

## Intelligent Business Intermediate Mini-Dictionary - Polish

- accountable** adj responsible for the effects of your actions **odpowiedzialny**: Managers are accountable for the performance of their employees. **Synonyms** responsible [+ for] adj [odpowiedzialny]
- achievement** n [C] something that you succeed in doing by your own efforts **osiągnięcie**: Designing the first laptop computer was one of his greatest achievements. – **achieve** v [T] [osiągać] – **achiever** n [C] [osoba, która osiągnęła sukces]
- aid** n [U] assistance given to a country or organisation in difficulty **pomoc**: The World Bank is repeating its call for rich countries to increase the amount of aid given to the poorest nations. – **aid** v [T] [udzielać pomocy]
- analysis** n [C] the work of studying data and information **analiza**: Detailed analysis of our results shows that productivity has increased only marginally. – **analyse** v [T] [analizować] – **analyst** n [C] [analityk] **Collocations** financial analysis
- applicant** n [C] a person who is applying for a position **wnioskodawca**: All applicants are asked to provide a letter of reference. – **apply** [+ for] [składać wniosek] v [I] – **application** n [C] [wniosek] **Synonyms** candidate n [C] [kandydat]
- appraise** v (T) to assess the value of something **ocena, wycena**. Staff are regularly appraised to see if they have met the objectives that they are given: The department manager will appraise each employee individually. – **appraisal** n [C] [ocena] – **appraisee** n [C] [osoba oceniana] – **appraiser** n [C] [taksator, osoba oceniająca] **Collocations** annual appraisal, performance appraisal
- asset** n [C] something belonging to an individual or business that has value or the power to earn money **aktywa**: The company has recently sold some of its assets to an Australian investor. **Collocations** tangible assets, intangible assets, fixed assets, liquid assets
- assign** v [T] give someone a particular task to do **przydzielić**: Employees are assigned duties that correspond to their skills and training. – **assignment** n [C] [przydzielenie]
- authority** 1 n [U] the power to impose decisions **władze**: The managers in our company have a great deal of authority. – **authorise** v (T) [upoważnić] – **authorisation** n [U] [upoważnienie] – **authoritative** adj [autorytatywny, uprawniony] – **authoritarian** adj [autorytatywny] **Collocations** lines of authority 2 n [C] a public institution which is in charge of enforcing regulations or administering a government service: The public health authority.
- autonomy** n [U] the freedom to make your own decisions without having to request authorisation **autonomia**: I've always believed that it's best to give staff as much autonomy as possible. – **autonomous** adj [autonomiczny]
- back office** n [C] the departments of a financial company where routine administrative tasks are done without direct contact with customers **zaplecze**: Efficient management of the back office can reduce costs.

**balance sheet** n [C] a statement showing the wealth of a business or organisation at a particular date **bilans**. The balance sheet has two parts showing assets and liabilities: Buildings and machinery are assets that should be listed on the balance sheet. **Synonyms** **statement of financial position** n [C] AmE [**sprawozdanie finansowe**]

**bankrupt** adj unable to pay your debts **zbankrutowany**: The company is almost bankrupt and will need to secure a loan to survive. – **bankrupt** v, n [C] [**bankrutować, bankrut**]– **bankruptcy** n [U] [**bankructwo**] **Synonyms** **insolvent** adj AmE [**niewypłacalność**]

**barrier to entry** n [C] any factor which prevents new competition from entering a market **bariery wejścia**: A strong brand can become a barrier to entry in some markets, while a simple product cannot.

**benefit** n [C] an advantage or an improvement **korzyść**: One benefit of the new design is that it can be installed easily. – **benefit [+ from]** v [**korzystać (z czegoś)**] – **beneficial** adj [**korzystny**]

**bid** n [C] an offer to buy something at a stated price **oferta**: All bids must be submitted in writing. – **bid** v [I, T] [**uczestniczyć w przetargu**] – **bidder** n [C] [**uczestnik przetargu**] – **bidding** n [U] [**przetarg**] **Synonyms** **offer** n [C] [**oferta**] **Collocations** make/accept/reject a bid, takeover bid

**board** n [C] the group of directors elected by the shareholders to manage a company **zarząd**: The board has approved the director's salary. **Collocations** board of directors, board meeting, boardroom

**borderline** n [C] the point at which one thing ends and another begins **granica**: Many products fall into the borderline between different product categories – **borderline** adj [**graniczny**]

**bottom line** n [C] the last line on a financial document which shows the final result (total profit once all costs have been deducted) **wynik końcowy**: Falling sales are going to have a negative impact on the bottom line.

