

Język Angielski Biznesowy

Business English

Magazine



Business Professions

Dear Readers,

In this edition of BEM business vocabulary booklets we offer you a concise list of business professions along with their job descriptions and some of the most relevant words and phrases used by professionals in those fields. We hope they will be of help to you in your search for a new position or perhaps in your current job. Enjoy!



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Architect

a person who designs buildings and redevelopments.

building site <i>/'bɪldɪŋ saɪt/</i>	miejsce budowy, budowa (miejsce)	the place where a structure, house or building is being constructed
CAD <i>/kæd/</i>	projektowanie wspomagane komputerowo	computer-aided design – using a computer to create 3D models of a building or structure, to plan its appearance, function, placement etc.
building materials <i>/'bɪldɪŋ mə'tɪəriəlz/</i>	materiały budowlane	all the resources and materials from which buildings and other structures are constructed
construction <i>/kən'strʌkʃn/</i>	budowa (tworzenie budynku)	the process of building large structures
design <i>/dɪ'zaɪn/</i>	projekt, projektowanie	the drawing of a building (made before it is built) that shows how a building will look and what its function is going to be
draft <i>/dra:ft/</i>	szkic lub projekt (schemat)	an early plan, document or sketch of something
feasibility study <i>/fi:zə'bɪləti 'stʌdi/</i>	studium wykonalności	an assessment of the proposed plan
green building <i>/gri:n 'bɪldɪŋ/</i>	“zielony” budynek, budownictwo ekologiczne	an environmentally friendly building that uses resources efficiently
LEED <i>/li:d/</i>	system certyfikacji wielokryterialnej “zielonych” budynków	Leadership in Energy Efficiency and Design, a type of certification that analyses how “green” a building is

new build /'nju: bɪld/ /	budowanie nowych budynków/ domów	the construction of new buildings or houses
planning permission /'plæniŋ pə'mɪʃn/ /	pozwolenie na budowę	the right to construct a structure given by a local government
town planning /taʊn 'plæniŋ/ /	urbanistyka	the supervision of how new buildings and other structures are created in a city so that it's nice to live in

Accountant

(**chartered accountant**) a person who advises on taxes and finance, performs accounts audit and administers accounts; (**certified accountant**) a person that analyses and optimises a company's finances, controls costs and administers wages.

ACCA /eɪ si: si: eɪ/ /	ACCA (organizacja zrzeszająca biegłych i dyplomowanych księgowych)	Association of Chartered and Certified Accountants – the main organisation for professional accountants which sets working standards and requirements for quality of services etc.
accounts /ə'kaʊnts/ /	księgi	all the financial records of a company
audit /'ɔ:di:t/ /	audyt, kontrola ksiąg rachunkowych	a thorough inspection of a company's finances to see if everything is correct and legal
compliance with legislation /kəm'plaiəns wɪð ,ledʒɪs'leɪʃn/ /	zgodność z przepisami, zgodność z prawem	following the law
expenditure /ɪk'spendɪtʃə(r)/ /	wydatek, nakład(y)	all of the money that is spent by an organisation
financial forecasting /faɪ'nænʃl 'fɔ:kɑ:stɪŋ/ /	prognoza finansowa	a prediction of how the financial situation of a company will change in the future

financial statement /faɪ'nænsjəl 'stetmənt/	sprawozdanie finansowe	a document that records all of the money that came in and went out of a company
income /'ɪnkʌm/	dochody, dochód	all of the money that someone earned doing their job
insolvency /ɪn'sɒlvənsi/	niewypłacalność	the state of not being able to pay one's bills and debts
payroll /'peɪrɔːl/	płace, lista płac	a list of all the people who are paid by an organisation (for doing their jobs)
tax return /tæks rɪ'tɜːn/	zeznanie podatkowe (dokument/deklaracja)	a document in which you tell the government exactly how much money you have earned in a year and how much taxes you have paid
taxation /tæks'seɪʃn/	opodatkowanie, podatki	paying taxes in general; the amount of money that the government takes in taxes from any earnings

Civil Engineer

a person who helps to plan, design and build bridges, roads, railways and other elements of public infrastructure.

automatic level /ɔːtə'mætɪk 'levl/	niwelator optyczny	an optical device that helps set a building site or specific elements of buildings at the correct angle and level
dam /dæm/	tama	a structure that is built to stop water from flowing freely in a river, canal etc.
environmental engineering /ɪn,vəɪrən'mentl ,endʒɪ'nɪərɪŋ/	inżynieria środowiska	constructing buildings or structures in a way that doesn't harm the environment and protects them against natural disasters

