accountable adj responsible for the effects of your actions: Managers are accountable for the performance of their employees [responsable] Synonyms responsible [+ for] adj [responsable de]

achievement n [C] something that you succeed in doing by your own efforts: Designing the first laptop computer was one of his greatest achievements [logro] – achieve v [T] [lograr] – achiever n [C] [triunfador/a]

aid n [U] assistance given to a country or organisation in difficulty: The World Bank is repeating its call for rich countries to increase the amount of aid given to the poorest nations [ayuda] – aid v [T] [ayudar]

analysis n [C] the work of studying data and information: Detailed analysis of our results shows that productivity has increased only marginally [análisis] – analyse v [T] [analizar] – analyst n [C] [analista] Collocations financial analysis

applicant n [C] a person who is applying for a position: All applicants are asked to provide a letter of reference [solicitante] – apply [+ for] v [I] [solicitar] – application n [C] [solicitud] Synonyms candidate n [C] [candidato/a]

appraise v (T) to assess the value of something Staff are regularly appraised to see if they have met the objectives that they are given: The department manager will appraise each employee individually [evaluar] – appraisal n [C] [evaluación] – appraisee n [C] [evaluado/a] – appraiser n [C] [evaluador/a] Collocations annual appraisal, performance appraisal

asset n [C] something belonging to an individual or business that has value or the power to earn money: The company has recently sold some of its assets to an Australian investor [activo] Collocations tangible assets, intangible assets, fixed assets, liquid assets

assign v [T] give someone a particular task to do: Employees are assigned duties that correspond to their skills and training [asignar] – assignment n [C] [cometido]
are assets that should be listed on the balance sheet [balance general] Synonyms statement of financial position n [C] AmE [estado de la situación financiera]

bankrupt adj unable to pay your debts: The company is almost bankrupt and will need to secure a loan to survive [en bancarrota] – bankrupt v, n [C] [ir a la] bancarrota – bankruptcy n [U] [bancarrota] Synonyms insolvent adj AmE [insolvente]

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

benefit n [C] an advantage or an improvement: One benefit of the new design is that it can be installed easily [beneficio] – benefit [+] from v [beneficiarse de] – beneficial adj [beneficioso/a]

bid n [C] an offer to buy something at a stated price: All bids must be submitted in writing puja – bid v [I,T] [pujar] – bidder n [C] [postor/a] – bidding n [U] [puja] 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: The board has approved the director’s salary [junta] Collocations board of directors, board meeting, boardroom

borderline n [C] the point at which one thing ends and another begins: Many products fall into the borderline between different product categories [línea divisoria] – borderline adj [fronterizo/a]

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

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

brand n [C] the identity of a product or service: Eastman Kodak is a premier brand in traditional and digital imaging [marca] – brand v [T] [poner una marca] 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: The iMac was a major breakthrough in computer design [avance] Collocations make a breakthrough

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

business practices n [plural] the methods used to conduct business: The company is running a scheme to encourage best business practices [prácticas comerciales]

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

business to business abbreviation B2B adj refers to any business or correspondence between two companies: The B2B sector will be the biggest growth area in internet traffic [negocio a negocio (B2B)]

campaign n [C] a planned operation which aims to achieve a particular result: A new campaign by activists has forced the company to reconsider some of its policies [campaña] – campaign v [I]
[+ for/against] [hacer campaña en favor de/en contra de] – campaigner n [C] [defensor/a]

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: The charity managed to raise £3m for homeless people in the UK [asociación benéfica]

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

company n [C] a legally registered business [sociedad] There are many different types of companies: holding company (holds the share capital of one or more other companies) [sociedad de cartera] joint stock company (registered company or limited company) [sociedad por acciones] public limited or listed company (company whose shares are traded on the stock exchange) [sociedad anónima o cotizada en bolsa] subsidiary (company owned by a parent company) [subsidiaria] Synonyms corporation n [C] AmE [corporación] concern n [C] [empresa] business n [C] [negocio]

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

competition n [U] rivalry between businesses that are operating in the same market: The competition is getting tougher every year [competencia] – compete v [I] [competir] – competitor n [C] [competidor/a] – competitive adj [competitivo/a] – competitiveness n [U] [competitividad] 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): SK Gas has formed a consortium with automakers to produce gas-powered vehicles [consorcio]

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

contract n [C] a document setting out an agreement between two or more parties: Under the new contract the company becomes the exclusive distributor for North America [contrato] – contractor n [C] [contratista] – sub-contractor n [C] [subcontratista] 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: The Australian government has announced that it is cracking down on copycats [falsificador/a]

