

## Englisch Vokabeln

back up	make a copy on a computer
back up	give support to
check out	find more information about
close down	stop operating as a business
cut back	reduce
cut off	disconnect
draw up	prepare and write
drop off	take to a place in a car
figure out	understand, find an answer to
fill in	add information in a document
find out	discover a fact
hold up	cause a delay
keep down	prevent from increasing
lay off	dismiss, stop employing
look up	find in a book or a list
pick up	collect in a car
put off	delay
ring/call up	telephone someone
set up	start a business
sort out	organize, deal with, find a solution
take over	get control of another company
throw away	dispose of, get rid of
turn down	refuse, say no to
turn on/off	start/stop a piece of equipment

**across-the-board increase** a wage increase given to all or nearly all employees at one time, this is in the form of a percentage or dollar and cents increase, say 5 percent or \$ 0.50 per hour

**agreement** a contract or mutual understanding between a union and a company, setting forth the terms and conditions of employment such as salaries, benefits, and other working conditions

**apprentice** one who is learning a trade or craft and who receives lower wages than a journeyman

**arbitration** parties unable to agree on a contract submit the final decision to a third party - an arbitrator

**bargaining** negotiating a contract - in this case, a contract to set forth the conditions of employment

<b>bottom line</b>	in this case, as far as you are willing to go to meet the other party to reach an agreement
<b>COLAs</b>	cost of living adjustments, compensation for inflation so that wage increases represent real wage increases; this is a common union demand, but at present, COLAs are rarely awarded by management
<b>collective bargaining</b>	the process where representatives from the union and management work out a contract specifying the conditions of employment
<b>counterproposal</b>	an offer made in response to an offer made by the other party in negotiation
<b>deadlocked</b>	when negotiations reach an impasse and no further progress can be made; in this case, the decision can be turned over to an arbitrator
<b>downsizing</b>	reducing the size of a company's workforce
<b>earnings</b>	the amount of money received by a worker, including salary, bonuses, commissions, overtime pay, etc
<b>to employ</b>	to hire
<b>employee</b>	anyone who works for an employer
<b>employer</b>	a person, association, or company having workers in its employ
<b>grievance</b>	any complaint by an employee or by a union about any aspect of employment
<b>journeyman</b>	a worker in a craft or trade who has served an apprenticeship and is qualified for employment at the journeyman's rate of pay
<b>layoff</b>	temporary or indefinite termination of employment, usually due to a lack of work; this is not the same as discharge (firing)
<b>lockout</b>	when unions refuse to accept an employer's conditions, the employer can close the factory to the present employees and even hire new employees; this is the employer's sanction which corresponds to the union's sanction strike
<b>market share</b>	the percentage of the total market that a product has
<b>mediation</b>	a situation in which a neutral persona (a mediator) works with labor and management to help them reach an agreement
<b>musts</b>	important demands that must get if you are going to accept an agreement
<b>natural attrition</b>	reducing the workforce through retirement and not layoffs
<b>negotiations</b>	discussion with the intent of reaching an agreement
<b>picket</b>	one who does the picketing
<b>picketing</b>	the act of patrolling at or near the employer's place of business during a strike to inform the public that there is a labour dispute in progress or to prevent strikebreakers from entering the place of employment
<b>productivity</b>	an index to measure the efficiency of a plant in utilising its manpower and equipment
<b>raise</b>	british rise - an increase in wages

