

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 crannies<sup>1</sup> of a run of the mill<sup>2</sup> office space.

As it turns out there are useful knicks and knacks<sup>3</sup> in abundance<sup>4</sup> hidden around there. They may be commonplace, you may use them every day and not pay heed<sup>5</sup>, but still, they are there waiting to do your bidding<sup>6</sup>. We include some vocabulary connected to office life as well.

We wish you a fruitful<sup>7</sup> search, and hope you will find many a useful pointer<sup>8</sup> in this booklet.

<sup>1</sup> **nooks and crannies** nʊk ənd 'kræni:z zakamarki

<sup>2</sup> **run of the mill** rʌn əv ðə mi:l przeciętny

<sup>3</sup> **knicks and knacks** ni:kz ənd nə:kz drobiazgi

<sup>4</sup> **in abundance** ɪn ə'bʌndəns obficie

<sup>5</sup> **to pay heed** tə peɪ hi:d zwracać uwagę

<sup>6</sup> **to do ones's bidding** tə də wʌnz 'bɪdɪŋ wykonać czyjeś polecenie

<sup>7</sup> **fruitful** 'fru:tfl owocny

<sup>8</sup> **pointer** 'pɔɪntə(r) wskazówka

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# Office Vocabulary

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