environmental impact <i>/ɪn,vaɪrən'mentl 'ɪmpækt/</i>	wpływ (negatywny) na środowisko (nowego budynku, mostu, kanału itp.)	the way human activity adversely influences nature
equipment purchase <i>/ɪ'kwɪpmənt 'pɜ:tʃæs/</i>	nabycie/zakup urządzeń	the act of buying machines and tools
marine <i>/mə'ri:n/</i>	morski, wodny	related to the sea
MEng <i>/'mɑ:stə(r) əv ,endʒɪ'nɪərɪŋ/</i>	Magister Inżynier	Master of Engineering – the second university degree given in the field of engineering
power plant <i>/'paʊə(r) plɑ:nt/</i>	elektrownia	a place where electrical energy is produced
sewerage <i>/'su:əɪdʒ/</i>	ścieki (cały system), kanalizacja i oczyszczanie ścieków	all of the pipes and facilities that are used to remove waste from people's homes and then recover clean water from it
site investigation <i>/saɪt ɪn'vestɪ'geɪʃn/</i>	badanie/ogłędziny terenu	careful examination of the way a place looks, its location, geographical/geological features etc. before constructing something there
sustainability <i>/sə'steɪnə'bɪləti/</i>	równowaga ekologiczna; zrównoważony rozwój	the ability to develop, produce energy or products without endangering the environment or draining resources
utilities <i>/ju:'tɪlətɪz/</i>	media (energia elektryczna, gaz itp.), przedsiębiorstwa użyteczności publicznej	companies that provide the public with water, heat, electricity, gas etc.

Civil servant

a person who works in or for government departments, apart from the army, the courts or in a political role.

Civil Service Fast Stream <i>/ˈsɪvl ˈsɜːvɪs fɑːst stri:m/</i>	program przyspieszonego zdobywania kwalifikacji z jednoczesnym odbywaniem stażu/pracy na pełnym etacie w urzędach administracji publicznej (UK)	a type of employment programme in the UK where a person fresh out of school can start a job for the government while receiving accelerated training
community <i>/kəˈmjʊ:nəti/</i>	społeczność	a group of people living at the same time in a certain area taken as a whole
current affairs <i>/ˈkʌrənt əˈfeə(r)z/</i>	aktualne wydarzenia	anything that is happening right now in the world or around the country
department <i>/dɪˈpɑːtmənt/</i>	resort, ministerstwo	a branch of the government or other organisation
diplomatic corps <i>/ˌdɪpləˈmætɪk kɔː(r)/</i>	korpus dyplomatyczny	all of the people that work for their country to represent it and its interests abroad
diplomatic post <i>/ˌdɪpləˈmætɪk pəʊst/</i>	placówka dyplomatyczna; poczta dyplomatyczna; praca w charakterze dyplomaty	a group of people officially representing their country abroad, working in the same area of the foreign country; official documents and letters sent or received by diplomats; a job at an embassy
embassy staff <i>/ˈembəsi stɑːf/</i>	pracownik/cy ambasady	people who are hired by a government to work in a different country to officially represent their home country
government official <i>/ˈgʌvənmənt əˈfɪʃl/</i>	urzędnik państwowy	a person that works for the government, especially in a governmental department
policy <i>/ˈpɒləsi/</i>	strategia, zasada	a strategy or set of rules

posting /'pəʊstɪŋ/	przydział, oddelegowanie	sending someone to do a certain job in a specific place for a limited period of time, especially officially/as a job requirement
regulatory /'regjələtəri/	nadzorujący	describing actions that govern and supervise something according to the law
the MOD /ði ,em əs 'di:/	Ministerstwo Obrony	Ministry of Defence – a branch of government that deals with protecting the country from war, disasters etc. (UK)

Corporate banker

a person who works for a large financial organisation and helps firms deal with a variety of financial matters.

acquisition /,ækwi'zɪʃn/	nabycie spółki	the act of buying a company
adjustment credit /ə'dʒʌstmənt 'kredit/	kredyt korygujący	a type of short-term loan given to a bank by the Federal Reserve in case the bank doesn't have enough money of its own (US)
BBA /bi: bi: eɪ/	brytyjska organizacja zrzeszająca banki/bankowców	the British Bankers' Association – an organisation of major banks which sets the norms and professional regulations for the banking industry in the UK
clearing bank /'kliəriŋ bæŋk/	bank kliringowy	a type of commercial bank where you can clear any cheque, even if this isn't the bank where that cheque's owner has their account

interest rate <i>/ˈɪnrəst reɪt/</i>	stopa procentowa	the amount of money that it costs to take out a loan from a bank (over and above the amount borrowed)
LBO <i>/el bi: əʊ/</i>	nabycie (spółki) ze wspomaganiami finansowym	leveraged buyout – the acquisition of a company using a large proportion of borrowed money and the assets of the acquired company as collateral
lending agreement <i>/ˈlendiŋ əˈɡri:mənt/</i>	umowa kredytowa	a document that sets out the terms of a loan
LIBOR (London interbank offer) rate <i>/ˈlɪbɔ: ˈlɒndən ˌɪntəˈbæŋk ˈɒfə(r) reɪt/</i>	stawka LIBOR	the rate that international banks charge each other when taking/offering short-term loans
loan-to-value <i>/ləʊn tə ˈvælju: /</i>	współczynnik między wysokością kredytu hipotecznego a wartością zabezpieczenia kredytu	the value of a property compared to the amount of money borrowed against it expressed as a percentage
merger <i>/'mɜ:dʒə(r)/</i>	fuzja przedsiębiorstw	the joining of two or more companies to become one larger company
numeracy <i>/'nju:mərəsi/</i>	umiejętność liczenia	the ability to work with numbers
risk weighted assets <i>/rɪsk ˈweɪtɪd ˈæsets/</i>	aktywa wazone ryzykiem	a bank's assets or off-balance-sheet exposures that are assigned importance according to their relative risk

Economist

a person who, in the broadest sense, deals with (or studies) the way a country/region/company organises its finances, trade and industry.

