

in company Pre-intermediate

Unit 12

headword	pronunciation	translation/notes	example sentence
arrange (v) arrange to do sth	/ə'reɪndʒ/		Sorry, I'll have to go. I arranged to meet someone at the bar five minutes ago.
break the ice	/breɪk ði: 'aɪs/		Talking about sport or the weather is often a good way of breaking the ice with people you don't know well.
business (n) on a business trip	/ˈbɪznəs/		My name's Allan. I'm here on a business trip .
by the way	/baɪ ðə 'weɪ/		My name's Nadine, by the way . I'm from Xanadu Electronics.
catch (v) catch sb later	/kætʃ/		Sorry, I have a call on my mobile. I'll catch you later .
check sth out (phr v)	/tʃek sʌmθɪŋ 'aʊt/		Could I have a look at your newspaper? There's something I want to check out .
console (n)	/kɒnsəʊl/		Individual consoles allow customers to see who else is in the bar or to send messages to another stranger.
conversation (n) start a conversation with sb	/kɒnvə'seɪʃn/		Asking someone if you can borrow their newspaper is one way of starting a conversation with them.
cut sb off (phr v) don't mention it	/kʌt sʌmbədɪ 'ɒf/		Sorry to cut you off , but I've just seen someone I need to talk to.
Don't mention it.	/dəʊnt 'menʃn ɪt/		"Thanks very much for lending me your paper." " Don't mention it. "
finish with sth (phr v)	/fɪnɪʃ wɪð ,sʌmθɪŋ/		"Would you mind if I had a look at your newspaper?" "Er no, I've finished with it. "
go ahead (phr v)	/gəʊ ə'hed/		"Could I borrow your newspaper?" " Go ahead. "
good luck (with sth)	/gʊd 'lʌk (wɪð ,sʌmθɪŋ)/		Thanks for the drink and good luck with your meeting.

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hand be an old hand (at sth)	/hænd/		"This is the fourth conference I've been to here." "Oh, right, so you're an old hand ."
handset (n)	/hænd, set/		People who receive messages can choose to continue the conversation by using the telephone handset .
hang on (phr v)	/hæŋ 'ɒn/		Hang on a minute, I won't be long.
How do you do?	/haʊ də ju 'du:/		"I'm Bill Smart from Silicon Technologies." "Right, how do you do? I'm Kazuo Yamada from Lexico."
How long ...?	/haʊ 'lɒŋ/		" How long have you been here?" "Since Saturday." " How long are you staying?" "Another four or five days."
I('ll) have to be off.	/aɪ(l) ,hæv tə bi: 'ɒf/		Well, it's getting late. I have to be off.
(It was) nice to meet you.	/(ɪt wəz) ,naɪs tə 'mi:t ju:/		" Nice to meet you , Sean." "Right, it was nice talking to you too."
local attractions (n pl)	/ləʊkl ə'trækʃnz/		Talking about the local attractions can be a good way of starting a conversation with people you don't know at a conference.
look (n) have a (quick) look at sth	/lʊk/		Would you mind if I had a quick look at your newspaper?
machinery (n)	/mə'ʃi:nəri/		"Are you here on business?" "Yes, I'm here to buy some machinery ."
No problem.	/nəʊ 'prɒbləm/		"Would you mind lending me your mobile phone?" " No problem. "

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Pleased to meet you.	/ˌplɪzɪd tə 'mi:t ju:/		"I'm Boris." "I'm David. Pleased to meet you. "
See you later.	/si: ju: 'leɪtə/		I think the meeting's about to start. See you later.
That's very kind (of you).	/ðætʒ veri: 'kaɪnd əv ju:/		"Can I lend you my mobile?" " That's very kind , but I was expecting a call on this number."
Take your time.	/ˌteɪk jə 'taɪm/		"Could I have a look at your newspaper?" Go ahead, take your time.
video screen (n)	/ˌvɪdɪəʊ ˌskrin/		Video screens in the bar enable customers to look at one another.