

英汉双解财经词典



Third Edition

Dictionary

OVER 7000 TERMS CLEARLY DEFINED

HUMAN RESOURCES

and Personnel Management

英汉双解 人力资源与人事管理词典

(第三版)

刘帮成 唐宁玉 等 译注



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译者序

随着我国改革开放与现代化建设宏伟工程的全面推进，国际化已经成为当前社会许多层面的重要任务之一，其中管理研究与教学领域以及管理实践领域等更是推动国际化的排头兵。笔者在给研究生讲述“人力资源与组织行为专业英语”课程的时候，不少学生希望能被推荐或查找到一本专业而又全面的人力资源管理词典。在为有关组织提供人力资源与组织行为方面的培训和管理咨询的时候，我们也经常会被问及是否可以推荐人力资源管理方面的专业词典。笔者一直在努力地关注着这个事情。终于，经过东北财经大学出版社的推荐，我们发现了一本很不错的专业词典——这就是由 A. Ivanovic 和 P. H. Collin 两人合作编写的《人力资源与人事管理词典》。

在翻译的过程中，我们发现这本专业词典具有以下几个特点：

- (1) 词条全面，覆盖广泛。这本专业词典涵盖了人力资源与人事管理领域各个工作环节（工作分析与设计、人员招聘、人事选拔、绩效管理、薪酬与激励、培训与开发、职业规划与管理、劳资关系管理以及与人力资源管理实践相关的法律法规等）常用的 7000 多个专业词条。
- (2) 词条信息丰富，解释详细。这本专业词典几乎对每个专业词条都给出了详细的解释，并将常用的方式进行归纳和说明，还配例句进行示例。而且由于该词典的编撰主要是以英国英语为标准，考虑到文化和地区差异，作者在编写过程中还对在其他文化下使用的词条（包括表达和含义）专门进行标注和解释。同时，词典中还对一些常见的以缩写形式出现的词条进行全文给出，并给出详细解释。
- (3) 词条排列清晰，使用方便。整本词典以字母顺序进行排列，便于使用过程中进行查找，而且对每个词条解释的语句很简练、通俗，为使用者使用这个工具书带来了很大的便利性。

翻译这本专业词典是一个团队合作的真实体现。上海交通大学安泰经济与管理学院应用心理学专业的硕士研究生团队参加了初译和文字输入工作。其中，李宜菁负责 A-D、王奕负责 E-L、丁诚负责 Q-S、付佳负责 T-Z 的初译，陈晟杰同学也参与了部分条目的初译和文字工作。上海交通大学国际与公共事务学院行政管理系的刘帮成博士翻译了 M-P 的词条，并对全文进行了审核。上海交通大学安泰经济与管理学院的唐宁玉博士对全文进行了

审校。

虽然参与翻译和审校的所有人员都是人力资源管理与组织行为学方面的专业教师和研究生，但翻译这本专业词典对我们所有参与人员来说都是一个难得的宝贵学习机会。在翻译过程中，我们往往会对一些词条进行反复斟酌，并在充分查阅资料基础上，力争将词意贴切表达出来。即便如此，仍恐有少许词条未尽完美。因此，恳请各位专家、同仁、人力资源与组织行为管理实践工作者以及广大读者在阅读和使用上不吝赐教，以使我们的工作有更大的进步！

同时，特别感谢东北财经大学出版社，特别是李季老师的辛勤工作，才使得这本词典最终付诸出版。

刘帮成博士

上海交通大学国际与公共事务学院行政管理系

2008年6月12日于上海

出版说明

随着我国改革开放的不断深入和发展,我国对外贸易、商业及学术交流日益频繁。尤其是在全球化和新技术浪潮下,我国加入世界贸易组织后,在日益频繁的经济贸易、对外交流等活动中,需要大量博学多能、视野开阔、适应开放型经济发展需要的高素质人才,特别是精通外语、学有专长的复合型高级人才,具有涉外知识、擅长商务谈判的大读者的迫切需要,经过两年的反复推敲,我们组织编译、出版了这套“英汉双解财经词典”。

作为广大经贸人提升自身竞争力的武器,从事业务工作的得力助手,开展国际交流的工具,本套“英汉双解财经词典”词汇新颖,内容全面,涵盖经济、金融证券、商务、人力资源、市场营销、会计学、旅游与休闲等方面的词汇和知识。

在此套丛书出版之际,特作如下说明:

1. 根据在不同领域中的用法,给许多词汇列出了多种定义。首先给出应用范围最普遍的定义,然后再列出特定范围的其他定义。由于这些范围会有交叉,读者应仔细查阅所有定义。

