**
- trivial** /ˈtrɪviəl/ adjective not very interesting, serious or valuable *Why do they get so upset over such a trivial matter?* **trywialny**
- tweak** /twiːk/ verb [transitive] INFORMAL to make small changes to improve something *Overall, it's a great idea, but it just needs tweaking.* **dopieścić** (pot.)
- undercover** /ˌʌndə(r) ˈklʌvə(r)/ adjective working or done secretly in order to catch criminals, get secret information, etc. *He was arrested in an undercover operation.* **tajny** (plan, operacja)
- upbeat** /ˈʌpbiːt/ adjective INFORMAL happy and positive *The players seemed upbeat about their chances of winning.* **optymistyczny**
- upkeep** /ˈʌpkiːp/ noun [singular] process or cost of keeping a building or piece of land in good condition *Landlords are responsible for the maintenance and upkeep of the property* **utrzymanie** (nieruchomości)
- upside down** /ˌʌpsaɪd ˈdaʊn/ adverb with the top part at the bottom or lower than the bottom part *The car landed upside down in a ditch.* **do góry nogami**
- venue** /venjuː/ noun [count] the place where an activity or event happens *a popular venue for corporate events* **miejsce** (konferencji, spotkania)
- vote down** /vəʊt ˈdaʊn/ phrasal verb [transitive] to stop or end something as a result of a vote *This amendment will be voted down by the committee.* **przegłosować** (coś)
- warranty** /ˈwɒrənti/ noun [count] a company's written promise to repair or replace a product if it does not work, usually for a specific period of time *a one-year warranty period.* **gwarancja**
- wash your hands of** /ˌwɒʃ jɔː ˈhændz ɒv/ phrase to say or show that you do not want to be involved with someone or something and that you are not responsible for them *I've decided to wash my hands of this project.* **umyć ręce** (od czegoś, pot.)
- white goods** /ˈwaɪt ɡʊdz/ noun [count] large pieces of electrical equipment in people's homes *The white goods industry has been accused of designing products to last a limited time.* **sprzęt elektryczny**
- white-collar crime** /ˈwaɪt ˌkɒlə(r) kraɪm/ noun [count] crimes in which people who work in offices steal money from the company they work for *Lawyers, IT consultants and other professionals are surrounded daily by opportunities to commit white-collar crimes.* **przestępstwo w prowadzeniu działalności gospodarczej**
- windscreen** /ˈwɪn(d)skriːn/ noun [count] BrE the large glass

window at the front of a vehicle *There is a dead fly on my windscreen.* **przednia szyba** (w samochodzie)

Won /wɒn/ noun [count] the currency of South Korea: 1US\$ = approx. 950 Won. **won** (waluta)

work your fingers to the bone /wɜ:k jə(r) 'fɪŋgə(r)z tə ðə 'bəʊn/ phrase to work very hard, especially doing something that involves a lot of physical effort *I work my*

fingers to the bone for this company and I get very little thanks. **harować** (zwl. fizycznie)

working party /'wɜ:(r)kɪŋ ˌpɑ:(r)ti/ noun [count] BrE a group of people who examine a problem or situation and suggest a way of dealing with it *We'll have to set up a working group to deal with this problem* **grupa robocza**