<b>ratification</b>	the acceptance by the members of a union of a contract worked out between the representatives of the union and management
<b>real wages</b>	the real worth of one's wages (present and future) in terms of buying power; this is affected to inflation
<b>recession</b>	a temporary decline in business activity
<b>seniority</b>	the length of time an employee has worked at a company; this frequently determines the priority where promotions and layoffs are concerned
<b>shift</b>	the set of period of time one works, for example 8 AM - 4 PM
<b>shift differential</b>	different rates of pay for different shifts
shop steward	the representative of the union at the place of work
<b>strike</b>	a work stoppage on the part of the employees to force management to meet union's demands
<b>strikebreaker</b>	employees hired while the original workforce is on strike so that the company can continue its operations
<b>strike fund</b>	the amount of money a union has to support its workers while they are on strike
<b>trading cards</b>	demands that you are willing to give away to get the most important demands - your musts - during negotiations
<b>wage</b>	the price paid by the employer for work or services rendered by an employee
<b>wage cut</b>	a reduction in wages
<b>workday</b>	the time spent by an employee at work during a normal day
<b>intangible assets</b>	something that has no physical presence, but has value (including patents, trademarks and brands)
<b>development costs</b>	expenses that go into creating products
<b>patents</b>	official documents giving a company the sole right to make or sell a particular product or process
<b>trademark</b>	a symbol whis is used by a company for a product or process and is protected by law
<b>goodwill</b>	the total market value of a company minus the net value of its tangible assets
<b>tangible assets</b>	things owned by a person or company which actually exist and are of value to the owner
<b>plant and machinery</b>	a manufacturing factory and its equipment as well as the place of business and the necessary business tools and machines
<b>fixtures and fittings</b>	articles attached to or fixed in place in a building of factory
<b>stock</b>	components and finished goods which are stockpiled by a company and have not yet been sold, and work in progress

<b>raw materials</b>	substances held by the manufacturer for use in the production process
<b>work in progress</b>	partially-manufactured products at various stages of completion
<b>trade debtors</b>	money that is currently owed to a company by its customers
<b>prepaid expenses</b>	money that a company has already paid to its suppliers in advance of work done
<b>short-term investments</b>	money invested in securities for less than one year
<b>long term investments</b>	investments such as stocks and shares which cannot be readily converted into cash
<b>cash at bank and in hand</b>	assets such as money in the bank or cash in hand
<b>trade creditors</b>	amounts of money owed by a business to its suppliers or employees
<b>accrued expenses</b>	bills which the company has received and not yet paid
<b>current portion of long-term debt</b>	the part of a long-term loan which will need to be paid within the next 12 months
<b>deferred corporation tax</b>	amount of tax which will have to be paid in the future
<b>short-term debt</b>	money owed which must be paid back within the next twelve months
<b>overdraft</b>	the amount owed to a bank and payable on demand
<b>shareholders' funds</b>	a company's capital which is owned by its shareholders
<b>share capital</b>	the nominal value of the shares held by the shareholders
<b>a go-slow (GB) or slowdown (US)</b>	a deliberate reduction in the rate of production, as a protest
<b>working-to-rule</b>	deliberately obeying every regulation in an organization, which severely disrupts normal operations
<b>industrial action</b>	a general term for strikes, go-slows, work-to-rules, and so on
<b>distribution channel</b>	all the companies or individuals involved in moving a particular good or service from the producer to the consumer
<b>to launch a product</b>	to introduce a new product onto the market
<b>market opportunities</b>	possibilities of filling unsatisfied needs in sectors in which a company can profitably produce goods or services
<b>market research</b>	collecting, analysing and reporting data relevant to a specific marketing situation (such as a proposed new product)
<b>market segmentation</b>	dividing a market into distinct groups of buyers who have different requirements or buying habits
<b>packaging</b>	wrappers and containers in which products are sold
<b>point of sale</b>	places where goods are sold to the public - shops, stores, kiosks, market stalls, etc.

**product concept** an idea for a new product, which is tested with target consumers before the actual product is developed

**product features** attributes or characteristics of a product: quality, price, reliability, etc.

**sales representative** someone who contacts existing and potential customers, and tries to persuade them to buy goods or services

  

**bookkeeping** writing down the details of transactions (debits and credits)

**accounting** keeping financial records, recording income and expenditure, valuing assets and liabilities, and so on

**managerial accounting** preparing budgets and other financial reports necessary for management

**cost accounting** working out the unit costs of products, including materials, labour and all other expenses

**tax accounting** calculating an individual's or a company's liability for tax

**auditing** inspection and evaluation of accounts by a second set of accounts

**creative accounting** using all available accounting procedures and tricks to disguise the true financial position of a company

  

**shareholder** a company's owner

**earnings or income** the revenues received by a company during a given period, minus the cost of sales, operating expenses, and taxes

**liabilities** all the money that a company will have to pay to someone else in future, including taxes, debts, and interest and mortgage payment

