

CAMBRIDGE

# 新编剑桥商务英语词汇

(中级)

主编 鞠鸿伟

哈尔滨工业大学出版社  
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## 出版说明

《新编剑桥商务英语词汇(中级)》是针对剑桥商务英语证书考试的考生和学习《新编剑桥商务英语学生用书(中级)》的学生而编写的辅助性教材。

本书也是为了增加学生普通英语词汇和商务英语词汇量,满足学生和教师实际需要而编写的。

书中词汇绝大部分是学生在在学习过程中经常遇到的生词,具有较强的针对性和普遍性。

这些词汇基本上是按照它们在教材中出现的先后顺序排列,是对学生做了大量的问卷调查后归纳总结的;也是参考相关资料后整理出来的。同时补充了按字母顺序排列的重复版,便于同学们日常学习和课后快速查询。

希望本书对于学习《新编剑桥商务英语学生用书(中级)》的同学和准备剑桥商务英语证书考试的考生以及学习商务英语的广大爱好者有所帮助。

由于时间仓促,疏漏之处难免,敬请读者批评指正。

编者

2009年10月

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# Unit 1a

## Team Work 团队合作

### Background Information

Teams are groups of people with common goals and who are held mutually accountable for their actions. Teams can meet individuals' social, esteem, and self actualization needs.

Teamwork develops individuals' skills and removes some of the need to supervise if the team monitors itself. Teams can provide more flexibility and the ability to react to change quickly. Teams can share ideas and make use of each others' skills.

Good teamwork involves trust, support, cooperation, a sense of direction, listening, openness, individuals feeling able to express their ideas.

Good team members must have the technical skills required but also be able to work with others, e.g. be willing to listen and be flexible.

Types of groups:

formal—set up by the organization, e.g. management teams

informal—set up by employees themselves, e.g. friends at work

### Word List

**team work** 团队合作

**team leader/team head** 团队领导

**team member** 团队成员

**assess** *v.* to make a judgement about the nature or quality of sb/sth 评估; 评定  
e.g. Your work is assessed by your line manager.

**characteristic** *n.* a special quality of someone or something 特点; 特征  
e.g. What are the characteristics of a good team?

**put ... in order** 把……按顺序排列  
e.g. Put your ideas in order.

**make a good team** 建立一个好的团队

**work towards a common objective** 朝着一个共同的目标努力

e.g. Every team member should work towards a common objective.

**discuss** *v.* talk about something in order to make a decision 讨论

e.g. Discuss your problems with your friends.

**role** *n.* the function or position someone has in an organization 角色

e.g. What is the role of a teacher in the classroom?

**allocate** *v.* assign; give time, money, duties as a share of what is available 分配

e.g. Please allocate roles to team members.

**allocate roles** 分配角色

**co-operate** *v.* to work together with sb; to be helpful by doing what sb asks you to do 配合

e.g. All members cooperate closely in the team.

**cooperative** *adj.* helpful by doing what you are asked to do 合作的; 配合的

e.g. Staff tend to be more cooperative if their views are taken into consideration.

**uncooperative** *adj.* not cooperative 不合作的

e.g. Uncooperative staff will be punished severely.

**cooperation** *n.* willingness to be helpful and do as you are asked 合作; 配合

e.g. Thanks for your cooperation.

**fully** *adv.* completely 完全地

e.g. We are fully aware of the importance of safety.

**individual** *adj.* considered separately rather than as part of a group 单独的

e.g. The human resources manager interviewed each individual candidate of the applicants.

**individually** *adv.* separately, rather than as a group 单独地; 个别地

e.g. The general manager spoke to them all individually.

**individuality** *n.* the qualities that make sb/sth different from other people or things 个性; 个人特征

e.g. They show their individuality through their hair styles.

**individualize** *v.* to make sth different to suit the needs of a particular person, place, etc. 使个性化; 使因人而异

e.g. In this college, they individualize the students' learning.



- individualized** *adj.* designed for a particular person or thing; connected with a particular person or thing 个性化的; 与个人有关的  
e.g. We should work more on individualized teaching.
- make a contribution to** 为……作贡献  
e.g. He has made a great contribution to the overall success of the project.
- share information** 共享信息  
e.g. We are in the same team, we should share information.
- different points of view** 不同的观点  
e.g. Everyone has different points of view for the same case.
- openly** *adv.* without hiding any feelings, opinions or information 公开地; 毫不隐瞒地  
e.g. Can you talk openly about your latest project?
- open** *adj.* with no cover or roof on 敞开的; 露天的; 裸露的; 对大众开放的  
e.g. The debate will be thrown open to the audience.
- open** *v.* to make it possible for people, cars, goods, etc. to pass through a place 让(行人, 车辆, 货物等)通行; 开放  
e.g. The road will be opened again in a few hours after police have cleared it.
- open** *n.* not hidden or secret 公开; 非秘密  
e.g. Government leaders do not want these comments in open.
- be under pressure** 被迫; 承受着(急于完成某事)的压力  
e.g. The team performs badly under pressure.
- subsidiary** *n.* a business company that is owned or controlled by another larger company 附属公司, 子公司  
e.g. He is working for an overseas subsidiary of the company.
- no longer poles apart** 弥补差距  
e.g. There should be no longer poles apart between both parties.
- concept** *n.* definition or idea 概念; 观念  
e.g. One can't grasp the basic concepts of the company should leave.
- take over** 接受; 接管  
e.g. CBS Record was taken over by Sony.
- grow into** 成长为  
e.g. That small company has grown into a multinational company.
- export** *v.* to sell and send goods to another country 出口