**boycott** n [C] a protest where people refuse to buy or use a product or service **bojkot**: The consumer group is calling for the boycott of all tobacco products. – **boycott** v [T] [**bojkotować**]

**brand** n [C] the identity of a product or service **marka**: Eastman Kodak is a premier brand in traditional and digital imaging. – **brand** v [T] [**znakować**] **Collocations** brand image, brand leader, brand loyalty, brand manager, brand management, brand name, brand-stretching, cross-branding, own brand, premium brand

**breakthrough** n [C] an important new discovery **przełom**: The iMac was a major breakthrough in computer design. **Collocations** make a breakthrough

**budget** n [C] an account of probable future income and expenditure during a fixed period **budżet**: We are currently preparing the budget for next year. – **budget** v [I] [**budżetować**] – **budgetary** adj [**budżetowy**] **Collocations** be on / over / under budget, budget deficit, budget surplus, meet a budget

**business practices** n [plural] the methods used to conduct business **zasady prowadzenia działalności**: The company is running a scheme to encourage best business practices.

**business process** n [C] any activity that is essential for a firm to conduct its business **działalność**: Organisations that have complete control over their business processes are the most productive. **Collocations** business process re-engineering

**business to business** abbreviation **B2B** adj refers to any business or correspondence between two companies **relacje pomiędzy dwoma firmami**: The B2B sector will be the biggest growth area in internet traffic.

**campaign** n [C] a planned operation which aims to achieve a particular result **kampania**: A new campaign by activists has forced the company to reconsider some of its policies. – **campaign** v [I] [+ for/against] [prowadzić kampanię] – **campaigner** n [C] [osoba prowadząca kampanię]  
**Collocations** advertising campaign, marketing campaign, political campaign

**charity** n [C] a non profit-making organisation that collects goods and money in order to provide assistance **działalność charytatywna**: The charity managed to raise £3m for homeless people in the UK.

**coach** 1 n [C] person who is responsible for training a team or an individual **instruktor**: He's a very successful football coach. 2 v [T] to train people to help them to acquire particular skills **szkolić**: I'm responsible for coaching two new people in the department.

**company** n [C] a legally registered business **spółka handlowa**. There are many different types of companies: **holding company** (holds the share capital of one or more other companies) [holding] **joint stock company** (registered company or limited company) [spółka akcyjna] **public limited or listed company** (company whose shares are traded on the stock exchange) [spółka z ograniczoną odpowiedzialnością] **subsidiary** [filia] (company owned by a parent company [spółka matka]) **Synonyms** **corporation** n [C] AmE [korporacja] **concern** n [C] [koncern] **business** n [C] [firma]

**compensation** n [U] payment, including salary and other incentives like stock options **wynagrodzenie**: The best paid executives received more than \$10 million in compensation last year. – **compensate** v [T] [wynagradzać] **Collocations** compensation deal, compensation package

**competition** n [U] rivalry between businesses that are operating in the same market **konkurencja**: The competition is getting tougher every year. – **compete** v [I] [konkurować] – **competitor** n [C] [konkurent] – **competitive** adj [konkurencyjny] – **competitiveness** n [U] [konkurencyjność]  
**Collocations** competitive advantage

**consortium** n [C] an association between two or more companies to work together on a specific project (usually a major construction or engineering project) **konsorcjum**: SK Gas has formed a consortium with automakers to produce gas-powered vehicles.

**consumer** n [C] a person who buys products and/or services **konsument**: Nokia is committed to providing consumers with the information they need. – **consume** v [T] [konsumować] – **consumption** n [U] [konsumpcja]  
**Collocations** consumer goods, consumer research, consumer survey

**contract** n [C] a document setting out an agreement between two or more parties **kontrakt**: Under the new contract the company becomes the exclusive distributor for North America. – **contractor** n [C] [zleceniobiorca] – **sub-contractor** n [C] [pod-zleceniobiorca] **Collocations** agree a contract, be under contract, breach a contract, negotiate a contract, review a contract, sign a contract, terminate a contract

**copycat** n [C] the term for someone who copies the work of another person **plagiator**: The Australian government has announced that it is cracking down on copycats.

**copyright** n [U] the legal right that belongs to the person who has created a new artistic work or piece of software **prawa autorskie**: All of the graphics and editorial content on this site are protected under US copyright.

**correspondence** n [U] writing, receiving and answering letters **korespondencja**: I'm catching up on my correspondence. – **correspond** v [I] [korespondować]

**cost** 1 n [C] the price paid for something **koszt**: The total cost for the new equipment will be \$50,000. 2 the money that is required to produce or sell something **koszty**: It looks like production and labour costs will be higher than we expected. – **cost** v [I] [**kosztować**] **Synonym** **overheads** n [C] [**koszty ogólne**] **Collocations** fixed costs, variable costs, cost-cutting, cost control, cost-effective, occur a cost

**cover letter** n [C] a letter written to an employer in response to a job advertisement **pismo przewodnie**: Candidates should send a cover letter with a copy of their CV.

