



Wordlist Business Partner B2 (A-Z)

Headword	Part of speech	German	French	Italian	Definition / Example sentence
A					
accountability	<i>n</i>	Verantwortlichkeit, Rechenschaft, Rechenschaftspflicht	responsabilité	responsabilità	the ability to be held responsible for the effects of your actions, and to explain or be criticised for them: <i>Publishing the school's exam results increases the school's accountability.</i>
achieve	<i>v</i>	erreichen	atteindre	raggiungere, ottenere	to successfully do what you wanted or tried to do: <i>Wilson has achieved considerable success as an artist.</i>
achievement	<i>n</i>	Leistung, Erfolg	réussite	risultato, traguardo	something that you succeed in doing by your own efforts, or the fact of doing something you wanted or tried to do: <i>We try to celebrate the achievements of our students.</i>
acknowledge	<i>v</i>	anerkennen, würdigen	reconnaître	riconoscere	to notice and publicly say how good or important someone or something is: <i>The Brazilian coach acknowledged the talent of his players.</i>
active listening	<i>n</i>	aktives Zuhören	écoute active	ascolto attivo	the process of paying attention to what someone is saying, showing that you are listening, and asking questions or repeating what they have said in different words in order to make sure you understand: <i>Active listening can help meetings go well, because people feel that their opinions have been heard and understood.</i>
adapt	<i>v</i>	sich anpassen	s'adapter	adattarsi	to gradually change your behaviour and attitudes in order to be successful in a new situation: <i>The ability to adapt is a definite asset in this job.</i>

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address	v	adressieren, sich richten nach	répondre à	affrontare, rispondere a	to deal with or solve something: <i>Our products address the needs of real users.</i>
advance	v	vorankommen	avancer	avanzare di carriera	to move up to a more responsible position in a company: <i>Training courses can help you advance.</i>
advancement	n	Beförderung, Weiterentwicklung	avancement	avanzamento di carriera, promozione	progress or development in your job, such as moving up to a more responsible position: <i>There are plenty of opportunities for advancement in the company.</i>
agile	adj	agil, beweglich	agile	agile	able to change quickly and do things differently when necessary because of customer demands, changes in the market, etc.: <i>Agile companies can respond quickly to business opportunities.</i>
allegation	n	Behauptung	allégation	accusa (non accompagnata da prove)	a statement that someone has done something wrong or illegal, but that has not been proved: <i>There is an allegation that senior government figures were involved.</i>
allocate	v	bereitstellen, zuweisen	allouer	stanziare	to use something for a particular purpose, give something to a particular person, etc., especially after an official decision has been made: <i>The company has allocated funds for the construction of four new factories.</i>
analyse (also analyze AmE)	v	analysieren	analyser	analizzare	to examine or think about something carefully, in order to understand it: <i>She still needs to analyse the data.</i>
analysis (plural analyses)	n	Analyse	analyse	analisi	a careful examination of something in order to understand it better: <i>The researchers carried out a detailed analysis of recent trends in share prices.</i>
analyst	n	Analyst/in	analyste	analista	someone who is a specialist in a particular subject, market, industry, etc. and examines information relating to it in order to give their views about what will happen or should be done: <i>Internet analysts agree that security is a big issue.</i>
analytical	adj	analytisch	analytique	analitico	thinking about things in a detailed and intelligent way, so that you can examine and understand things: <i>During the course, students will develop their analytical skills.</i>

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analytics	<i>n</i>	Analytik	analyse	analitica, analisi dei dati	1 the practice of using computer software to carefully examine data: <i>Big data analytics is a growing industry.</i> 2 the information produced by carefully examining data, especially using computer software: <i>The campaign used analytics about consumers to target their ads.</i>
announce	<i>v</i>	ankündigen	annoncer	annunciare	to officially tell people about something, especially about a plan or a decision: <i>The government has announced plans to create 10,000 new jobs.</i>
announcement	<i>n</i>	Ankündigung	annonce	annuncio	an important or official statement: <i>The minister made the announcement at a news conference.</i>
anticipate	<i>v</i>	erwarten	prévoir	aspettarsi, prevedere	to expect that something will happen and be ready for it: <i>Sales are better than anticipated.</i>
appraisal	<i>n</i>	Beurteilung, Bewertung	évaluation	valutazione	a meeting between a manager and an employee to discuss the quality of the employee's work and how well they do their job: <i>Appraisals happen yearly, but any targets set should be checked more regularly.</i>
appraise	<i>v</i>	beurteilen, bewerten	évaluer	valutare, esprimere un giudizio su	to decide how well an employee is doing their work, usually after discussing with the employee how well they have performed during the past year: <i>It is the line manager's job to appraise staff.</i>
appreciate	<i>v</i>	erfassen, verstehen, schätzen	comprendre, se rendre compte de	apprezzare, riconoscere	to understand that something is serious or important, or to understand what someone's feelings are: <i>He did not fully appreciate the significance of signing the contract.</i>
apprehension	<i>n</i>	Besorgnis	inquiétude	apprensione	anxiety about the future, especially about dealing with something unpleasant or difficult: <i>Diplomats watched the events with growing apprehension.</i>
apprehensive	<i>adj</i>	besorgt	inquiet	apprensivo	worried or nervous about something that you are going to do, or about the future: <i>I was apprehensive that something would go wrong.</i>
aptitude	<i>n</i>	Eignung, Begabung	aptitude	propensione	the natural ability to do a particular activity or job: <i>He has a natural aptitude for teaching.</i>

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arise (past tense arose, past participle arisen)	v	aufkommen, entstehen	se produire	sorgere, presentarsi	if a problem or difficult situation arises, it begins to happen: <i>More problems like those at the nuclear power plant are certain to arise.</i>
artificial intelligence (<i>abbreviation AI</i>)	n	künstliche Intelligenz, KI	intelligence artificielle	intelligenza artificiale, IA	the ability of a computer to do intelligent things that people can do, such as think and make decisions: <i>Artificial intelligence is key to self-driving cars.</i>
aspect	n	Aspekt	aspect	aspetto	one part of a situation, idea, plan, etc. that has many parts: <i>Dealing with people is the most important aspect of my work.</i>
assessment	n	Beurteilung, Bewertung	estimation, évaluation	stima, valutazione	a process in which you make a judgment about a person or situation, or the judgment you make: <i>We need a detailed assessment of what this will cost.</i>
asset-stripping	n	Zerschlagung, Ausschlachtung	dépeçage	scorporo delle attività	the practice of buying a company cheaply and then selling all the things or businesses it owns to make a quick profit—used to show disapproval: <i>The new owners turned out to be more interested in asset-stripping than investment.</i>
assure	v	versichern	assurer	assicurare	to tell someone that something will definitely happen or is definitely true so that they are less worried: <i>The airline has assured travellers there will be no further delays.</i>
atmosphere	n	Atmosphäre	atmosphère	atmosfera	the feeling that an event or place gives you: <i>An atmosphere of optimism was common at the conference.</i>
auditor	n	Wirtschaftsprüfer	expert-comptable commissaire aux comptes	revisore dei conti, auditore/auditrice	someone whose job is to officially examine a company's financial records: <i>The shareholder group wants external auditors to examine the books.</i>
authority	n	Autorität, Befugnis, Macht	autorité	autorità	the power that a person or organisation has because of their official or legal position: <i>I wouldn't have taken the job unless I had the authority to run the division.</i>
autonomy	n	Autonomie, Unabhängigkeit	autonomie	autonomia	the ability or opportunity to make your own decisions without being controlled by anyone else: <i>Managers are given considerable individual autonomy.</i>

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average	<i>n</i>	Durchschnitt	moyen	media	the amount you get when you add together several amounts and then divide by the number of amounts: <i>The average of 3, 8 and 10 is 7.</i>
awareness	<i>n</i>	Bewusstsein	conscience, sensibilisation à	consapevolezza	knowledge or understanding of a particular subject or situation: <i>The show raised awareness of the problem of plastics in the sea.</i>
B					
backfire	<i>v</i>	fehlschlagen, nach hinten losgehen	avoir un effet contre-productif	ritorcersi, avere l'effetto opposto	to have the opposite effect to the one you intended: <i>The company's new policy backfired when a number of employees threatened to quit.</i>
bail somebody/some thing ↔ out	<i>phr v</i>	jmd aus der Klemme helfen	renflouer qn.	salvare qualcuno/qualcosa	to provide money to get a person or organisation out of financial trouble: <i>These enterprises think they can force the banks to bail them out.</i>
bailout	<i>n</i>	Rettungsaktion, Sicherheitsleistung	renflouement, sauvetage financier	salvataggio finanziario	money that is provided to a person or organisation to get them out of financial trouble, or the process of providing this money: <i>Losses totalling hundreds of millions of dollars led to an expensive bailout by its parent company.</i>
bank	<i>v</i>	ein Konto haben	avoir un acompte à	avere un conto presso	to keep your money in a particular bank: <i>I've always banked at First Interstate.</i>
banker	<i>n</i>	Bankier	banquier/banquière	banchiere/-a	someone who works in the management of a bank: <i>He is a senior banker who sits on many company boards.</i>
bankrupt	<i>adj</i>	bankrott, insolvent	en faillite	fallito	go bankrupt to no longer have enough money to pay what you owe: <i>The firm went bankrupt before the building work was completed.</i>
bankruptcy (plural bankruptcies)	<i>n</i>	Insolvenz, Konkurs	faillite, banqueroute	bancarotta	the state of being unable to pay your debts: <i>When inflation rises, so do bankruptcies.</i>
benchmarking	<i>n</i>	Benchmarking, Vergleich	benchmark, analyse comparative	benchmarking, valore di riferimento	the process of comparing one thing or action to another or to a standard, so that you can judge or measure it: <i>The school uses the results for benchmarking of student progress.</i>

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benefit ¹	<i>n</i>	1 Gratifikation, Sondervergütung 2 Nutzen, Vorteil	1 bénéfice 2 avantage	1 indennità 2 vantaggio	1 [usually plural] something, especially money, that you get in addition to your pay: <i>The company offers a great benefits package.</i> 2 a good effect or advantage that something has, for example a product or service: <i>The marketing message focuses on the environmental benefits of the product.</i>
benefit ²	<i>v</i>	einen Nutzen haben für, jmd einen Nutzen bringen	bénéficier à	dare beneficio a	if you benefit from something, or it benefits you, it gives you an advantage, improves your life or helps you in some way: <i>New regulations will greatly benefit the region's poorest residents.</i>
blended learning	<i>n</i>	Blended Learning, Integriertes Lernen	apprentissage mixte	blended learning, apprendimento misto	a way of teaching students that uses both online lessons and lessons taught by a teacher: <i>Some studies have shown that blended learning can be more effective than either online or teacher-led learning by themselves.</i>
bonus	<i>n</i>	Bonus	prime, bonus	premio, bonus	an extra amount of money added to an employee's wages, usually as a reward for doing difficult or good work: <i>The bonus is linked to performance.</i>
boom	<i>v</i>	florieren, boomen	prosperer	svilupparsi rapidamente, crescere	to be very successful and grow very quickly: <i>Since the 1980s tourism has boomed here.</i>
boost	<i>v</i>	einen Aufschwung geben	stimuler	incrementare	to increase or improve something and make it more successful: <i>The new resort area has boosted tourism.</i>
bottom line	<i>n</i>	1 Saldo, Nettoprofit 2 Fazit, unterm Strich	1 résultat net 2 facteur décisif	1 riga finale, risultato ultimo 2 conclusione, punto essenziale	1 the figure showing a company's total profit or loss: <i>The company's bottom line showed a net profit of 173 million euros.</i> 2 the end result of something or the most important point about something: <i>The bottom line is that we need another twenty thousand dollars to complete the project.</i>
bottom-line	<i>adj</i>	gewinnorientiert, auf den Gewinn bezogen	en ce qui concerne le résultat financier	orientato al profitto	relating to the total profits or losses that a business makes: <i>What is the bottom-line impact of their business plan?</i>

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brainstorm	v	brainstormen	faire un brainstorming	fare brainstorming, raccogliere idee	to suggest a lot of ideas for an activity or for solving a problem, especially during a discussion or meeting with other people: <i>Employees get together and brainstorm ideas, some of which get developed and some don't.</i>
brainstorming	n	Brainstormen	brainstorming	brainstorming	the process of suggesting a lot of ideas for an activity or for solving a problem, especially during a meeting or discussion with other people: <i>No idea is ruled out during the period of the brainstorming.</i>
brave new world		schöne neue Welt	Le meilleur des mondes	il mondo nuovo	a situation or a way of doing something that is new and exciting and meant to improve people's lives: <i>This is the brave new world of remote work.</i>
budget ¹	n	Budget	budget	budget, bilancio	the money that is available to an organization or person, or a plan of how it will be spent: <i>The organization has an annual budget of \$24 million.</i>
be over budget		das Budget überzogen haben	avoir dépassé son budget	andare fuori budget	spend more than you have planned to spend on a particular project or activity in a set period of time: <i>The building project is already over budget, and it won't be finished for another three months.</i>
budget ²	v	einplanen, vorsehen, budgetieren	budgétiser	pianificare le spese	to carefully plan and control how much you spend: <i>We have budgeted \$100 million for fees and expenses.</i>
business casual	n	legere Geschäftskleidung	tenue d'affaires décontractée	abbigliamento da lavoro informale	clothes that are not formal but that are suitable for wearing while working in an office: <i>In publishing, the dress code is usually business casual.</i>

C

call (something) into question		(etwas) infrage stellen	remettre en question	mettere in discussione (qualcosa)	to make people uncertain about whether something is right, good or true: <i>I feel that my competence is being called into question here.</i>
campaign ¹	v	zu Felde ziehen, eine Kampagne betreiben	mener une campagne	fare una campagna, partecipare a una campagna	to lead or take part in a series of actions intended to achieve a particular social or political result: <i>The group has campaigned against the destruction of the rain forests.</i>
campaign ²	n	Kampagne	campagne	campagna	a series of actions intended to achieve something or persuade people to do something: <i>The store ran a television advertising campaign just before the summer.</i>