assets /'æsets/	aktywa	all items or property of value that a company owns
average income /'ævərɪdʒ 'ɪnkʌm/	przeciętny dochód	typical or mathematically derived mean number of the amount of money that someone earns
business self-government /'bɪznəs self 'gʌvənəmənt/	samorząd gospodarczy	any type of industry-wide organisation that controls the way its member firms do business, provide services or link to a country's economy (e.g. chambers of commerce)
demand /dɪ'mɑ:nd/	popyt	the need that the public expresses for a certain product
economic performance forecast /i:kə'nɒmɪk pə'fɔ:məns 'fɔ:kɑ:st/	prognoza wyników/wzrostu gospodarczego	a prediction of how a company's or country's financial results will look in the future
GDP /,dʒɪ: di: 'pi:/	PKB (produkt krajowy brutto)	gross domestic product – the overall worth of the goods and services produced within a country over a certain period of time
GES /,dʒɪ: i: 'es/	państwowy urząd usług gospodarczych UK	the Government Economic Service – an organisation for government-employed economists in the UK
labour costs /'leɪbə(r) kɒsts/	koszty pracy/robocizny	the amount of money it costs to make a product without the cost of its materials

liabilities /,laɪə'biəlɪtɪz/	pasywa, zobowiązania/ należności	any money that an organisation owes to other people or organisations in debts, bills etc.
sub-prime crash /sʌb praɪm kræʃ/	kryzys wywołany przez zbyt częste udzielanie pożyczek wysokiego ryzyka	the economic crisis that began with the banks' lending money to people who had no means to pay it back
supply /sə'plaɪ/	podaż	the overall quantity of some goods or services available in a country or region
tax /tæks/	podatek	the amount of money taken by the government from transactions or earnings

Software engineer

a person who creates, optimises and tests computer programs.

beta testing /'bi:tə 'testɪŋ/	testowanie beta wersji programu	a set of practical tests that check how well a very early version of a program functions
cloud computing /klaʊd kəm'pjʊ:tɪŋ/	przetwarzanie/przechowywanie danych w chmurze obliczeniowej	a type of data storage and processing where all of the programs run on a remote server where the data is stored
developer /dɪ'veləpə(r)/	spółka tworząca programy, developer (gier/programów)	a company that creates software
freemium /'fri:miəm/	model sprzedaży aplikacji mobilnych w którym podstawowe funkcje dostępne są w wersji darmowej, a bardziej zaawansowane są udostępniane odpłatnie	software distribution in which a basic version of a program with few features is available free of charge, but more advanced features must be paid for (usually separately for each feature)

GUI /'gu:i/	graficzny interfejs użytkownika	graphic user interface – a graphic representation of a program's logical organisation, features and functions
markup language /'mɑ:kɫəp 'læŋgwɪdʒ/	język znaczników	a standard for writing certain websites and documents that uses tags to differentiate between the document's actual content and its formatting
memory footprint /'meməri 'fʊtprɪnt/	zajmowany obszar pamięci	the amount of RAM that a program can occupy while running
RAM /ræm/	pamięć RAM	random access memory – a type of computer memory that holds the data currently being processed and programs that can be erased and rewritten at any time
SaaS /sæs/	oprogramowanie jako usługa	software as a service – a way of lending a program by letting users run it only via the Internet
source code /sɔ:s kəʊd/	kod źródłowy programu	procedural statements written in a computer language that combine to make a program
to compile an executable /tə'kəmpaɪl ən ɪg'zɛkjətəbl/	skompilować plik wykonywalny	to prepare the main file of a program to run in an operating system environment
to run a benchmark /tə rʌn ə 'bentʃmɑ:k/	testować wydajność/stabilność programu	to test how well/badly an application performs under specific conditions

Estate agent

a person who sells property (land, buildings, houses, flats etc.) to people

council estate <i>/'kaʊnsəl rɪ'steɪt/</i>	osiedle domów komunalnych (UK)	a building or group of buildings built by local authorities
furnishing <i>/'fɜːnɪʃɪŋ/</i>	wyposażenie/umeblowanie	putting furniture into a newly built or renovated flat, house etc.
interior finish <i>/'ɪn'tɪəriə(r)z 'fɪnɪʃ/</i>	wykańczanie wnętrz	the final, decorative features of a home, such as painting walls and fitting floor panels, so the new residents can move in
landlord <i>/'lændlɔːd/</i>	właściciel (budynku, mieszkania), gospodarz	the owner of a flat or house that rents that property to other people
mod cons <i>/,mɒd 'kɒnz/</i>	udogodnienia, (wszystkie) wygody (UK)	all the modern conveniences in a home that make life easier, such as hot water, Internet, TV, etc.
mortgage <i>/'mɔːɡɪdʒ/</i>	hipoteka	the bank loan used to buy a property which is secured against the property
on a turnkey (basis) <i>/ɒn ə 'tɜːnkiː 'beɪsɪs/</i>	pod klucz	in such a way that the house or flat that has been built is ready for people to move in immediately
primary market <i>/'praɪməri 'mɑːkt/</i>	rynek pierwotny/wtórny	the market where newly built properties are traded
property valuation <i>/'prɒpəti ,vælju'eɪʃn/</i>	wycena nieruchomości	an assessment of the value of a flat, house etc. in the current economic situation
rent <i>/rent/</i>	czynsz	an amount of money paid to the owner of a property to be able to live in it

semi-detached house /ˈsemi dɪˈtætʃt haʊs/	bliźniak (dom)	a type of house which is split into two separate parts by a shared wall
tenant /ˈtenənt/	najemca	a person that rents an apartment, flat, house etc. from the owner of that property

