

1.5 Writing

Cover letters

- accomplishment** /ə'kʌmplɪʃmənt/ noun [count/uncount] something difficult that you succeed in doing, especially after working hard over a period of time
- bartending** /'bɑ:(r)tendɪŋ/ noun [uncount] work serving drinks in a bar
- brokering** /'brəʊkə(r)ɪŋ/ noun [uncount] AMERICAN (UK **brokerage**) the activity of organizing business deals for other people
- debating society** /dɪ'beɪtɪŋ sə'saɪəti/ noun [count] a group of people who debate a subject by discussing it formally before making a decision, usually by voting
- embark on** /ɪm'bɑ:(r)k ɒn/ phrasal verb [transitive] to start a new project or activity, usually one that will be difficult and will take time
- lead** /li:d/ noun [count] a piece of information or a contact that may bring new business
- outgoing** /,aʊt'gəʊɪŋ/ adjective someone who is outgoing is friendly and enjoys meeting and talking to people
- tender** /'tendə(r)/ noun [count/uncount] a formal written offer to provide goods or services for a particular price
- venue** /'venju:/ noun [count] the place where an activity or event happens: *a popular venue for corporate events*

1.6 Case study

Mangalia Business School

- campus** /'kæmpəs/ noun [count/uncount] an area of land containing all the main buildings of a school or university: *We have rooms for 2,000 students on campus.*
- draw up** /,drɔ: 'ʌp/ phrasal verb [transitive] to prepare and write something such as a document or a plan
- heritage** /'herɪtɪdʒ/ noun [count/uncount usually singular] the art, buildings, traditions and beliefs that a society considers important to its history and culture: *Ireland's rich musical heritage*
- metropolis** /mə'trɒpəʊlɪs/ noun [count] a big, exciting city
- pour millions into (research)** /,pɔ:(r) 'mɪljənz ɪntu:/ phrase spend or invest a lot of money in something
- procurement** /prə'kjʊə(r)mənt/ noun [uncount] the process of buying supplies or equipment for a government department or company
- sit back** /,sɪt 'bæk/ phrasal verb [intransitive] to relax and stop making the effort to do something
- tailor** /'teɪlə(r)/ verb [transitive] **tailor something to/for:** to make or change something especially for a particular person or purpose

2 Information

2.1 About business

IT solutions

- better off** /,betə(r) 'ɒf/ adjective in a better situation or having more money
- bury** /'beri/ verb [transitive often passive] to cover or hide something
- cope (with)** /'kəʊp wɪð/ verb [transitive] to deal successfully with a difficult situation or job
- cram** /kræm/ verb [transitive] to put too much into a space that is too small

- errand** /'erənd/ noun [count] a small job that involves going to collect or deliver something
- fierce** /fɪə(r)s/ adjective involving a lot of force or energy
- headcount** /'hed,kɑʊnt/ noun [count] a count of all the people in a company
- hesitate** /'hezɪteɪt/ verb [intransitive] to pause before doing something, or to do something very slowly, usually because you are nervous, embarrassed or worried
- mad dash** /,mæd 'dæʃ/ noun [singular] an act of going somewhere very quickly in an extremely uncontrolled way: *At the end of the nineties there was a mad dash to buy shares in high-tech companies.*
- mess up** /,mes 'ʌp/ phrasal verb [intransitive/transitive] to do something wrong or spoil something, especially by making mistakes
- oddly** /'ɒdli/ adverb or **oddly enough:** used for saying that something is not what you would expect in a particular situation
- overhaul** /,əʊvə(r)'həʊl/ verb [transitive] to completely change a system to make it work more effectively
- polish up** /,pɒlɪʃ 'ʌp/ phrasal verb [transitive] to improve a skill by practising
- pressure cooker** /'preʃə(r) ,kʊkə(r)/ noun [count] INFORMAL a difficult situation in which people have to work very hard or experience a lot of strong emotions
- quest** /kwɛst/ noun [count] a long difficult search
- slick** /slɪk/ adjective done in a very impressive way that seems to need very little effort
- take a breather** /,teɪk ə 'bri:ðə(r)/ phrase INFORMAL to have a rest
- untold** /ʌn'təʊld/ adjective existing or present in an amount that is too large to be measured

2.2 Vocabulary

Information systems and communication

- asap** /,eɪ es eɪ 'pi:/ or /'eɪsæp/ adverb **as soon as possible:** used especially for asking someone to do something quickly
- biscuit** /'bɪskɪt/ noun [count] BRITISH a type of small flat dry cake that is usually sweet and round. The usual American word is cookie.
- crash** /kræʃ/ noun [count] COMPUTING an occasion when a computer or a computer program suddenly stops working
- give someone a hand** /,gɪv sʌmwʌn ə 'hænd/ verb to help someone
- hassle** /'hæs(ə)l/ verb [transitive] to annoy someone, or to cause problems for them
- in the know** /ɪn ðə 'nəʊ/ phrase people in the know have more information about something than other people
- in the loop** /ɪn ðə 'lu:p/ phrase INFORMAL belonging or not belonging to a group that has information and makes decisions about something
- patch** /pætʃ/ noun [count] COMPUTING a piece of software that you add to a computer program in order to improve it or remove a fault
- plug-in** /'plʌg ɪn/ noun [count] a piece of software or hardware that you add to a computer to increase the range of things it can do
- snail mail** /'sneɪl ,meɪl/ noun [uncount] COMPUTING letters that are sent by post
- stretched** /stretʃt/ adjective having difficulty doing everything that you should because you lack the necessary time, money, people or equipment