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capability (plural capabilities)	n	Fähigkeit	capacité	capacità	the ability or power that makes someone or something able to do something: <i>The country's manufacturing capability has greatly increased in the last ten years.</i>
capital expenditure	n	Kapitaleinsatz	dépenses d'investissement	investimento, spesa in conto capitale	the money a company spends on buildings, machinery, equipment, etc., or the process of spending the money: <i>They increased capital expenditure to build two new factories.</i>
carbon emissions	n	Kohlendioxid ausstoß	émissions de CO ₂	emissioni di CO ₂	[usually plural] the gases that are sent into the air when petrol, oil, coal, etc. are burned for fuel: <i>Britain has set targets to cut carbon emissions under the agreement.</i>
cash flow	n	Geldfluss, Cashflow	liquidités	cash flow, flusso di cassa	[singular] the movement of money coming into a business as income and going out as wages, materials, etc.: <i>We expect a rise in both our production and our cash flow.</i>
cater	v	bewirten, verköstigen	faire traiteur	provvedere al catering	to provide and serve food and drinks at a party, meeting etc, usually as a business: <i>This is the biggest event we've ever catered for.</i>
centred, -centred (also centered AmE)	adj	ausgerichtet auf, in den Mittelpunkt gestellt	centré sur	incentrato su	[only after noun] having a particular person or group as the most important part or focus of something: <i>a student-centred approach.</i>
charity (plural charities)	n	Wohltätigkeitsorganisation	association caritative	organizzazione benefica	an organisation that gives money, goods or help to people who are poor, sick, etc.: <i>Several charities sent aid to the flood victims.</i>
circumstances	n	Umstände	circonstances	circostanze	[plural] events or facts that affect a situation: <i>Police are investigating the circumstances surrounding the accident.</i>
clarification	n	Klarstellung, Klärung	clarification, explication	chiarimento, spiegazione	the act of making something clearer or easier to understand, or an explanation that makes something clearer: <i>Customers can email us if they require further clarification on how to order.</i>
clarify (clarified, clarifying, clarifies)	v	klarstellen, klären	clarifier	chiarire, spiegare	to make something clearer or easier to understand: <i>Could you clarify one or two points for me?</i>

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climb	v	anstiegen, zunehmen	grimper	salire, aumentare	to increase in number, amount or level: <i>Inflation climbed 2% last month.</i>
close a deal/sale		ein Geschäft abschließen, einen Verkauf abschließen	conclure une affaire	chiudere un affare/una vendita	to reach the point in a deal or sale where everyone involved agrees to it: <i>The objective of the negotiation phase is to close the deal.</i>
cloud	n	Cloud	clouc	cloud, nuvola informatica	the cloud the internet used as something that provides software or space for storing information, rather than having it on your own computer: <i>They offer a variety of services in the cloud.</i>
coach	v	trainieren, beraten, unterstützen	coacher qn.	addestrare, preparare	to help someone find ways of improving their skills and abilities: <i>Good managers coach their employees in order to help them develop.</i>
collaboration	n	Zusammenarbeit	collaboration	collaborazione	the activity of working together with another person, company, etc. in order to achieve something: <i>More collaboration between companies is needed to speed up the development of cleaner fuels for cars.</i>
collective	adj	kollektiv	collectif	collettivo	shared or made by every member of a group: <i>This was a collective decision made by all board members.</i>
come into place		in Kraft treten	entrer en vigueur	entrare in vigore	to start being used in an official way: <i>The new rules come into place in May.</i>
come to light		zutage treten	être révélé	venire alla luce	if new information comes to light, it becomes known: <i>New facts came to light after the meeting.</i>
commitment	n	Einsatz, Hingabe	engagement	impegno, dedizione	the hard work and loyalty that someone gives to an organisation or activity: <i>Her commitment to work is beyond question.</i>
commuting	n	Pendeln	faire la navette	pendolarismo	the process of regularly travelling a long distance to get to work: <i>Commuting by train is much easier than driving.</i>
company car	n	Firmenwagen	voiture de société	automobile aziendale	a car that your employer gives you while you work for them: <i>The company provides company cars for employees who travel to see customers.</i>

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compensation	<i>n</i>	Ausgleich, Entschädigung	indemnité	risarcimento, indennizzo	money that someone is paid, especially when they have worked more hours than is usual, worked on something particularly difficult, etc.: <i>Staff members who work unsocial hours receive financial compensation.</i>
competency	<i>n</i>	Kompetenz	compétence	competenza	the fact of having enough skill or knowledge to do something to a satisfactory standard, or the skill and knowledge someone has: <i>These are the 12 core competencies that have been identified as critical for successful job performance.</i>
competent	<i>adj</i>	kompetent, fähig	compétent	capace, competente	having enough skill, knowledge or ability to do something to a satisfactory standard: <i>The farm is run by a competent manager.</i>
competitive edge	<i>n</i>	Wettbewerbsvorsprung	avantage compétitif	vantaggio competitivo	[singular] something that makes a person or business able to compete successfully against other people or businesses: <i>He believes investment in new technology is the only way for the company to maintain its competitive edge.</i>
competitiveness	<i>n</i>	Wettbewerbsfähigkeit	compétitivité	competitività	the ability of a company, country or product to compete with others: <i>New machinery has enhanced the company's productivity and competitiveness.</i>
completion	<i>n</i>	Fertigstellung, Ausführung	achèvement	conclusione, completamento	the act of finishing something: <i>The job is subject to your satisfactory completion of the training course .</i>
complex	<i>adj</i>	komplex	complexe	complesso	consisting of many different parts and often difficult to understand: <i>Peter seemed to have an instant understanding of the most complex issues .</i>
compulsory	<i>adj</i>	vorgeschrieben, obligatorisch	obligatoire	obbligatorio	something that is compulsory must be done because it is the law or because someone in authority orders you to: <i>Attendance at the meeting is compulsory.</i>
concept	<i>n</i>	1 Idee, Konzept 2 Auffassung, Prinzip	1 idée 2 formule, concept	1 idea 2 concetto, nozione	1 an idea for a product: <i>They came up with a new concept in business travel.</i> 2 an idea of how something is or should be done: <i>The first year of the course introduces the basic concepts of management.</i>
concern	<i>n</i>	Sorge, Interesse	souci	interesse, premura	[singular] a feeling that something or someone is important and that you want them to be happy: <i>His concern for his family led him to work hard to provide for them.</i>

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conduct	<i>n</i>	Verhalten	comportement, conduite	comportamento, condotta	the way someone behaves, especially in public, in their job, etc.: <i>You are expected to maintain a high standard of personal conduct at work.</i>
confident	<i>adj</i>	zuversichtlich	confiant	fiducioso	[not before noun] sure that something will happen in the way that you want or expect: <i>We are confident that next year's profits will be higher.</i>
confirmation	<i>n</i>	Bestätigung	confirmation	conferma	a statement, document, etc. that says that something is correct or true: <i>There has still been no official confirmation of the report.</i>
connectivity	<i>n</i>	Verbindung, Anschlussmöglichkeit	connexion	connessione	the ability of computers and other electronic equipment to connect with the internet or with other computers or programs: <i>Internet connectivity is often a problem, especially in rural areas.</i>
consensus	<i>n</i>	Übereinstimmung, Konsens	consensus	consenso	[singular] agreement among a group of people: <i>The talks are aimed at building a consensus.</i>
conservation	<i>n</i>	Erhaltung, Bewahrung	sauvegarde, préservation	salvaguardia, protezione	the protection of natural things such as animals, plants, forests, etc., to prevent them from being spoiled or destroyed: <i>The group spent four months carrying out conservation work in the rain forest.</i>
consider	<i>v</i>	in Betracht ziehen	considérer	considerare	to think about something carefully, especially before making a choice or decision: <i>Have you considered the possibility of retraining?</i>
consistent	<i>adj</i>	konsequent	cohérent	coerente	always behaving in the same way or having the same attitudes, standards, etc.: <i>We need to be consistent in our approach.</i> —consistently adv.
constructive	<i>adj</i>	konstruktiv	constructif	costruttivo	useful and helpful, or likely to produce good results: <i>We welcome any constructive criticism.</i>
consult	<i>v</i>	konsultieren, zu Rate ziehen	consulter, se concerter avec	consultare	to discuss something with someone or ask for information, especially so that you can make a decision together: <i>An increasing number of people are consulting their accountants about the tax laws.</i>

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consultant	<i>n</i>	Berater/in	consultant, expert-conseil	consulente	someone whose job is to give people or businesses advice or training in a particular area: <i>The firm has appointed a consultant to advise on the restructuring of the company.</i>
consultative	<i>adj</i>	beratend	consultativ	consultivo	[usually before noun] providing advice and suggesting solutions to problems: <i>The consultative document recommended changes to the way the company was managed.</i>
consulting firm	<i>n</i>	Beratungsfirma	firme d'experts-conseils	azienda di consulenza	a company that gives advice and training in a particular area to people in other companies: <i>They have called in a management consulting firm.</i>
consumption	<i>n</i>	Verbrauch	consommation	consumo	the amount of energy, oil, electricity, etc. that is used: <i>Over a quarter of our energy consumption is in the home.</i>
conversion	<i>n</i>	Konversion	conversion	conversione	the number of sales that a website makes in relation to the number of people who look at the website: <i>A consultant helped them increase their conversions.</i>
convert	<i>v</i>	umwandeln, konvertieren	convertir	convertire	to change or make something change from one thing to another: <i>We want to convert website visitors into buyers.</i>
convince	<i>v</i>	überzeugen	convaincre	convincere	to persuade someone to do something: <i>I tried to convince my boss that those ideas were good</i>
cope	<i>v</i>	umgehen mit	faire face, surmonter	far fronte (a)	to succeed in dealing with a difficult problem or situation: <i>In this job, you'll have to learn to cope with pressure.</i>
corporate	<i>adj</i>	Unternehmens-	d'entreprise	aziendale	[only before noun] belonging to or relating to a corporation: <i>The company is moving its corporate headquarters from New York to Houston.</i>
corporate culture	<i>n</i>	Unternehmenskultur	culture d'entreprise	cultura aziendale	the way that people in a corporation think and behave: <i>A company should trust its employees and have an open corporate culture.</i>
corruption	<i>n</i>	Korruption	corruption	corruzione	dishonest, illegal or immoral behaviour, especially by someone with power: <i>Several officials were charged with bribery and corruption.</i>
cost-efficient	<i>adj</i>	kosteneffizient	rentable	efficiente in termini di costi	saving money by making a product or doing an activity in a better way: <i>The software has reduced errors by 15%, so it is very cost-efficient.</i>