**currency** n [C] the type of money that is used by a particular country or trading bloc **waluta**: The euro is the currency of most member states of the European Union. **Synonyms** **money** n [U] [**pieniądze**] **Collocations** foreign currency, hard currency, currency dealer, currency exchange rate, currency trading

**curriculum vitae** abbreviation **CV** n [C] a document that gives details of a person's experience and qualifications **życiorys**: Her CV is fairly typical for a business graduate. **Synonyms** **resumé** n [C] AmE [**życiorys**]

**damages** n [plural] an amount of money paid to a person who has suffered an injustice **odszkodowanie**: The company paid damages to staff who were unfairly dismissed.

**database** n [C] an organised set of information stored in a computer **baza danych**: We're currently updating all our customer files in the database.

**deadline** n [C] the date by which something has to be completed **termin wykonania**: The deadline for applications has been extended until the 25 May. **Collocations** fix a deadline, meet a deadline, miss a deadline, set a deadline

**dealer** n [C] a person who specialises in trading a particular type of goods **dealer**: The company only uses authorised dealers who are fully trained. – **deal** n [C] [**transakcja**] – **deal** v [I,T] [**handlować**] **Collocations** foreign exchange dealer, broker-dealer, dealership, make/reach/conclude a deal, raw deal

**debt relief** n [U] the cancellation or reduction of a debt **umorzenie długu**: The government is firmly committed to a programme of debt relief.

**defraud** v [T] to cheat another person by taking something that they own **defraudacja**: He admitted defrauding his employer of more than £2m.

**delegate** v [T] to give responsibility to someone at a lower level in the hierarchy to enable them to take decisions **udzielać pełnomocnictwa**: Managers need to delegate more routine tasks to junior members of staff. – **delegation** n [U] [**delegacja, przekazanie**]

**demand** n [C,U] the quantity required to supply orders **popyt**: Total petroleum demand has increased by one per cent. **Collocations** supply and demand

**demonstration** n [C] a march to publicly protest about something **demonstracja**: The demonstration will take place at G7 summit on 10 June.

**design** v [T] to make a drawing or plan of something that will be made **projektować**: At the moment she's designing a new range of furniture to be used in schools. – **design** n [C] [**projekt**] – **designer** n [C] [**projektant**] – **designed** adj [**zaprojektowany**] **Collocations** designer goods, designer label, designer ware

**development** 1 n [C] the growth and expansion of a business, industry or economy **rozwój**: The OECD provides advice and assistance on all aspects of development. 2 research to produce new, improved products **opracowanie**: Our company is actively pursuing the development of new biotechnology solutions. 3 a change or alteration **zmiana**: Another recent development has been the arrival of Asian companies on the market. – **developer** n [C] [**developer**] – **developing** adj [**rozwijający się**] **Collocations** research and development (R&D), developing countries

**distribution** n [U] the arrangements and activities required in order to get goods from the manufacturer to the consumer **dystrybucja**: Distribution is organised via a product list.

**downsize** v [I] to reduce the number of employees in an organisation **redukcja zatrudnienia**: European companies are continuing to downsize their manufacturing operations. – **downsize** v [T] [**redukować zatrudnienie**] **Synonyms** lay off v [T] [**zwolnić**]

**e-business** n [U] business to business relationships conducted using internet technology **e-biznes**: IBM is one of the leading suppliers of e-business solutions.

**e-commerce** n [U] selling activities that are conducted using internet technology **e-handel**: Some consumers still lack confidence in e-commerce.

**empower** v [T] give someone the power or ability to do something **upoważniać**: Staff are empowered to shape their career development. – **empowerment** n [U] [**upoważnienie**]

**enforce** v [T] to make people obey a law or rule **egzekwować**: Enforcing a patent can be a long and expensive process. – **enforcement** n [U] [**egzekwowanie**] – **enforceable** adj [**możliwy do wyegzekwowania**]

**entrepreneur** n [C] someone who starts a company, arranges business deals and takes risks **przedsiębiorca**: Entrepreneurs have always played a key role in the economy. – **entrepreneurial** adj [**przedsiębiorczy**]– **entrepreneurship** n [U] [**przedsiębiorczość**]

**expense** 1 n [C] money spent **wydatek**: We have significantly reduced our expenses over the last five years. – **expenditure** n [C] [**wydatki**] **Synonyms** spending n [U] [**wydatki**] 2 n [C] money spent by an employee that can be claimed back [**koszty podlegające zwrotowi**]: I put the restaurant bill on expenses. **Collocations** expense account, expenses claim form, claim expenses

**fair trade** n [U] a movement which promotes fairer trading conditions for developing countries **handel oparty na zasadach wzajemności w polityce celnej**: Fair trade gives consumers an opportunity to help change the world.

