

Unit 1

apply (v)
associate with (v)
attempt (v)
attract (v)
authenticity (n)
avoid (v)
award (n)
be trapped by (v)
benefit from (v)
bilingual (adj)
brand / branding (n)
catering (n)
chef (n)
come to mind (v)
commute (v)
compound noun (n)
consultancy (n)
cookery course (n)
customer (n)
deal with (v)
develop (sth)
development agency
efficiency (n)
e-learning (n)
embarrassing
expand (v)
fashion-conscious
fly back (v)
focus on (v)
full-time (adj/adv)
fun-loving (adj)
gap (n)
grow up (v)
guess (v)
handle (v)
heritage (n)
high-tech (adj)
hold (meetings) (v)
hospitality (n)
hotel lobby (n)
image (n)
improve (v)
investment (n)
involve (v)
keen (adj)
launch (n)
look up (v)
multimedia (adj)
negotiable (adj)
negotiate (v)
neutral (adj)
otherwise (adv)
overcome (v)
portable (adj)
preliminary (adj)
production company
profits (n)
promote (v)
publicity (n)
queuing (n)
recognize (v)
record (v)
recruit (v)
rise (n)

run a company (v)
salary (n)
set up (v)
share (v)
show interest (v)
spicy (adj)
stress (n)
stylish (adj)
suburbs (n)
take a message (v)
tipping (n)
tips (hints) (n)
trade (n)
word frame (n)

Unit 2

abbreviation (n)
acquire (v)
answerphone (n)
arrange (v)
available (adj)
bear with somebody
benefits (n)
bill (US) (n)
Board of Directors
bonus (n)
bored (adj)
browse (v)
build up (v)
cell phone (n)
CEO (n)
collocation (n)
consumer (n)
consumer packaging
contract (n)
co-owner (n)
cut off (v)
determination (n)
develop (itr) (v)
discounted (adj)
dismiss (v)
do business (v)
dot-com (adj)
earnings (n)
e-commerce (n)
employ (v)
employee (n)
encourage (v)
engaged (phone)
facilities (n)
faint (adj)
fare (n)
fee (n)
fire (sack) (v)
first-name terms
fit in with (v)
flight attendant (n)
fortunate (adj)
frustrated (adj)
generous (adj)
get back to somebody
get in touch with (v)
hang up (v)
headquarters (n)
hold (the line) (v)
hub (n)
independent (adj)
insurance (n)
interference (n)
intrain (n)
jail (n)
lay off (v)
locker (n)
look forward to (v)
make (a day/time) (v)
make an appointment
make redundant (v)
manage (an appointment)
maternity/paternity leave
on leave (adj)

online (adj)
open-air (adj)
overall (adj)
overheads (n)
overtake (v)
overtime (n)
overturn (v)
package holiday (n)
packaging (n)
parent company (n)
pension scheme (n)
performance-related perks
(phone) charger (n)
potential (n)
prefix/suffix (n)
prize (n)
property (n)
provisional (adj)
put off (v)
put through (v)
range (n)
read back (v)
register (v)
requirement (n)
reunion (n)
rewarding (adj)
sack (v)
senior (adj)
share (v)
speak up (v)
specialize in (v)
stimulating (adj)
subsidiary (n)
subsidized (adj)
support (a movement)
synonym (n)
tied up (adj)
trust (n)
turnover (n)
ultimately (adv)
underline (v)
welfare (n)
womb (n)
wonder (v)
workplace (n)

