

Język Angielski Biznesowy

Business English Magazine



Office Vocabulary

Dear Readers,

Welcome to BEM's newest business language guide. In this edition we explore the nooks and crannies¹ of a run of the mill² office space.

As it turns out there are useful knicks and knacks³ in abundance⁴ hidden around there. They may be commonplace, you may use them every day and not pay heed⁵, but still, they are there waiting to do your bidding⁶. We include some vocabulary connected to office life as well.

We wish you a fruitful⁷ search, and hope you will find many a useful pointer⁸ in this booklet.

¹ **nooks and crannies** nʊk ənd 'kræni:z zakamarki

² **run of the mill** rʌn əv ðə mi:l przeciętny

³ **knicks and knacks** ni:kz ənd nə:kz drobiazgi

⁴ **in abundance** ɪn ə'bʌndəns obficie

⁵ **to pay heed** tə peɪ hi:d zwracać uwagę

⁶ **to do ones's bidding** tə də wʌnz 'bɪdɪŋ wykonać czyjeś polecenie

⁷ **fruitful** 'fru:tfl owocny

⁸ **pointer** 'pɔɪntə(r) wskazówka

Kieszonkowy poradnik biznesowo-językowy jest bezpłatnym dodatkiem do **Business English Magazine** nr 39/2014.

Opracowanie: Daria Frączek

Colorful Media ul. Lednicka 23, 60-413 Poznań
tel. 61 833 63 28, redakcja@business-english.com.pl

Office Vocabulary

term	definition	translation
absence 'æbsəns	the occasion or period of time when somebody is away	absencja
agenda ə'dʒendə	a list of items to be discussed at a meeting	program, porządek obrad
air conditioner eə(r) kən'diʃnə(r)	a machine that cools and dries air	klimatyzator
annual leave 'ænjuəl li:v	the amount of leave a person is allowed in the period of an year	wymiar urlopu
bill bɪl	a piece of paper that shows how much you owe somebody for goods or services	rachunek
bin bɪn	a container that you put waste in	kubel na śmieci
binder 'baɪndə(r)	a hard cover for holding sheets of paper, magazines, etc. together	segregator
board bɔ:d	a group of people who have power to make decisions and control a company or other organization	zarząd
briefcase 'bri:fkɛɪs	a flat case used for carrying papers and documents	aktówka
bulldog clip 'bʊldɔg klɪp	a metal device for holding papers together	klips do papieru
business card 'bɪznəs kɑ:d	a small card printed with somebody's name and details of their job and company	wizytówka