**fake** n [C] a copy or imitation of a genuine article **podróbka**: Experts have identified the components as fakes. – **fake** v [T] [**oszukiwać**] **Synonyms** copy v [C] [**kopiować**] – **copy** n [C] [**kopia**]

**feature** n [C] an important part of something **cecha**: The programme has a number of interesting new features. – **feature** v [T] [**cechować się**] **Synonyms** characteristic n [C] [**charakterystyka**] **Collocations** product features, special features

**file-swapping** n [U] exchanging files between computers on a network **wymiana plików**: Record companies tried to close down the illegal file-swapping website.

**financial statement** n [C] a document showing the state of the finances of an organisation or business **sprawozdanie finansowe**: Financial statements must be completed by the end of August.

**finished goods** n [plural] goods or products that are ready to be sold on to consumers **towary gotowe**: We keep close track of the stock levels of our finished goods.

**forecast** n [C] [**prognoza**] an estimate of a future situation: According to forecasts, prices will rise more slowly next year. – **forecast** v [T] [**prognozować**] **Synonyms** **projection** n [C] [**projekcja**]

**freelance** n [C] someone who works for different companies and is not employed by one **niezależny wykonawca**. Freelancers usually receive fixed payments and not a salary: We're going to use a freelance designer for the company website. – **freelancer** n [C] [**niezależny wykonawca**] – **freelance** adj [**związany z niezależnym wykonawcą**]

**freight** n [U] the transportation of goods by air, sea, rail or road **fracht**: All freight is paid by the customer. – **freight** v [T] [**wysyłać**] **Collocations** air-freight, freight car (AmE), freight train, freight forward

**generic** adj a product that does not have a trademark **odtwórczy**: Generic drugs sell at a much lower price.

**glitch** n [C] a minor fault with a computer program or machine **krótkotrwałe zakłócenie**: A glitch in the computer system has led to the cancellation of several flights. **Synonyms** **malfunction** n [C] [**awaria**] **bug** n [C] [**wirus**]

**grant** n [C] a sum of money given to a person or organisation to help them to pay for something **dotacja**: The Central Development Fund has awarded a grant of \$7.5m. – **grant** v [T] [**udzielać dotacji**]

**grey marketing** n [U] selling products without the authorisation of the trademark owner **szara strefa**: Any authorised dealers who resort to grey marketing will be immediately suspended.

**gross** v [T] to calculate revenue before tax and other charges have been deducted **brutto**: The film grossed \$8.5m in the first two weeks. – **gross** adj [**brutto**] **Collocations** gross profit, gross margins, gross national product, gross domestic product (GDP)

**growth** n [U] an increase in the size or quantity of something **wzrost**: Research suggests that there will be significant growth in the market for women's products. – **grow** v [I] [**rosnąć**] **Collocations** growth rate

**haulage** n [U] the business of transporting goods by road or railway **przewóz**: We are a haulage and warehousing company based in Poland. **Collocations** road-haulage

**hierarchy** n [C] system of authority within an organisation **hierarchia**: Many Swedish firms have very flat hierarchies. – **hierarchical** adj [**hierarchiczny**] **Collocations** flat hierarchy, steep hierarchy, traditional hierarchy

**hire** v [T] employ someone **wynająć**: Businesses are hiring as job growth booms. – **hire** n [C] [**wynajęcie**] **Synonyms** **recruit** v [T] [**rekrutować**] **employ** v [T] [**zatrudnić**] **Collocations** hiring and firing, hiring manager

**income** n [C,U] money received by a person, family or organisation **dochód**: In some parts of the country incomes have fallen by as much as 25 per cent. **Synonyms** **revenue** n [C] [**dochód**] **Collocations** income tax, gross income, net income

**income statement** n [C] AmE a financial statement showing revenue, expenditure and profit from operations during a given period **zeznanie podatkowe**: Enron's income statement did not

accurately reflect its losses. **Synonyms** profit and loss account n [C] BrE [rachunek zysków i strat] statement of earnings n [C] AmE [zestawienie przychodów]

**industry** n [C] the production of goods using capital and labour **przemysł**: The automobile industry is facing increased competition. – **industrial** adj [przemysłowy] – **industrialise** v [T] [uprzemysłować] – **industrialisation** n [C] [industrializacja] **Collocations** manufacturing industry, service industry, industrial relations

**information technology** abbreviation IT n [C] **technologia informatyczna** the technology of processing, storing or transmitting data by electronic means: Information technology has revolutionised all aspects of management.

**infringement** n [U] a breach of the law or of another person's rights **naruszenie**: The company is being sued over infringements of copyright technology.

**intellectual property** n [U] something that a person or business has invented and which is protected by patent **prawa własności intelektualnej**: All international businesses are having to spend more on protecting their intellectual property.

