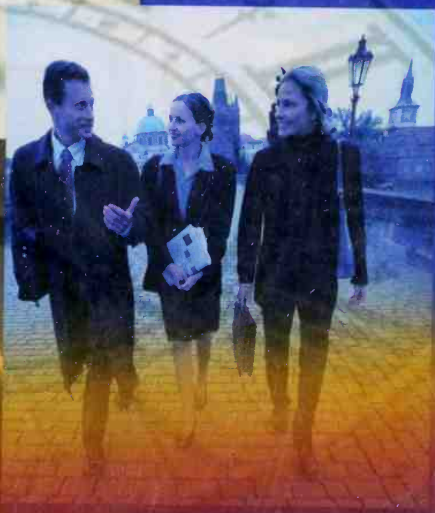


NEW

Oxford BUSINESS ENGLISH Dictionary

for learners of English



Abbreviations used in the dictionary

abbr	abbreviation
adj.	adjective
adv.	adverb
C	countable noun
+ obj	verb used with an object (= transitive)
no obj	verb that does not have an object (= intransitive)
+ obj or no obj	verb used with or without an object
pl.	plural
prep.	preposition
sb	somebody
sing.	singular
sth	something
U	uncountable noun
with sing./pl. verb	a noun that can have a singular or plural verb
BrE	British English
AmE	American English

Symbols used in the dictionary

- ★ shows the headword is an important word
- ~ replaces the headword of an entry
- shows a new part of speech in an entry
- = is the same as; equals
- ⊕ shows common patterns and word combinations
- ▶ derivative(s) section of an entry

HELP extra grammatical information about how to use the word

NOTE extra information about the word

IDM idiom(s) section of an entry

PHRV phrasal verb(s) section of an entry

→ directs you to another entry

SYN shows a synonym

OPP shows an opposite

Labels used in the dictionary

figurative expressions that are used not in their true sense, but in an imaginative way, in order to give a special effect

formal These expressions are normally only used in serious and official language and are not frequently used in everyday conversation.

informal expressions that are used in relaxed or unofficial situations such as between friends and colleagues. They are not appropriate for formal situations.

less frequent This shows that the synonym given for a particular headword is used less often than the headword.

old-fashioned expressions that are no longer used very much

slang language that is very informal and is often only used by a particular group of people who have the same age, job, etc.

Oxford Business English Dictionary *for learners of English*

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Assisted by Joseph Noble

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S 4 Computers and the Internet

S 6 Incoterms

S 8 Writing letters, emails and memos

S 11 Applying for a job

S 14 Describing graphs

S 16 The development of a business

During the writing of the dictionary we have been advised by teachers of Business English and by people involved in the world of business. I should like to thank the members of the Saïd Business School in Oxford who helped us in an advisory capacity in various areas of business, especially Barry Hinchcliffe (Marketing, Finance and Economics) and Derek Lebedeffeld (Management and Human Resources). I am also grateful to the other people who gave us their expert advice, including Tony Ferreira (Stock Exchange and Finance), Richard Lawrence (Accounting) and Roberts Wedge (Finance and Management).

I would also like to acknowledge the invaluable work of the large team of people who have been involved in the dictionary at various stages, both before and after the text was completed.

Dilys Parkinson

August 2004

Preface

This completely new dictionary of Business English has been specially written to be of practical use for students of business and experienced business people who need to read, write and speak English in their work, and for those who give them language training and advice.

It is intended for learners of English at intermediate to advanced level. The definitions have been written using the Oxford 3000™ so that they are simple and clear, but accurate and detailed.

To ensure that the material included in the dictionary is as up-to-date and authentic as possible, a new 50 million word corpus of business English was used. This is a collection of written and spoken British and American English taken from various sources such as the business sections of newspapers, business journals and textbooks, and interviews with business people. It has enabled a wide range of business areas to be covered in the dictionary in addition to terms that are of more general use in communicating in English in a business context.

As people studying English for business need to know how to use words correctly as well as what they mean, detailed grammar information has been included and examples that show how a term is used in typical contexts. In addition, for terms that are commonly used there is extensive information about collocation, for example verbs that can be used with a particular noun.

