



VOCABULARY

enterprise
a stock
a partner
a salary rise
an apprentice
well paid
consumer goods
unemployment
production costs
a junior executive
bookkeeping accounting
board
manager
chief technical officer
a job
an entrepreneur
vocational training
manufacturer
merger
industry
temporary worker
delivery
badly paid
raw materials
quality standard
a partnership
chairman of the board
mass production
staff
time sharing
workstation
research and development
staff canteen
pensioner
public company
field
a trainee
joint stock company
organized labor
a factory

a deal
a job center
a workshop
store floor
a perk
premium
stock exchange
a career
turnover
a senior executive
operating income
consumer
chief financial officer
shelf-life
a company
a maker
training
supplier
strike
industrial
global world wide
premises
profit margins
workforce
a job offer
employers
an incentive
a product
a lawsuit
a copy machine
skill
refurbishment
profitability
a meeting
private company
public sector
company
training period
trade unionist
a plan

a shareholder
a personal assistant
employment agency
a bargain
a profit
an office
career
working conditions
an executive
a colleague
competition
faulty
the sales manager
employee
a job interview
a subsidiary
adult education
overheads
office hours
integration
day off
the workforce
brand
corporate spirit
a blue-collar worker
chief executive officer
a takeover
paperwork
occupation
vacancy
recycling
profitable
dismissal
a salary/a wage
unemployed
private sector
underpaid
trade union
VAT, Value Added Tax



USEFUL VERBS

to go to work
to grant a discount
to file for bankruptcy
to hire
to be in charge of
to go bankrupt
to earn a living/to make a living
to upgrade
to apply for a job
to fire
to take courses
to work part-time

to expand
to found/to create a firm
to market a product
to promote from within
to outsource
to work overtime
to manage a firm
to forecast
to take a day off
to restructure/to reshape
to work as
to work full-time

to work long hours
to resign
to run a company
to be on strike
to advertise
to merge
to make someone redundant
to produce
to retire to look for a job
to overhaul
to work halftime
to do day or night shifts