

COMPANIES (vocabulary fields)

Personnel : staff – HR – applicant – resume – submit an application for a position – to hire – interview – pay – benefits – vacation – teamwork – leadership – retirement

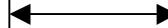
Finance : accounting – an account – a statement – payroll – tax – refund – profit – expenses – loans – rate

Sales : advert – marketing – shipment – discount – voucher – catalogue – trade fair – exhibit – display

R&D : research – design – production – assembly line – work in shifts – construction – packaging

Purchasing : order – article - item

Supplier : stock – storage - shelf - inventory – out of stock – sold out – warehouse – shipment – delivery



Competitor : investment – shares/stock - takeover

ACCOUNTING

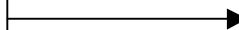
An account – a statement (*relevé de compte*) a bill – an invoice – amount due – charge – tax - balance of credit and débit (*solde*) - overdue – deadline – bottom line -

RADIO PROGRAM / BROADCAST

A host
On behalf of the Chairman

Introduces – welcomes – announces

Banquet - award ceremony – charity event – celebration – is held in the auditorium



A guest
A scientist / researcher
A writer – a critic
A movie star
A charity organiser
An artist
An expert
An award winner