

Style and usage labels used in the dictionary

<i>ABBREVIATION</i>	a shortened form of a word
<i>AUSTRALIAN ENGLISH</i>	
<i>CANADIAN ENGLISH</i>	
<i>FORMAL</i>	used in serious or official language
<i>INFORMAL</i>	used in ordinary speech and writing and not suitable for formal situations
<i>DISAPPROVING</i>	used to express dislike or disagreement with someone or something
<i>APPROVING</i>	praising someone or something
<i>MAINLY UK</i>	mainly used in British English, but sometimes in American English
<i>OLD-FASHIONED</i>	not used in modern English – you might find these words in books, used by older people, or used in order to be funny
<i>TRADEMARK</i>	the official name of a product
<i>UK</i>	British English
<i>US</i>	American English
<i>WRITTEN ABBREVIATION</i>	a shortened form of a word used in writing

List of subject labels

These labels show that a word is related to a particular area of business.

- ACCOUNTING
- BANKING
- COMMERCE
- COMMUNICATIONS
- E-COMMERCE
- ECONOMICS
- ENVIRONMENT
- FINANCE
- GOVERNMENT
- GRAPHS/CHARTS
- HR
- INSURANCE
- INTERNET
- LAW
- MANAGEMENT
- MARKETING
- MEASURES
- MEETINGS
- MONEY
- NATURAL RESOURCES
- POLITICS
- PRODUCTION
- PROPERTY
- SOCIAL RESPONSIBILITY
- STOCK MARKET
- TAX
- TRANSPORT
- WORKPLACE

Cambridge Business English Dictionary



Cambridge University Press
978-0-521-12250-4 – Cambridge Business English Dictionary
Cambridge Dictionaries
Frontmatter
[More information](#)

CAMBRIDGE UNIVERSITY PRESS
Cambridge, New York, Melbourne, Madrid, Cape Town,
Singapore, São Paulo, Delhi, Tokyo, Mexico City

Cambridge University Press
The Edinburgh Building, Cambridge CB2 8RU, UK
<http://dictionary.cambridge.org>

Information on this title: www.cambridge.org/9780521122504

© Cambridge University Press 2011

The pages in this book marked PHOTOCOPIABLE © Cambridge University Press 2011 may be photocopied free of charge by the purchasing individual or institution. This permission to copy does not extend to branches or additional schools of an institution. All other copying is subject to permission from the publisher.

First published 2011

Printed in Italy by L.E.G.O. S.p.A.

A catalogue record for this publication is available from the British Library

ISBN 978-052-112250-4 Paperback

Cambridge University Press has no responsibility for the persistence or accuracy of URLs for external or third-party internet websites referred to in this publication, and does not guarantee that any content on such websites is, or will remain, accurate or appropriate. Information regarding prices, travel timetables and other factual information given in this work is correct at the time of first printing but Cambridge University Press does not guarantee the accuracy of such information thereafter.

Defined words that we have reason to believe constitute trademarks have been labeled as such. However, neither the presence nor absence of such labels should be regarded as affecting the legal status of any trademarks.

Cambridge University Press
978-0-521-12250-4 – Cambridge Business English Dictionary
Cambridge Dictionaries
Frontmatter
[More information](#)

Cambridge Business English Dictionary

Publisher

Stella O'Shea

Development Editor

Helen Waterhouse

Project Manager

Della Summers

Business Content Consultant

Bill Mascull

Study pages

Joy Godwin

With additional materials by:

Dr Raquele de Felice and Dr Ron Martinez
(University of Nottingham)

Lexicographers

John Bollard
Grant Barrett
Rebecca Campbell
Carol-June Cassidy
Morven Dooner
Ben Francis
James Greenan
Jill Leatherbarrow
Katy Isaacs
Sinda Lopez
Bill Mascull
Susan Maingay
Kate Mohideen
Glennis Pye
Miranda Steele

Editors

Roz Combley
Andrew Delahunty
Julie Plier
Karen Stern
Laura Wedgeworth
Sally Wehmeier

Headword list compilation

Patrick Goldsmith

Focus On Topic boxes

Bill Mascull

Focus On Vocabulary boxes

Helen Waterhouse

Pronunciations Editors

Pippa Mayfield (UK English)
Connie Baboukis (US English)

Systems Managers

Dominic Glennon
Daniel Perrett

Electronic Project Manager

Clare Tunstall

Global Corpus Manager

Ann Fiddes

Proofreading

Morven Dooner
Jill Leatherbarrow
Kate Mohideen
Della Summers

Design

Boag Associates
Claire Parson

Series cover design

Andrew Oliver

Cover images

Shutterstock/Richard Barnes
Thinkstock/Comstock Images
Thinkstock/Hemera Technologies

Typesetting

Data Standards Limited

Production

Clive Rumble
Julie Sontag

Illustrators

Oxford Designers and Illustrators

With thanks also to Andy Priestner and
students of the Cambridge Judge Business
School, and to Keith Blakemore, Economist