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crash	<i>n</i>	Crash, Einbruch	effondrement	crollò, tracollo	an occasion on which the stocks and shares in a stock market suddenly lose a lot of value: <i>The stock market crash in 1929 set off the Great Depression.</i>
credit crunch	<i>n</i>	Kreditknappheit, Kreditkrise	pénurie de crédit	contrazione del credito	a time when borrowing money becomes difficult because banks reduce the amount they lend and charge high interest rates: <i>One reason for the credit crunch is that bankers fear that more loans will not be paid back.</i>
crisis (plural crises)	<i>n</i>	Krise	crise	crisi	a situation in which there are a lot of problems that must be dealt with quickly so that the situation does not get worse or more dangerous: <i>The country now faces an economic crisis.</i>
criteria	<i>n</i>	Kriterien	critères	criteri	[plural] the standards that you use to judge something or make a decision about something: <i>What are the criteria used to select candidates?</i>
criticism	<i>n</i>	Kritik	critique	critica	remarks that say what you think is bad about someone or something: <i>Despite strong criticism, the new system is still in place.</i>
cross-functional	<i>adj</i>	funktionsübergreifend	transversal, pluridisciplinaire	plurifunzionale	relating to doing different jobs or activities, or involving people from different areas of a company who do different jobs or activities: <i>Cross-functional teams can bring new ideas to a project.</i>
culture	<i>n</i>	Kultur	culture	cultura	the attitudes or beliefs that are shared and accepted by a particular group of people or in a particular organisation: <i>Working late hours seems part of the company culture.</i>
D					
data	<i>n</i>	Daten	données	dati	information or facts about a particular subject, especially in a form that can be stored and used on a computer: <i>The data is stored on a computer in our central office.</i>
data dump	<i>n</i>	Datenausgabe	transfert de données	dump dei dati	an act of copying information from one computer to another, especially a very large amount of information: <i>The program is designed to find useful information in a data dump.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
data mining	<i>n</i>	Datengewinnung, Datensammlung	extraction de données	data mining, estrazione dei dati	the process of using a computer to examine large amounts of information, for example about customers, in order to find out information that is not easily noticed: <i>Data mining allows marketing departments to identify groups of customers for highly targeted mail campaigns.</i>
deadline	<i>n</i>	Frist, Termin	date limite	scadenza	a date or time by which you have to do or to complete something: <i>September 30th is the deadline for sending in your tax return.</i>
decline	<i>v</i>	zurückgehen, fallen	décliner, diminuer	calare, diminuire	if sales, profits, production, etc. decline, they become less: <i>Car sales have declined by a quarter.</i>
define	<i>v</i>	definieren	Préciser, définir	definire, descrivere	to describe something correctly and thoroughly, and to say what standards, limits, qualities, etc. it has that make it different from other things: <i>The tasks will be clearly defined by the tutor.</i>
delegate	<i>v</i>	delegieren	déléguer	delegare	to give part of your power or work to someone else, usually someone in a lower position than you: <i>A good manager knows when to delegate.</i>
demonstrate	<i>v</i>	beweisen, zeigen, demonstrieren	prouver, démontrer	mostrare, dimostrare	to show that you have a particular ability, quality or feeling: <i>He has demonstrated an ability to meet deadlines.</i>
demotivate	<i>v</i>	demotivieren	démotiver, décourager	demotivare	to make people less willing to do their job: <i>Lack of opportunities within a company can demotivate employees.</i>
depression	<i>n</i>	Depression	dépression	depressione, recessione	a long period during which there is very little business activity and many people do not have jobs: <i>The country was suffering from a period of deep depression.</i>
develop	<i>v</i>	entwickeln, verbessern	développer, améliorer	sviluppare	to become stronger or more advanced, or to make someone or something do this: <i>The course is designed to help students develop their speaking skills.</i>
development	<i>n</i>	Entwicklung	développement	sviluppo	the teaching or learning of a range of skills that someone can use in many different positions and in their future careers: <i>She saw the qualification as a part of her career development.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
devil's advocate	<i>n</i>	des Teufels Advokat	avocat du diable	avvocato del diavolo	someone who pretends to disagree with you in order to have a good discussion about something: <i>Often the interviewer will need to play the devil's advocate to put the other side's case forward.</i>
digital	<i>adj</i>	digital	digital	digitale	relating to computers or other devices that store or send information electronically in the form of numbers, usually ones and zeros: <i>Every kid seems to have at least one digital device.</i>
<i>digital immigrant</i>	<i>n</i>	digitaler Immigrant	immigrant/e dans le monde numérique	immigrato/-a digitale	someone who is not very good at using digital equipment such as computers or mobile phones, because they have only recently started using them: <i>Senior citizens are digital immigrants, but many of them make full use of the devices they have.</i>
<i>digital native</i>	<i>n</i>	digitaler Eingeborener	natif numérique	nativo/-a digitale	someone who is very good at using digital equipment such as computers and mobile phones because they have used them since they were young: <i>You must not assume every young person is a digital native.</i>
<i>digital nomad</i>	<i>n</i>	digitaler Nomade	nomade numérique	nomade digitale	someone who uses digital equipment such as computers and mobile phones to do their work or run their business from anywhere that has a connection to the internet: <i>If all your work is done online, you could become a digital nomad.</i>
digitalise (also digitalize)	<i>v</i>	digitalisieren	numériser	digitalizzare	to change to using computers or other digital devices in order to do something: <i>We're aiming to digitalise our marketing efforts.</i>
<i>digital personal ass</i>	<i>n</i>	digitaler persönlicher Assistent	assistant personnel numérique	assistente personale digitale	a small digital device, for example a smartphone, that you can speak to in order to ask it to do tasks: <i>Digital personal assistants can perform a range of services, from telling you the weather to ordering flowers for your mum.</i>
dimension	<i>n</i>	Dimension	dimension	dimensione	a part of a situation: <i>We must not ignore the moral dimension of business leadership.</i>
disrupt	<i>v</i>	unterbrechen, stören, zerstören	perturber, bouleverser	rivoluzionare, sconvolgere	to start doing something in a new and more effective way that changes the way an industry does things: <i>The car sharing app has disrupted the taxi industry.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
disruption	<i>n</i>	Zerschlagung, Spaltung, Bruch	perturbation, interruption	sconvolgimento, cambiamento radicale	the process of beginning to do something in a new and more effective way that changes the way an industry does things: <i>Companies must be able to adapt to compete with new businesses that are focused on disruption.</i>
disruptive	<i>adj</i>	1 störend, belastend 2 zerstörerisch, destabilisierend	1 perturbateur 2 disruptif	1 distruttivo 2 dirompente	1 causing problems and preventing something from continuing in its usual way: <i>Working at night can be very disruptive to home life.</i> 2 changing the way an industry does things by doing something in a new and more effective way: <i>Will these companies find a way to be disruptive in the health insurance industry?</i>
disruptor	<i>n</i>	Erneuerer/Erneuerin	innovateur/innovatrice	innovatore/innovatrice	a person or company that changes the way an industry does things, by doing something in a new and effective way: <i>Amazon has been a disruptor in the retail industry.</i>
distraction	<i>n</i>	Ablenkung	distraction	distrazione	something that stops you paying attention to what you are doing: <i>There are too many distractions in this office - it's hard for me to get anything done.</i>
distrust	<i>n</i>	Misstrauen	méfiance	sfiducia, diffidenza	a feeling that you cannot trust someone: <i>Many people regard politicians with distrust.</i>
diverse	<i>adj</i>	vielfältig	diverse	diverso, differente	very different from each other: <i>The tasks are diverse, which makes the job more interesting.</i>
diversity	<i>n</i>	Vielfalt	diversité, variété	diversità	the fact of including many different types of people or things: <i>It's natural that there is a diversity of opinions within the organization.</i>
dividend	<i>n</i>	Dividende	dividende	dividendo	a part of a company's profit that is divided among the people with shares in the company: <i>They forecast a dividend of 29.8 euros a share.</i>
donate	<i>v</i>	spenden	faire don de qc.	donare	to give something, especially money, to a person or an organisation in order to help them: <i>Last year he donated \$1,000 to cancer research.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
downturn	<i>n</i>	Abschwung, Rückgang	récession	recessione, fase di contrazione	[usually singular] a period in which business activity is reduced and conditions become worse: <i>There has been a downturn in the auto industry in recent years.</i>
dress code	<i>n</i>	Kleiderordnung	code vestimentaire	codice d'abbigliamento	the way that you are expected to dress in a particular situation, especially as an employee of a particular company: <i>Is it legal for a dress code to require women to wear high heels?</i>
drop ¹	<i>n</i>	Rückgang, Einbruch	diminution, baisse	diminuzione, calo	[singular] a fall in the amount, level or number of something, especially a large or sudden one: <i>Manufacturers report a big drop in new orders.</i>
drop ²	<i>v</i>	zurückgehen, einbrechen	tomber, baisser	calare, diminuire	to fall to a lower level or amount, especially a much lower level or amount: <i>Their share of the market dropped to 50 percent this year.</i>
E					
earn	<i>v</i>	verdienen, sich erwerben	acquérir	guadagnarsi	to do something or have qualities that make you deserve something: <i>The company has earned a reputation for reliability.</i>
earnings	<i>n</i>	Ertrag, Gewinne	rendement, profit	profitti, guadagni	[plural]the profit that a company makes in a particular period of time: <i>The company's earnings have dropped by 5% in the first quarter.</i>
ease	<i>v</i>	erleichtern	faciliter	facilitare, agevolare	to make a process happen more easily: <i>The changes introduced ease the way patients are referred to specialists.</i>
EBIT	<i>n</i>	EBIT, Gewinn vor Zinsen und Steuern	EBIT (marge opérationnelle)	risultato ante oneri finanziari, EBIT	[usually singular] the abbreviation for earnings before interest and tax - the amount of profit a company makes after its costs have been taken away but before any tax has been paid and before any money earned from interest payments has been added: <i>The company's EBIT was better than that of other automakers.</i>
eco-friendly	<i>adj</i>	umweltfreundlich	écologique	ecologico	not harmful to the environment: <i>Try to use eco-friendly products for cleaning your home.</i>
effective	<i>adj</i>	effektiv, wirkungsvoll	efficace	efficace	working well and producing the result or effect that was wanted or intended: <i>The company mounted a very effective publicity campaign.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
effectiveness	<i>n</i>	Effektivität	efficacité	efficacia	the fact of working well and producing the result or effect that was wanted or intended: <i>How will you judge the effectiveness of the scheme?</i>
efficiency	<i>n</i>	Effizienz	efficacité, rentabilité	efficienza	the quality of doing something well and effectively, without wasting time, money or energy: <i>The two departments have been merged to increase efficiency.</i>
efficient	<i>adj</i>	effizient	efficace, efficient	efficiente	working well without wasting time, money or energy: <i>Email is an efficient way of contacting a large number of people.</i>
elaborate	<i>v</i>	näher ausführen, Einzelheiten angeben	préciser, donner des détails	approfondire	to give more details or new information about something: <i>The CEO refused to elaborate on his reasons for resigning.</i>
embrace	<i>v</i>	annehmen, sich zu eigen machen	embracer, adopter	abbracciare, accettare	to eagerly accept a new idea, opinion, way of doing something, etc.: <i>Companies are always eager to embrace the latest technology.</i>
emotional intelligence	<i>n</i>	emotionale Intelligenz	intelligence emotionnelle	intelligenza emotiva	the ability to understand and control your own emotions, and to understand and deal with other people in a caring way: <i>In some jobs, emotional intelligence is as important as academic intelligence.</i>
empathy	<i>n</i>	Empathie	empathie, compassion	empatia	the ability to understand other people's feelings and problems: <i>Both authors have the skill to make you feel great empathy with their heroines.</i>
employment	<i>n</i>	Dienst, Anstellung, Beschäftigung	emploi	impiego	the condition of having a paid job: <i>The employment prospects for science graduates are excellent.</i>
empower	<i>v</i>	berechtigen zu, bevollmächtigen	autoriser, responsabiliser	conferire potere, autorizzare	to give someone more control over their own life or situation: <i>Employees were empowered to make some decisions without having to consult their manager.</i>
enable	<i>v</i>	in die Lage versetzen, ermöglichen	permettre	permettere	to make it possible for someone to do something, or for something to happen: <i>The loan enabled me to buy the house.</i>
encourage	<i>v</i>	ermutigen, anregen, unterstützen	encourager	incoraggiare	to persuade someone to do something: <i>Cantor didn't mind if they worked late; in fact, he actively encouraged it.</i>
end of play (abbreviation EOP)	<i>n</i>	am Ende des Arbeitstages	à la fin de la journée de travail	fine giornata (lavorativa)	the end of the working day: <i>Will your report be ready by end of play?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
engage	v	mit einbeziehen	impliquer	coinvolgere	to communicate well with someone and involve them in a process or activity: <i>Try to engage the local community in the plans.</i>
ensure BrE, insure	v	sicherstellen	assurer	assicurare	to make certain that something will happen properly: <i>The administrator will ensure that timely action is taken to resolve the problem.</i>
entrepreneurial	adj	unternehmerisch, Unternehmens-	d'entrepreneur	imprenditoriale	having the qualities that are needed to start a company and arrange business deals, such as the ability to take risks: <i>She had the entrepreneurial spirit necessary to step out on her own.</i>
equity	n	Firmenkapital, Eigenkapital	fonds propres	capitale proprio	the money that a company has available to use that comes from shares rather than from loans: <i>They plan to raise \$100m by releasing at least 5% of equity in the company.</i>
establish	v	gründen	fonder établir	fondare, istituire	to start a company, organisation, system, etc. that is intended to exist or continue for a long time: <i>Our goal is to establish a new research centre in the North.</i>
estimate	v	schätzen	évaluer, estime	stimare	to try to judge the value, size, speed, cost, etc. of something, without calculating it exactly: <i>The value of the deal is estimated at £12 million.</i>
ethical	adj	1 moralisch, ethisch 2 moralisch richtig	éthique, moral	etico	1 connected with principles of what is right and wrong: The use of animals in scientific tests raises difficult ethical questions. 2 morally good or correct: I don't think it's ethical for you to accept a job you know you can't do. —ethically adv.
ethics	n	Ethik	éthique	etica	[plural] moral rules or principles of behaviour for deciding what is right and wrong: <i>Besides sales techniques, salespeople will get training in contract law, psychology and business ethics.</i>
evaluate	v	auswerten, bewerten	évaluer	valutare	to carefully consider something to see how useful or valuable it is: <i>We need to evaluate the success of our last marketing campaign.</i>
excessive	adj	übermäßig	excessif	eccessivo	much more than is reasonable or necessary: <i>I was staying up late, consuming excessive amounts of coffee.</i>
execute	v	ausführen	exécuter	eseguire, realizzare	to do something that has been carefully planned: <i>Can the plan be executed without spending any extra money?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
executive	<i>n</i>	Leiter, Geschäftsführer, Manager	cadre	dirigente	someone who has an important job as a manager in a company or business: <i>She is a senior executive with a major pharmaceuticals company.</i>
executive summary	<i>n</i>	Zusammenfassung	sommaire exécutif	executive summary, sintesi	a short statement or piece of writing that gives the most important points of a business report or proposal: <i>The executive summary is the first part of the business plan that everyone will read.</i>
exhibit	<i>v</i>	zeigen	manifester	mostrare	to clearly show a particular quality, emotion or ability: <i>She has exhibited clear leadership qualities.</i>