Facilities manager

a person who provides or oversees security services, maintenance services, grounds keeping and caretaking/parking services for an organisation

building maintenance /ˈbɪldɪŋ ˈmeɪntənəns/	konserwacja budynku	procedures that help make sure that everything works properly in a building
maintenance staff /ˈmeɪntənəns stɑːf/	pracownicy ochrony, strażnicy	caretakers, security guards and other personnel that take care of a building and grounds
energy efficiency /ˈenədʒi ɪˈfɪʃnsi/	wydajność energetyczna	the attribute of wasting very little energy in performing a task
environmental safety standard /ɪnˌvaɪrənˈmentl ˈseɪfti ˈstændəd/	norma ochrony środowiska	a norm that tells someone how good or bad something is for the natural environment
grounds worker /graʊndz ˈwɜːkə(r)/	pracownik zajmujący się dbaniem o teren/tereny zielone	a person that takes care of the area surrounding a building
caretaker /ˈkeətɪkə(r)/	woźny, sprzątac	a person that keeps a building clean or takes general care of it (UK)
lease management /liːs ˈmænɪdʒmənt/	zarządzanie dzierżawą	overall control over a property that has been leased to someone
property disposal /ˈprɒpəti dɪˈspəʊzl/	rozporządzenie mieniem	use of property, operating or utilising a property for a certain purpose

security measures <i>/sɪ'kjʊərəti 'meɪʒə(r)z/</i>	środki bezpieczeństwa	any technology or infrastructure that protects something from damage, harm, theft etc.
surveying / 'sɜːveɪɪŋ/	ogłędziny, ekspertyza	the process of thorough analysis and assessment of something to make a judgement about its value
to allocate space <i>/tu 'æləkeɪt speɪs/</i>	przydzielać powierzchnię/ przestrzeń	to assign the place for someone to live in
to oversee renovations <i>/tu ,əʊvə'siː ,renə'veɪfɪnz/</i>	nadzorować renowacje	to monitor and control the way repairs are going in the house, flat etc.

Insurance broker

a person who sells or negotiates insurance.

annuity /ə'njuːəti/	renta roczna/dożywotnia	a certain amount of money paid to someone every year
compensation <i>/,kɒmpen'seɪʃn/</i>	rekompensata, odszkodowanie	money paid to someone in the case of an event occurring which is covered by the insurance
coverage /'kʌvərɪdʒ/	szkody/wydarzenia objęte ubezpieczeniem	the accidents or events covered by an insurance policy
liability insurance <i>/,laɪə'bɪləti ɪn'fʊərəns/</i>	ubezpieczenie od odpowiedzialności cywilnej (OC)	insurance that protects a person from liability in case of negligence, injury, malpractice etc.
pension /'penʃn/	emerytura	a government or private fund to provide an income in retirement
premiums /'priːmiəmz/	składki ubezpieczeniowe	fees paid to an insurer as part of the insurance policy upkeep

<p>property and casualty insurance <i>/ˈprɒpəti ənd ˈkæʒʊəlti ɪnˈʃʊərəns/</i></p>	<p>ubezpieczenie od następstw nieszczęśliwych wypadków (NNW)</p>	<p>a type of insurance that covers the insured party for loss or damage to personal property and accidents to staff or members of the public – the latter referred to as public liability insurance (US)</p>
<p>reinsurance company <i>/ˌriːɪnˈʃʊərəns ˈkʌmpəni/</i></p>	<p>agencja reasekuracyjna</p>	<p>an organisation that takes some or all of the risk of having to pay a very large sum to an insured person in case of an event described in an insurance policy occurring</p>
<p>to amend a policy <i>/tu əˈmend ə ˈpɒləsi/</i></p>	<p>dokonać zmian/zaktualizować polisę</p>	<p>to change the way insurance works or the conditions under which claims can be made</p>
<p>to make a claim <i>/tə meɪk ə kleɪm/</i></p>	<p>wystąpić o odszkodowanie</p>	<p>to formally request that an insurance company pays an amount promised to the insured person</p>
<p>underwriter <i>/ˈʌndəraɪtə(r)/</i></p>	<p>asekurant, gwarant</p>	<p>a person or institution that guarantees payment in the event of a large claim being made against an insurer – historically in the case of ships sinking</p>

Technical support specialist

a person who provides assistance when something goes wrong with a computer, phone, internet connection or other instances where technological help may be needed.