e.g. We export sugar and fruit to our neighbour countries.

*n.* the selling and transporting of goods to another country 出口

e.g. This is where the fruit is despatched for export.

**in spite of** 尽管

e.g. In spite of his age, he still leads an active life.

**approach** *n.* a way of dealing with sb /sth ; a way of doing or thinking about sth such as a problem or a task 方法

e.g. The company has decided to adopt a different approach to discipline.

**approachable** *adj.* 和蔼可亲的; 易理解的

e.g. Despite being a star, she's very approachable.

**the result of** ……的结果

e.g. They will announce the result of the vote tonight.

**regulation** *n.* an official rule made by a government or some other authority 规则; 章程; 条例

e.g. Under the new regulations, spending on office equipment will be strictly controlled.

**take on responsibility** 担责任

e.g. Nobody has taken on responsibility for the failure.

**be accountable** (to sb for sth) (对……) 负有责任

e.g. Departmental managers are ultimately accountable to wrong decisions.

**go wrong** 出错

e.g. If you do what the manager tells you to do, you won't go far wrong.

**bring in a consultant** 引进/聘请一个顾问

e.g. Our company needs to bring in a consultant to solve some problems.

**expatriate** *adj.* living in a country that is not their own 旅居(移居)国外的

e.g. One of the expatriate Japanese in Spain is very sick.

*n.* 居住在外国的人; 侨民

e.g. American expatriates in Paris live a happy life.

**local staff** 当地员工

e.g. He is a local staff, so he has well known about this city.

**project team** 项目组

e.g. This case is responsible by the project team.

**senior** *adj.* high in rank or status; higher in rank or status than others 高级的; 上级的

e.g. Mr White is senior to me.

**work on managerial skills** 致力于管理技能

e.g. He is always working on managerial skills.

**improve** *v.* to become / make (sth/sb) better than before 提高

e.g. His quality of life has improved dramatically since the operation.

**improvement** *n.* the act of making sth better; the process of sth becoming better 改善;改进

e.g. Sales figures continue to show signs of improvement.

**hold programmes** 举行培训活动

e.g. Sony will hold programmes on Sunday.

**creative thinking** 创新思维

e.g. The competitor won by his creative thinking.

**imaginative** *adj.* having or showing new and exciting ideas 有想像力的

e.g. The lovely girl is an imaginative child.

**imagine** *v.* to form a picture in your mind of what sth might be like 想像,设想

e.g. I can't imagine life without the children now.

**imaginary** *adj.* existing only in your mind or imagination 想像中;幻想的;虚构的

e.g. The equator is an imaginary line around the middle of the earth.

**imagination** *n.* the ability to create pictures in your mind; the part of your mind that does this 想像力;想像

e.g. He's got no imagination.

**come up with ideas** 想出主意;出点子

e.g. She came up with a new idea for increasing sales.

**extraordinary** *adj.* not normal or ordinary; greater or better than usual 不寻常的

e.g. She was a really extraordinary woman.

**ordinary** *adj.* not unusual or different in anyway 普通的;平常的;平凡的

e.g. It was not an ordinary meeting.

**electric** *adj.* full of excitement; making people excited 令人兴奋的

e.g. The news had an electric effect on the waiting crowd.

**electricity** *n.* a feeling of great emotion, excitement, etc 强烈的感情;激动;兴奋

e.g. You can feel the electricity in the crowd.

**electrify** *v.* to make sb feel very excited and enthusiastic about sth 使激动;使兴奋

e.g. They were electrified to hear the news.

**recognize** *v.* to know who sb is or what sth is when you see or hear them, because you have seen or heard them or it before 认出

e.g. He looked at the envelope and recognized Jenny's handwriting immediately.

**recognition** *n.* the act of remembering who sb is when you see them, or of identifying what sth is 认出;认识;识别

e.g. My recognition of the face was immediate.

**recognizable** *adj.* easy to know or identify 容易认出的;易于识别的

e.g. She was barely recognizable.