1 000 words in the dictionary are marked with a star to show that they are particularly important in Business English. These are words that are frequent on our business corpus and are essential in most areas of business or combine with many others to make compounds.

During the writing of the dictionary we have been advised by teachers of Business English and by people involved in the world of business. I should like to thank the members of the Said Business School in Oxford who helped us in an advisory capacity on various areas of business, especially Burcu Hacibedel (Banking, Finance and Economics) and Doris Schedlitzki (Management and Human Resources). I am also grateful to the other people who gave us their expert advice, including Tony Ereira (Stock Exchange and Finance), Richard Spraggett (Accounting) and Roberta Wedge (Finance and Management).

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Dilys Parkinson
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How to use this dictionary

A typical entry

the headword

parts of speech

Numbers show the different meanings.

shows where the information on each part of speech begins

grammatical information

subject label indicating the area of business for this meaning

quarterly /'kwɔ:təli; AmE 'kwɔ:tərli/

adjective, adverb, noun

● **adjective** [only before noun]

1 relating to a period of three months: *quarterly earnings/income/profits* ◊ *This is an 80% reduction on the previous quarterly dividend.*

2 produced or happening every three months: *Managers attend quarterly planning meetings.*

● **adverb**

every three months: *We meet quarterly with our accountants.*

● **noun**

1 [C] a magazine, etc. published four times a year: *The magazine is a quarterly aimed at people working in advertising.*

2 (Accounting) **quarterlies** [pl.] in the US, the financial results that large companies publish

pronunciation, with American pronunciation where this is different

meaning

example of use

How to find a word

All words are listed in alphabetical order whether they are written as one word or two or with a hyphen. If the headword is two or more words, such as **added value**, it is listed according to the first word in the compound (i.e. **added**).

★ **value** /'vælju:/ *noun, adjective, verb*

● **noun**

SEE ALSO **added value**, **agreed ~**, **assessed ~**, **asset ~**, **book ~**, **break-up ~**, **capital ~**, etc.

1 [U,C] how much sth is worth in money or other goods for which it can be exchanged:

The headword is replaced with a tilde (~).

etc. shows this is not the full list.

This shows you phrases in the dictionary that contain this headword. These can be found at their alphabetical place.

Many words have alternative forms or alternative spellings. The most common form is usually given as the main entry and the less frequently used term redirects you to the main entry.

'**mission statement** (also **statement of 'purpose**) *noun* [C]

statement of 'purpose = MISSION STATEMENT

This shows an alternative term with the same meaning.

The alternative headword redirects you to the main entry.

American English forms are treated in the same way:

labourer (AmE spelling **laborer**) /'leɪbərə(r)/

laborer = LABOURER

Many headwords also have an abbreviated form:

read-'write *adjective* (abbr RW)

This indicates an abbreviation.

Sometimes the abbreviation is used more frequently than the full form, in which case the abbreviation is the main headword.

The full form is shown afterwards in bold type.

★ **GDP** /dʒi: di: 'pi:/ *abbr*
(Economics) **gross domestic product** the total value of all the goods and services produced by a

Derivatives are words whose meaning can be understood from another word (the **root** word). They do not have their own entry in the dictionary but are given at the same entry as the root word, in a specially marked section:

The triangle shows where the derivatives section starts.

illicit /ɪ'lisit/ *adjective*
not allowed by the law: *the illicit trade in tobacco products* [SYN] **ILLEGAL** ▶ **illicitly** *adverb*

Idioms and **phrasal verbs** are placed in specially marked sections within the entry. Idioms are at the entry for their first important word (= nouns, verbs, adjectives or adverbs) that is in the dictionary or at their first word. The examples below can be found at the entry for **tick**:

IDM indicates the beginning of the idioms section.

IDM **have ticks in all the right 'boxes** (*informal*)

PHRV shows the beginning of the phrasal verbs section.

PHRV **tick sb/sth 'off** (*BrE*)

Understanding and using the word

The star shows that this is an important word.