BSOD (Blue Screen of Death) <i>/bi: es əʊ di: blu: skri:n əv deθ/</i>	"niebieski ekran", krytyczny błąd systemu Windows	a blue-coloured information screen that pops up if there's a critical error in Microsoft(R) Windows systems
bug <i>/bʌg/</i>	usterka (programu)	a glitch in a computer program
customer service representative <i>/'kʌstəmə(r) 'sɜ:vis ,reprɪ'zentətɪv/</i>	przedstawiciel działu obsługi klienta	a person who acts as the contact between the company and its customer
glitch <i>/glɪtʃ/</i>	usterka, problem (techniczny)	a technical problem, a malfunction
operating manual <i>/'ɒpəreɪtɪŋ 'mænjʊəl/</i>	podręcznik użytkownika	a guide that gives helpful advice on how to run and use a program
OS <i>/,əʊ 'es/</i>	system operacyjny	operating system – a computer environment within which other programs run
remote desktop help service <i>/rɪ'məʊt 'deskɒp help 'sɜ:vis/</i>	usługa pomocy przy użyciu pulpitu zdalnego	support service in which a tech specialist remotely takes control of the customer's computer to fix any problems
techie <i>/'teki/</i>	technik (pot.)	a professional technician that helps customers with their technical problems
to format the hard drive <i>/tə 'fɔ:mæt ðə hɑ:d draɪv/</i>	sformatować dysk twardy	to erase all data from the main computer data storage unit
to reinstall a program <i>/tə /,ri:ɪn'stɔ:l ə 'prəʊgræm/</i>	ponownie zainstalować program	to load a program onto a computer again

to troubleshoot /tə 'trʌblʃu:t/	rozwiązywać problemy	to solve technical problems
to update drivers /tu ,ʌp'deɪt 'draɪvə(r)z/	zaktualizować sterowniki	to install the latest versions of small computer programs that enable applications to interact with hardware

Web/online journalist

a person who writes editorials or blogs or uses social media to disperse and find news.

clickbait/linkbait /'kɪkbeɪt 'lɪŋkbeɪt/	kontrowersyjna nazwa artykułu, zdjęcie itp. które ma na celu przyciągnąć odwiedzających stronę/link	interesting or controversial image, headline or link posted online that makes people want to click on it to see where it leads
feed /fi:d/	kanal wiadomości (np. RSS)	an automatically updated news channel with posts of current events or happenings showing up automatically at certain intervals
follower /'fɒləʊə(r)/	obserwujący (w sieci Twitter)	a person who observes another person on Twitter
news outlet /nju:z 'aʊtlet/	kanal/ źródło wiadomości, stacja TV lub portal informacyjny (jako medium informacyjne)	any media website or TV channel that brings news
op-ed /ɒp ed/	felieton lub artykuł krytyczny (publikowany w kontekście większego artykułu na dany temat)	opposite editorial – an article published alongside another article that presents a very different view on the subject
stream /stri:m/	strumieniowe nadawanie treści	live online delivery of audio and/or video content
timeline /'taɪmlaɪn/	oś czasu	the personal post/news feed of a person's website on a social network

to tweet /tə twi:t/	publikować status/wiadomość w serwisie Twitter	to post a short message on Twitter
troll /trɒl/	troll; osoba podjudzająca i napędzająca puste dyskusje mająca na celu wyszydzenie kogoś, wyładowanie agresji lub zdenerwowanie kogoś	a person that tries to incite conflict and cause people to become angry just for fun
vine /vaɪn/	krótki filmik publikowany w sieci Vine	a short video clip that can be instantly published on the Vine network
vlogger /'vɒləʒə(r)/	osoba prowadząca dziennik/ publikująca prywatne przemyślenia w postaci klipów wideo (np. w serwisie Youtube)	a person that records video clips with comments or personal opinions and shares them with the world
wall /wɔ:l/	ściana (na Facebooku)	a type of timeline used on Facebook

Lecturer

a person who teaches at a college, university etc.

day school /deɪ sku:l/	jednodniowy intensywny kurs/cykl wykładów w danym temacie dla dorosłych lub studentów	a one-day training session or series of lectures that help adult learners/students understand/learn about a subject in a very short time
foundation course /faʊn'deɪʃn kɔ:s/	kurs przygotowawczy	a preliminary or introductory course to a subject
fraternity/sorority /frə'tɜ:nəti sə'rɒrəti/	żeńskie/męskie stowarzyszenie studentów (US)	a group of young men or women living together in a dorm at an American university
GPA /,dʒi: pi: 'eɪ/	średnia ocen (US)	grade point average – a mathematically derived number that represents a student's overall progress and achievements (US)

Ivy League school <i>/'aɪvi li:g sku:l/</i>	uczelnia należąca do grupy najbardziej ekskluzywnych/najlepszych uniwersytetów USA (np. Harvard)	a term for the biggest and best universities in the US such as Harvard, Yale etc.
Oxbridge <i>/'ɒksbrɪdʒ/</i>	uniwersytety Oxford i Cambridge (jako klasa uniwersytetów brytyjskich)	Cambridge and Oxford universities when talked about as one entity (UK)
PhD <i>/,pi: eɪf 'di:/</i>	doktor nauk	Doctor of Philosophy
red-brick school <i>/red brɪk sku:l/</i>	uczelnia powstała w XIX wieku; młodsza uczelnia niż Oxford/ Cambridge (UK)	one of the newer universities in the UK built in the 19th century
SAT <i>/,es eɪ 'ti:/</i>	egzamin uprawniający do dostania się na studia (US)	scholastic assessment test – an exam that tests how much the student has learned in high school (US)
scholarship <i>/'skɒləʃɪp/</i>	stypendium	a sum of money given to a student to help him/her pay for his/her education
sophomore <i>/'sɒfəmə:(r)/</i>	student drugiego roku studiów	a person studying at university or college for the 2nd year (US)
UCAS <i>/'ju:kæəs/</i>	organizacja kontrolująca i zarządzająca przyjęciami kandydatów na studia w UK	Universities and Colleges Admissions Service – an organisation that oversees and sets out rules for admission of students into university (UK)