2. 本套词典还包括了常为人们使用的符号、缩略词语。外来词汇和短语只收进了那些已经成为英文词汇的部分。

3. 为满足不同读者的需要,本着方便快捷提供信息的目的,我们在词典内容的组织上作了安排。在英汉部分,只提供了关键词(黑体字)的各种解释,对列句没有进行翻译。新增的汉英部分方便读者进行汉英查询。

4. 参加本套词典翻译的人员有:苗欣、蔡丽、李季、刘帮成、于行行、孙平、孙冰洁、唐宁玉、王欣双、吴迅捷、张旭凤。

词典虽然付梓,但谬误在所难免,尚祈专家、读者指正。

东北财经大学出版社

2009年9月

使用指南

一、本套词典英汉部分的所有词条一律按英文字的自然序排列；汉英部分的词条按照汉语首字母升序排列。

二、词条如果有两个或多个中文释义，词义相近的，其间用逗号“,”分开；词义有较大不同的，用分号“;”分开。

三、中文释义中圆括号“()”中的内容有以下几种情况：

- (1) 可以省略的文字；
- (2) 为解释词义所附加的词句；
- (3) 对释义的解释或说明。

Pronunciation Guide

The following symbols have been used to show the pronunciation of the main words in the dictionary.

Stress is indicated by a main stress mark (') and a secondary stress mark (,). Note that these are only guides, as the stress of the word changes according to its position in the sentence.

Vowels

æ	back
ɑ:	harm
ɒ	stop
aɪ	type
aʊ	how
aɪə	hire
aʊə	hour
ɔ:	course
ɔɪ	annoy
e	head
eə	fair
eɪ	make
eu	go
ɜ:	word
i:	keep
i	happy
ə	about
ɪ	fit
ɪə	near
u	annual
u:	pool
ʊ	book
ʊə	tour
ʌ	shut

Consonants

b	buck
d	dead
ð	other
dʒ	jump
f	fare
g	gold
h	head
j	yellow
k	cab
l	leave
m	mix
n	nil
ŋ	sing
p	print
r	rest
s	save
ʃ	shop
t	take
tʃ	change
θ	theft
v	value
w	work
x	loch
ʒ	measure
z	zone

Preface

This dictionary provides the user with a comprehensive vocabulary of terms used in human resource management. It covers all aspects of the subject including recruitment and selection, appraisals, payment systems, dismissals and other aspects of industrial relations.

The main words are explained in simple English, and pronunciations are given in the International Phonetic Alphabet. Where appropriate, examples are included to show how the words are used in context. Quotations are also given from various magazines and newspapers, which give an idea of how the terms are used in real life. The supplement at the back of the book gives various documents which provide useful guidelines as to how a company's own documents can be constructed.

We are grateful to the following for their valuable comments on the text:
Dena Michelli, Michael Furlong, Yvonne Quinn, Stephen Curtis, Margaret Jull Costa, Georgia Hole, Dinah Jackson and Sandra Anderson.

A

- ▶ 护理津贴 **AA** /'eɪ 'eɪ/ same as **attendance allowance**
- ▶ 做事情的能力或权力 **ability** /ə'bilɪti/ *noun* the capacity or power to do something ○ *Ability to sell is essential for the job.*
- ▶ 能力测试 **ability test** /ə'bilɪti test/ *noun* same as **aptitude test**
- ▶ 有能力的, 能干好的 **able** /'eɪb(ə)l/ *adjective* capable or working well ○ *She's a very able manager.*
- ▶ 身体健全的 **able-bodied** /'eɪb(ə)l 'bɒdɪd/ *adjective* with no physical handicap ○ *The work is strenuous and only suitable for the young and able-bodied.*
- ▶ 到国外, 在国外 **abroad** /ə'brɔ:d/ *adverb* to or in another country ○ *The consignment of cars was shipped abroad last week.* ○ *The chairman is abroad on business.* ○ *He worked abroad for ten years.* ○ *Half of our profit comes from sales abroad.*
- ▶ 缺席 (工作或会议) **absence** /'æbsəns/ *noun* the fact of not being at work or at a meeting □ **in the absence of** when someone is not there ○ *In the absence of the chairman, his deputy took the chair.* □ **unauthorised absence from work**, **absence without leave** being away from work without permission and without a good reason
- ▶ 缺勤的, 缺席会议的 **absent** /'æbsənt/ *adjective* not at work or not at a meeting ○ *He was absent owing to illness.* ○ *Ten of the workers are absent with flu.* ○ *The chairman is absent in Holland on business.*
- ▶ 缺勤者, 无故旷工者 **absentee** /'æbsən'ti:/ *noun* a person who is absent or an employee who stays away from work for no good reason
- ▶ 无故旷工 (行为) **absenteeism** /'æbs(ə)n'ti:ɪz(ə)m/ *noun* the practice of staying away from work for no good reason ○ *Low productivity is largely due to the high level of*

absenteeism. ○ *Absenteeism is high in the week before Christmas.*

'...but the reforms still hadn't fundamentally changed conditions on the shop floor: absenteeism was as high as 20% on some days' [Business Week]

absenteeism rate /'æbsən-'ti:ɪz(ə)m reɪt/ *noun* the percentage of the workforce which is away from work with no good excuse ○ *The rate of absenteeism or the absenteeism rate always increases in fine weather.*

