

- **adjective** [adj.] Headwords for adjectives followed by information in square brackets, e.g. [only before a noun] and [not before a noun], show any restrictions on where they can be used.
- **noun** [n.] The codes [C] and [U] show whether a noun, or a particular sense of a noun, is countable (an *analyst*, two *analysts*) or uncountable (awareness, autonomy).
- **verb** [v.] The forms of irregular verbs are given after the headword. The codes [I] (intransitive) and [T] (transitive) show whether a verb, or a particular sense of a verb, has or does not have an object. Phrasal verbs (for v.) are shown after the verb they are related to.
- Some entries show information on words that are related to the headword. Adverbs (adv.) are often shown in this way after adjectives.
- **region labels** The codes *AmE* and *BrE* show whether a word or sense of a word is used only in American or British English.

- abandon** v. [T] to stop doing something because there are too many problems and it is impossible to continue *The company abandoned its takeover bid.*
- acronym** n. [C] a word made from the first letters of the name of something *NATO is an acronym for the North Atlantic Treaty Organisation.*
- action point** n. [C] something that must be done, as a result of a meeting *We drew up a list of action points arising from the meeting.*
- active listening** n. [U] the skill of listening carefully to what someone is saying, encouraging them to talk, and asking questions or summarising to make sure you have understood *Active listening shows respect, and you are much more likely to get cooperation afterwards.*
- adaptable** adj. able to change in order to be successful in new and different situations in this job you need to be adaptable and able to cope with unexpected situations.
- admit defeat** to stop trying to do something because you realise you cannot succeed *After half an hour she had to admit defeat.*
- adoption** n. [U] the act of starting to use a particular plan, method, technology, etc. *The adoption of robotic technology is transforming manufacturing.*
- agenda** n. [C] **agenda item** a subject that is on the list of things to be discussed at a meeting *The next agenda item is the need for a new heating system.*
- agile** adj. able to move or respond quickly and easily *The best organisations use the team approach to stay agile and adaptable.*
- air** v. [T] to express your opinions publicly *Staff will get a chance to air questions and air their views.*
- angel** n. [C] someone who gives new businesses money, often in exchange for a share of the company *He founded several companies himself, and later became an angel investor in local start-ups.*
- angle** n. [C] **take a different angle** to approach something differently *People with different backgrounds will often take a different angle on a problem, which is why it's useful to have diversity in the team.*
- antagonistic** adj. unfriendly, and wanting to argue or oppose people or ideas *Some employees will be antagonistic towards anyone with new methods of working.*
- AOB** *abbr.* (any other business) the time during a meeting when people can discuss things that were not on the agenda (= list of subjects to be discussed) *Is there any AOB?*
- apologies** n. [plural] a message that you send to a meeting to say that you will not be able to come to the meeting *He's in New York, so he sends his apologies.*

- appealing** adj. attractive or interesting *Soft, round, smooth shapes are more appealing than sharp, jagged ones.*
- arsenal** n. [C] the equipment, methods etc. that someone can use to help them achieve something *He has a whole arsenal of bad jokes to reduce nervous interviewees.*
- asset** n. [C] the things that a company owns, for example property or machines *The corporation has £9 billion in assets.*
- attendance** n. [U] **be in attendance (at something)** to be at a special or important event *Almost the entire Cabinet and senior White House staff were in attendance.*
- attendee** n. [C] someone who is at an event such as a meeting or a course *A list of attendees should be on the minutes.*
- attention** n. [U] **give someone your undivided attention** to listen carefully to what someone is saying, and not think about or do other things as well *He stopped fiddling with his phone and gave her his undivided attention.*
- auditing** n. [U] the process of officially examining a company's financial records in order to check that they are correct *An independent auditing firm is examining the accounts.*
- authoritarian** adj. strictly forcing people to obey a set of rules or laws *Citizens are not permitted to question the political institutions or procedures of an authoritarian regime.*
- autonomous** adj. having the ability to do something by yourself or itself, without help *An autonomous system would need to be able to respond rapidly.*
- autonomous vehicle** n. [C] a car, lorry, etc. that is controlled by a computer, rather than a person (= *driverless car*) *The area is being used as a test site for autonomous vehicles.*
- autonomously** adv. in a way that gives you, a machine, etc., the ability to do something by yourself or itself, without help *Employees prefer working autonomously once they understand the task.*
- baby boomer**, also **boomer** n. [C] someone born between 1946 and 1960, when many babies were born *Will their baby boomer clients panic if the market continues to drop?*
- backer** n. [C] someone who supports a plan, person, or company, especially by providing money, and in order to make a profit *The directors closed the company after the financial backer pulled out of the operation.*
- balance** n. [U] **on balance** after considering all the facts *On balance, it's a useful program, despite the problems.*
- ballpark figure** a number or amount that is approximately correct, though not exact *Can you give us a ballpark figure on how much this will cost?*
- barrier to entry** n. [C] something that prevents a new company from entering a market *The high costs of manufacturing in Britain served as a barrier to entry for the company.*
- behavioural economics** n. [U] the study of how and why people make decisions, especially about how to spend or invest money, when these decisions are influenced by emotions and ideas rather than facts *Behavioural economics shows that people do not always make decisions based on rational thought.*
- belt** n. [C] **have something under your belt** to have achieved or done something, especially something useful or important *She has several years' experience under her belt.*
- benefit** n. [C,U] an advantage, improvement, or help that you get from something (= *drawback*) *Tourism has brought considerable economic benefits to the island.*
- bestie** n. [C] someone who is your very good friend *There's nothing I like better than hanging out with my besties.*
- beta** adj. relating to a test or use of software that is done to find any problems before a final product is sold *The game is in the beta test stage, with a launch planned for early next year.*

Polishenglish Business Glossary

Robert Strybel, Maria Strybel



Polishenglish Business Glossary:

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