Market researcher

a person who conducts extensive online research into a market.

astroturfing <i>/'æstrəʊtə:fɪŋ/</i>	komentarze i (pozytywne) opinie na temat produktu online tworzone przez osoby/firmy związane z produktem lub go sponsorujące pod pozorem typowych komentarzy/opinii konsumenckich	a practice of an employee of a company, or another person that is linked financially to the company, pretending to be a customer and leaving positive feedback online to make customers think the product is good
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brand image <i>/brænd 'ɪmɪdʒ/</i>	wizerunek marki	what people think about a brand in general; how the public perceives a brand
canvassing <i>/'kænvəsɪŋ/</i>	badanie, sondaż (spoleczny)	a very wide-scale survey or poll where many people are asked what they think about something
competition evaluation <i>/,kɒmpə'tɪʃn ɪ,vælju'eɪʃn/</i>	analiza (stanu) konkurencji	an analysis of how strong and numerous the other players in the market are in a certain field or niche
customer feedback <i>/'kʌstəmə(r) 'fi:dbæk/</i>	opinie zwrotne klientów	what people think of a company's product and what they found right/wrong with it
early adopter <i>/'ɜ:lɪ ə'dɒptə(r)/</i>	ktoś, kto używa nowego rodzaju produktu lub technologii zanim stanie się on popularny	a person that uses a certain technology, follows a certain methodology etc. before anyone else; a trendsetter
oversaturated <i>/,əʊvə(r)'sætʃəreɪtɪd/</i>	zbyt wysyceny	a market or sector that is filled with other companies trying to sell the same thing
product review <i>/'prɒdʌkt rɪ'vju:/</i>	recenzja produktu	an opinion about a product given by someone who tested or used the product
to be in great demand <i>/tə bi ɪn greɪt dr'mɑ:nd/</i>	być bardzo poszukiwanym	to be highly sought after
to carve out a niche for oneself <i>/tə kɑ:v aʊt ə ni:f fə(r) wʌn'self/</i>	znaleźć/wytworzyć dla siebie niszę rynkową	to find a group of customers in a market that have a very unique need and then meet it
to get a foothold somewhere <i>/tə get ə 'fəʊtəʊld 'sʌmwɛə(r)/</i>	zdobyć gdzieś przyczółek	to find a niche or a small part of a market with a view to increasing a company's presence there

word of mouth <i>/wɜːd əv maʊθ/</i>	opinie własne klientów	personal and direct opinions of customers, exchanged online or in person
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Remote manager

a person who manages the modern workforce, on- and offline, for remote and mobile employees.

brick-and-mortar office <i>/brɪk ənd 'mɔːtə(r) 'ɒfɪs/</i>	tradycyjne biuro (ze stanowiskami roboczymi)	an office with a physical location, desks, chairs, cubicles etc.
BYOD (bring your own device) <i>/,biː waɪ 'əʊ diː brɪŋ jɔː(r) əʊn dɪ'vaɪs/</i>	system pracy z urządzeń własnych (laptop, smartfon itp.)	the notion of there being no necessity to keep full technological infrastructure in place for your employees, since they can all use their own smartphones or laptops
coworking <i>/,kəʊ'wɜːkɪŋ/</i>	proces w którym wiele zespołów z różnych firm i branż pracuje obok siebie w celu zwiększenia innowacyjności i kreatywności	a process where teams from different companies work side by side to form creative and innovative solutions
cubicle <i>/'kjuːbɪkl/</i>	boks (w biurze)	an enclosure with three walls and an open ceiling where an office employee can perform their tasks in relative privacy/peace
hot-desking <i>/hɒt 'deskɪŋ/</i>	“gorące biurka”, system pracy w którym pracownik zajmuje dowolne dostępne aktualnie stanowisko robocze w biurze	a type of workspace organisation where any employee that comes for work can simply sit wherever there's a free desk
to shadow someone <i>/tə 'ʃædəʊ 'sʌmwʌn/</i>	obserwować bardziej doświadczonego pracownika w pracy w celu zdobycia doświadczenia	to observe someone experienced while they're doing their job to learn more about it
just-in-time workforce <i>/dʒʌst ɪn taɪm 'wɜːkfɔːs/</i>	pracownicy tymczasowi zatrudniani do konkretnych zleceń	a new term for “temps” (temporary workers) who are only hired for a specific task or period

open-plan office <i>/'əʊpən plæn 'ɒfɪs/</i>	biuro bezprzegródkowe/na otwartej przestrzeni	a type of office where everyone sits at a desk in full view of everyone else
VPN <i>/vi:pi: en/</i>	wirtualna sieć prywatna, tunelowanie VPN	virtual private network – a type of encryption that allows remote workstations to work with local workstations as if they were all located in the same physical network
working from home <i>'wɜ:kɪŋ frəm həʊm/</i>	praca zdalna/z domu	the situation where an employee works from his/her own home
workshifting <i>/wɜ:k 'ʃɪftɪŋ/</i>	praca w elastycznym trybie godzinowym i z dowolnego miejsca za pośrednictwem technologii online	a modern workplace trend where it doesn't matter where and when you work so long as you get results