**turnover** the amount of business done by a company over a year

**assets** anything owned by a business (cash investments, buildings, machines, and so on) that can be used to produce goods or pay liabilities

**depreciation or amortization** the reduction in value of a fixed asset during the years it is in use (charged against profits)

**debtors or accounts receivable** sums of money owed by customers for goods or services purchased on credit

**creditors or accounts payable** sums of money owed to suppliers for purchase made on credit

**stock or inventory** (the value of) raw materials, work in progress, and finished products stored ready for sale

**overheads or overhead** the various expenses of operating a business that cannot be charged to any one product, process or department

**overdraft** an arrangement by which a customer can withdraw more from a bank account than has been deposited in it, up to an agreed limit; interest on the debt is calculated daily

**credit card** a card which guarantees payment for goods and services purchased by the cardholder, who pays back the bank or finance company at a later date

**ATM or cash dispenser** a computerized machine that allows bank customers to withdraw money, check their balance, and so on

**loan** a fixed sum of money on which interest is paid, lent for a fixed period, and usually for a specific purpose

**standing order or direct debit** an instruction to a bank to pay fixed sums of money to certain people or organizations at stated times

**mortgage** a loan, usually to buy property, which serves as a security for the loan

**cash card** a plastic card issued to bank customers for use in cash dispensers

**home banking computer** doing banking transactions by telephone or from one's own personal computer

**current account (GB) or checking account (US)** one that generally pays little or no interest, but allows the holder to withdraw his or her cash without any restrictions

**deposit account (GB) or time or notice account (US)** one that pays interest, but usually cannot be used for paying cheques (GB) or checks (US), and on which notice is often required to withdraw money

**deposit** to place money in a bank; or money placed in a bank

**foreign currency** the money used in countries other than one's own

**yield** how much money a loan pays, expressed as a percentage

**liquidity** available cash, and how easily other assets can be turned into cash

**maturity** the date when a loan becomes repayable

**underwrite** to guarantee to buy all the new shares that a company issues, if they cannot be sold to the public

**takeover** when a company buys or acquires another one

**merger** when a company combines with another one

**stockbroking** buying and selling stocks or shares for clients

**portfolio management** taking care of all a client's investments

**deregulation** the ending or relaxing of legal restrictions

**conglomerates** a group of companies, operating in different fields, that have joined together

**bluechip** a company considered to be without risk

**solvency** ability to pay liabilities when they become due

**collateral** anything that acts as a security or a guarantee for a loan

<b>liability</b>	having a responsibility or an obligation to do something, e.g. to pay a debt
<b>creditor</b>	a person or organization to whom money is owed (for goods or services rendered, or as repayment of a loan)
<b>bankruptcy</b>	to be insolvent: unable to pay debts
<b>assets</b>	everything of value owned by a business that can be used to produce goods, pay liabilities, and so on
<b>to liquidate</b>	to sell all the possessions of a bankrupt business
<b>debts</b>	money that a company will have to pay to someone else
<b>invest/to put up capital</b>	to provide money for a company or other project
<b>venture capital</b>	money invested in a possibly risky new business
<b>founders</b>	the people who begin a new company
<b>premises</b>	the place in which a company does business: an office, shop, workshop, factory, warehouse, and so on
<b>to underwrite</b>	to guarantee to buy an entire new share issue, if no one else wants it
<b>dividend</b>	a proportion of the annual profits of a limited company, paid to shareholders
<b>mutual fund</b>	a company that spreads investors' capital over a variety of securities
<b>portfolio</b>	an investor's selection of securities
<b>stockbroker</b>	a person who can advise investors and buy and sell shares for them
<b>blue chip</b>	a stock in a large company or corporation that is considered to be a secure investment
<b>defensive stock</b>	a stock - in an industry not much affected by cyclical trends - that offers a good return but only a limited chance of a rise or decline in price
<b>growth stock</b>	a stock - which usually has a high purchasing price and a low current rate of return - that is expected to appreciate in capital value
<b>institutional investor</b>	a wholesaler in stocks and shares who deals with brokers
<b>market-maker</b>	financial organizations such as pension funds and insurance companies which own most of the shares of all leading companies (over 60%, and rising)
<b>insider share-dealing</b>	the use of information not known to the public to make a profit out of buying or selling shares