★ **vend** (*AmE spelling also vender*) /'vendə(r)/
noun [C] (*formal*)

information to show that the word is used in particular situations

Stress marks show stress on phrases.

bank 'holiday *noun* [C] (*BrE*)

Geography labels indicate whether the word is used in British or American English.

verb patterns

bleed /bli:d/ *verb* (**bled, bled** /bled/)
1 [+ obj] or no obj] | (*used especially in the continuous tenses*) (about a company) to lose a large amount
 extra grammatical information

irregular forms of verbs, with their pronunciations

Irregular plurals of nouns are also shown.

irregular spelling for present and past participles and past tense

strip /stri:p/ *verb, noun*
 ● *verb* [+ obj] (-pp-)
1 **strip sth from sb/sth** | **strip sb/sth of sth** to remove sth from sth/sb: *They were found guilty of*

prepositions, adverbs and structures that are frequently used with this word

information on the use of adjectives

steep /sti:p/ *adjective* (**steeper, steepest**)
1 [usually before noun] (about a rise or fall in an amount) sudden and very big: *The steep decline in*

comparatives and superlatives of adjectives

Building your vocabulary

The dictionary also contains a lot of information that is designed to help you increase your vocabulary.

fixed form of the noun

★ **statistic** /stə'tɪstɪk/ *noun*

1 statistics (also **stats**, *informal*) [pl.] a collection of information shown in numbers: *economic/employment/unemployment statistics* ◊ *Official statistics show that people in the north of the country are the highest earners.*

alternative forms

⊕ indicates that the following words are common phrases and patterns.

⊕ **current/monthly/new/official/recent statistics** • **accurate/gloomy/reliable/surprising statistics** • **to analyse/collect/prepare/produce/release statistics** • **statistics tell sb/indicate/prove/show sth**

statistically /stə'tɪstɪkli/ *adverb*: *The level of the customer complaints was not **statistically significant**.*

common or fixed phrases in **bold type** in examples

Definitions use vocabulary from the Oxford 3000™ unless a specific term is needed that is not in the Oxford 3000™, when it is written in SMALL CAPITALS.

'**book equity** *noun* [U]

(*Accounting*) the value of a company as shown in its financial records (**books**), which is its assets minus its **LIABILITIES** (= the money it owes)

a word in a definition that is not in the Oxford 3000™

(=...) gives the meaning of the preceding word or phrase.

Words in **bold type** with (brackets) give the correct term for the preceding description.

Cross references direct you to other related words in the dictionary. There are a number of notes and illustrations giving extra information about important words.

pallet /'pælət/ *noun* [C]

a flat wooden frame used for storing and moving goods; the frame and its contents: *Each shelf contains two pallets and each pallet contains 60 bags.* → SKID – **Picture** at TRANSPORT

→ directs you to a related word.

This directs you to a picture illustrating this word.

British English and American English spelling

Words that end in *-ize, -ization*, etc. can also be spelled *-ise, -isation*, etc. in British English.

alternative British English spelling

legalize, -ise /lɪ:gəlaɪz/ *verb* [+ obj]

to make sth legal: *The government has **legalized irradiation** for many types of food.*

Words that are spelled differently in British English and American English but which are only actually used in one of these varieties of English have information to show these differences.

'**colour supplement** (AmE spelling **color** ~)

noun [C] (*BrE only*)

This indicates that the word or phrase is only used in British English.

the American English spelling

Numbers

@ symbol (only used in written English) at

1 the symbol used in email addresses:
jsmith@oup.com

2 used to show a rate or price for something, especially on a bill: 15 boxes @ \$12 per box: \$180

10 000-foot view /,ten 'θauznd 'fot 'vjuː/ noun [C] (informal)

a broad general view or description of a problem

[SYN] HELICOPTER VIEW, OVERVIEW

16PF™ /,sɪkstiːn ,piː 'ef/ abbr

(HR) **16 personality factors** a test used, especially by employers, to find out about a person's character by asking questions which are designed to judge 16 different aspects of their character

→ PSYCHOMETRIC TEST

2+2=5 /'tuː ,plʌs 'tuː iːkwəlz 'faɪv/ phrase

two plus two equals five a phrase used to express the idea that when two organizations work together or when two companies join together (merge), more can be achieved than if they are working separately → SYNERGY

24/7 /,twenti fɔː 'sevən; AmE fɔːr/ adverb

twenty-four hours a day, seven days a week (used to mean 'all the time'): *The web store is open 24/7.*