HR specialist

a person who deals with the human resource aspects of a company

benefits package <i>/'benɪfɪts 'pækɪdʒ/</i>	pakiet świadczeń dodatkowych (np. medycznych)	the total non-cash provisions made by an employer such as medical cover, leisure card or company car
CIPD <i>/'si: aɪ pi: 'di:/</i>	brytyjska organizacja non-profit ds. zarządzania kadrami i rozwoju zawodowego	Chartered Institute of Personnel & Development – an independent and non-profit organisation for personnel development professionals
graduate <i>/'grædʒuət/</i>	absolwent studiów	a person that has recently completed a university degree
internship <i>/'ɪntɜ:nʃɪp/</i>	staż, praktyki zawodowe	a period of time where a student obtains practical professional experience and skills

job description <i>/dʒɒb dɪ'skrɪpʃn/</i>	opis stanowiska pracy	an outline of a job's tasks, requirements and responsibilities
KPI (key performance indicator) <i>/keɪ pi: 'aɪ ki: pə'fɔ:məns 'ɪndɪkətə(r)'/</i>	kluczowy wskaźnik efektywności	measurements that assess performance against objectives
perks <i>/pɜ:ks/</i>	dotatkowe świadczenia (pracownicze/społeczne)	additional benefits that are given to an employee apart from his/her salary and regular benefits
staff turnover <i>/sta:f 'tɜ:nəʊvə(r)/</i>	rotacja pracownicza	the number of people leaving an organisation within a given period, as a proportion of the total workforce
recruitment drive <i>/rɪ'krʉ:tmənt draɪv/</i>	akcja/kampania rekrutacyjna	an organised search for the best candidate(s) for a job in a specific timeframe
staff <i>/sta:f/</i>	pracownicy, personel	people who work at an organisation
to apply for a post <i>/tu ə'plai fə(r) ə pəʊst/</i>	ubiegać się o pracę na jakimś stanowisku	to try to get a specific job in a company by responding to a vacancy
to fill a vacant position <i>/tə fi:l ə 'veɪkənt pə'zɪʃn/</i>	zapełnić/zająć wakat	to start doing a job at a company where a vacancy has become available

Project manager

a person who oversees all the steps required to prepare, carry out and analyse the success of a project

budgeted cost of work performed <i>/'bʌdʒɪtɪd kɒst əv wɜ:k pə'fɔ:md/</i>	koszty faktyczne robocizny	actual financial cost of any tasks that have been performed in the project
budgeted cost of work scheduled <i>/'bʌdʒɪtɪd kɒst əv wɜ:k 'skedʒu:ld/</i>	koszty teoretyczne/planowe robocizny	planned financial cost of any tasks to be performed within the project

Business Process Modelling (BPM) 'biznəs 'prəʊses 'mɒdəliŋ bi: pi: em/	modelowanie procesów biznesowych	a type of managing where first a company's processes are analysed, then changes are introduced to make each process more efficient
cost engineering /kɒst ˌendʒɪ'nɪərɪŋ/	inżynieria kosztów	using engineering experience and practicality to apply scientific and engineering principles to define the possible costs of a project, its profitability, management etc.
cost overrun /kɒst ˈəʊvərʌn/	przekroczenie budżetu	an amount of money that a project is expected to cost, or has cost, over its initial budget
Gantt chart /'gænt tʃɑ:t/	wykres Gantta	a type of a bar chart that summarises, outlines and schedules the most important steps of a project, set over a specific timeline
goal-oriented planning /gəʊl ˈɔ:riəntɪd 'plæniŋ/	planowanie zorientowane na cele	planning a project using the end objective as a primary priority
guidelines /'gaɪdlaɪnz/	wytyczne	rules and norms set out for a project or for achieving a project's goals
milestone /'maɪlstəʊn/	kamień milowy; etap główny projektu	a very important stage in a project
project objectives /'prɒdʒekt əb'dʒektɪvz/	cele projektu	the goals and aims of a project
risk assessment /rɪsk ə'sesmənt/	analiza/ocena ryzyka	an analysis of possible risk elements, events, legislation etc. that may harm, derail or increase the cost of a project

subcontractor /ˌsʌbkənˈtræktə(r)/	podwykonawca	a firm or person hired to perform a set task by the main contractor (the person or organisation providing the service)
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Solicitor

a person who gives legal advice to individuals and organisations.

