

5.5 Writing A proposal

cash flow /'kæʃ ˌfləʊ/ noun [uncount] the rate at which a business takes in money through sales and pays it out for the things it needs to continue operating.

contingency plan /kən'tɪndʒ(ə)nəsi ˌplæn/ noun [uncount] a plan that helps you to prepare for possible bad events.

mail order /ˌmeɪl 'ɔ:(r)də(r)/ noun [uncount] a way of buying goods in which you order them by post or by telephone and they are posted to you.

merchant account /'mɜ:(r)tʃ(ə)nt əˌkaʊnt/ noun [count] a special account for performing e-business transactions.

set-up fee /ˌset ʌp fi:/ noun the price you have to pay to have a piece of equipment installed.

6 Company and community

6.1 About business

Corporate social responsibility

altruism /'æltruːz(ə)m/ noun [uncount] a way of thinking and behaving that shows you care about other people and their interests more than you care about yourself.

biodegradable /ˌbaɪəʊdɪ'greɪdəb(ə)l/ adjective biodegradable substances can be broken into very small parts by bacteria so that they are not harmful to the environment.

credo /'kri:dəʊ/ noun [count] a statement of your beliefs.

hybrid /'haɪbrɪd/ noun [count] a mixture of different things or styles.

sustainable /sə'steɪnəb(ə)l/ adjective capable of continuing for a long time at the same level.

virtuous circle /'vɜ:(r)tʃʊəs 'sɜ:(r)k(ə)l/ noun [singular] a process in which a good action or event produces a good result that also causes the process to continue so that more good results happen.

6.2 Vocabulary

Meetings, ethical behaviour and social performance

damage limitation /'dæmɪdʒ ˌlɪmɪ'teɪʃ(ə)n/ noun [uncount] the process of trying to limit the amount of damage that is caused by something.

extravagant /ɪk'strævəgənt/ adjective extreme, excessive or unreasonable.

misleading /mɪs'li:ɪdɪŋ/ adjective giving the wrong idea or impression and making you believe something that is not true.

settlement /ˌset(ə)lmənt/ noun [count] an official agreement that ends an argument between two people or groups.

6.3 Grammar

The passive and reported speech

leakage /'li:kɪdʒ/ noun [uncount] an amount of liquid or gas escaping through a hole in something.

protracted /prə'træktɪd/ adjective FORMAL continuing for a long time, especially longer than is normal or necessary.

stakeholder /'steɪkˌhəʊldə(r)/ noun [count] a person or company that is involved in a particular organization, project, system, etc., especially because they have invested money in it.

6.4 Speaking Meetings – teamwork

civil servant /ˌsɪv(ə)l 'sɜ:(r)v(ə)nt/ noun [count] someone who works for a government department.

disabled /dɪs'eɪb(ə)ld/ adjective someone who is disabled is unable to use part of their body or brain properly because of injury or disease.

ethnic minority /eθnɪk maɪ'nɔ:reɪti/ noun [count] a group of people who have a different culture and different traditions to most people living in a place.

misconduct /mɪs'kɒndʌkt/ noun [uncountable] unacceptable behaviour.

6.5 Writing Reports and minutes

derive /dɪ'reɪv/ verb [transitive] to get a feeling from something e.g. pleasure, satisfaction: **derive something from something**: *They derive great enjoyment from these simple games.*

greenfield site /'ɡri:nfi:ld ˌsaɪt/ noun [count] a piece of land that has never been built on before.

paternalism /pə'tɜ:(r)nəˌlɪz(ə)m/ noun [uncount] governing like a father, by looking after people but also taking away their freedom and responsibilities.

positive discrimination /ˌpɒzətɪv dɪˌskrɪmɪ'neɪʃ(ə)n/ noun [uncount] the practice of giving special benefits to people from a group that was treated in an unfair way in the past.

6.6 Case study Phoenix

hazardous /'hæzə(r)dəs/ adjective dangerous, especially to people's health or safety: *These chemicals are hazardous to human health.*

resident /ˌrezɪd(ə)nt/ noun [count] a person who lives in a particular place.

resistance /rɪ'zɪst(ə)ns/ noun [uncount] dislike of or opposition to a plan, an idea, etc.

7 Mergers and acquisitions

7.1 About business

Risks and opportunities in M&A

due diligence /ˌdju: 'dɪlɪdʒ(ə)ns/ noun [uncount] investigation of a company's activities and finances before investment or acquisition.

gene /dʒi:n/ noun [count] information in cells that determines a person's characteristics: *He believes that shyness is in the genes.*

homogenize /hə'mɒdʒənaɪz/ verb [transitive] to make things the same, often so that the result is boring.

open enrolment /ˌəʊpən ɪn'rəʊlmənt/ noun [count] a university class which anybody can join.

prestigious /pre'stɪdʒəs/ adverb respected and admired as very important or of a very high quality.

susceptible /sə'septəb(ə)l/ adjective easily influenced or affected.

takeover bid /'teɪkˌəʊvə(r) ˌbɪd/ noun [count or uncount] an offer to buy the shares in a company and take control of it: *Shareholders have accepted a takeover bid.*