

## REVISION EXERCISES U1-12

### **POSE/PRESENT, UNDERMINE, EARN, WAX, ADJUST, FUND, ESTABLISH**

1. Sometimes it's difficult to **earn** trust and **establish** good business relationships in this country.
2. Please **adjust** the pace of your delivery to reflect what the audience is used to.
3. He was **waxing** lyrical in a classroom on what happens in a business environment without having the first hand experience himself.
4. In India more and more people will have to start working early and **fund** their own education due to increasingly higher education costs.
5. The arrival of big multinational companies is **undermining** virtues such as loyalty, hierarchy and discipline.
6. These **pose/present** a mortal threat to the country's continued expansion.

### **SEE, FILE FOR, STAVE OFF, WRITE OFF, JACK IN, PRESIDE OVER**

7. The company **staved off** collapse last year thanks to a restructuring in banks and bondholders agreed to **write off** most of the company's debt.
8. The year 2005 **saw** a massive decrease in investment activity.
9. Yesterday they **filed for** bankruptcy protection.
10. The Czech Republic **is presiding over** the EU now.
11. He **jacked in** his job and became self-employed.

### **DECLARE, TAP OUT, MINIMIZE, BIND, TOUT FOR, SOLICIT FOR, TAP INTO, BE RENOWNED, WHIP UP, GO**

12. Sometimes consultants resort to using risky strategies like **touting for** business from clients in whose offices they're currently working.
13. Anybody can set up their own business and **solicit for** work.
14. The professional code will **minimize** the chances of an assignment **going** wrong.
15. Members of this institute **are bound by** a professional code of conduct.
16. Traditional sources of revenue have been largely **tapped out**. There is an urgent need to find new alternatives.
17. Companies try to **whip up** investors' enthusiasm with ambitious growth plans.
18. This company **is renowned for** its ability to **tap into** new areas of growth.
19. In 2000 the company reported a mammoth loss and **declared** bankruptcy.

1. These issues set the stage for communication difficulties and potential **misunderstandings**. /UNDERSTAND/
2. It's the most **comprehensive** and **authoritative** book on the issue. /COMPREHEND, AUTHORITY/
3. These are all ripe areas for **misinterpretation** and irritation. /INTERPRET/
4. The **lecturer** made a few serious mistakes in the speech **delivery**./LECTURE, DELIVER/
5. This is not a tax-**deductible** item. /DEDUCT/
6. She didn't manage to finish the research so the impact of her work will be **insignificant**. /SIGNIFY/
7. Allow the other person to finish her/his **response** or **contribution** without interrupting. /RESPOND, CONTRIBUTE/

8. It's been **pleasure** talking to you. /PLEASE/
9. The **appraisees** are having an **appraisal** meeting with their line managers. /APPRAISE, APPRAISE/
10. The university won **recognition** from other **prestigious** education **providers**. /RECOGNISE, PRESTIGE, PROVISION/
11. We talked in strict **confidence** about the issue. This is a sensitive matter. /CONFIDE/
12. Instructors become **facilitators** and mentors. /FACILITATE/
13. We need to improve the **accountability** of the board to shareholders. /ACCOUNT/
14. One effect of **deregulation** in the industry has meant that it is now not **obligatory** for companies to purchase from any one source. /DEREGULATE, OBLIGE/
15. Choose your words **carefully**. A **misused** word can lose you **credibility**. /CARE, USE, CREDIBLE/
16. They are **hostile** and feel **suspicious** about why calls are recorded. /HOSTILITY, SUSPECT/
17. Here is some **representative** feedback. /REPRESENTATION/
18. We have **consistently outperformed** our larger rivals. /CONSISTENT, PERFORM/
19. The position is for four months to cover **maternity** leave. /MOTHER/
20. He is our most **knowledgeable** consultant. /KNOW/
21. They stopped using it **gradually**. /GRADE/
22. He specializes in **succession** planning. /SUCCEED/
23. Mr Smith's **successor**, Mr Simpson decided to diversify into electrical **appliances**. /SUCCEED, APPLY/
24. They are not going to be granted any **concessions**. /CONCEDE/
25. It was an example of **contractual failure**. /CONTRACT, FAIL/
26. Written contracts should also include fees and **deliverables**. /DELIVER/
27. The problem is the test can draw **inaccurate, misleading** or even damaging **conclusions**. /ACCURACY, LEAD, CONCLUDE/
28. The market is becoming **increasingly competitive**. /INCREASE, COMPETE/
29. They have the cheek to ask for huge fees for **substandard** work. /STANDARD/
30. Finding a new source of **growth** is very difficult. /GROW/
31. Was it **distraction** that caused Swissair's **punctuality** and baggage handling to **worsen**, hurting business, and its **investments** in the world's more **marginal** airlines to prove an **additional** drag on its finance? /DISTRACT, PUNCTUAL, WORSE, INVEST, MARGIN, ADD/
32. Companies are moving away from large **economies** of scale. /ECONOMICS/
33. Unfortunately he is very **unlikely** to get the job. There are other excellent **applicants**. /LIKE, APPLY/
34. You need to put **emphasis** on important words. /EMPHASIZE/
35. Send them a second **reminder** letter. /REMIND/