**inventory** n [C] a list of the stocks held by a business **zapasy**: New software has made it possible to control inventory more accurately. **Synonyms** stock n [C] [zapasy]

**knowledge work** n [U] work that involves developing or using knowledge **praca umysłowa**: The profitability of most business today depends more on knowledge work than on manual work. – **knowledge worker** n [C] [pracownik umysłowy]

**legal action** n [C,U] using the law to defend one's rights **postępowanie prawne**: The consumer association said it will consider legal action. **Synonyms** litigation n [U] [sprawa sądowa] law suit n [C] [proces sądowy] **Collocations** take legal action, win a legal action

**litigation** n [U] legal action against an individual or organisation **sprawa sądowa**: Litigation has increased significantly over the years. – **litigate** v [U] [prowadzić sprawę sądową] – **litigator** n [C] [strona prowadząca sprawę sądową]

**loading bay** n [C] the area in a factory or warehouse where goods are loaded for transport **dok załadowniczy**: When a truck arrives at the loading bay an employee registers the delivery.

**loan** n [C] money lent to an individual or organisation **pożyczka**: The World Bank has agreed to a five-year loan of \$125m. – **loan** v [T] [pożyczać] **Collocations** apply for a loan, bank loan, interest on a loan, take out a loan

**lobby** v [T] to try to persuade a government or organisation to change a policy or situation **lobbować**: Big companies are lobbying the president to open up marine reserves for oil drilling. – **lobby** n [U] [lobby] **lobbyist** n [U] [lobbysta]

**logo** n [C] a sign or symbol used as a trademark to represent a company or a brand **logo**: The Nike 'swoosh' is an instantly recognisable logo.

**market research** n [U] the work of finding out what kind of goods consumers want **badania rynkowe**: Conducting online surveys is a new and promising approach to market research.

**market share** n [U] the proportion of the total market that is supplied by a particular company **udział w rynku**: Our objective is to increase our European market share by five per cent this year. – **market-sharing** n [U] [posiadanie udziału w rynku] **Collocations** increase / lose / take / win market share

**marketing mix** n [U] the four different components of marketing **miks marketingowy (marketing mix)**:  
1 **place** n [C] [**miejsce**] the distribution and delivery of goods to market 2 **price** n [C] [**cena**] the amount of money for which something can be sold. – **price** v [T] [**cena**] **Collocations** cost price, cut price, fixed price, list price, retail price, purchase price, recommended price, wholesale price, price-list, price-tag, price war 3 **product** n [C] [**produkt**] normally a manufactured item but also refers to everything that surrounds the product: the brand, the packaging, the product's features and performance characteristics. 4 **promotion** n [C] [**promocja**] activities that help sell a product

**mass market** n [U] the market for standardised consumer products **rynek masowego odbiorcy**: Licensing is one way for small businesses to enter the mass market. – **mass-market** adj [**dotyczący rynku masowego odbiorcy**]

**mass-production** adj produced in large quantities **masowo produkowany**: Many companies have moved their mass-production overseas to cheaper markets. – **mass-produce** v [T] [**produkować masowo**] – **mass-production** n [U] [**produkcja masowa**]

**merchandising** n [U] toys, clothes and other products based on a popular film, TV show, etc and sold to make additional profits **artykuły promocyjne**: Star Wars merchandising made far more profit than the films.

**merger** n [C] the creation of a new company by joining two separate companies **połączenie, fuzja**: The merger will have to be approved by the authorities. – **merge** v [I,T] [**łączyć**]

**mismanagement** n [U] poor quality management **niegospodarność**: Lack of cashflow is often due to mismanagement. – **mismanage** v [T] [**nieprawidłowo zarządzać**]

**mobile** n [C] a wireless telephone **przenośny**: The introduction of colour screens and digital imaging have made mobiles even more essential. **Synonyms** **cell phone** n [C] AmE [**telefon komórkowy**]

**motivate** v [T] make someone willing to work harder **motywować**: He's very good at motivating his sales team. – **motivation** n [U] [**motywacja**] – **motivational** adj [**motywacyjny**] – **motivated** adj [**uzasadniony**] **Synonym** **encourage** v [T] [**zachęca**] **Collocations** highly-motivated, motivational skills, motivation techniques

**negotiation** n [C] the process of negotiating a business deal **negocjacje**: The success of the negotiations will depend on the financial terms of the deal. – **negotiate** v [I,T] [**negocjować**] – **negotiator** n [C] [**negocjator**] **Synonyms** **talks** n [plural] **Collocations** negotiate an agreement / a deal, negotiation skills

**objective** n [C] a goal that has been fixed for people to achieve **cel**: I have a meeting with my line manager to fix my objectives every six months. **Synonyms** **goal** n [C] [**cel**] **aim** n [C] [**cel**] **target** n [C] [**cel**] **Collocations** set / fix / establish / achieve / meet objectives