Unit 3

aim (n)
analytical (adj)
approach (n)
archive (n)
argument (n)
attentive (adj)
attitude (n)
bar chart (n)
be based at/in (v)
be descended from
carving (n)
confident (adj)
consultant (n)
core (adj)
cross your arms (v)
decipher (v)
demanding (adj)
demotic (n)
detailed (adj)
distracted (adj)
etch (v)
extremely (adv)
face-to-face (adj)
finance (v)
flexible (adj)
fluent (adj)
fort (n)
goods (n)
hieroglyphic (n)
high-profile (adj)
hostile (adj)
impress (v)
in exchange for
innovative (adj)
interrupt (v)
intrusive (adj)
investment bank
keep something visible
lean back/forward
magnification (n)
make a point (v)
make progress (v)
military service (n)
move on (v)
nod (v)
non-verbal (adj)
on a daily basis
open-minded (adj)
open-plan (adj)
organizer (n)
parallel (adj)
permanent (adj)
pharaoh (n)
pilot programme
point of view (n)
posture (n)
predecessor (n)
preserve (v)
privatized (adj)
punctual (adj)
record (v)
research (n)
respect (v)
script (n)

slightly (adj)
spherical (adj)
square (kilometres)
stare (v)
state-owned (adj)
straight away
summarize (v)
supportive (adj)
surprisingly (adv)
survival (n)
suspicious (adj)
tentative (adj)
textiles (n)
thorough (adj)
thoughtful (adj)
throughout
trained (adj)
verbal translation
volunteer (n)
way of life (idiom)
widely (adv)
worldwide (adj)

Unit 4

a set of (idiom)
accordingly (adv)
adopt (v)
advertise (v)
alike (at end of phrase)
annual (adj)
appliance (n)
average (adj)
awareness (n)
badly-paid (adj)
be here to stay
be left behind (v)
big spenders (n)
birth/divorce/crime
rate (n)
brainstorm (v)
by the turn of the century
chef (n)
chilled (adj)
cinema attendance
citizen (n)
code of conduct (n)
confectionery (n)
consultancy (n)
consumer spending
consumerism (n)
consumer-led (adj)
consumption (n)
destination (n)
disposable income
employment practice
enclosed (adj)
energy-efficient (adj)
environmentally-friendly
expenditure (n)
fair-trade (n)
figures (n)
fluctuate (v)
funds (n)
gastronomic (adj)
globalization (n)
gourmet (n)
gradually (adv)
graph (n)
growth market (n)
health risk (n)
household (n)
housing (n)
identify (v)
in appreciation of
in line with (idiom)
ingredient (n)
issue (n)
label (n)
level off (v)
life expectancy (n)
major (adj)
manufacturer (n)
marinated (adj)
market force (n)
market share (n)
meatball (n)
newspaper circulation
octopus (n)
outline (v)

oven (n)
overseas (adj)
ownership (n)
oysters (n)
particularly (adv)
pastry (n)
persuade (v)
poached (adj)
popularity (n)
portion (n)
prawn (n)
principle (n)
productivity (n)
property prices (n)
proportion (n)
reach (v)
recipe (n)
relate to (v)
retail outlet (n)
reveal (v)
round the clock
salmon (n)
salt-cod (n)
sample (v)
sautéed (adj)
senior citizen (n)
settle in (v)
shellfish (n)
sherry (n)
shopper (n)
single-person (adj)
sirloin steak (n)
smoked (adj)
smoky (adj)
spending habits (n)
spending power (n)
sponsor (v)
squid (n)
steadily (adv)
store (n)
street market (n)
stuffed (adj)
support (n)
sweatshop (n)
table service (n)
to cater for (v)
tobacco-related (adj)
transfer (v)
treat (v)
turnover (n)
two-way processes
vary (v)
viewing hours (n)
vineyard (n)
wages (n)
waiter service (n)
wave (v)
well over (idiom)
western-style (adj)
with regard to (idiom)
workforce (n)