## U13 ACCOUNTING AND FINANCIAL STATEMENTS

117 Výsledovka / Výkaz zisků a ztrát = Profit and loss account (GB)/ Income Statement (USA)

118 Rozvaha = Balance sheet

- 119 Výkaz hotovostních toků v podniku = The funds flow statement (GB) / Source and application of funds statement
- 120 dlouhodobá a krátkodobá pasiva = long- term and short-term liabilities
- 121 zmrazit, uvolnit aktiva; udávat jako aktiva= to freeze, release assets; to record/show as assets
- 122 hmotná a nehmotná aktiva = tangible and intangible assets
- 123 zhodnocující se aktiva = appreciating assets
- 124 výdaje příštích období = accrued / accumulated expenses
- 125 vlastní jmění = owners´ / shareholders´ equity
- 126 financovaný z nerozdělený zisk = financed from retained earnings
- 127 vytvořit si dobré jméno společnosti (jako aktivum) = to build (up) goodwill
- 128 zvýšit daňovou povinnost = to increase tax liability
- 129 výše akumulovaných odpisů, oprávků = accumulated depreciation charges
- 130 prosperující podnik = a going concern
- 131 podvojný účetnictví = double entry bookkeeping

#### **U14 BANKING**

- 132 denně vypočítávaný úrok z dluhu = daily calculated interest on the debt
- 133 vybírat peníze bez výpovědní lhůty a jakýchkoliv dalších omezení = to withdraw money without any notice and any further restrictions
- 134 přetažený účet = an overdrawn account
- 135 vkládat peníze do smluvené výše = to deposit money to an agreed limit
- 136 držitel vkladového účtu = a holder of a deposit/ time/ notice account
- 137 ukončit existenci běžného účtu = to terminate the existence of the current/ checking account
- 128 debetní karta často mylně považovaná za kreditní = a debit card often mistaken for a credit card
- 129 bankovní transakce provedené z domácího počítače = banking transactions done/carried out from one´s own personal computer
- 130 měsíční bankovní výpis udávající zůstatek na účtu = a monthly bank statement showing the balance
- 131 zažádat si o, rozšířit debetní saldo/ přečerpání účtu = to apply for, extend overdraft
- 132 bránit komerčním bankám v upisování cenných papírů, jmenovitě akcií a dluhopisů = to prevent commercial banks from/- underwriting securities, namely shares and bonds
- 133 makléři a pojišťovny = stockbrokers and insurance companies
- 134 legislativa prosazující přísné rozdělení mezi komerčními a investičními bankami = legislation enforcing strict separation between commercial and investment banks

- 135 účtovat si úrok = to charge interest
- 136 obchodovat s penězi = to trade in money
- 137 rovnováha mezi výnosem a rizikem, likviditou a různými daty splatnosti = balance between yield and risk, liquidity and different maturities
- 138 získávat finanční prostředky na různých finančních trzích = to raise funds on various financial markets
- 139 účtovat si tučné poplatky za služby = to charge fat fees for services
- 140 vydávat cenné papíry = to issue securities
- 141 zrušit přísný mezinárodní zákon = to repeal a strict international law
- 142 diskontní sazba určovaná centrální bankou = the discount rate determined by the central bank
- 143 úvěruschopnost klienta jako odhad půjčovatele soudobé a budoucí solvence vypůjčovatele = credit rating / credit standing / creditworthiness as the lender's estimate/ estimation of the borrower's present and future solvency
- 144 garantovaný bankovní jistotou = guaranteed by a collateral
- 145 splatit závazky v okamžiku, kdy se stanou splatnými = to pay liabilities when they become due

## **U15 STOCKS AND SHARES**

- 146 snížit, popřít, přijmout neomezené ručení za dluhy = to reduce, deny, accept unlimited liability for debts
- 147 založit společnost s ručením omezeným = to found a limited liability company
- 148 zbankrotovat = go bankrupt
- 149 být soudem prohlášený (za společnost) v úpadku = to be declared bankrupt by the court
- 150 právní entita oddělená od svých majitelů = legal entity separate from its owners
- 151 aktiva nedostačující k pokrytí dluhů = assets not sufficient / insufficient to cover debts/ liabilities
- 152 dluhy, kterou zůstanou nezaplacené = debts which remain unpaid
- 153 banka specializující se na rizikový kapitál = bank specializing in venture capital
- 154 Společenská smlouva obchodní společnosti (GB) = Memorandum of Association
- 156 stanovit povinnosti ředitelů a práva akcionářů = to set out/ stipulate the duties of directors and rights of shareholders
- 157 authorized share capital = vydaný/upsaný akciový kapitál
- 158 mít akcie obchodovatelné na významných burzách = to have shares traded on major stock exchanges