barrister /ˈbærɪstə(r)/	obrońca, adwokat	a lawyer, especially one that works in a court of law
intellectual property /ˌɪntəˈlektʃuəl ˈprɒpəti/	własność intelektualna	any work of art, literature or creation that is attributed legally to a certain person or organisation
jury /ˈdʒʊəri/	jury, ława przysięgłych	a group of (usually ordinary) people who have to decide whether or not someone is guilty of a crime
lawsuit /ˈlɔːsu:t/	pozew	a claim made against someone in court
legal counsel /ˈliːgl ˈkɑːnsəl/	radca prawny; adwokat	a barrister defending a case in court
libel /ˈlaɪbl/	znieśławienie	a published statement that is untrue and harms someone's public image
search warrant /sɜːtʃ ˈwɒrənt/	nakaz rewizji	a document which allows the police to search someone's home
subpoena /səˈpiːnə/ (US) summons /ˈsʌmənz/ (UK)	wezwanie do sądu	a document that orders someone to go to a court as a witness, person of interest, etc.
the Bar /ðə bɑː(r)/	zawód prawnika sądowego (UK)	an organisation for barristers of a higher court (UK)

to hold someone liable for something /tə həʊld 'sʌlmwʌn 'laɪəbl fə(r) 'sʌmθɪŋ/	obarczyć kogoś za coś odpowiedzialnością (prawną)	to state that someone is guilty of doing something and demand punishment
to plead not guilty /tə pli:d nɒt 'ɡɪlti/	nie przyznać się do winy	to formally state that you have not done the thing that you are accused of in the court
to sue for damages /tə su: fə(r) 'dæmɪdʒɪz/	pozwać o odszkodowanie	to claim in court that a wrong has been done by another party and to seek compensation

Tourism officer

a person who promotes tourist activities and brings more tourist traffic to a country, area, city etc.

airBNB /eə(r) ,bi ən 'bi/	strona i serwis internetowy AirBNB w którym użytkownicy oferują swoje mieszkania/pokoje na krótkoterminowy wynajem/pobyt turystyczny	a website and related service that offers individual users a chance to advertise and let their homes/rooms to tourists or other individual users for a short stay (e.g. for tourism purposes)
couch-surfing /kəʊtʃ 'sɜ:ʃɪŋ/	couchsurfing, (improvizowane) noclegi u prywatnych osób w celu oszczędzenia pieniędzy	a makeshift or P2P tourism system of shared sleeping arrangements offered privately
fare /feə(r)/	opłata za przejazd (środkami komunikacji)	an amount of money paid for travelling on a bus, train etc.
hospitality industry /,hɒspɪ'tæləti 'ɪndəstri/	przemysł hotelarsko-gastronomiczny	all of the people, facilities and objects related to providing accommodation and catering to people that travel
leisure /'leɪʒə(r)/	odpoczynek, czas wolny	free time, time to relax
local community /'lɒkl kə'mju:nəti/	spółeczność lokalna	all the people that live in a certain smaller area as a group
native /'neɪtɪv/	rdzenny mieszkaniec	a person that was born and lives in a certain country

rural/urban regeneration <i>/ˈrʊərəl ˈɜːbən ri,dʒənə'reɪʃn/</i>	odnowa wizerunku terenu wiejskiego/miasta	a process of making an unpopular countryside or city location more vibrant and attractive
sightseeing <i>/'saɪt,sɪŋ/</i>	zwiedzanie (zabytków itp.)	the activity of looking at interesting things in nature, buildings or monuments in another city or country while on a tourist visit
to book a hotel <i>/tə bʊk ə həʊ'tel/</i>	zarezerwować pokój w hotelu	to ask a hotel to reserve a room for you ahead of your visit
visitor services <i>/'vɪzɪtə(r) 'sɜːvɪsɪz/</i>	punkty obsługi gości/turystów	a service to provide customers to a specific building or attraction, eg. museum, with information and assistance
wildlife reserve <i>/'waɪldlaɪf rɪ'zɜːv/</i>	rezerwat dzikiej przyrody	a part of an unpopulated region that contains plant and animal life that is protected by law

Web designer

a person who designs, writes and improves the way websites look and operate.

ad banner <i>/æd 'bænə(r)/</i>	banner reklamowy	an image (often animated) that promotes a brand or product
client-side operations <i>/'klaɪənt saɪd ɒpə'reɪʃns/</i>	kliencki system operacyjny	operations performed on a computer application, usually a web browser, and not on the server
CSS <i>/siː es es/</i>	styl CSS	Cascading Style Sheets – a computer language for creating the style and appearance of a document
flash animator <i>/flæʃ 'ænɪmeɪtə(r)/</i>	twórca animacji Flash	a person that creates interactive elements and animated content using Flash technology

FTP /,ef ti: 'pi:/	protokół przesyłania plików FTP	file transfer protocol – a set of rules that are used when transmitting files over the Internet
interactive elements /,ɪntər'æktiv 'elɪmənts/	elementy interaktywne	any buttons, menus and other parts of the website that react to mouse movement, user clicks or specific things being typed
layout /'leɪaʊt/	układ graficzny	the way content is organised on the screen on a website
pop-up menu /pɒp ʌp 'menju:/	wyskakujące okienko menu; menu rozwijane	a list of options that becomes automatically visible when you put your mouse on an element of the website or click on a certain part of the website
readability /,ri:də'bɪləti/	czytelność	the overall clarity of text, links and image elements on the website and one of the biggest priorities of web design
SEO /,es i: 'əʊ/	optymalizacja wyników wyszukiwania	search engine optimisation – the practice of using a specific set of keywords or tags that make Google or other search engines automatically consider a website more important in relevant searches
tab /tæb/	zakładka, grupa elementów menu	a grouping of menu elements that can be accessed by navigating to a single link or location in the menu
word wrap /wɜ:d ræp/	zawijanie wierszy	a mechanism in programs that compresses text so that it's not displayed in a straight line indefinitely but uses all the available horizontal and vertical space

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