**offshoring** n [U] transferring work to an outside supplier based in another country **działalność offshore**: Offshoring is only suitable for tasks that have been clearly defined and can be managed at a distance. – **offshore** adj **dotyczący działalności offshore** – **offshore** n [U] [**działalność offshore**] **Synonyms** **outsource** v [T] [**zlecać na zewnątrz**]

**opportunity** n [C] a situation with future potential **możliwość, okazja**: Japan represents a great opportunity for our new brand. **Collocations** lose / seize / take an opportunity

**outsource** v [T] transferring work to an outside supplier **zlecać na zewnątrz**: We are planning to outsource all of our IT operations to an Indian supplier. – **outsourcing** n [U] [**zlecenie na zewnątrz**] **Synonyms** **subcontract** v [T] [**podzlecenie**]

**overhead** n [C] a cost that does not vary with output (e.g. rent, salaries) **koszty ogólne**: The pressure on corporate management to reduce overheads is increasing. **Synonyms** **fixed cost** n [C] [**koszty stałe**]

**overload** n [C] an excessive quantity of something **nadmiar**: You may be overwhelmed by the overload of information that is available on the net. – **overload** v [I] [**przeładować, przeciążyć**]

**patent** n [C] a special right given to the inventor of a machine or process **patent**: Some governments do not recognise patents on software. – **patent** v [T] [**patentować**] – **patented** adj [**opatentowany**] **Synonyms** **copyright** n [C,U] [**prawa autorskie**] **Collocations** patent pending, patent office

**pay 1** n [U] money earned by an employee as a salary or wage **wypłata**: Some employees are complaining that their pay has not increased in line with inflation. – **payment** n [C] [**płatność**] **Collocations** pay as you earn (PAYE), pay freeze, pay rise, payroll, pay-slip, pay talks **2** to give money to someone in exchange for items or services **zapłacić**: We're paying more than the market rate.

**payroll** n [U] **1** a list of the employees in an organisation **lista pracowników** **2** the administration of employee pay **lista płac**: Salaries are calculated according to the number of days that employees are on the payroll. **Collocations** payroll management, cut/reduce the payroll

**pension** n [C] a regular payment made to a person after they have retired from active work **emerytura**: Some businesses have decided to ask their staff to contribute another one per cent towards their pensions. **Collocations** pension fund, pension contribution

**petition** n [C] a document signed by many people asking someone in authority to change something **petycja**: So far, five thousand people have signed the petition. – **petition** [+ **against/for**] v [I, T] [**składać petycję**]

**pilot project** n [C] a trial project to test performance **projekt pilotażowy**: The pilot project will start operating in June.

**pilot** v [T] to test a new idea or product **produkować eksperymentalnie**: We are piloting new ways to improve our supply chain management. **Synonyms** **test** v [T] [**testować**] **trial** v [T] [**prowadzić próby**]

**piracy** n [U] infringement of copyrights **piractwo**: The association has launched a campaign to fight software piracy.

**point of sale** **abbreviation** **POS** n [C] the place where a consumer can buy a product or service **miejsce sprzedaży**: New electronic systems can approve credit for customers at the point of sale.

**premium** n [C] a price that is higher than the standard price, usually due to higher quality **cena premiowa**: Organically grown foods are sold at a premium. **Collocations** premium rate

**pressure group** n [C] a group that tries to influence the opinions of other people **grupa nacisku**: The pressure group is coordinating the protests.

**price setting** n [U] fixing the prices at which goods and services will be sold **ustalenie ceny**: In price setting you try to estimate how much customers will be prepared to pay for an item

**prioritise** v [T] to put things in the order of importance so that you can deal with the most important things first **ustalać priorytety**: Prioritising your work will help you to avoid backlogs.

**process** v [T] to deal with information or documents **przetwarzanie**: All the data is processed on the server. – **process** n [C] [**proces**]

**product recall** n [C] a situation where a defective product is withdrawn from the market and returned to the manufacturer **wycofanie produktu z rynku**: Product recalls of children's toys are now very rare.

**productivity** n [U] **wydajność** The relationship between the output of goods and the resources needed to produce them: Productivity has continued to grow strongly.

**profit and loss account** n [C] BrE a financial statement showing revenue, expenditure and profit from operations during a given period **rachunek zysków i strat**: Ahold's profit and loss account did not show all its losses. **Synonyms** **income statement** n [C] AmE [**zeznanie podatkowe**] **statement of earnings** n [C] AmE [**zestawienie przychodów**]

**profitability** n [U] the ability of a business to earn profits **rentowność**: Increased labour costs have reduced our profitability. – **profit** n [C] [**zysk**] – **profit** v [I] [**zyskiwać**] – **profitable** adj [**rentowny**]

**promotion** n [C] a method of communicating and publicising a product **promocja**: America Online plans to launch a promotion on Thursday that will let its members download full-feature films. – **promote** v [T] [**promować**] – **promotional** adj [**promocyjny**] **Collocations** seasonal promotion, promotional campaign, promotional price

**prosperity** n [U] a state of being rich, having economic success **rozkwit**: The nation's future prosperity will depend on developing a highly-skilled workforce. – **prosper** v [I] [**prosperować**] – **prosperous** adj [**dobrze prosperujący**]

**protectionism** n [U] protecting a country's trade by taxing foreign goods **protekcjonizm**: Protectionism usually increases the prices of basic goods to the consumer.