Unit 5

alert (adj)
apologize (v)
appoint (v)
approval (n)
aromatherapy (n)
automated (adj)
bakery (n)
balance (v)
beachside (adj)
bowling (n)
cancel (v)
challenge (n)
complimentary (adj)
cover (v)
crash (computer) (v)
cycle-ride (n)
deliver (v)
disused (adj)
driving range (n)
encourage (v)
facilities (n)
feedback (n)
fibres (n)
fit (adj)
furnish (v)
gather (v)
get in shape (v)
helpline (n)
high-speed (adj)
hold (an event) (v)
host (n)
induction (n)
invoice (n)
kick-boxing (n)
landline (n)
light-coloured (adj)
lounge (n)
made-to-order (adj)
moonlight (n)
mud (n)
multiplex (n)
netball (n)
onsite (adj)
policy (n)
pottery (n)
pre-dinner (adj)
press release (n)
press (n)
provide (v)
questionnaire (n)
recognize (v)
redecorate (v)
reminder (n)
reschedule (v)
rested (adj)
rides (n)
riverside (adj)
royalty (n)
safety deposit box
secluded (adj)
shop-floor (adj)
smart (adj)
socialize (v)
softball (n)

sound like (v)
suite (n)
take up (hobby) (v)
therapeutic (adj)
tranquil (adj)
treatments (n)
update (v)
voicemail (n)
volcanic (adj)
weight-watcher (n)
welfare (n)
woods (n)
workout (n)
workstation (n)
year-round (adj)

Unit 6

background (n)
band (music) (n)
behaviour (n)
bother (v)
cautious (adj)
check in (v)
collapse (v)
connecting (flight)
constructive (adj)
coral reef (n)
currency (n)
diver (n)
drive away (shoo)
dull (adj)
editor (n)
employable (adj)
exhausted (adj)
expenses (n)
feast (n)
filing cabinet (n)
flat-share (n)
get the chance (v)
give a lift (v)
grape-picker (n)
hand in your notice
hard-working (adj)
hitch (v)
host (n)
in between (adv)
itinerary (n)
it's up to you (idiom)
lose consciousness
make a new start (v)
maternity (n)
miserable (adj)
not to mention
nursing (n)
paperwork (n)
pass (an exam) (v)
patch (n)
pick up (a language)
portfolio (n)
poster (n)
promote (v)
put up with (v)
reckless (adj)
refusal (n)
regret (v)
remote (adj)
retirement (n)
rewarding (adj)
round-the-world (adj)
rush out (v)
scary (adj)
scuba diving (n)
sculpture (n)
see the sights (v)
set up (v)
shear (v)
shepherd (n)
shine (sun) (v)
site (n)
so much for (idiom)
spectacular (adj)

stationery (n)
supplies (n)
task (n)
tax-free (adj)
terminal (airport) (n)
virtually (almost)
(adv)

Unit 7

accessible
 account for
 advisable
 alternatively
 attend
 bounded
 bridge
 confidential
 convention (n)
 corporate (adj)
 crash course (n)
 curb (n)
 delivery (n)
 discount travel pass
 dot com industries
 downtown (n)
 elocution (n)
 enterprise (n)
 extract
 freelance
 get across (a point)
 go to great lengths
 handout (n)
 heading
 Human Resources
 labour costs
 Managing Director
 necessity
 objective (n)
 obligation
 obligatory
 operative (n)
 outsource (v)
 peninsula (n)
 proximity (n)
 registration form
 relocate
 reminder
 retail outlets
 sensitivity (n)
 shopping mall
 sign up for
 signpost (v)
 skyscraper (n)
 soaring (adj)
 stick by (the rules)
 strait
 stunning (adj)
 timing (n)
 to be based in
 toll-free (adj)
 tuition fee
 visual display (n)