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

correspondence n [U] writing, receiving and answering letters: I’m catching up on my correspondence [correspondencia] – correspond v [I] [corresponder]
cost 1 n [C] the price paid for something: *The total cost for the new equipment will be $50,000.*

2 the money that is required to produce or sell something: *It looks like production and labour costs will be higher than we expected.*

[precio] Synonym overheads n [C] [gastos generales] 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: *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: *The euro is the currency of most member states of the European Union.*

[divisa] Synonyms money n [U] [moneda] 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: *Her CV is fairly typical for a business graduate.*

[resumé n [C] AmE [currículum vitae]]

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

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

deadline n [C] the date by which something has to be completed: *The deadline for applications has been extended until the 25 May.*

[fecha límite] 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: *The company only uses authorised dealers who are fully trained.*

[comerciante] – deal n [C] [transacción] – deal v [I,T] [comerciar] 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: *The government is firmly committed to a programme of debt relief.*

[alivio de la deuda]
defraud v [T] to cheat another person by taking something that they own: *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: *Managers need to delegate more routine tasks to junior members of staff.*

[delegar] – delegation n [U] [delegación]
demand n [C,U] the quantity required to supply orders: *Total petroleum demand has increased by one per cent.*

[demanda] Collocations supply and demand

demonstration n [C] a march to publicly protest about something: *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: *At the moment she’s designing a new range of furniture to be used in schools.*
designer n [C] [diseñador/a] – designer adj [de diseñador/a] Collocations designer goods, designer label, designer ware

development 1 n [C] the growth and expansion of a business, industry or economy: The OECD provides advice and assistance on all aspects of development [desarrollo] 2 research to produce new, improved products: Our company is actively pursuing the development of new biotechnology solutions [desarrollo] 3 a change or alteration: Another recent development has been the arrival of Asian companies on the market [desarrollo] – developer n [C] [desarrollador] – developing adj [en desarrollo] 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: Distribution is organised via a product list [distribución]
downsize v [I] to reduce the number of employees in an organisation: European companies are continuing to downsize their manufacturing operations [reducir la plantilla] – downsize v [T] [reducir la plantilla] Synonyms lay off

e-business n [U] business to business relationships conducted using internet technology: IBM is one of the leading suppliers of e-business solutions [negocio electrónico]
e-commerce n [U] selling activities that are conducted using internet technology: Some consumers still lack confidence in e-commerce [comercio electrónico]

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

enforce v [T] to make people obey a law or rule: Enforcing a patent can be a long and expensive process – enforcement n [U] [hacer cumplir] – enforceable adj [ejecutable]

entrepreneur n [C] someone who starts a company, arranges business deals and takes risks: Entrepreneurs have always played a key role in the economy [empresario/a] – entrepreneurial adj [empresarial] – entrepreneurship n [U] [iniciativa empresarial]

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

fair trade n [U] a movement which promotes fairer trading conditions for developing countries: Fair trade gives consumers an opportunity to help change the world [comercio justo]

fake n [C] a copy or imitation of a genuine article: Experts have identified the components as fakes [falsificación] – fake v [T] [falsificar] Synonyms copy v [C] [copiar] – copy n [C] [copia]

feature n [C] an important part of something: The programme has a number of interesting new features [rasgo] – feature v [T] [caracterizar] Synonyms characteristic n [C] [característica] Collocations product features, special features

file-swapping n [U] exchanging files between computers on a network: Record companies tried to close down the illegal file-swapping website [intercambio de archivos]

financial statement n [C] a document showing the state of the finances of an organisation or business: Financial statements must be completed by the end of August [estado financiero]
**finished goods n** [plural] goods or products that are ready to be sold on to consumers: *We keep close track of the stock levels of our finished goods.*

**forecast n** [C] an estimate of a future situation: *According to forecasts, prices will rise more slowly next year.*

**freelance n** [C] someone who works for different companies and is not employed by one:

Freelancers usually receive fixed payments and not a salary: *We’re going to use a freelance designer for the company website.*

**freight n** [U] the transportation of goods by air, sea, rail or road: *All freight is paid by the customer.*

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

**glitch n** [C] a minor fault with a computer program or machine:

A glitch in the computer system has led to the cancellation of several flights.

**grant n** [C] a sum of money given to a person or organisation to help them to pay for something:

The Central Development Fund has awarded a grant of $7.5m.