**a range of** 一系列的;一套……;范围

e.g. A biotechnology company is developing a range of new pesticide based on naturally occur toxins.

**management style** 管理方式

e.g. Interactive leadership may emerge as the management style of choice for many organizations.

**describe someone/something as** 把……描绘成

e.g. Chinese leaders describe winning bids as a solemn trust.

**throw new light on sth** 提供线索;帮助弄清楚

e.g. This information may throw light on the mystery.

**respond** *v.* to give a spoken or written answer to sb/sth 回答;回应

e.g. Did he respond to their invitation?

**respondent** *n.* a person who answers questions in a survey 回答问题的人

e.g. 60% of the respondents agreed with the suggestion.

**response** *n.* a spoken or written answer 回答;回复

e.g. They make a quick response to my inquiry.

**responsive** *adj.* reacting quickly and in a positive way (反应)敏捷的,积极的

e.g. Firms have to be responsive to consumer demand.

**positively** *adv.* used to emphasize the truth of a statement, especially when this is surprising or when it contrasts with a previous statement 肯定地

e.g. This food is positively uneatable.

**positive** *adj.* complete and definite 完全的;绝对的

e.g. It was a positive miracle that we survived.

**make profit** 获得利润

e.g. It may not seem like such a big deal to you, but you can make profit in the long run.

**put on discos** 举行迪斯科表演活动

e.g. They are putting on discos.

**returns** *n.* the amount of profit that you get from sth 盈利; 收益

e.g. Returns have improved since we installed these computerized machines.

**in total** 总共

e.g. That will cost you £ 7.50 in total.

**saving** *n.* ① an amount of sth such as time or money that you do not need to use or spend 节省物; 节省; 节约

e.g. Buy three and make a saving of 55p.

② money that you hand saved, especially in a bank, etc 储蓄金; 存款

e.g. He put all his savings into buying a boat.

**review** *n.* ① an examination of sth, with the intention of changing it if necessary 评审; 审查; 检查; 检讨(以进行必要的修改)

e.g. The case is subject to judicial review.

② a report on a subject or on a series of events 报告; 汇报; 述评; 回顾

e.g. He submitted a review of customer complaints.

*v.* to carefully examine or consider sth again, especially so that you can decide if it is necessary to make changes 复查; 重新考虑

e.g. The government will review the situation later in the year.

**be pleased with** 对……感到满意

e.g. We are sure you will be pleased with our finest material.

**work out** (使)产生好结果; 算出; 制定出

e.g. It'll work out cheaper to travel by bus.

**complete** *v.* to finish making or doing sth 完成; 结束

e.g. By the end of August we had completed the work.

*adj.* including all the parts, etc. that are necessary; whole 全部的; 完整的; 整个的

e.g. I've collected the complete set.

**completely** *adv.* (used to emphasize the following word or phrase 用于强调紧跟其后的词或短语) in every way possible 彻底地; 完全地; 完整地

e.g. I've completely forgotten her name.

**completion** *n.* the act or process of finishing sth; the state of being finished and complete 完成;结束

e.g. The road is nearing completion.

**deal with** 解决

e.g. He has learnt to deal properly with all kinds of complicated situations.

**succeed in doing** 成功地做……

e.g. They succeed in climbing the mountain.

**set up training courses** 进行培训

e.g. The company set up training courses for staff.

**contribute to** 对……作出贡献

e.g. He offered to contribute to the Red Cross.

**Inc.** = *incorporated* *adj.* formed into a business company with legal status (组成有法人地位的) 营业公司的; 组成公司的

e.g. In 2001, 38,258 new companies were incorporated.

**profile** *n.* ① a description of sb/sth that gives useful information 概述; 简介; 传略

e.g. We first build up a detailed profile of our customers and their requirements.

② the general impression that sb/sth gives to the public and the amount of attention they receive 形象

e.g. The deal will certainly raise the company's international profile.

**commence** *v.* to begin to happen; to begin sth 开始发生; 开始; 着手

e.g. We commence building on March 18th.

**commencement** *n.* beginning 开始; 开端

e.g. Seeds begin to burgeon at the commencement of spring.

**a couple of** 一对儿的; 三两个的; 几个的

e.g. Diane will come down and visit with you for a couple of days.

**spend time on doing** 花时间做某事

e.g. Every morning he spent two hours training for the race.

**followed by** 由……跟随; 接下来; 由……接续下去

e.g. The lightning was followed by a fearful clap of thunder.

**launch** *v.* ① to start an activity, especially an organized one 开始从事; 发起; 发动(尤指有组织的活动)

e.g. You have our backing to launch a campaign against smoking.

② to make a product available to the public for the first time (首次)上市;  
发行

e.g. The new model will be launched in July.

**schedule** *n.* a plan that lists all the work that you have to do and when you must do each thing 工作计划;日程安排

e.g. I have a hectic schedule for the next few days.