expand on/upon	<i>phr v</i>	näher ausführen	développer qc.	approfondire, dilungarsi su	to add more details or information to something that you have already said, so that it is more complete: <i>The CEO later expanded on his initial statement.</i>
expectation	<i>n</i>	Erwartung	espérance, attent	aspettativa	[usually plural] a feeling or belief about the way something should be or how someone should behave: <i>It is a difficult operation, but we have reasonable expectations of success.</i>
expertise	<i>n</i>	Fachkenntnis, Kompetenz	compétence, expertise	competenza	special skills or knowledge in an area of work or study: <i>What he's bringing to the company is financial expertise.</i>
extend	<i>v</i>	ausweiten, ausdehnen	étendre	estendere	to make something include more people or things: <i>If the programme is successful, it will be extended to cover the whole country.</i>
external	<i>adj</i>	extern	extérieur	esterno	coming from or happening outside a particular place or organisation (opposite internal): <i>The information came from external sources.</i>
F					
face	<i>v</i>	gegenüberstehen	faire face à	affrontare	to have a difficult problem or situation that you must deal with: <i>She is facing the biggest challenge of her career.</i>
facilitate	<i>v</i>	ermöglichen, vereinfachen	faciliter	facilitare, agevolare	to make a discussion, meeting, etc. run well, so that everyone has a chance to speak and give their ideas and the group can make any decisions together: <i>The person who is facilitating the meeting is not always the leader of the group, but can be someone from outside the group altogether.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
facilitation	<i>n</i>	Erleichterung, Unterstützung	facilitation, assitance	facilitazione, assistenza	the process of making a discussion, meeting, etc. run well, so that everyone has a chance to speak and give their ideas and the group can make any decisions together: <i>Facilitation should not just be the responsibility of one person.</i>
facilitator	<i>n</i>	Moderator/in	facilitateur	facilitatore/facilitatrice	someone who makes a discussion, meeting, etc. run well, so that everyone has a chance to speak and give their ideas and the group can make any decisions together: <i>The company brought in an outside facilitator to the board meeting.</i>
fair	<i>adj</i>	gerecht	juste	equo, giusto	a fair situation, system, way of treating people, or judgment seems reasonable, acceptable, and right: <i>€150 is a fair price.</i> —fairly adv.
fairness	<i>n</i>	Fairness, Anstand	justice, honnêteté	onestà, correttezza	the quality of being fair: <i>News reports should be held to a high standard of accuracy and fairness.</i>
fair trade	<i>n</i>	fairer Handel	commerce éthique	commercio equo e solidale	the activity of making, buying and selling goods in a way that is morally right, for example by making sure that the people who grow or make a product have been paid a fair price for it: <i>The supermarket sells many fair trade items.</i>
fast fashion	<i>n</i>	schnelle Mode	mode éphémère	fast fashion, moda veloce	inexpensive clothes that are designed and made quickly and that are very fashionable, but that are not in shops for a long time: <i>Fast fashion is trendy but not always of very high quality.</i>
feedback	<i>n</i>	Rückmeldung, Feedback	remarques, feedback, retour	riscontro	advice, criticism, etc. about how successful or useful something is: <i>The line manager judges the trainee's work and provides feedback.</i>
field	<i>n</i>	Gebiet	domaine	campo	a subject that people study or are involved in as part of their work: <i>We are looking for graduates with degrees in artificial intelligence, languages and related fields.</i>
financial institutio	<i>n</i>	Finanzinstitut	institution financière	istituto finanziario	a business organisation that lends and borrows money, for example a bank: <i>All the big financial institutions cut their interest rates today.</i>
financial services	<i>n</i>	Finanzdienstleistungen	services financiers	servizi finanziari	[plural] the business activity of giving advice about investments and selling investments to people and organisations: <i>Banks have been moving into other areas of the financial services industry such as stockbroking and insurance.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
flexibility	<i>n</i>	Flexibilität	flexibilité	flessibilità	the ability to change or be changed easily to suit a different situation: <i>Employees expect flexibility in the workplace.</i>
flexible hours		flexible Arbeitszeit	horaires variables	orari flessibili	a situation in which an employer allows people to choose the times that they work so that they can do other things: <i>More employees are seeking flexible hours or work-at-home deals.</i>
follow	<i>v</i>	folgen, verstehen	suivre	capire	to understand something such as an explanation or story: <i>I didn't quite follow what he was saying.</i>
forecast	<i>v</i>	Vorhersage	prévisions	previsione	to make a statement saying what is likely to happen in the future, based on information that is available now: <i>This year we forecast growth of 30%.</i>
form	<i>v</i>	gründen	établir	fondare, istituire	to start an organisation, committee, government, etc.: <i>The charity was formed in 1946 and helps the poor in 38 countries.</i>
forum	<i>n</i>	Forum	forum	forum	a web page where people can discuss something by writing and replying to messages: <i>The forum was started by the HR department, and people came up with some good ideas for making the workplace more health-friendly.</i>
framework	<i>n</i>	Rahmen, Bezugsrahmen	cadre	quadro di riferimento	a set of ideas, rules or beliefs from which something is developed, or on which decisions are based: <i>This paper provides a framework for future research.</i>
freelance	<i>n</i>	Selbstständige/r	indépendant	libero/-a professionista	someone who works independently for different companies rather than being employed by one particular company: <i>I'm basically a freelance, and most of my work comes through various agencies.</i>
fulfil (also fulfill AmE)	<i>v</i>	erfüllen, befriedigen	répondre à, satisfaire	soddisfare	to do or provide what is necessary or needed: <i>There is little doubt that the scheme fulfils a need for our community.</i>
functional	<i>adj</i>	funktional	fonctionnel	funzionale	relating to doing one job or activity, or relating to the people who do that job or activity: <i>Functional training is done by the department itself.</i>
G					
garment	<i>n</i>	Kleidungsstück	vêtement	indumento	a piece of clothing: <i>The garments are made in India and shipped worldwide.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
gather	v	sammeln	ramasser, compiler	raccogliere	to get things or information from different places and put them together in one place: <i>The researcher's job is to gather information about people.</i>
globalisation (also globalization)	n	Globalisierung	globalisation	globalizzazione	the fact of companies doing business in many countries all around the world: <i>Globalisation can often lead to the destruction of local customs and cultures.</i>
go forward	phr v	voranschreiten, vorangehen	faire du progrès	procedere, andare avanti	if something that is planned to happen goes forward, it starts to happen or starts to make progress: <i>The project can only go forward if we can get enough financial support.</i>
go over	phr v	durchgehen	répéter, relire	ripetere	to repeat something, especially in order to explain it: <i>Could you go over that again, please?</i>
go the extra mile		sich überdurchschnittlich engagieren	faire un petit effort supplémentaire	fare un ulteriore sforzo	to try a little harder in order to achieve something, after you have already used a lot of effort: <i>Be willing to go the extra mile to show your enthusiasm, and it won't take long to stand out!</i>
goal	n	Ziel	objectif	obiettivo	something that you hope to achieve in the future: <i>For any project, it helps if you set yourself clear goals.</i>
gross	adj	brutto	brut	lordo	relating to a total amount before any tax or costs have been taken away (opposite net): <i>They made a gross profit of \$5 million.</i>
group	n	Gruppe	groupe	gruppo	a large business organisation that consists of several companies that all have the same owner: <i>There has been an increase in group profits</i>
guarantee	n	Garantie	garantie	garanzia	a formal promise that something will be done: <i>I cannot give a guarantee that there will be no redundancies.</i>
H					
hierarchy (plural hierarchies)	n	Hierarchie	hiérarchie	gerarchia	an organisation or structure in which the staff are organised in levels and the people at one level have authority over those below them: <i>Who are the key people in the company hierarchy?</i>
high-growth	adj	wachstumsstark	de forte croissance	a forte crescita	relating to companies whose earnings are increasing much faster than the rate at which the economy is growing: <i>What sales techniques do high-growth companies use?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
highlight	v	hervorheben	accentuer	mettere in evidenza, far risaltare	to make a problem or subject easy to notice so that people pay attention to it: <i>Your CV should highlight your skills and achievements.</i>
hit a problem/snag		plötzlich ein Problem haben	rencontrer un problème	incontrare un problema	to experience trouble, problems, etc.: <i>Things had been going well, and then we hit a major problem.</i>
housing market	n	Wohnungsmarkt, Immobilienmarkt	marché du logement	mercato immobiliare	the number and type of houses that are available in a particular area, how much they cost, etc.: <i>London's housing market has experienced its worst month in nearly a decade, and prices could drop further in the next 12 months.</i>
humanoid	adj	humanoid	humanoïde	umanoide	having a human shape and human qualities: <i>The robot was humanoid in appearance.</i>
I					
identify	v	identifizieren	identifier	identificare	to recognise something and understand its qualities: <i>They identified a number of problem areas in the company.</i>
image	n	Image	image	immagine	the general opinion that most people have of a person, organisation, product, etc.: <i>The store is trying to promote an upmarket image.</i>
impact	n	Auswirkung	effet	impatto	the effect or influence that an event, situation, etc. has on someone or something: <i>The expansion of the airport will have a negative impact on the environment.</i>
implement	v	umsetzen, ausführen	mettre en oeuvre	implementare	to take action or make changes that you have officially decided should happen: <i>We have decided to implement the committee's recommendations in full.</i>
implementation	n	Umsetzung, Ausführung	mise en oeuvre	implementazione	the process of taking action and making changes that you have officially decided should happen: <i>The implementation of cost-cutting measures has begun.</i>
incentive	n	Anreiz	prime, incitation	incentivo	something which is used to encourage people to do something, especially to make them work harder, produce more or spend more money: <i>If you want people to change their behaviour, it's a good idea to offer them some kind of incentive.</i>
increase	n	Erhöhung	augmentation	aumento	a rise in amount, number or degree: <i>Recent tax increases have affected the poor more than the rich.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
induction	<i>n</i>	Einführung	initiation, intégration	inserimento	the introduction and training of someone into a new job: <i>The department holds its own induction course.</i>
industry	<i>n</i>	Branche, Industrie	industrie	industria	businesses that produce a particular type of thing or provide a particular service: <i>He joined the company after working in the retailing and banking industries.</i>
infrastructure	<i>n</i>	Infrastruktur	infrastructure	infrastruttura	the basic systems and structures that a country or organisation needs in order to work properly, for example roads, railways, banks, etc.: <i>They've promised a \$65 billion investment package in education, health care and infrastructure .</i>
initiative	<i>n</i>	1 Maßnahme 2 Initiative	initiative	1 iniziativa, progetto 2 iniziativa, spirito d'iniziativa	1 an important new plan or process, done to achieve a particular aim or to solve a particular problem: <i>The cost-cutting initiatives are expected to result in savings of £300 million.</i> 2 take the initiative to take responsibility for doing or controlling something, and make decisions without waiting for someone to tell you what to do: <i>This is your project; you need to take the initiative and get it done.</i>
innovate	<i>v</i>	Neues schaffen	innover	innovare	to design and develop new and original products: <i>Large companies can find it hard to innovate.</i>
innovation	<i>n</i>	Innovation	innovation	innovazione	the introduction of new ideas or methods: <i>The company wants to speed up the pace of technological innovation.</i>
innovative	<i>adj</i>	innovativ	novateur, innovant	innovativo	an innovative idea or way of doing something is new, different, and better than those that existed before: <i>Succeeding in such an environment requires an innovative approach to business.</i>
insolvent	<i>adj</i>	insolvent	insolvable	insolvente	not having enough money to pay what you owe: <i>The company was later declared insolvent.</i>
insufficient	<i>adj</i>	nicht ausreichend	insuffisant	insufficiente, inadeguato	not enough, or not large enough: <i>His salary was insufficient for their needs.</i>
integrity	<i>n</i>	Integrität	intégrité	integrità	the quality of being honest and strong about what you believe to be right: <i>Lawyers questioned the integrity of some of the officials.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
interconnected	<i>adj</i>	miteinander verbunden	interconnecté	interconnesso	joined together either physically or electronically: <i>Your phone and your household heating system are interconnected, so that you can turn on the heating in the house before you get home.</i>
interest rate	<i>n</i>	Zinssatz	taux d'intérêt	tasso d'interesse	the amount charged by a bank, etc. when you borrow money, or paid to you by a bank when you keep money in an account there: <i>Interest rates are low right now, only 1.5%.</i>
internal	<i>adj</i>	intern	interne	interno	within a company or organisation, rather than outside it (opposite external): <i>The bank is holding an internal inquiry into the incident.</i>
internationalisation (also internationalization)	<i>n</i>	Internationalisierung	internationalisation	internazionalizzazione	the process of making something international or bringing it under international control: <i>Online learning has had a big impact on the internationalisation of the university.</i>
interpersonal skills	<i>n</i>	soziale Kompetenz	compétences sociales	capacità interpersonali	the ability to communicate and work well with other people and understand their feelings and needs: <i>Interpersonal skills are vital for good teamwork.</i>
intranet	<i>n</i>	Intranet	intranet	intranet	a computer network used for exchanging or seeing information within a company: <i>Photographs of new employees are posted on the intranet.</i>
invest	<i>v</i>	investieren	investir	investire	to buy shares, property or goods because you hope that the value will increase and you can make a profit: <i>He invested £50,000 in his brother's business.</i>
investment	<i>n</i>	Investition	investissement	investimento	something that you buy, such as shares (=one of the equal parts a company's ownership is divided into), bonds (=official documents that say a government will pay you back more than the money you used to buy the document) or property (=land or buildings), in order to make a profit later: <i>We plan to buy some property as an investment.</i>
irregular	<i>adj</i>	unregelmäßig	irrégulier	irregolare	not happening or done at the normal time for doing something: <i>Farm workers often work long, irregular hours.</i>
irritation	<i>n</i>	Reizung, Irritation	irritation	fastidio, seccatura	something that makes you annoyed: <i>The noise of phones ringing is an irritation for him when he's trying to work.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
issue	<i>n</i>	Angelegenheit	question, problème	questione, problema	a subject or problem that is often discussed or argued about: <i>There are a few issues that still need to be resolved.</i>
J					
junior	<i>adj</i>	junior	junior, cadet, novice	junior, subalterno	having a low or lower rank in an organisation or a profession: <i>Some junior employees might lack the courage to approach the boss.</i>
K					
key	<i>adj</i>	Schlüssel-, zentral	clé	chiave	very important or necessary: <i>A key factor in these companies' success is knowing their customers' preferences.</i>
kick off	<i>phr v</i>	beginnen, starten, anstoßen	démarrer	iniziare, dare l'avvio	to start something such as a project, meeting or event: <i>The company will kick off its advertising campaign in Europe next week.</i>
L					
label	<i>n</i>	Marke	marque	marchio	a company that makes something such as clothes, wine or music recordings: <i>Some labels make a point of using only cloth that is produced in a sustainable way.</i>