**grey marketing n** [U] selling products without the authorisation of the trademark owner:

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:

The film grossed $8.5m in the first two weeks.

**growth n** [U] an increase in the size or quantity of something:

Research suggests that there will be significant growth in the market for women’s products.

**haulage n** [U] the business of transporting goods by road or railway:

We are a haulage and warehousing company based in Poland.

**hierarchy n** [C] system of authority within an organisation:

Many Swedish firms have very flat hierarchies.

**hire v** [T] employ someone:

Businesses are hiring as job growth booms.

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

**income statement n** [C] AmE a financial statement showing revenue, expenditure and profit from operations during a given period: *Enron’s income statement did not accurately reflect its losses.*
industry n [C] the production of goods using capital and labour: The automobile industry is facing increased competition [industria] – industrial adj [industrial] – industrialise v [T] [industrializar] – industrialisation n [C] [industrialización] Collocations manufacturing industry, service industry, industrial relations

information technology abbreviation IT n [C] the technology of processing, storing or transmitting data by electronic means: Information technology has revolutionised all aspects of management [tecnología de la información (TI)]

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

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

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

knowledge work n [U] work that involves developing or using knowledge: The profitability of most business today depends more on knowledge work than on manual work [trabajo del conocimiento] – knowledge worker n [C] [trabajador/a del conocimiento]

legal action n [C,U] using the law to defend one’s rights: The consumer association said it will consider legal action [acción procesal] Synonyms litigation n [U] [litigio] law suit n [C] [juicio] Collocations take legal action, win a legal action

litigation n [U] legal action against an individual or organisation: Litigation has increased significantly over the years [litigio] – litigate v [U] [litigar] – litigator n [C] [litigante]

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

loan n [C] money lent to an individual or organisation: The World Bank has agreed to a five-year loan of $125m [préstamo] – loan v [T] [prestar] 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: Big companies are lobbying the president to open up marine reserves for oil drilling [presionar] – lobby n [U] [grupo de presión] lobbyist n [U] [representante de un grupo de presión]

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

market research n [U] the work of finding out what kind of goods consumers want: Conducting online surveys is a new and promising approach to market research [investigación de Mercado]

market share n [U] the proportion of the total market that is supplied by a particular company: Our objective is to increase our European market share by five per cent this year [cuota de mercado] – market-sharing n [U] [participación en el mercado] Collocations increase / lose / take / win market share
marketing mix n [U] the four different components of marketing: [mezcla de marketing] 1 place n [C] the distribution and delivery of goods to market [colocación] 2 price n [C] the amount of money for which something can be sold [precio] – price v [T] [poner un precio] 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] normally a manufactured item but also refers to everything that surrounds the product: the brand, the packaging, the product’s features and performance characteristics [producto] 4 promotion n [C] activities that help sell a product [promoción]

mass market n [U] the market for standardised consumer products: Licensing is one way for small businesses to enter the mass market [mercado general] – mass-market adj [de mercado general]

mass-production adj produced in large quantities: Many companies have moved their mass-production overseas to cheaper markets [de producción masiva] – mass-produce v [T] [producir en masa] – mass-production n [U] [producción masiva]

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

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

mismanagement n [U] poor quality management: Lack of cashflow is often due to mismanagement [mala administración] – mismanage v [T] [administrar mal]

mobile n [C] a wireless telephone: The introduction of colour screens and digital imaging have made mobiles even more essential [móvil] Synonyms cell phone n [C] AmE [teléfono móvil]


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

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

offshoring n [U] transferring work to an outside supplier based in another country: Offshoring is only suitable for tasks that have been clearly defined and can be managed at a distance [deslocalización] – offshore adj [deslocalizado/a] – offshore n [U] [deslocalizado/a] Synonyms outsource v [T] [externalizar]

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

outsource v [T] transferring work to an outside supplier: We are planning to outsource all of our IT operations to an Indian supplier [externalizar] – outsourcing n [U] [externalización] Synonyms subcontract v [T] [subcontratar]
overhead n [C] a cost that does not vary with output (e.g rent, salaries): The pressure on corporate management to reduce overheads is increasing [gasto general] Synonyms fixed cost n [C] [coste fijo]

overload n [C] an excessive quantity of something: You may be overwhelmed by the overload of information that is available on the net [sobrecarga] – overload v [I] [sobrecargar]

patent n [C] a special right given to the inventor of a machine or process: Some governments do not recognise patents on software [patente] – patent v [T] [patentar] – patented adj [patentado/a] Synonyms copyright n [C,U] [derechos de autor] Collocations patent pending, patent office

pay 1 n [U] money earned by an employee as a salary or wage: Some employees are complaining that their pay has not increased in line with inflation [paga] – payment n [C] [pago] 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: We’re paying more than the market rate [pagar]