Contents

	<i>page</i>
Grammar codes and abbreviations	inside front cover
Introduction	ix
The dictionary	1 – 938
Study pages	Centre pages
Job advertisements	C2
Application forms	C3
Writing a CV	C5
Interviews	C7
Globalization	C8
Company structure	C9
Corporate social responsibility	C11
Economies	C13
Graphs and charts	C13
Management	C16
Meetings	C18
Business writing	C21
Report writing	C23
Presentations	C24
Interviewing someone for a job	C26
Financial statements	C27
Using the internet	C28
Giving advice	C29
Giving opinions	C30
Making commitments	C30
Making requests	C31
Negotiating	C31
Intercultural business communication	C32
Abbreviations for organizations and institutions	939 – 940
Symbols	941
Countries, regions, and continents	942 – 945
World currencies	946
Major financial centres and their stock exchanges	947
Pronunciation symbols	inside back cover

Introduction

Welcome to the *Cambridge Business English Dictionary*, an exciting new dictionary of 35,000 business-related words, phrases and meanings designed to be used by business students and anyone using or encountering English in their work.

What is Business English?

When people first told Cambridge Dictionaries that they wanted such a dictionary, the first question we needed to answer was, what exactly do we mean by Business English? When thinking about ‘business’, the first thing that comes to many minds is the world of high finance, the stock market, and buying and selling. Of course these are all hugely important areas that are thoroughly covered in this dictionary, but we found that the idea of ‘business’ went much further than that, from economic systems and theories to the kind of equipment and technology you might use in the office; from politics and global economic forums to the internet and the environment. It almost began to seem that there were really very few areas of life that ‘business’ did not touch upon in one way or another.

Selecting the words to be included in the dictionary

We also needed to find out what business words and phrases people wanted to know, and we had three main sources for this. We first of all analyzed what words and expressions were most frequently looked up on internet search engines and on *Cambridge Dictionaries Online*. As expected, many of these were indeed business-related, especially new words or those that had recently become prominent. Secondly, we analyzed our own business corpus – a database comprising 210 million words from written business sources as well as 9 million words of spoken business English from CANBEC (the Cambridge and Nottingham Business English Corpus) collected from recordings of spoken English in a work and business environment. By carrying out a comparison of frequency of words in these corpora relative to frequency in the general Cambridge English Corpus, we could identify which words were most likely to be encountered in business contexts. Lastly, we carried out an old-fashioned ‘reading and marking’ programme, closely reading business texts both in print and online to pick up on those words that were newest to the language.

New words

Business English is an area of English that is fast-moving, reflecting as it does up-to-the-minute concepts and events in the ever-changing world of business and the public sphere as well as advances in technology and their business applications. It does not seem too long ago since the onset of the global financial crisis in 2007/8, and we are now very used to the many words either coined or popularized since then: **credit crunch**, **bad bank**, **toxic debt**, **quantitative easing**, **austerity measures** and institutions that are **too big to fail**, to name but a few (and its fallout may have led some to call for **Robin Hood taxes** and a return to **saltwater economics**, possibly in the hope of enhancing our **Gross National Happiness**). The rise of corporate social responsibility means that words relating to wider society and the environment have become important in business too, giving us such words as **barrier-free**, **green architecture**, **grey water**, and **food security**. And of course the world of the internet, e-commerce, **social media** and the **blogosphere** is still evolving fast, giving us **tweeting**, **social shopping**, **crowdsourcing**, **hacktivists** and **cloud computing**.

Help with language

English has rapidly become the global language of business and international communication, and most of the English used in the world today is not used by native speakers. This dictionary gives extra help with understanding and producing clear, natural business English, whether written or spoken. The definitions are written in plain language, thus ensuring that you do not also have to look up the definitions of the words used in the definition! It gives 35,000 examples from real business texts, clearly presented information about grammar, and there is a strong emphasis on collocation (words that combine naturally with other words). *Focus On Vocabulary* boxes give additional information about near-synonyms and theme-related vocabulary, helping you make the right word choice every time.

Help with practical skills in English

Extra help is also given with practical business communication skills such as giving presentations, negotiating, stating your opinion, and things to bear in mind when you are working with people of different cultures and backgrounds. There is also help with written business communication and other writing skills you might need for the workplace, for example writing emails, letters and reports.

Topic areas and additional information

Because Business English is such a vast area with so many very different aspects, we have assigned most of the words in this dictionary with a category label (see p. i for a list of all 27 of these), ranging from ACCOUNTING to MANAGEMENT and from MARKETING to WORKPLACE, ensuring that you can be confident that the specific meaning of a word that you are looking up is the precise one you are looking for, and giving you information about what aspect of business unfamiliar words belong to. In addition, there are 95 Topic Boxes, giving extra information about particular business topics as diverse as **budgets**, **business jargon**, **share options**, **internet security** and **work-life balance**.

Help with exams

This dictionary covers all the vocabulary needed for BEC and BULATS exams and also any other ESP exams that may require knowledge of more specific areas such as financial or legal English, for example ICFE and ILEC.

So whatever your Business English requirements, whether you are a student or an employee; whether you are using English as a second language or are a native speaker; whether you need to know specialist vocabulary or more general business-related words and phrases, the *Cambridge Business English Dictionary* will meet all your needs – and more.

Stella O'Shea
Cambridge 2011