labour-intensive (also labor-intensive AmE)	<i>n</i>	arbeitsintensiv	qui nécessite une main-d'oeuvre abondante	ad alto impiego di manodopera	needing a lot of workers in order to do or produce something: <i>The company was using old, labour-intensive production methods.</i>
law-abiding	<i>adj</i>	gesetzestreu	respectueux de la loi	rispettoso della legge	respectful of the law and obeying it: <i>The role of the police is to enforce the law and protect law-abiding citizens.</i>
lending	<i>n</i>	Kreditvergabe	prêt	attività creditizia	the process or activity of allowing someone to borrow money from a bank or other financial institution: <i>Banks reduced the lending they were willing to do.</i>
lengthy (lengthier, lengthiest)	<i>adj</i>	langwierig, lang	long	lungo	continuing for a long time, often too long: <i>A lengthy period of training is required.</i>
limited partner	<i>n</i>	beschränkt haftender Teilhaber	commanditaire	socio/-a accomandante	someone who invests in a new business but does not have control of the business and is responsible for the business's debts only up to the amount they invested in it: <i>The limited partners can expect a good return on their investment</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
line	<i>n</i>	Linie	gamme	linea	a type of product that a company makes or sells, often with several different sizes, models, etc.: <i>The company has just launched a new line of small, low-priced computers.</i>
line manager	<i>n</i>	Linienmanager	supérieur hiérarchique	diretto superiore	someone who is one level higher in rank than you in a company and is in charge of your work: <i>Your line manager will do your appraisal.</i>
loan	<i>n</i>	Kredit	emprunt, prêt	prestito	an amount of money that you borrow from a bank, financial institution, etc.: <i>I had to take out a loan to buy my car.</i>
long-term	<i>adj</i>	langfristig	à long terme	a lungo termine	relating to a long long-term period of time into the future (opposite short-term): <i>Boeing has published predictions about long-term jet sales.</i>
loss	<i>n</i>	Verlust	perte	perdita	the fact of no longer having something that you used to have, or the fact of a business having less money than it did before, especially because of spending more than it earns: <i>The company is closing down two of its factories, leading to 430 job losses.</i>
loyalty	<i>n</i>	Loyalität	loyauté	fedeltà	the quality of always supporting your friends, company, country, etc.: <i>Can companies expect loyalty of their employees when they only offer short-term contracts?</i>
M					
mainstream	<i>adj</i>	massentauglich	courant dominant, traditionnel	convenzionale, di massa	accepted by or suitable for most ordinary people: <i>They made the clothes less high-fashion and more mainstream.</i>
make up ground		aufholen, Boden gutmachen	regagner du terrain	recuperare terreno	to make progress towards becoming successful again after a period of having difficulties: <i>After a string of losses, the team are starting to make up ground, with three wins in a row.</i>
make your mark		Einfluss haben, Zeichen setzen	laisser sa marque	lasciare il segno	to have an important or permanent effect on something: <i>She wants to make her mark in the company.</i>
make your mind up/make up your mind		sich entscheiden	se décider	prendere una decisione	to decide which of two or more choices you want, especially after thinking for a long time: <i>Have you made your mind up about what course to take?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
manage	v	1 leiten 2 schaffen, hinbekommen	1 gérer, diriger 2 réussir à faire	1 dirigere, gestire 2 riuscire	1 to direct or control a business or department and the people, equipment, and money involved in it: <i>He was asked to manage a new department.</i> 2 to succeed in doing something difficult, especially after trying very hard: <i>We somehow managed to persuade him.</i>
management	n	Management, Leitung	gestion, direction, management	amministrazione, gestione	1 the activity of controlling and organising the work that a company or organization does: <i>In banking as in every other business, good management is essential.</i> 2 the people who are in charge of a company or organisation: <i>The factory is under new management.</i> 3 the process of dealing with something difficult and controlling the effects that it has: <i>careful management of the economy</i>
change management	n	Änderungsmanagement	gestion du changement	gestione del cambiamento	the process of organising and introducing new methods of working in a business or other organisation: <i>Change management focuses on helping people change how they do their jobs.</i>
conflict management	n	Konfliktmanagement	gestion des conflits	gestione dei conflitti	the ability to deal with arguments or disagreements in a sensible, fair way: <i>Good conflict management leaves the people involved feeling that they have resolved a problem fairly.</i>
time management	n	Zeitmanagement	gestion du temps	gestione del tempo	the activity or skill of controlling the way you spend your time in order to work as effectively as possible: <i>Less experienced staff often struggle with time management.</i>
waste management	n	Entsorgung, Abfallmanagement	gestion des déchets	gestione dei rifiuti	the activity of controlling or organising how a company or area gets rid of unwanted materials or substances: <i>Recycling is one part of a waste management plan.</i>
margin (also profit margin)	n	Marge, Gewinnspanne	marge	margin	the amount of profit a business makes when selling something, after taking away what it costs to produce it: <i>Margins are low and many companies are struggling.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
market	<i>n</i>	Markt	marché	1 mercato 2 mercato azionario, borsa	1 a particular country, area or group of people to which a company sells or hopes to sell its goods or services: <i>Our main overseas market is Japan.</i> 2 the business of buying and selling shares, the place where this is done, or the companies that are involved in it (=stock market): <i>The company was floated on the stock market last year.</i>
market research	<i>n</i>	Marktforschung	étude de marché	ricerca di mercato	a business activity that involves collecting information about what goods people in a particular area buy, why they buy them, etc.: <i>Market research showed good potential for marketing the aftershave to older men.</i>
market share	<i>n</i>	Marktanteil	part du marché	quota di mercato	the percentage of sales in a particular market that a company or product has: <i>Faced with declining market share and falling profits, the firm laid off workers.</i>
maximise (also maximize)	<i>v</i>	maximieren	maximiser	massimizzare	to increase something or use it in a way that gives you the best value or result (opposite minimise): <i>The company's main aim is to maximize profit.</i>
measure	<i>v</i>	messen	mesurer	misurare	to judge the importance, value, or true nature of something: <i>Three criteria have been chosen to measure the company performance over the year.</i>
menial	<i>adj</i>	niedrig	subalterne	umile	menial work needs little skill and is usually badly paid: <i>They took menial factory jobs that no one else wanted.</i>
mentee	<i>n</i>	Schützling	protégé	mentee	someone who is getting help and advice from a mentor, to help them in their work: <i>The personality of the mentor can have a big effect on the mentee, so it's important to match them well.</i>
mentor ¹	<i>n</i>	Mentor	mentor	mentore	an experienced person who gives advice to less experienced people to help them in their work: <i>He now runs his own company and is a mentor to other young entrepreneurs.</i>
mentor ²	<i>v</i>	betreuen	guider, conseiller	fare da mentore	to be someone's mentor: <i>She mentors undergraduates who are training to be teachers.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
mentoring	<i>n</i>	Betreuung, Begleitung, Mentoring	mentorat, parrainage	mentoring	a process in which people with a lot of experience give advice and help other people at work, or young people preparing for work: <i>Many universities believe mentoring helps new students succeed in their studies.</i>
merge	<i>v</i>	fusionieren	fusionner	fondersi	if two or more companies, organisations, etc. merge, or if they are merged, they join together: <i>The bank announced that it was to merge with another of the high street banks</i>
millennial	<i>n</i>	Millennial	génération Y, génération du millénaire	millennial, generazione Y	someone who was born in the 1980s or 1990s and became an adult during or after the year 2000: <i>Millennials run some of the biggest tech companies around.</i>
minimise (also minimize)	<i>n</i>	kleinreden, herabreden	minimiser	minimizzare	to make something seem less important or difficult (opposite maximise): <i>We must not minimise the problem of discrimination in the workplace.</i>
minimum	<i>adj</i>	Mindest-	minimum	minimo	the smallest or least that is possible, allowed or needed: <i>Minimum investment in each fund is £2,000.</i>
minimum wage	<i>n</i>	Mindestlohn	salaire minimum	salario minimo	[singular] the lowest amount of money that an employer can legally pay to a worker: <i>Most of the new jobs in the area only pay the minimum wage.</i>
mixed	<i>adj</i>	gemischt	varié, mélangé	misto	having some good and some bad parts or features: <i>The car has had mixed reviews.</i>
moral	<i>adj</i>	moralisch	moral	morale	relating to ideas about what is right and wrong behaviour: <i>I think you can run a business according to the highest moral standards.</i>
morale	<i>n</i>	Moral, Stimmung	état d'esprit	stato d'animo	the level of confidence and positive feelings among a group of people who work together: <i>The poor working conditions have a bad effect on staff morale.</i>
motivate	<i>n</i>	motivieren	motiver	motivare	to encourage someone and make them want to work hard: <i>The profit-sharing plan is designed to motivate the staff.</i>
motivated	<i>adj</i>	motiviert	motivé	motivato	eager to do something or achieve something, especially because you find it interesting or exciting: <i>They have a highly motivated workforce.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
motivation	<i>n</i>	Motivation	motivation	motivazione	eagerness and willingness to do something without needing to be told or forced to do it: <i>He is an intelligent pupil, but he lacks motivation.</i>
movement	<i>n</i>	Bewegung	mouvement	movimento	a group of people who share the same ideas or beliefs and who work together to achieve a particular aim: <i>He was a leader in the civil rights movement of the 1960s.</i>
mutually	<i>adv</i>	gegenseitig	mutuellement	reciprocamente	relating to feelings or help that two people give each other: <i>We eventually arrived at a figure that was mutually acceptable.</i>
N					
needs analysis	<i>n</i>	Bedarfsanalyse	analyse des besoins	analisi dei bisogni, analisi delle esigenze	the process of finding out what a person or group needs to learn or know in order to improve their skills, knowledge, etc.: <i>A needs analysis allows Human Resources to arrange for courses suited to an individual's needs.</i>
negative	<i>n</i>	das Negative	inconvéient, point négatif	aspetto negativo	something bad or harmful (opposite positive): <i>The negatives outweigh the positives on this issue.</i>
negotiate	<i>v</i>	verhandeln	négociier	negoziare	to discuss something in order to reach an agreement: <i>They negotiated a new contract with the sellers.</i>
negotiation	<i>n</i>	Verhandlung	négociation	negoziiazione	official discussions between groups who are trying to reach an agreement: <i>The company entered into negotiations for the purchase of a site just outside the town.</i>
net	<i>adj</i>	netto	net	netto	a net amount of money is one that remains after things such as costs and tax have been taken away: <i>Net profits have grown year on year</i>
O					
objective	<i>n</i>	Ziel	objectif, but	obiettivo	something that you are trying to achieve: <i>Our objective is to grow earnings at about 6% a year.</i>
obstacle	<i>n</i>	Hindernis	obstacle	ostacolo	something that makes it difficult to achieve something: <i>Fear of change is an obstacle to progress.</i>
online training	<i>n</i>	Online-Training	formation en ligne	formazione online	the process of using computers and the internet to teach the skills or knowledge needed for a particular job: <i>Online training allows people to train at the best time for them.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
on-the-job	<i>adj</i>	bei der Arbeit	en milieu de travail, au travail	sul lavoro	while working, or at work: <i>The on-the-job training was very good.</i>
open	<i>adj</i>	offen	ouvert	aperto	willing to consider something new or to accept something new: <i>The committee is open to suggestions.</i>
openness	<i>n</i>	Offenheit	ouverture	apertura	the quality of being honest and willing to talk about things and accept new ideas and people: <i>Openness to change is difficult but usually necessary.</i>
open-plan	<i>adj</i>	offen, Großraum	ouvert	aperto, open-space	an open-plan office, school, etc. does not have walls dividing it into separate rooms: <i>Financial institutions want large, open-plan floors.</i>
operating cost	<i>n</i>	Betriebskosten	coût opérationnel	costo d'esercizio	a cost involved in the general running of a business or organisation: <i>There is a company-wide programme to reduce operating costs.</i>
opportunity	<i>n</i>	Gelegenheit	occasion	opportunità	a chance to do something, especially something interesting or something that will improve your situation: <i>Several employees took the opportunity to retire early.</i>
optimistic	<i>adj</i>	optimistisch	optimiste	ottimistico, ottimista	believing that good things will happen in the future (opposite pessimistic): <i>Bankers are optimistic about the country's economic future.</i>
option	<i>n</i>	Option	option, choix	opzione	a choice you can make in a particular situation: <i>There are a number of options available.</i>
organic	<i>adj</i>	biologisch, ökologisch	organique, biologique	organico	relating to methods of growing plants without using artificial chemicals, or produced or grown by these methods: <i>Organic farming is better for the environment.</i>
organisational behaviour (also organizational behavior <i>AmE</i>)	<i>n</i>	Verhalten in Organisationen	comportement organisationnel	comportamento organizzativo	the way in which the people in an organisation work together, and how this affects the organisation as a whole: <i>The type of management a company has directly affects its organisational behaviour.</i>
outside the scope of something		den Rahmen sprengen von etwas	hors sujet, en-dehors du périmètre	non rientrare nell'ambito di qualcosa, andare al di là di qualcosa	to not be included in the range of things that a subject, activity, book, etc. deals with: <i>A full discussion of that issue is beyond the scope of this meeting.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
overloaded	<i>adj</i>	überlastet	surchargé	sovraccarico	having more work, information, etc. than you can deal with: <i>Many working parents feel completely overloaded.</i>
oversee (<i>past tense</i> <i>oversaw, past</i> <i>participle</i> <i>overseen</i>)	<i>v</i>	beaufsichtigen, überwachen	superviser	soprintendere, seguire	to be in charge of a group of workers and check that a piece of work is done satisfactorily: <i>A team leader was appointed to oversee the project.</i>
oversight	<i>n</i>	Versehen	oubli, erreur	errore, svista	a mistake in which you forget something or do not notice something: <i>I'm sure it was just an oversight that your name wasn't on the list.</i>
overtime	<i>n</i>	Überstunden	heures supplémentaires	lavoro straordinario	time that you spend working in your job in addition to your normal working hours: <i>The salary figure does not include overtime pay.</i>
overview	<i>n</i>	Übersicht	vue d'ensemble	panoramica, visione d'insieme	a short description of a subject or situation that gives the main ideas without explaining all the details: <i>Can you give us an overview of the issues involved?</i>
overwhelmed	<i>adj</i>	überwältigt, überlastet	accablé, submergé, abattu	sopraffatto	having too much work and feeling like it is too difficult to deal with it: <i>We were overwhelmed by the number of applications for the job.</i>
P					
paraphrase	<i>v</i>	umschreiben, zusammenfassen	paraphraser	parafrasare	to express in a shorter, clearer or different way what someone has said or written: <i>The article only paraphrased the speech and gave no direct quotes.</i>
partnership	<i>n</i>	Partnerschaft	partenariat, association	partenariato	a relationship between two people, organisations or countries that work together, or the situation of working together: <i>The two companies have built up a close partnership over the past four years.</i>
joint partnership	<i>n</i>	gemeinsame Partnerschaft	partenariat conjoint	partenariato congiunto	a business relationship in which two companies or organisations work together on a particular project and share the costs and profits: <i>The council and the housing association have formed a joint partnership for the low-cost housing scheme.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
partner up	<i>phr v</i>	eine Partnerschaft eingehen	s'associer avec	associarsi	to work with someone on a business project: <i>The company has partnered up with a number of stores to provide a flower delivery service.</i>