**prototype** n [C] the first form that a new design takes **prototyp**: The prototype has revealed areas where the design can be improved.

**qualification** n [C] an examination passed at school or university **kwifikacje**: Candidates must have qualifications in accounting. – **qualify** v [I][**kwifikować**] – **qualified** adj [**wykwifikowany**]

**quota** n [C] an official limit on the amount of something **kontyngent**: Quotas have been imposed on 25 categories of imported clothing.

**raw materials** n [plural] materials such as minerals and hydrocarbons which are used in a production process **surowce**: Securing long term supplies of raw materials is critical.

**real estate** n [U] property in the form of land or houses **nieruchomość**: Investing in real estate is not as risk free as some people think. **Synonyms** **property** n [U] BrE [**własność**] **realty** n [U] AmE [**majątek nieruchomy**] **Collocations** estate agent BrE

**regulator** n [C] a government agency responsible for overseeing a profession or an activity **ciało nadzorujące**: Stock market regulators are in charge of protecting investors. – **regulation** n [C] [**regulacja**] **Synonyms** **controller** n [C] [**organ kontrolujący**]

**reserve** 1 n [C] the amount of something kept for future use **rezerwy**: Shell has revised its estimate of available oil reserves. 2 an amount of money set aside from profits **rezerwy środków pieniężnych**: Ten per cent of earnings have been transferred to reserves. – **reserve** v [T] [**odłożyć**] **Synonym** **resources** n [U] [**zasoby, środki**] **Collocations** hold in reserve, use up reserves

**resources** n [C] this includes the capital, personnel and knowledge that an organisation has at its disposal **zasoby, środki**: A key element of the new strategy is the more effective use of our resources. **Collocations** human resources, financial resources

**resumé** n [C] AmE a document that gives details of a candidate's experience and qualifications **życiorys**: Preparing a good resumé should be the starting point for all job seekers. **Synonyms** **Curriculum Vitae** BrE

**revenue** n [C] money received especially from selling goods and services **przychód**: Revenues have increased by six per cent to £183m.

**reward** v [T] to give a payment for services performed or for excellent work or behaviour **nagradzać**: We like to reward our staff when they reach the objectives. – **reward** n [C,U] [**nagroda**] – **rewarding** adj [**dochodowy**]

**salary** n [C,U] an amount of money paid every month to an employee in exchange for their services **wypłata**: Salaries are always paid in the local currency. – **salaried** adj [**otrzymujący wypłatę**] **Collocations** be on a salary of, earn a salary, negotiate a salary, salary scale

**sales** 1 n [plural] the value of the goods and services sold during a period **sprzedaż**: The company reported sales of \$42 million during the first quarter. 2 the department responsible for the activity of selling goods and services to customers **dział sprzedaży**: I'll put you through to our sales department. – **salesman/woman** n [C] [**sprzedawca**] – **salesclerk** n [C] AmE [**sprzedawca**] **Collocations** sales agent, sales call, sales conference, sales department, sales drive, sales figures, sales forecast, sales manager, sales outlet, sales pitch, sales promotion, sales representative, sales talk

**saving** n [C] money and materials saved by economical working **oszczędność**: New construction techniques resulted in a saving of 25 per cent of operation and maintenance costs. – **savings** [plural] [**oszczędności**] **Synonym** **economy** n [U] [**ekonomiczność**] **Collocations** cost saving, make savings

**screen** v [T] [**selekcjonować**] to examine or test people: Each candidate is screened for education, experience, expertise and salary.

**Securities Exchange Commission** abbreviation **SEC** n the US agency responsible for stock market regulation **Komisja Papierów Wartościowych**: The SEC is currently investigating ten cases of fraud.

**service provider** n [C] a company that provides services for users especially in computer networks **dostawca usług**: There are several issues to consider when selecting a service provider.

**severance deal / pay** n [C,U] money paid by an employer when an employee's services are terminated **odprawa**: Severance pay for top executives has increased significantly in recent years.