- 159 zažádat o kótování společnosti na NY burze = to apply for the company to be quoted on the New York stock exchange
- 160 společnosti, jejichž akcie jsou veřejně obchodovatelné = companies whose shares are publicly traded
- 161 splnit velkou řadu náročných požadavků = to fulfil a large number of demanding requirements
- 162 akcie poprvé uvedeny na trh v ceně \$14.50 = shares floated at \$14.50
- 163 oznámit částečné (první) uvedení společnosti na akciový trh = to announce partial flotation/ initial public offering
- 164 složit, poskytnout počáteční kapitál = to put up, provide initial/starting/start-up capital
- 165 úředník obchodního rejstříku spravující obchodní rejstřík = a registrar of companies in charge of company register
- 166 snažit se získat čerstvé finanční prostředky skrze nárokovou emisi = to seek to raise fresh funds through a rights issue
- 167 nečekaně navrhnout emisi gratis akcií = to unexpectedly propose bonus issue
- 168 akcionáři mající nárok hlasovat na valné hromadě = shareholders entitled to vote at a General Meeting
- 169 část rozdělených zisků ve formě dividend = a proportion of distributed profits in the form of a dividend
- 170 nevypočítat zbytkovou hodnotu = not to/ fail to calculate residual value

## U23 – CENTRAL BANKING, MONEY AND TAXATION

1. stanovení horních a spodních limitů pro úrokové míry = **setting interest rate ceilings and floors**
2. dohled nad komerčními bankami = **commercial banks/banking supervision**
3. fungovat jako poslední instance v půjčování peněz = **to act as a lender of last resort**
4. banka zbankrotovala = **the bank went bankrupt**
- B:** 5. schodek a přebytek rozpočtu = **budget deficit and budget surplus**
6. nezabývat se cenovou nestabilitou = **not to be concerned with price instability**
7. velká proměnlivost v bankovních poplatcích = **a great volatility in bank charges**
8. navzdory dlouhodobým inflačním důsledkům = **despite long-term inflationary consequences**
9. využívat politický hospodářský cyklus zvýšením nabídky peněz = **to exploit the political business cycle by increasing the money supply**
10. využívat mezer v daňových zákonech = **to exploit loopholes in tax laws**
11. metody zrychlených odpisů vytvořené, aby společnosti mohly odpočítávat náklady svých investic ze svých zisků = **methods of accelerated depreciation**

**designed/created to allow companies to deduct the cost of investments from their profits**

12. zaměstnanecké požitky místo zdanitelných peněz = **perks instead of taxable money**

13. odpočitatelný z daňového základu = **tax deductible**

14. přerozdělit bohatství = **to redistribute wealth**

15. odrazovat zákazníky od kouření cigaret = **to dissuade customers from smoking cigarettes**

16. daň z dovozu = **tax on imports**

17. neohlašované pracovní poměry na částečný úvazek známé jako melouchy = **undeclared part-time jobs known as moonlighting**

18. podzemní ekonomika = **underground economy**

19. investice, pomocí kterých jednotlivci mohou odsunout platbu daně, známé jako daňový úkryt = **investments through which individuals can postpone payment of tax know as tax shelters**

20. zaměstnanci s vysokým platem = **highly paid employees**

21. mít daňovou ztrátu = **to make a tax loss**

22. praní špinavých peněz se pokouší zamaskovat původ peněz = **money laundering tries to disguise the origin of the money**

23. daňový únik (legální) = **tax avoidance**

24. daňový únik (nelegální) = **tax evasion**

25. Bahamy jako hlavní zástupce daňových rájů – **the Bahamas as the main representative of tax havens**

Coursebook p. 133

reasons – can be omitted

in an intercultural setting – can be omitted

team members ☒ they

of living and working in a different culture – can be omitted

All of these difficulties when working in an international context mean ☒ this is why

project managers ☒ they

cultures ☒ ones

p. 114

1B 2C 3D 4A 5A 6B 7C 8D 9B 10C

1 FICKLE 2 TIME 3 FLASHY 4 BACK-END 5 STORE 6 ORDER 7 WEBSITE 8 SELLING 9 PRICE 10 A MISTAKE

1 IT IS THE INCREASED

2 WAS THEIR POOR

3 THE THING THAT

4 WHAT HAS  
5 QUEUING  
6 IS THAT IT'S

p. 116

**1 OK**

**2 OK**

3 YOU

**4 OK**

5 THE

6 HAVE

7 THAT

8 BEEN

9 THAT

**10 OK**

11 NOT

12 DO

1 DEADLINE  
2 REACH A CONCENSUS  
3 SETBACKS  
4 OVER BUDGET  
5 SAFETY  
6 MULTI-TASK  
7 ON TRACK  
8 SPONSOR

p. 117

1 IT

2 IT

3 BY THEN

4 THEY

5 THE OTHER

6 BOTH PARTIES

7 THE PROJECT

8 THIS

9 THEM

10 THIS

1 SPEAK UP  
2 CONFRONTING  
3 OVERRUNS  
4 DIRECT STYLE  
5 MILESTONES AND DELIVERABLES  
6 FACE-TO-FACE  
7 AROUND THE CLOCK  
8 MEETING TIMES  
9 TELECON

10 TEAMWORK