passion	<i>n</i>	Leidenschaft	passion	passione, vivo interesse	a very strong liking for something: <i>He had a researcher's passion for his subject.</i>
pay	<i>n</i>	Bezahlung	salaire, paie	paga, salario	money that you are given for doing your job: <i>Staff have been working without pay for the last month .</i>
pay rate	<i>n</i>	Vergütungssatz, Lohnsatz	taux de rémunération	stipendio	a payment for a job that is set according to a standard scale: <i>What's the starting pay rate for a personal assistant?</i>
pay rise (also pay raise <i>AmE</i>)	<i>n</i>	Lohnerhöhung, Gehaltserhöhung	augmentation de salaire	aumento dello stipendio	an increase in the amount of money you are paid for doing your job: <i>They were recently awarded a 4% pay rise.</i>
pay structure	<i>n</i>	Vergütungsstruktur	structure de rémunération	struttura salariale	the way in which different amounts of pay are connected with different jobs and levels of responsibility: <i>In some countries, teachers have a performance-related pay structure.</i>
performance	<i>n</i>	Leistung	rendement, résultats	prestazione, performance	the way that someone does their job, and how well they do it: <i>Some people were critical of his performance as a manager.</i>
performance-related	<i>n</i>	leistungsbezogene Vergütung	rémunération au rendement	retribuzione legata al rendimento sul lavoro	money that you earn for your work, which is increased if you do your work very well: <i>Performance-related pay has been introduced for general managers.</i>
performance review	<i>n</i>	Mitarbeitergespräch, Leistungsbeurteilung	examen du rendement	valutazione delle prestazioni	a meeting between a manager and a worker to discuss the quality of someone's work and how well they do their job (=appraisal): <i>You will have a yearly performance review.</i>
personalisation (also personalization)	<i>n</i>	Personalisierung	personnalisation	personalizzazione	the process of designing or changing something so that it is suitable for a particular person: <i>Personalisation means that we can create products that match a client's exact requirements.</i>
personalise (also personalize)	<i>v</i>	personalisieren	personnaliser	personalizzare	to design or change something so that it is suitable for a particular person: <i>All the products can be personalised to the client's exact requirements. — personalised adj.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
perspective	<i>n</i>	Perspektive	point de vue	prospettiva	a way of thinking about something, especially one which is influenced by the type of person you are or by your experiences: <i>I think it was a good thing to do, from a business perspective.</i>
persuade	<i>v</i>	überzeugen, überreden	persuader, convaincre	convincere	to make someone decide to do something, believe something or feel sure about something: <i>I am not persuaded by these arguments.</i>
pessimistic	<i>adj</i>	pessimistisch	pessimiste	pessimistico, pessimista	expecting that bad things will happen in the future or that something will have a bad result (opposite optimistic): <i>He's quite pessimistic about his chances of getting another job.</i>
petition	<i>n</i>	Petition	pétition	petizione	a written request signed by a lot of people, asking someone in authority to do something or change something: <i>They wanted me to sign a petition against experiments on animals.</i>
pick up on	<i>phr v</i>	aufgreifen	revenir sur	riallacciarsi a	to return to a point or an idea that has been mentioned and discuss it more: <i>I'd like to pick up on a point that Steven made earlier.</i>
picture	<i>n</i>	Bild	image	quadro	the general situation in a place, organisation, etc.: <i>By asking these questions, I was able to get a more complete picture.</i>
the big picture		das große Ganze	vue d'ensemble	quadro generale	the general situation, considered as a whole: <i>We were so caught up in the details that we lost sight of the big picture.</i>
piece rate	<i>n</i>	Stücklohn	tarif à la pièce	retribuzione a cottimo	an amount of money that is paid for each item a worker produces, rather than for the time taken to make it: <i>The workers are paid on a piece rate.</i>
platform	<i>n</i>	Betriebssystem	Plate-forme	piattaforma	a particular type of computer system or software that can be used to create applications: <i>The app runs on both Apple and Android platforms.</i>
policy	<i>n</i>	Grundsatz, Strategie, Politik	politique	politica, linea di condotta	a course of action that has been officially agreed and chosen by a political party, business or other organisation: <i>The company has adopted a strict no-smoking policy.</i>
position	<i>n</i>	Position	position	posizione, impiego	formal a job: <i>Twelve people applied for the position.</i>
positive	<i>n</i>	das Positive	aspect positif	aspetto positivo	a quality or feature that is good or useful (opposite negative): <i>You can find positives in any situation.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
postpone	v	verschieben, verlegen	reporter	rinvviare, posporre	to change the date or time of a planned event or action to a later one: <i>The meeting has been postponed until next Tuesday.</i>
potential	adj	potenziell	potentiel	potenziale, futuro	likely to develop into a particular type of person or thing in the future: <i>We're always looking for new ways of attracting potential customers</i>
practice	n	Praktik	pratique	pratica	something that people do often, especially a particular way of doing something: <i>What can American companies learn from European business practices?</i>
predict	v	vorhersagen	prédire	prevedere	to say what you think will happen: <i>Economists are predicting that growth will slow.</i>
prediction	n	Vorhersage	prédiction, prévision	previsione	a statement about what you think is going to happen, or the act of making this statement: <i>The data can be used to make useful economic predictions.</i>
predictive	adj	Vorhersage-	prédicatif	predittivo	relating to a system's ability to use information to say what is likely to happen next: <i>Predictive cruise control uses GPS systems to get the information it needs to adjust a vehicle's speed.</i>
present	v	sich präsentieren	présenter	presentare	to show or describe someone or something: <i>The government presents itself as being sensitive to environmental issues.</i>
presentation	n	Präsentation, Vortrag	présentation	presentazione	an event at which you describe or explain a new product or idea, or the way in which you show or explain something: <i>All the salespeople have had training in presentation skills.</i>
press release	n	Pressemeldung	communiqué de presse	comunicato stampa	an official statement giving information to the newspapers, radio or television: <i>The company didn't comment on the charges, but will be issuing a press release today.</i>
prioritise (also prioritize)	v	nach Priorität ordnen	classer par ordre de priorité	dare priorità	to put several tasks, problems, etc. in order of importance, so that the most important ones are done first: <i>You need to prioritise your tasks.</i>
priority	n	Priorität	priorité	priorità	the thing that is more important than anything else, and that needs attention first: <i>Cost-cutting measures continue to be the first priority at the company.</i>
high priority		hohe Priorität	haute priorité	alta priorità	important and needing to be done or dealt with quickly: <i>What do you when everything is a high priority?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
<i>low priority</i>		niedrige Priorität	priorité basse	bassa priorità	not important and not needing to be done or dealt with quickly: <i>I will deal with the low priority tasks later.</i>
<i>top priority</i>		höchste Priorität	priorité absolue	massima priorità	the thing that you think is most important: <i>Increasing sales is our top priority.</i>
proactive	<i>adj</i>	proaktiv	proactif	proattivo	making things happen or change rather than reacting to events: <i>It's worth being proactive and actually asking for a contract.</i>
problematic	<i>adj</i>	problematisch	problématique	problematico	involving problems and difficult to deal with: <i>The reforms could turn out to be highly problematic.</i>
process	<i>n</i>	Verfahren, Vorgehen	procédé	processo, operazione	a series of actions taken to perform a particular task or achieve a particular result: <i>A decision will only be taken after a formal consultation process.</i>
productivity	<i>n</i>	Produktivität	productivité	produttività	the rate at which goods are produced, and the amount produced in relation to the work, time and money needed to produce them: <i>Managers are always looking for ways to increase worker productivity.</i>
profile	<i>n</i>	1 Profil 2 Bekanntheitsgrad	1 profil 2 (bien) en vue	1 profilo 2 visibilità	1 a short description of someone or something, giving the most important details about them: <i>The article gave a profile of the company.</i> 2 raise/increase your profile if a person or an organisation raises their profile, they get more attention from people: <i>The advertising campaign is designed to raise the bank's profile.</i>
profit	<i>n</i>	Profit, Gewinn	profit, bénéfice	profitto, guadagno	money that you gain from selling something, or from doing business in a particular period of time, after taking away costs: <i>Since it was set up two years ago, the company hasn't earned a profit but could break even this year.</i>
profitability	<i>n</i>	Ertragskraft, Wirtschaftlichkeit	rentabilité	redditività	the amount of profit a company makes: <i>The new products are popular and have boosted the company's profitability.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
promote	v	1 befördern 2 bewerben	1 promouvoir 2 promouvoir, faire la promotion de	promuovere	1 to give someone a better-paid, more responsible job in a company or organisation: <i>Helen was promoted to senior manager.</i> 2 to try hard to sell a product or service, especially by advertising it widely, reducing its price, etc.: <i>To promote their new shampoo, they are selling it at half price for a month.</i>
promotion	n	1 Beförderung 2 Werbung, Promotion	1 promotion, avancement 2 publicité, promotion	1 promozione, avanzamento di carriera 2 promozione, campagna promozionale	1 the fact of getting a better paid and more responsible job or position in a company or organisation: <i>I want a job with good prospects for promotion.</i> 2 an activity such as special advertisements or free gifts intended to sell a product or service: <i>Their winter sales promotion is starting this week.</i>
proposal	n	Vorschlag, Angebot	proposition	proposta, offerta	a plan or idea which is suggested formally to an official person, or the process of suggesting a plan or idea: <i>The proposal was approved by the committee.</i>
propose	v	vorschlagen	proposer	proporre, suggerire	to suggest something such as a plan or course of action: <i>Lyle proposed large cuts in the training budget.</i>
public	n	Öffentlichkeit	public	pubblico	the public ordinary people who do not work for the government or have any special position in society: <i>The meeting will be open to the public.</i>
publicity	n	öffentliche Aufmerksamkeit, Reklame	publicité	pubblicità, attenzione	the attention that someone or something gets from newspapers, television, etc.: <i>The case has received massive publicity.</i>
put something ↔	phr v	verschieben, aufschieben	reporter	rinvviare qualcosa	to delay doing something or to arrange to do something at a later time or date, especially because there is a problem or you do not want to do it now: <i>She put off the meeting until the report was ready.</i>
Q					
qualification	n	Abschluss, Qualifikation	diplôme, qualification	titolo, qualifica	an examination that you have passed at school, university or in your profession: <i>She's studying for a professional qualification in marketing while working full time.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
quarter	<i>n</i>	Quartal	trimestre	trimestre	a period of three months: <i>Our database is updated every quarter.</i>
questionable	<i>adj</i>	fragwürdig	discutable	discutibile	not likely to be good, honest or true: <i>Looking back, we did make some questionable decisions.</i>
R					
rapport	<i>n</i>	harmonisches Verhältnis	entente	rapporto, relazione	friendly agreement, communication and understanding between people: <i>It's important to build up a rapport with your customer.</i>
real economy	<i>n</i>	Realwirtschaft	économie réelle	economia reale	the real economy the part of the economy that is concerned with actually producing goods and services, as opposed to the part of the economy that is concerned with buying and selling on the financial markets: <i>The Federal Reserve Bank was still putting up interest rates while the real economy was shrinking.</i>
real time	<i>n</i>	Echtzeit	temps réel	tempo reale	a system in which a computer deals with information as it receives it, and is able to use this information to change how it is doing a task: <i>Airline booking systems need to work in real time.</i>
re-assess, reassess	<i>v</i>	neu überdenken, neu bewerten	réexaminer	riconsiderare	to think about something again carefully in order to decide whether to change your opinion or judgment about it: <i>This has caused us to reassess the way we approach our planning.</i>
recap	<i>v</i>	rekapitulieren	récapituler	ricapitolare	to repeat the main points of something that has just been said: <i>Let me just recap what's been discussed so far.</i>
recede	<i>v</i>	zurückgehen	reculer, baisser	diminuire, ridursi	if prices, interest rates etc recede, they decrease: <i>Growth is expected to recede throughout the year.</i>
recession	<i>n</i>	Rezession	récession	recessione	a difficult time when there is less trade, business activity, etc. in a country than usual: <i>Attempts to pull the country out of recession are not yet working.</i>
recognise (also recognize)	<i>v</i>	1 Anerkennung bekommen 2 erkennen	reconnaître	1 apprezzare, riconoscere 2 identificare, riconoscere	1 to say publicly that someone has done a good job or achieved something good: <i>She was recognised for her work in R&D.</i> 2 to notice something and know what it is or what it means: <i>He is able to recognise the problem and give advice.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
recognition	<i>n</i>	Anerkennung	reconnaissance	riconoscimento	public respect and thanks for someone's work or achievements: <i>He was presented with a gold watch in recognition of his service to the company.</i>
recommend	<i>v</i>	empfehlen	recommander	consigliare, raccomandare	to advise someone to do something, especially because you have special knowledge of a situation or subject: <i>I recommend that you get some professional advice.</i>
recover	<i>v</i>	1 sich erholen 2 wiedererhalten, rückgewinnen	1 se remettre 2 récupérer	1 riprendersi 2 recuperare	1 to return to a normal condition after a period of trouble or difficulty: <i>Yesterday morning shares seemed to recover from Monday's collapse.</i> 2 to get back money that you have spent or lost: <i>The company sued the suppliers, and has recovered about one third of its loss.</i>
recovery (plural recoveries)	<i>n</i>	Erholung	récupération	ripresa	when prices, sales, etc. increase or the economy grows again after a difficult period of time: <i>The US is showing solid signs of an economic recovery.</i>
recruit	<i>n</i>	Neuling, neue/r Mitarbeiter/in	recrue	neoassunto/-a	someone who has recently joined a company or organisation: <i>New recruits are sent to the Atlanta office for training.</i>
recruitment	<i>n</i>	Einstellung, Anwerbung, Rekrutierung	recrutement	reclutamento, assunzione	the process or the business of finding new people to work for your company: <i>Recruitment is difficult at the moment.</i>
redundancy (plural redundancies)	<i>n</i>	Entlassung, Arbeitslosigkeit	licenciement économique	licenziamento (per esuberanza di personale)	BrE a situation in which someone has to leave their job, because they are no longer needed (=lay-off AmE): <i>Over 2,000 car workers now face redundancy.</i>
redundant	<i>adj</i>	arbeitslos, ohne Beschäftigung	licencié	licenziato (per esuberanza di personale)	BrE if you are redundant, your employer no longer has a job for you (=laid off AmE): <i>Seventy factory workers were made redundant in the resulting cuts.</i>
re-entry	<i>n</i>	Rückkehr	rentrée	rientro, ritorno	the act of starting to be involved in something again: <i>Re-entry into the workplace can be difficult after a career break.</i>
refine	<i>v</i>	weiterentwickeln, verfeinern	parfaire, améliorer	perfezionare, migliorare	to improve a method, plan, system, etc. by gradually making slight changes to it: <i>Car makers are constantly refining their designs.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
reflect	v	nachdenken	réfléchir	riflettere	to think carefully about something that has happened, or to say something that you have been thinking about: <i>He had time to reflect on his successes and failures.</i>
regret	v	bedauern	regretter	rimpiangere	to feel sorry and sad that something bad has happened, especially when you caused the problem: <i>We regret any inconvenience caused to our customers.</i>
reinvent	v	neu erfinden	réinventer	reinventare	reinvent yourself to do something differently from before, especially in order to improve or change your career: <i>Bowie constantly reinvented himself during his long career.</i>