**behind schedule** 落后于计划

e.g. The tunnel project has already fallen behind schedule.

**stick to the schedule** 严格按照计划进行

e.g. The project should stick to the schedule.

**a survival course** 生存技巧培训课

e.g. Should we send them on a survival course?

**alternatively** *adv.* used to introduce a suggestion that is a second choice or possibility (引出第二种选择或可能的建议)要不;或者

e.g. Alternatively, investors can consider investing in fixed income unit trusts.

**alternative** *n.* a thing you can choose to do or have out of two or more possibilities 可供选择的事物

e.g. We have no alternative but to fire Jim.

*adj.* that can be used instead of sth else 可供替代的

e.g. Do you have an alternative solution to the problem?

**seminar** *n.* a meeting for discussion or training 研讨会;培训会

e.g. He has presided over a seminar for social psychologists.

**be of more use** 更有用

e.g. Positive or ambition, I wish I could be of more use in the future.

**attach** *v.* to fasten or join one thing to another 把……固定,把……附上

e.g. Attach the coupon to the front of your letter.

**attached** *adj.* ① working for or forming part of an organization 为……工作

e.g. The research unit is attached to the university.

② joined to sth 所附的

e.g. Please complete the attached application form.

**attachment** *n.* ① a document that you send to sb using e-mail 附件

e.g. The e-mail contains three attachments.

② an object or a device that you can fix onto a machine, to make it do another job (机器的)附加物;附加装置;附件

e.g. Could you also get your flash-attachment? Mine is broken.

**provider** *n.* a person or an organization that supplies sb with sth they need or want 供应者,供货商

e.g. We are one of the largest providers of employment in the area.

**asap** *adv.* as soon as possible 尽快

e.g. We'll check into it and call you back as soon as possible.

**regards** *n.* used to send greetings at the end of a letter, or when asking sb to give your greetings to another person who is not present (用于信函的结尾或转达问候)致意;问候

e.g. Give your both my regards when you see him.

**regarding** *prep.* concerning sb/sth; about sb/sth 关于;至于

e.g. She has said nothing regarding your request.

**executive** *n.* ① a person who makes and carries out important decisions in a company; a senior business person 主管人员;行政人员

e.g. The president of a company is an executive.

② the part of an organization that takes important decisions 决策机构

e.g. The Health and Safety Executive has issued new guidelines on safety at work.

**execute** *v.* to do a piece of work, perform a duty, put a plan into action, etc. 实行;执行;实施

e.g. The crime was very cleverly executed.

**execution** *n.* the act of doing a piece of work, performing a duty, or putting a plan into action 实行;执行;实施

e.g. He had failed in the execution of his duty.

**leading business** 主导企业

e.g. Our client is one of the world's leading business management consulting, technology services and outsourcing companies.

**complementary skills** 补充技能

e.g. Working in a team can increase personal awareness of abilities and complementary skills in colleague.

**intellectual** *adj.* ① connected with or using a person's ability to think in a logical way and understand things 智力的;脑力的;理智的



e. g. Intellectual life is a long-term thing.

② well educated and enjoying activities in which you have to think seriously about things 有才智的;智力发达的

e. g. She is very intellectual.

**intelligence** *n.* the ability to learn, understand and think in a logical way about things; the ability to do this well 智力;才智;智慧

e. g. He's obviously a man of very high intelligence.

**intelligent** *adj.* good at learning, understanding and thinking in a logical way about things; showing this ability 有才智的;悟性强的;聪明的

e. g. The child made a very intelligent comment.

**challenge** *n.* a new or difficult task that tests sb's ability and skill 挑战

e. g. The challenge today is not merely to improve the material standards of living.

**challenger** *n.* a person who competes with sb else in sport or in politics for an important position that the other person already holds (体育运动或政治的) 挑战者

e. g. In the second round, the challenger gave up.

**challenging** *adj.* ① difficult in an interesting way that test your ability 困难而有趣的;挑战性;考验能力的

e. g. He is a challenging opponent.

② done in a way that invites people to disagree or argue with you, or shows that you disagree with them 挑起争论的;不赞同的

e. g. She gave him a challenging look.

**unexpected** *adj.* if sth is unexpected, it surprises you because you were not expecting it 出乎意料的;始料未及的

e. g. The announcement was not entirely unexpected.

**identify** *v.* to recognize sb/sth and be able to say who or what they are 确认;认出;鉴定

e. g. The bodies were identified as those of two suspected drug dealers.

**identical** *adj.* similar in every detail 完全同样的;相同的

e. g. Her dress is almost identical to mine.

**identifiable** *adj.* that can be recognized 可识别的;可辨认的

e. g. The house is easily identifiable by the large tree outside.

**identification** *n.* ① the process of showing, proving or recognizing who or what