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

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

petition n [C] a document signed by many people asking someone in authority to change something: So far, five thousand people have signed the petition [petición] – petition [+ against/for] v [I,T] [presentar una petición en contra de/en favor de]

pilot project n [C] a trial project to test performance: The pilot project will start operating in June [proyecto preliminar]

pilot v [T] to test a new idea or product: We are piloting new ways to improve our supply chain management [someter a prueba] Synonyms test v [T] [analizar] trial v [T] [ensayo]

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

point of sale abbreviation POS n [C] the place where a consumer can buy a product or service: New electronic systems can approve credit for customers at the point of sale [punto de venta (PdV)]

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

pressure group n [C] a group that tries to influence the opinions of other people: The pressure group is co-ordinating the protests [grupo de presión]

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

prioritise v [T] to put things in the order of importance so that you can deal with the most important things first: Prioritising your work will help you to avoid backlogs [establecer un orden de prioridades]

process v [T] to deal with information or documents: All the data is processed on the server
process \textit{n} [C] \textit{proceso} \textit{n}

\textbf{product recall} \textit{n} [C] a situation where a defective product is withdrawn from the market and returned to the manufacturer: \textit{Product recalls of children’s toys are now very rare} \textit{[retirada de productos]}

\textbf{productivity} \textit{n} [U] The relationship between the output of goods and the resources needed to produce them: \textit{Productivity has continued to grow strongly} \textit{[productividad]}

\textbf{profit and loss account} \textit{n} [C] BrE a financial statement showing revenue, expenditure and profit from operations during a given period: \textit{Ahold’s profit and loss account did not show all its losses} \textit{[cuenta de pérdidas y ganancias]} Synonyms \textit{income statement} \textit{n} [C] AmE \textit{[cuenta de ganancias]} statement of earnings \textit{n} [C] AmE \textit{[estado de ganancias]}

\textbf{profitability} \textit{n} [U] the ability of a business to earn profits: \textit{Increased labour costs have reduced our profitability} \textit{[rentabilidad]} -- \textit{profit} \textit{n} [C] \textit{beneficio} -- \textit{profit v} [I] \textit{beneficiarse} -- \textit{profitable adj [rentable]}

\textbf{promotion} \textit{n} [C] a method of communicating and publicising a product: \textit{America Online plans to launch a promotion on Thursday that will let its members download full-feature films} \textit{[promoción]} -- \textit{promote v} [T] -- \textit{promocionar} \textit{promotional adj [en promoción]} Collocations seasonal promotion, promotional campaign, promotional price

\textbf{prosperity} \textit{n} [U] a state of being rich, having economic success: \textit{The nation’s future prosperity will depend on developing a highly-skilled workforce} \textit{[prosperidad]} -- \textit{prosper v} [I] \textit{prosperar} -- \textit{prosperous adj [próspero/a]}

\textbf{protectionism} \textit{n} [U] protecting a country’s trade by taxing foreign goods: \textit{Protectionism usually increases the prices of basic goods to the consumer} \textit{[proteccionismo]}

\textbf{prototype} \textit{n} [C] the first form that a new design takes: \textit{The prototype has revealed areas where the design can be improved} \textit{[prototipo]}

\textbf{qualification} \textit{n} [C] an examination passed at school or university: \textit{Candidates must have qualifications in accounting} \textit{[titulación]} -- \textit{qualify v} [I] \textit{obtener un título} -- \textit{qualified adj [titulado/a]}

\textbf{quota} \textit{n} [C] an official limit on the amount of something: \textit{Quotas have been imposed on 25 categories of imported clothing} \textit{[cupo]}

\textbf{raw materials} \textit{n} [plural] materials such as minerals and hydrocarbons which are used in a production process: \textit{Securing long term supplies of raw materials is critical} \textit{[materias primas]}

\textbf{real estate} \textit{n} [U] property in the form of land or houses: \textit{Investing in real estate is not as risk free as some people think} \textit{[bienes inmuebles]} Synonyms \textit{property} \textit{n} [U] \textit{propiedad inmobiliaria} BrE \textit{reality} \textit{n} [U] AmE \textit{bienes raíces} Collocations \textit{estate agent BrE}