relocate	v	umziehen, verlagern	déménager	trasferire	if a company or worker relocates or is relocated, they move to a different place: <i>The company plans to relocate its corporate headquarters to Warsaw.</i>
relocation	n	Umzug, Standortwechsel	déménagement	trasferimento	the process of moving to a different place for your job, or of a company moving to a different place: <i>The relocation went fairly smoothly.</i>
rely on	phr v	sich verlassen auf, angewiesen sein auf	compter sur	fare affidamento su	to trust or depend on someone or something, especially to do what you need: <i>Many working women rely on relatives to help take care of their children.</i>
remotely	adv	Fern-, von zu Hause aus	à distance	da remoto	from far away: <i>More and more people are working remotely.</i>
reputation	n	Ruf, Renommee	réputation, prestige	reputazione, fama	the opinion that people have about someone or something because of what has happened in the past: <i>Over the years, the company has gained a reputation for making quality products.</i>
request	v	erbitten, anfragen	demander, solliciter	richiedere	to ask for something in a polite or formal way: <i>To request more information, please call our toll-free number.</i>
resist	v	widerstehen	résister	resistere	to refuse to accept or agree to a change or to something someone wants you to do: <i>He resisted pressure to resign.</i>
resistance	n	Widerstand	résistance	resistenza	a refusal to accept or agree to something: <i>The proposals met with considerable resistance from our American colleagues.</i>
resources	n	Ressourcen	ressources	risorse	something such as money, property, skill, labour, etc. that a company has available: <i>We have the necessary financial resources to respond to these problems.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
respect	<i>n</i>	Respekt	respect	rispetto	the belief that something or someone is important and should not be harmed, treated rudely, etc.: <i>I don't think these companies have any respect for the environment.</i>
responsible	<i>adj</i>	verantwortungsbewusst	responsable	responsabile	able to be trusted, because you accept that you have a duty to look after something or someone and behave in a moral way: <i>Responsible companies take care of the environment.</i>
<i>socially responsible</i>	<i>adj</i>	gesellschaftlich verantwortlich	socialment responsable	socialmente responsabile	behaving in a moral way towards society, for example by being fair, taking care of the environment, being involved in your community, etc.: <i>Many large companies feel an obligation to be socially responsible.</i>
responsive	<i>adj</i>	reagierend auf, eingehend auf	adaptable, réactif	sensibile, pronto a comprendere	ready to react in a useful or helpful way to problems, complaints, market changes, etc.: <i>Their drive to become a more flexible, customer-responsive organisation has improved sales dramatically.</i>
restructure	<i>v</i>	umstrukturieren	restructurer	ristrutturare, riorganizzare	if a company restructures, or someone restructures it, it changes the way it is organised or financed: <i>The group will restructure, reducing the workforce by as much as 19%.</i>
restructuring	<i>n</i>	Umstrukturierung	restructuration	ristrutturazione, riorganizzazione	the process of changing the way a company is organised or financed: <i>About 15% of employees lost their jobs during the restructuring.</i>
retain	<i>v</i>	behalten	retenir, garder	trattenere	if a company retains workers, the workers stay with the company rather than taking jobs with other employers: <i>It's increasingly difficult to recruit and retain good staff.</i>
retention	<i>n</i>	Beibehalten, Bewahren, Behalten	réention, maintien	mantenimento, fidelizzazione	when workers stay with a company rather than taking a job with another employer: <i>We have detected a definite improvement in employee retention.</i>
retire	<i>v</i>	in Rente gehen	prendre sa retraite	andare in pensione	to stop working, usually because you have reached a certain age: <i>Most people retire at 65.</i>
retirement	<i>n</i>	Rente	retraite	pensionamento	when you stop working, usually because of your age: <i>He announced his retirement as chief executive of the company.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
return (also return on investment, abbreviation ROI)	<i>n</i>	Rückkehr, Rendite, Rückzahlung	retour (sur investissement)	indice di redditività del capitale investito, ritorno sugli investimenti	the amount of profit that a company gets from something in a particular period of time, in relation to the amount it has invested in it: <i>The television programme was expensive to make, but the company is hoping for a good return on investment.</i>
revenue (also revenues plural)	<i>n</i>	Ertrag, Einkünfte	revenu	entrate, ricavi	money that a business or organisation receives over a period of time, especially from selling goods or services: <i>The company has an annual revenue of about \$8 million.</i>
review ¹	<i>v</i>	überprüfen	examiner, contrôler, analyser	esaminare, rivedere	to examine a situation or process carefully in order to see if changes are needed or if it can be improved: <i>We will review your situation and decide how we can help you.</i>
review ²	<i>n</i>	Bewertung, Analyse, Prüfung	révision	revisione	a careful examination of a situation or process, especially to see if it can be improved: <i>The company hired him to conduct an independent review of their workplace procedures.</i>
revise	<i>v</i>	überarbeiten	réviser, modifier	modificare, rivedere	to change something by adding new information, making improvements or correcting mistakes: <i>Sales forecasts have been revised due to the downturn in the economy.</i>
reward ¹	<i>n</i>	Belohnung, Entgelt, Bonus	récompense, prime	ricompensa, gratifica	something that you receive because you have done something good or helpful: <i>She got no reward for all the hard work she did.</i>
reward ²	<i>v</i>	belohnen	récompenser	ricompensare	to give someone something such as money because they have done something good or helpful: <i>The bonus system rewards workers who meet targets.</i>
reward system	<i>n</i>	Anreizsystem, Belohnungssystem	système de récompense	sistema di ricompensa	a system in which employees receive extra money or other advantages from their employer, especially for achieving particular results: <i>Managers must design reward systems which satisfy individuals and the objectives of the organization</i>
rewarding	<i>adj</i>	lohnend, erfüllend	gratifiant, enrichissant	gratificante, appagante	making you feel happy and satisfied because you feel you are doing something useful or important: <i>Teaching can be a very rewarding career.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
rise through the ranks		beruflich aufsteigen	grimper dans la hiérarchie	fare la gavetta	to make progress in your job, moving from a low position to a high position with more responsibility: <i>She had joined the company as a secretary and risen through the ranks to become a senior sales director.</i>
risk	<i>n</i>	Risiko	risque	rischio	the possibility that something may be lost, harmed or damaged, or that something bad, unpleasant or dangerous may happen: <i>If you're considering starting a business, think carefully about the risks involved.</i>
risk assessment	<i>n</i>	Risikobewertung	évaluation des risques	valutazione del rischio	an examination of the possible risks involved in doing something, so that organisations can decide whether something is worth doing and how they can reduce the risks: <i>Any organisation employing more than four people must carry out a health and safety risk assessment.</i>
role	<i>n</i>	Rolle, Aufgabe	rôle	ruolo	the way in which someone or something is involved in an activity or situation, and how much influence they have on it: <i>Mr Jones took on the role of spokesperson for the organisation.</i>
room	<i>n</i>	Raum	marge	marginie	there is room for improvement used to say that something is not perfect and can be improved: <i>You did well on the last project, but there's still room for improvement.</i>
routine	<i>n</i>	Routine	routine	routine	the usual order in which you do things, or the things you regularly do: <i>She does not like having her work routine interrupted.</i>
S					
sabbatical	<i>n</i>	Auszeit, Urlaubsjahr, Urlaubssemester	sabbatique	sabbatico, anno sabbatico	a period of time when someone takes an agreed break from their work in order to study or travel: <i>He spent his sabbatical studying computer applications in finance.</i>
salary (plural salaries)	<i>n</i>	Gehalt	salaire	salario, stipendio	money that you receive as payment from the organization you work for, usually paid to you every month: <i>It sounds an interesting job, but the salary is too low.</i>
savings	<i>n</i>	Ersparnisse	économie	risparmi	[plural] all the money that you have saved, especially in a bank or financial institution: <i>Buying a house had taken all their savings.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
schedule	<i>n</i>	Zeitplan	horaire	programma, tabella	a plan of what someone is going to do and when they are going to do it: <i>I'm going to be working to a very tight schedule.</i>
<i>behind schedule</i>		in Verzug	en retard	indietro sulla tabella di marcia, in ritardo	when events are happening later than the time that was planned: <i>We are running several weeks behind schedule.</i>
scheme	<i>n</i>	Programm, Plan	programme	programma, piano	an official plan or system for doing something or providing something (=program AmE): <i>The company runs an apprentice training scheme.</i>
sector	<i>n</i>	Sektor	secteur	settore	all the organisations or companies in a particular area of activity, industry, etc.: <i>The electronics sector accounted for revenue of £940.4 million.</i>
seminar	<i>n</i>	Seminar	séminaire	seminario	a class on a particular subject, usually given as a form of training and often a few hours or days long: <i>Publishers and writers from 13 countries attended the seminar.</i>
senior	<i>adj</i>	senior	supérieur	di alto grado, superiore	having a high position in an organisation, company, etc.: <i>He has held several senior management positions.</i>
session	<i>n</i>	Sitzung	session, séance	sessione	a period of time used for a particular activity, especially by a group of people: <i>After the opening session we run a series of workshops.</i>
set	<i>v</i>	setzen	déterminer, fixer	fissare, stabilire	to decide that something should happen or be achieved: <i>Set goals that are realistic—can you do them in the time you have?</i>
setback	<i>n</i>	Rückschlag	recul	battuta d'arresto, rovescio	a problem that delays or prevents progress, or makes things worse than they were: <i>After a series of setbacks, things are beginning to look up for Spain's second-largest bank.</i>
settle	<i>v</i>	sich eingewöhnen	s'installer	ambientarsi, inserirsi	to feel comfortable, calm and relaxed in a new situation, place, job, etc.: <i>It didn't take Charlie long to settle into his new job.</i>
severity	<i>n</i>	Ernst, Schwere	sévérité	gravità, serietà	the quality of being very bad or very serious: <i>We didn't realize the severity of the problem.</i>
shadow	<i>v</i>	jmd über die Schulter gucken	regarder par-dessus de l'épaule de qn.	affiancare	to watch someone very closely or work with them in order to learn how they do their job: <i>The managers were shadowed by trainees in the bank's development programme.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
shame	<i>n</i>	Scham	honte	vergogna	the feeling you have when you feel guilty and embarrassed because you, or someone who is close to you, have done something wrong: <i>He felt a deep sense of shame over the way he'd treated her.</i>
share	<i>n</i>	Aktie	action, part	quota, azione	one of the equal parts into which the ownership of a company is divided: <i>We've got shares in Allied Chemicals.</i>
shareholder	<i>n</i>	Aktionär/in	actionnaire	azionista	someone who owns shares in a company or business: <i>Shareholders have been told to expect an even lower result next year.</i>
short-term	<i>adj</i>	kurzfristig	à court terme	a breve termine	continuing for only a short time, or concerned only with the period of time that is not very far into the future (opposite long-term): <i>Most of the staff are on short-term contracts.</i>
significant	<i>adj</i>	erheblich	important	significativo	large enough to be noticeable or have noticeable effects: <i>A significant part of Japan's wealth is invested abroad.</i>
six-figure	<i>adj</i>	sechsstellig	à six chiffres	a sei zeri	[only before noun] used to describe a number that is 100,000 or more, especially an amount of money: <i>She is reported to want a four-year, six-figure contract.</i>
skill	<i>n</i>	Fähigkeit	compétence	abilità, capacità	an ability to do something well, especially because you have learned and practised it: <i>Many jobs today require computer skills.</i>
skills set	<i>n</i>	Fähigkeiten	ensemble de compétences	insieme di competenze	all the different skills that are needed to do a particular job: <i>The skill sets needed for the two positions are very different.</i>
soft skill	<i>n</i>	Softskills	compétences personnelles	soft skill, capacità relazionali	an ability to get along with and talk to other people, understand and deal with your own emotions and tasks, and behave properly in many different situations: <i>Soft skills cover everything from communication to problem-solving.</i>
slowdown	<i>n</i>	Abschwung, Verlangsamung	ralentissement	rallentamento	[usually singular] a time when there is less activity: <i>Economists expect a slowdown in the Chinese economy.</i>
source	<i>v</i>	beziehen	se procurer, sourcer	provenire, rifornirsi	if a company sources materials, parts, etc. from a particular place, it gets them from there: <i>Components will be sourced from Polish producers.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
specialised (also specialized)	<i>adj</i>	spezialisiert	spécialisé	specializzato	designed or trained for a particular purpose or type of work: <i>The company sells specialised computer software.</i>
specialist	<i>n</i>	Spezialist/in	spécialiste	specialista	a person or business that has a lot of skill or knowledge in a particular subject: <i>He's a specialist in the insurance industry.</i>
spidergram	<i>n</i>	Netzdiagramm	diagramme en forme de toile d'araignée	grafico a ragnatela	a way of organising information, in which you put the subject in the middle and draw lines to other information about the subject (=spider diagram): <i>A spidergram is a useful way of organising facts before you start writing about a topic.</i>
stable	<i>adj</i>	stabil	stable	stabile	not likely to move or change: <i>The government is committed to maintaining a stable exchange rate.</i>
stakeholder	<i>n</i>	Interessenvertreter	partie prenante	parte interessata	someone who has good reasons to be interested in a company, organisation or society and what it does or what happens to it, often someone who has invested money in it: <i>Stakeholders are not just those who have invested money in a company; they can include people who simply live near a company's factory and are affected by noise or smoke.</i>
standard	<i>n</i>	Standard	standard	standard, comune	a size, shape, quality, etc. that is usual or accepted, and that can be used to measure or judge something similar: <i>The parts are made according to an industry standard.</i>
status	<i>n</i>	Status	statut	stato	your social or professional rank or position, considered in relation to other people: <i>Doctors have traditionally enjoyed high social status.</i>
steady (steadier, steadiest)	<i>adj</i>	konstant	constant	costante	continuing or developing gradually or without stopping: <i>There has been a steady growth in sales.</i>
stock market	<i>n</i>	Aktienmarkt	bourse	borsa, mercato azionario	the business of buying and selling shares, the place where this is done or the companies that are involved in it: <i>The money was invested in the stock market.</i>
straight answer	<i>n</i>	klare Antwort	réponse directe	risposta diretta	an answer that is honest and direct and does not hide any facts: <i>He was never able to get a straight answer about what had happened.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
strategy	<i>n</i>	Strategie	stratégie	strategia	a plan or series of plans for achieving an aim: <i>The firm is considering a change in its marketing strategy.</i>
stressful	<i>adj</i>	stressig	stressant	stressante	a job, experience or situation that is stressful makes you worry a lot: <i>What's the most stressful aspect of your job?</i>
structure ¹	<i>n</i>	Struktur	structure	struttura	the way in which the parts of something are connected with each other and form a whole: <i>The company's structure is quite flat; people work in teams and there aren't many levels of management.</i>
structure ²	<i>v</i>	strukturieren	structurer	strutturare, organizzare	to arrange or organise the different parts of something into a useful order: <i>The software helps users structure their work and their data.</i>
structured	<i>adj</i>	strukturiert	structuré	strutturato	carefully organised, planned or arranged: <i>The interviews were highly structured.</i>
style	<i>n</i>	Stil	style, manière	stile	the particular way that someone does something or deals with other people: <i>His tough management style has upset some executives.</i>