[NOTE] 24/7 is also used as an adjective: *a 24/7 schedule* and a noun: *Our business needs 24/7.*

24-hour /,twenti fɔːr 'aʊə(r)/ adjective [only before noun]

1 used to describe sth that is open or available all day and night: *a 24-hour store* ◊ *24-hour telephone banking*

2 used to describe sth that relates to one day or happens only on one day: *a 24-hour strike*

24-hour clock /,twenti fɔːr aʊə 'klɒk; AmE aʊər 'klɔːk/ noun [sing.]

the system of using twenty-four numbers to talk about the hours of the day, rather than dividing the day into two units of twelve hours

24-hour society /,twenti fɔːr aʊə sə'saɪəti; AmE aʊər 'naʊn [U; sing.]

the fact that people can now work, play, shop, etc. all night as well as all day: *The 24-hour society may*

let people shop at midnight and buy shares on the Internet at dawn, but it could damage our health.

2G /,tuː 'dʒiː/ = SECOND-GENERATION (2)

360-degree feedback /,θriː ,sɪksti dɪ ,ɡriː 'fiːdbaek/ (also **360-degree appraisal**, **full-circle feedback**) noun [U]

(HR) information or criticism about sb's work from all the types of people they work with, including their manager, people on the same level, the people they manage, customers, etc.; a judgement of the value of their work based on this

3G /,θriː 'dʒiː/ = THIRD-GENERATION (1)

401(k) /,fɔː(r) əʊ 'wʌn ('keɪ); AmE ɔv/ noun [C] (plural **401(k)s** or **401(k)'s**)

in the US, a way of saving money for your retirement in which a percentage of your wage is paid into an investment fund chosen by your employer, to which employers sometimes add a similar amount. Tax is only charged when you take money out of the fund: *a 401(k) plan/contribution*

the 4 Ps (also spelled **four Ps**) /,fɔː 'piːz; AmE fɔːr/ noun [pl.]

(Marketing) **product, price, promotions** and **place**, which together form the **MARKETING MIX**, and which should be carefully planned if a product is to be sold successfully

the 5 Ss (also spelled **Five Ss**) /,faɪv 'esɪz/ noun [pl.]

a method of making and keeping an office or workplace clean and well organized. The 5 Ss are: **sort** (= organize and decide what to keep or throw away), **systematize** (= arrange things according to a system), **scrub** (= clean thoroughly), **standardize** (= make these activities regular and normal) and **sustain** (= continue to do it).

the 80/20 rule /,eɪti 'twenti ruːl/ (also **the 80/20 principle**) noun [sing.]

a theory that 80% of results come from 20% of effort or causes: *According to the 80/20 rule, 80% of your revenue comes from just 20% of your customers.* **[SYN]** PARETO'S LAW—Picture at PARETO ANALYSIS

A a

A1 /,eɪ 'wʌn/ adjective

1 (Finance) used to describe a company that is considered to be able to pay its debts and to be safe to lend money to: *The company is rated A1 by Moody's and A+ by Standard and Poor's.* → TRIPLE-A

2 used to describe sth such as a ship, or a person, that is in the best possible condition

AAA /,tripl 'eɪ/ = TRIPLE-A

AA rating /,eɪ 'eɪ/ = AVERAGE AUDIENCE RATING

***abandon** /ə'bændən/ verb [+ obj]

1 to stop doing sth, especially before it is finished; to stop having or using sth: *The group has been forced to abandon its plan to raise capacity by 8%.* ◊ *The company was abandoned by many of its customers.*

2 (Insurance) to give up the legal ownership of sth, such as a ship or cargo that has been damaged, to an insurance company in exchange for an insurance payment, especially when the cost of repairing it is more than its total value

3 (Law) to stop trying to make a claim in a court: *The claim was abandoned with the permission of the court.*

► **abandonment** /ə'bændənmənt/ noun [U]
→ idiom at SHIP

abate /ə'beɪt/ verb [+ obj or no obj]

to become less strong; to make sth less strong: *The three-year recession showed no signs of abating.*

► **a'batement** noun [U]

ab,abbreviated ac'counts noun [pl.] (BrE)

(Accounting) a type of financial record that contains