Unit 8

amend (v)
 appeal (n)
 at your fingertips
 balance
 beneficiary (n)
 confectionery
 confirm
 conservation
 construction industry
 convention industries
 coverage (n)
 decaying (adj)
 direct debit (n)
 disused (adj)
 domestic water
 editorial
 effective
 endangered (adj)
 ensure (v)
 estate
 estimate (v)
 expenditure (n)
 factfile
 feedback
 filthy (adj)
 fraud (n)
 funds
 GDP (n)
 host (v)
 income (n)
 infrastructure (n)
 interest rate
 interpreter (n)
 invoice
 itinerary (n)
 life expectancy
 loan (n)
 memo
 mortgage (n)
 on-site (adj)
 overdraft (n)
 pension
 poverty line (n)
 preservation
 press coverage
 publicity
 raise (money) (v)
 raise awareness (v)
 revenue (n)
 ring road (n)
 rural
 sanitation (n)
 set up
 sewage disposal (n)
 solar-powered (adj)
 standing order (n)
 statement (bank) (n)
 summit (meeting) (n)
 survey (n)
 sustainable (adj)
 text message
 vineyard
 voluntary
 waste dump (n)

waterfront (n)

Unit 9

accurate
 affordable (adj)
 attach (v)
 break in
 break off
 break up
 bring up (v)
 bullet point (n)
 c.c.
 cheer (v)
 collapse
 come across
 crowded (adj)
 energy supplies
 fittings (n)
 gender (n)
 get back to
 get on with (v)
 glistening (adj)
 gridlock (n)
 increasingly
 inner – city
 interiors
 key workers
 look up (v)
 onlookers
 parental (adj)
 pipeline (n)
 plug in (v)
 prediction
 print off (v)
 relevant
 renewable sources
 resize
 riot (n)
 set up
 shop window
 socket (n)
 solar panel
 sort out (v)
 take off
 take on
 turn to
 tutorial (n)
 urban
 weaker sex
 well-insulated (adj)
 work out

Unit 10

accounts management
achievable
annual salary
appraisal (n)
assessment (n)
asset (n)
become demotivated
blend (v)
boost (v)
canvas sheet (n)
careers advice
contribute
cooperative (n)
covering letter (n)
currency's exchange rate
devaluation (n)
dismiss
emerge
enterprises
entrepreneur (n)
essential
exceed a target
export market
first and foremost
flexible hours
full time employment
harvest (v)
in- tray
investment
job satisfaction
job-hunting (n)
keyboard skills
licence
market economy
marketing manager
morale boosting
motivated workforce
natural resources
on a daily basis
pay bonus
peers (n)
praise (n)
preparatory
press (n)
profit
profit-related (adj)
promotion
recruitment agencies
refine (v)
remarkable (adj)
retail
sales- related roles
sales representative
seize the opportunity
showroom (n)
sign contracts
spreadsheet (n)
strengths
tailor your CV
the first pressing
thoroughly
trade press (n)
virgin olive oil

weakness (n)
win clients
work experience

Unit 11

adjourn
agenda (n)
attachment
batch (n)
business card
chopsticks (n)
commitment (n)
corporate culture
counsellor
cross-cultural (adj)
culture shock
cultured
dismiss
dress code (n)
dress-down day (n)
efficient
enclose (v)
enclosure
enquiry (n)
feedback
gender
higher-priced
insert (v)
intercept
interfere
intervene (v)
IT Operations Manager
itinerary
lay off
leprosy (n)
letterhead
look into
make redundant
memo
multicultural
multinational
company
open plan
open-door policy
operational time
organigram
overnight (adj)
parent company
plc
recipient
rehearse
review
revise (v)
sales contract
schedule
showroom
signed on behalf of
sniff (v)
subsidiary
superior
trainee
warning (n)
work stations
yawn (v)

Unit 12

blockbuster (adj)
business trip
dictatorship (n)
downsizing (n)
drink-driving offences
drug abuse
dumping (of waste)
foreign branch
foreign embassies
fraud (n)
frontal lobe
government official
higher-ranking jobs
host
implications
inflation (n)
interest rate (n)
lay-off (n)
left-/ right-wing (adj)
manufacturer
merger (n)
minicab
national elections
national share index
opposition (n)
outlet
parliamentary chamber
performance-enhancing substances
piracy (n)
public spending (n)
reassure (v)
recession
sick leave (n)
spokesperson (n)
startle (v)
stock market
taxation (n)
turnout (n)
voting rights