subsidised (also subsidized)	<i>adj</i>	subventioniert	subventionné	sovvenzionato	if an activity, food, housing, etc. is subsidised, the government or an organisation has paid for part of the costs so that people do not have to pay as much: <i>The company has a scheme for subsidised childcare.</i>
sufficient	<i>adj</i>	ausreichend	suffisant	sufficiente	as much as is needed for a particular purpose: <i>The money is not sufficient to cover everything that needs doing.</i>
sum (something)	<i>phr v</i>	(etwas) zusammenfassen	résumer (qc.)	riassumere (qualcosa)	to use only a few words to describe something or give the main information from a report, speech, etc.: <i>Gerald will open the debate and I will sum up.</i>
summarise (also summarize)	<i>v</i>	zusammenfassen	résumer	riassumere	to write or say a short statement giving only the main information and not the details of a plan, event, report, etc.: <i>I wrote an email summarizing the main points we had discussed.</i>
summary (plural summaries)	<i>n</i>	Zusammenfassung	résumé, sommaire	riassunto	a short statement or piece of writing that gives the main information about something, without giving all the details: <i>A brief summary is given on a separate sheet.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
supplier	<i>n</i>	Lieferant	fournisseur	fornitore/fornitrice	a company that provides a particular type of product: <i>The company is now the main supplier of educational software to schools.</i>
supply chain	<i>n</i>	Lieferkette	chaîne logistique	catena di approvvigionamento, catena di forniture	the series of companies that are involved in making parts of a product and getting the product from the manufacturers to the public: <i>There were a few supply chain problems because of the bad weather; certain parts didn't arrive on time.</i>
support	<i>n</i>	Unterstützung	assistance, support	supporto	approval, encouragement and often help for a person, idea, plan, etc.: <i>Local people have given us a lot of support in our campaign.</i>
sustainability	<i>n</i>	Nachhaltigkeit	durabilité	sostenibilità	the ability to continue doing something or making something without causing damage to the environment: <i>The government should do more to promote sustainability in agriculture.</i>
sweatshop	<i>n</i>	Ausbeutungsbetrieb	atelier de misère	fabbrica che sfrutta i lavoratori	a small business, factory, etc. where people work hard in bad conditions for very little money—used to show disapproval: <i>They worked fourteen-hour days in textile sweatshops.</i>
symptom	<i>n</i>	Symptom	symptôme	sintomo	a sign that a serious problem exists: <i>The disappearance of jobs is a symptom of a deeper socioeconomic change.</i>
system	<i>n</i>	System	système	sistema	an arrangement or organisation of ideas, methods or ways of working: <i>All staff will benefit from a well-run performance appraisal system.</i>
T					
takeover	<i>n</i>	Übernahme	achat, prise de contrôle	acquisizione di controllo	the act of getting control of a company by buying over 50 percent of its shares: <i>They've announced a takeover bid for a rival company.</i>
take something on board		annehmen, übernehmen	se faire à l'idée que	accettare	to listen to and accept a suggestion, idea, etc.: <i>Our manager seemed to take our comments on board .</i>
talented	<i>adj</i>	talentiert	talentueux	talentuoso	having a natural ability to do something well: <i>We want to encourage talented employees to take on more challenging roles.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
target ¹	<i>n</i>	Ziel	objectif	obiettivo	a result such as a total, an amount or a time which you aim to achieve: <i>Dealers are under pressure to meet sales targets.</i>
target ²	<i>n</i>	Ziel-	cible	di riferimento	target market/audience the group of people that a product, service, idea, etc. is aimed at: <i>This advertisement will appeal to our target market of young men.</i>
team-building	<i>n</i>	Teambildung	consolidation d'équipe	team-building, costruzione del gruppo	the process of getting employees to work together well and communicate effectively: <i>Good understanding of teamwork and team-building are critical for your business success.</i>
team up	<i>phr v</i>	sich zusammenschließen	unir ses forces à celles de	coalizzarsi	to join with someone in order to work on something: <i>The two companies will team up to develop new database software.</i>
tension	<i>n</i>	Spannung	tension	tensione	the feeling that exists when people do not trust each other and may suddenly start arguing: <i>The obvious tension between them made everyone else uncomfortable.</i>
think out loud		laut denken	penser à haute voix	pensare ad alta voce	to say what you are thinking, without talking to anyone in particular and sometimes in order to give an idea that is not fully developed: <i>Just thinking out loud here—what if we started a course to help employees with time management?</i>
time	<i>n</i>	Zeit	temps	tempo	the thing that is measured in minutes, hours, days, years etc using clocks: <i>Customers have only a limited amount of time to examine the goods.</i>
<i>ahead of time</i>		rechtzeitig im Voraus	en avance	in anticipo	done earlier than the time when something should be done: <i>Prepare what you plan to say in the meeting ahead of time.</i>
<i>by the time</i>		als	quand	quando	after something else has already happened: <i>I was exhausted by the time I reached home.</i>
<i>in time</i>		rechtzeitig, pünktlich	à l'heure, à temps pour	in tempo	done or finished before the time when something must be done or finished: <i>We finished the report in time for the meeting.</i>
<i>make time for something</i>		sich Zeit nehmen für etwas	trouver du temps pour	trovare il tempo per qualcosa	to plan so that you have time available for something: <i>You need to make time for your hobbies!</i>
<i>out of time</i>		die Zeit ist um	terminé	scaduto	not having any more time available for something: <i>Put your pencils down; you're out of time.</i>
<i>spend time</i>		Zeit aufwenden	consacrer du temps	trascorrere del tempo	to use time doing a particular thing, or pass time in a particular place: <i>I spent a lot of time making sure every detail was right.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
<i>time is money</i>		Zeit ist Geld	le temps, c'est de l'argent	il tempo è denaro	used to say that wasting time or delaying something costs money: <i>This software decreases the amount of paperwork you have to do and, as we all know, time is money.</i>
timeline	<i>n</i>	Zeitplan	calendrier	tabella di marcia, tempistica	a plan for when things will happen: <i>The timeline for the project is optimistic.</i>
to-do list	<i>n</i>	Aufgabenliste	liste des tâches	lista delle cose da fare	a list of all the tasks you need to do: <i>Crossing off the jobs on my to-do list gives me a good feeling.</i>
tool	<i>n</i>	Instrument, Werkzeug	outil	strumento	a piece of software, a piece of equipment, a device or a skill that you use to do a particular task: <i>This tool keeps track of the store's stock automatically.</i>
on track	<i>n</i>	im Plan	en bonne voie	sulla strada per	on track continuing to work in a way that makes you likely to achieve the result you want: <i>We're still on track for 10% growth.</i>
trade fair	<i>n</i>	Messe	salon	fiera campionaria, fiera commerciale	a large event when several companies show their goods or services in one place, to try to sell them: <i>Eighty countries plan to attend the trade fair in November.</i>
trainer	<i>n</i>	Trainer/in, Lehrer/in	formateur/formatrice	istruttore/istruttrice	someone whose job is to teach people skills for a particular job or activity: <i>A trainer was hired to teach public speaking.</i>
training	<i>n</i>	Training	formation	training, formazione professionale	the process of teaching or being taught the skills for a particular job or activity: <i>On the course we received training in every aspect of the job.</i>
transformation	<i>n</i>	Veränderung	transformation	trasformazione	a complete change in someone or something: <i>In recent years, the travel industry has undergone a dramatic transformation.</i>
transition	<i>n</i>	Übergang	transition	transizione	the act or process of changing from one state or form to another: <i>The computer company went through a difficult transition period.</i>
transparency	<i>n</i>	Transparenz	transparence	trasparenza	the quality of doing things in a way that is easily understood or can easily be seen: <i>A company that is committed to transparency will list all the businesses involved in its supply chain.</i>
transparent	<i>adj</i>	transparent	transparent	trasparente	doing things in a way that is easily understood or seen: <i>Are they transparent about salaries?</i>
transport	<i>v</i>	transportieren, befördern	transporter	trasportare	to take goods, people, etc. from one place to another in a vehicle: <i>Tanker trucks are used for transporting oil.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
triple bottom line	<i>n</i>	dreifache Bilanz	triple bilan	tripla bottom line	[singular] a way of examining or measuring how a company's actions have affected its profits, the people who work for it or live in the area, and the environment: <i>If a company pollutes a nearby river, that has an impact on the company's triple bottom line.</i>
troubleshoot	<i>v</i>	beheben, lösen, beseitigen	dépanner qc.	risolvere, eliminare	to examine problems and find ways to solve them: <i>A new manager was brought in to troubleshoot some of the issues.</i>
trust ¹	<i>n</i>	Vertrauen	confiance	fiducia	a strong belief in the honesty, goodness, etc. of someone or something: <i>To be good leaders, managers must create a climate of mutual trust and respect.</i>
trust ²	<i>v</i>	vertrauen, trauen	faire confiance	fidarsi (di)	to believe that someone is honest or will not do anything bad or wrong: <i>I just don't trust him.</i>
trustworthiness	<i>n</i>	Vertrauenswürdigkeit	fiabilité	attendibilità, affidabilità	the quality of being honest and being able to be trusted or depended on: <i>I never doubted his trustworthiness.</i>
turn (something) ↔ around	<i>phr v</i>	etwas wieder auf Spur bringen	inverser en la faveur de qn.	invertire la tendenza negativa di qualcosa, risanare qualcosa	to do something in order to be successful again after a period of being unsuccessful, or to begin to be successful again: <i>In less than a year, he had turned around a badly performing division.</i>
turnover	<i>n</i>	Fluktuation	roulement	turnover, rotazione	[singular] the rate at which workers leave an organisation and are replaced by others: <i>Contract workers have a high turnover rate.</i>
U					
underestimate	<i>v</i>	unterschätzen	sous-estimer	sottovalutare	to think or guess that something is smaller, cheaper, easier, etc. than it really is: <i>People often underestimate the importance of human relationships in successful companies</i>
under pressure		unter Druck	sous pression	sotto pressione	having a lot of things that must be done: <i>The team is under pressure to finish the project on time.</i>
unethical	<i>adj</i>	unmoralisch	non éthique	immorale	morally wrong: <i>Many people feel it's unethical to use animals for cosmetics testing.</i>
unforeseen	<i>adj</i>	unvorhergesehen	imprévu	imprevisto	not expected to happen and not planned for: <i>There have been unforeseen delays in supplying the equipment.</i>
union	<i>n</i>	Gewerkschaft	syndicat	sindacato	an organisation formed by workers to protect their rights: <i>Are you planning to join the union?</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
urgency	<i>n</i>	Dringlichkeit	urgence	urgenza	the quality of being very important and needing to be dealt with immediately: <i>The issue should be discussed as a matter of urgency.</i>
urgent	<i>adj</i>	dringend	urgent	urgente	very important and needing to be dealt with immediately: <i>Urgent action is needed to boost employment.</i>
V					
valid	<i>adj</i>	berechtigt	valable	valido	accepted as reasonable, sensible or useful: <i>She makes a valid point—not everyone can be paid a high wage.</i>
value ¹	<i>n</i>	Wert	valeur	valori, principi	a principle that a business or organisation thinks is important and which it tries to follow: <i>The following list of core values reflects what is truly important to us as an organisation.</i>
value ²	<i>v</i>	wertschätzen, schätzen	estimer	stimare	to think that someone or something is important: <i>Mr. Yeo valued Jan for her hard work.</i>
venture capital	<i>n</i>	Wagniskapital	capital de risque	capitale di rischio	money lent to someone so that they can start a new business: <i>The fund provides venture capital and loans for US business projects.</i>
vintage	<i>adj</i>	klassisch, vintage	vintage	vintage	old, but high quality: <i>He bought an expensive 1930s vintage car.</i>
viral	<i>adj</i>	viral	viral	virale	go viral if a picture, video, joke, etc. goes viral, many people see it and share it on social media: <i>The video quickly went viral.</i>
virtual reality	<i>n</i>	virtuelle Realität	réalité virtuelle	realtà virtuale	images produced by a computer that give you the experience of seeing or being inside a real place or physical object: <i>Virtual reality can be used to let investors walk through a building that hasn't yet been built.</i>
vision	<i>n</i>	Vision	vision	visione	an idea of what you think something should be like: <i>He had a clear vision of how he hoped the company would develop.</i>
visualisation (also visualization)	<i>n</i>	Visualisierung	visualisation	visualizzazione	the practice of using pictures, tables, graphs, etc. to show data, so that it is easier to understand: <i>The visualisation of the data in graph form showed that our customers were mainly in the 35–50 age group.</i>
visualise (also visualize)	<i>v</i>	visualisieren	visualiser	visualizzare	to use pictures, tables, graphs, etc. to show data, so that it is easier to understand: <i>Visualising the test results clearly showed that girls were doing much better than boys in the subject.</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
voice recognition	<i>n</i>	Spracherkennung	reconnaissance vocale	riconoscimento vocale	a system in which a computer understands and obeys instructions spoken by a person: <i>Most smartphones today use voice recognition to allow you to ask your phone a question.</i>
volume	<i>n</i>	Volumen	volume	volume	the total amount of something: <i>Fifty-nine percent of companies reported that sales volume was lower than a year ago.</i>
volunteer	<i>n</i>	Freiwillige/r	volontaire	volontario/-a	someone who does a job willingly without being paid: <i>Volunteers helped to clear the litter from the beach.</i>
W					
Be in deep water	<i>n</i>	in der Klemme sein	être dans de beaux draps	essere in cattive acque	be in deep water to be in trouble or in a difficult or serious situation: <i>The company is in deep water over its refusal to reduce prices.</i>
wavelength	<i>n</i>	Wellenlänge	longueur d'ondes	lunghezza d'onda	be on the same/a different wavelength to have the same or different ideas, opinions and feelings as someone else: <i>We work together really well because we're usually on the same wavelength.</i>
webinar	<i>n</i>	Webinar	webinaire	webinar	a lesson or training that is done using the internet, so that people in different places can all take part using their computers: <i>Staff in all our locations are expected to attend the training webinar.</i>
weigh something	<i>phr v</i>	abwägen	peser, considérer	valutare qualcosa	to consider something carefully so that you can make a decision about it: <i>We're still weighing up the pros and cons of the two options.</i>
wiki	<i>n</i>	Wiki	wiki	wiki	a website with information that users can change or add things to: <i>Many companies have now replaced their intranets with wikis.</i>
workforce	<i>n</i>	Belegschaft, Arbeiterschaft	main-d'oeuvre	forza lavoro	[singular] all the people who work in a particular country, industry or factory: <i>The supermarket chain closed 311 stores and cut its workforce to 29,500.</i>
work-life balance	<i>n</i>	ausgewogenes Verhältnis zwischen Berufs- und Privatleben	conciliation travail-vie	equilibrio tra vita e lavoro	a situation in which you are able to give the right amount of time and effort to your work and to your personal life outside work, for example to your family or to other interests: <i>You can't have a proper work-life balance if you're in the office for 12 hours a day!</i>

Headword	Part of speech	German	French	Italian	Definition / Example sentence
workload	<i>n</i>	Arbeitspensum	charge de travail	carico di lavoro	the amount of work that a person or organisation has to do: <i>We hired another secretary to handle the increased workload.</i>
workshop	<i>n</i>	Workshop	séminaire	workshop, seminario	a meeting at which people discuss a subject and do practical exercises, especially in order to find solutions to problems: <i>Staff attended a two-day training workshop on basic PR techniques.</i>
work your way up		aufsteigen, Karriere machen	gravir les échelons	fare carriera	to work hard and make progress in your job, moving from a low position to a high position with more responsibility: <i>He started in the mail room and worked his way up , eventually becoming head of marketing.</i>
Y					
yield	<i>v</i>	abwerfen	rapporter	fruttare	to produce profits: <i>These investments should yield a reasonable return.</i>