**share** n [C] a unit of the capital of a company **akcja**. Shares in listed companies can be bought and sold on the stock market: Investors are having to pay a higher price for the company's shares. – **shareholder** n [C] [**akcjonariusz**] **stockholder** n [C] US [**akcjonariusz**] – **shareholding** n [C] [**posiadanie akcji**] **Synonym** **stock** n [C] AmE [**akcja**] **Collocations** share capital, share certificate, share dealing, share issue, share price

**ship** v [T] to move goods from one place to another **wysłać**: This order is being shipped to Puerto Rico. – **shipment** n [U] [**wysyłka**]– **shipping** n [U] [**wysyłanie**]– **ship** n [C] [**wysyłka**] **Synonyms** **deliver** v [T] [**dostarczać**]

**shortage** n [C] a lack or scarcity of something **brak**: Silicon Valley is facing a shortage of skilled programmers.

**staff** 1 n [plural] the employees of an organisation **załoga**: The new manager will be joining the staff in November. 2 v [I] to provide workers for an organisation **zapewniać personel**: Each of our centres is staffed by expert personnel. **Synonyms** **personnel** n [U] [**personel**] **employees** n [C] [**pracownicy**] **workers** n [C] [**pracownicy**] **Collocations** staff morale, staff turnover

**stock option** n [C] an option given to executive employees allowing them to buy shares in the company at a favourable price **opcje menadżerskie** : Microsoft has announced that it plans to end stock options for employees.

**strategy** n [C] a plan of action to enable a firm to compete **strategia**: As part of our new strategy we are developing closer links with our suppliers. – **strategic** adj **strategiczny** – **strategically** adv **strategicznie** **Collocations** develop / revise a strategy, strategic alliance, strategic management, strategic planning, strategic business unit (SBU)

**subordinate** n [C] a person who works under a more senior member of staff **podwładny**: I have six subordinates that report to me. – **subordinate** v [T] [**podlegać**]

**subsidy** n [C] money given by a government to certain producers to help them to produce without losing money **subsytia**: World Bank economists are urging rich countries to cut subsidies to certain industries. – **subsidise** v [T] [**subsytiaować**]

**supervise** v [T] to control the work of other people in order to make sure that it is properly done **nadzorować**: We need to supervise the trainees very closely. – **supervision** n [U] [**nadzór**] – **supervisory** adj [**nadzorujący**] **Synonym** **manage** v [T] [**zarządzać**]

**supply chain** n [C] the interactions between the suppliers, manufacturers and distributors when making and selling a product **łańcuch dostawców**: Information technology has changed the dynamics of the supply chain **Collocations** supply chain management

**supply** n [U] the amount of goods or services available on a market at a certain time **dostawa**: Improved production techniques will increase the supply of raw materials. – **supply** v [T] [**dostarczać**] – **supplier** n [C] [**dostawca**] – **supplies** n [C] [**dostawy, rezerwy**] **Collocations** order supplies, supply and demand, supply chain management, supply side, oversupply

**task** n [C] a piece of work that has to be done **zadanie**. Tasks are generally assigned to employees at the start of the week. **Synonym** **duty** n [C] [**obowiązek**] **Collocations** assign / delegate a task, task-based, task-driven, task force

**taxpayer** n [C] any person or organisation that is liable to pay tax **podatnik**: Taxpayers will pay more to subsidise the development of alternative energy sources.

**tender** n [C] a written offer by a supplier to provide goods or services at a certain price **oferta**: Your tender has been accepted at the agreed price. – **tender** v [I, T] [**składać ofertę**]

**text messaging** n [U] a system which allows short text messages to be communicated by telephone **przekazywanie wiadomości tekstowych przez telefon**: Text messaging is far more popular than voice calls. **Synonyms** **SMS (Short Message Service)** n [C] [**SMS**]

**threat** n [C] a potential danger to the interests of a company **zagrożenie**: Deregulation of the market is a real threat to established telecom operators. – **threaten** v [T] [**grozić**] – **threatening** adj [**zagrożający**]– **threateningly** adv [**zagrożająco**]

**trade union** n [C] an organisation that exists to protect the rights of employees in a company **związki zawodowe**: The trade union is in pay negotiations with the employer. **Synonym** **labor union** n [C] AmE [**związki zawodowe**]

**trademark** n [C] a special, registered picture or symbol that is associated with a particular brand or product **znak towarowy**: Our trademark is now well-known in most countries in the region.

**train** v [T] to teach someone the skills of a particular job or activity **szkolić**: Staff are trained to watch for situations where they may be required to help. – **training** n [U] [**szkolenie**] – **trainee** n [C] [**szkolony**] – **trainer** n [C] [**osoba szkoląca**]

**wealth** n [U] the amount of money or possessions owned by an individual, organisation or country **bogactwo**: Accumulating wealth is the key to financial independence. – **wealthy** adj [**bogaty**]  
**Collocations** acquire / accumulate wealth

**white-collar** adj employees who work in offices **pracownik umysłowy**: White-collar jobs are moving abroad.