\textbf{regulator} \textit{n} [C] a government agency responsible for overseeing a profession or an activity: \textit{Stock market regulators are in charge of protecting investors} \textit{[regulador/a]} -- \textit{regulation n} [C] \textit{[regulación]} Synonyms \textit{controller n} [C] \textit{controlador/a}

\textbf{reserve 1} \textit{n} [C] the amount of something kept for future use: \textit{Shell has revised its estimate of available oil reserves} \textit{[reserve]} \textit{2} an amount of money set aside from profits: \textit{Ten per cent of earnings have been transferred to reserves} \textit{[reserve]} -- \textit{reserve v} [T] \textit{reservar} Synonym \textbf{resources} \textit{n} [U] \textit{[recursos]} Collocations \textit{hold in reserve, use up reserves}
resources n [C] this includes the capital, personnel and knowledge that an organisation has at its disposal. A key element of the new strategy is the more effective use of our resources [recursos] Collocations human resources, financial resources

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

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

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

salary n [C,U] an amount of money paid every month to an employee in exchange for their services: Salaries are always paid in the local currency [salario] – salaried adj [asalariado/a] 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: The company reported sales of $42 million during the first quarter [ventas] 2 the department responsible for the activity of selling goods and services to customers: I’ll put you through to our sales department [ventas] – salesman/woman n [C] [vendedor/a] – salesclerk n [C] AmE [agente de ventas] 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: New construction techniques resulted in a saving of 25 per cent of operation and maintenance costs [ahorro] – savings [plural] [ahorros] Synonym economy n [U] [economía] Collocations cost saving, make savings

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

Securities Exchange Commission abbreviation SEC n the US agency responsible for stock market regulation: The SEC is currently investigating ten cases of fraud [Comisión del mercado de valores (SEC)]

service provider n [C] a company that provides services for users especially in computer networks: There are several issues to consider when selecting a service provider [proveedor/a de servicios]

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

share n [C] a unit of the capital of a company 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 [acción] – shareholder n [accionista] [C] stockholder n [C] US [accionista] – shareholding n [C] [tenencia de acciones] Synonym stock n [C] AmE [valores] Collocations share capital, share certificate, share dealing, share issue, share price
**ship** v [T] to move goods from one place to another: *This order is being shipped to Puerto Rico*  
[enviar por barco] – **shipment** n [U] [envío] – **shipping** n [U] [envío] - **ship** n [C] [barco]  
Synonyms: deliver v [T] [entregar]

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

**staff** 1 n [plural] the employees of an organisation: *The new manager will be joining the staff in November* [plantilla]  
2 v [I] to provide workers for an organisation: *Each of our centres is staffed by expert personnel* [proveer de personal]  
Synonyms: **personnel** n [U] [personal] **employees** n [C] [empleados] **workers** n [C] [trabajadores]  
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: *Microsoft has announced that it plans to end stock options for employees* [prima de opción para compra de acciones]

**strategy** n [C] a plan of action to enable a firm to compete: *As part of our new strategy we are developing closer links with our suppliers* [estrategia] – **strategic** adj [estratégico/a] – strategically adv [estratégicamente]  
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: *I have six subordinates that report to me* [subordinado/a] – **subordinate** v [T] [subordinar]

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

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

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

**supply** n [U] the amount of goods or services available on a market at a certain time: *Improved production techniques will increase the supply of raw materials* [oferta] – supply v [T] [suministrar] – **suppliers** n [C] [proveedor/a] – supplies n [C] [suministros]  
Collocations: order supplies, supply and demand, supply chain management, supply side, oversupply

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

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

**tender** n [C] a written offer by a supplier to provide goods or services at a certain price: *Your tender has been accepted at the agreed price* [licitación] – tender v [I,T] [presentar una oferta de licitación]
text messaging n [U] a system which allows short text messages to be communicated by telephone: **Text messaging is far more popular than voice calls** [mensajería de texto] Synonyms SMS (Short Message Service) n [C] [SMS (Servicio de Mensajes Cortos)]

threat n [C] a potential danger to the interests of a company: **Deregulation of the market is a real threat to established telecom operators** [amenaza] – threaten v [T] [amenazar] – threatening adj [amenazador/a] – threateningly adv [amenazadoram]

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

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

train v [T] to teach someone the skills of a particular job or activity: **Staff are trained to watch for situations where they may be required to help** [formar] – training n [U] [formación] – trainee n [C] [aprendiz/a] – trainer n [C] [formador/a]

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

white-collar adj employees who work in offices: **White-collar jobs are moving abroad** [de empleados en oficinas]