ACAS /'erkæs/ *abbr* Advisory, Conciliation and Arbitration Service

accept /æk'sept/ *verb* 1. to take something which is being offered □ **to accept delivery of a shipment** to take goods into the warehouse officially when they are delivered 2. to say 'yes' or to agree to something ○ *She accepted the offer of a job in Australia.* ○ *He accepted £2000 in lieu of notice.*

acceptable /æk'septəb(ə)l/ *adjective* which can be accepted ○ *Both parties found the offer acceptable.* ○ *The terms of the contract of employment are not acceptable to the candidate.*

acceptance /æk'septəns/ *noun* □ **acceptance of an offer** the act of agreeing to an offer □ **to give an offer a conditional acceptance** to accept an offer provided that specific things happen or that specific terms apply □ **we have their letter of acceptance** we have received a letter from them accepting the offer

acceptance bonus /æk'septəns 'bəʊnəs/ *noun* a bonus paid to a new employee when they agree to join an organisation (NOTE: an acceptance bonus can be a feature of a **golden hello** and is designed both to attract and to retain staff)

◀ 旷工率, 缺勤率

◀ 咨询调解仲裁服务处

◀ 接受 (给予的东西); 认可, 认同, 同意

◀ 可接受的

◀ 接受

◀ 新员工加入组织时的奖金

► 验收抽样

acceptance sampling /æk'septəns ,sə:mplɪŋ/ *noun* the process of testing a small sample of a batch to see if the whole batch is good enough to be accepted

► 门路, 途径; 读取, 浏览

access /'ækses/ *noun* □ **to have access to something** to be able to obtain or reach something ○ *She has access to large amounts of venture capital.* ■ **verb** to call up data which is stored in a computer ○ *She accessed the address file on the computer.*

► 就职, 入职

accession /æk'sef(ə)n/ *noun* the act of joining an organisation

► 员工就职率, 入职率; 新员工起始工资率

accession rate /æk'sef(ə)n reɪt/ *noun* **1.** the percentage of employees in an organisation who have joined it during a particular period of time **2.** a rate of pay for employees when first hired ○ *After the first year, pay went up considerably despite the low accession rate.* ○ *The accession rate depends on whether the entrants are skilled or unskilled.*

► (计算机检索数据的) 读取时间

access time /'ækses taɪm/ *noun* the time taken by a computer to find data stored in it

► 事件, 事故

accident /'æksɪd(ə)nt/ *noun* something unpleasant which can be caused by carelessness or which happens by chance such as a plane crash

COMMENT: Fatal accidents and accidents which cause major injuries or which prevent an employee from working for more than three days must be reported to the Health and Safety Executive.

► 意外的, 非故意的

accidental /,æksɪ'dent(ə)l/ *adjective* happening by chance, not done intentionally ○ *accidental destruction of the computer files*

► 事故记录本

accident book /'æksɪd(ə)nt bʊk/ *noun* a book in which details of accidents at work are noted down

► 意外伤亡事故频率

accident frequency rate /,æksɪd(ə)nt 'fri:kwənsi reɪt/ *noun* the number of accidents involving injury or death during a specified number of man-hours ○ *The accident frequency rate has risen since the new machinery was installed.*

► 事故预防(措施)

accident prevention /,æksɪd(ə)nt prɪ'venʃən/ *noun* measures taken to prevent accidents

accident-prone

worker

/,æksɪd(ə)nt prəʊn 'wɜ:kə/ *noun* a worker who is more likely to have accidents than other workers

accident report /'æksɪd(ə)nt rɪ-'pɔ:t/ *noun* a report of an accident which has taken place at work

accommodate /ə'kɒmədeɪt/ *verb* to provide someone with a place to live in ○ *The company accommodates its employees near their workplace.*

accommodation /ə'kɒmə'deɪʃ(ə)n/ *noun* **1.** money lent for a short time **2.** a place to stay temporarily or live in ○ *Visitors have difficulty in finding hotel accommodation during the summer.*

...any non-resident private landlord can let furnished or unfurnished accommodation to a tenant' [Times]

...the airline providing roomy accommodations at below-average fares' [Dun's Business Month]

accommodation address /ə-,kɒmə'deɪʃ(ə)n ə'dres/ *noun* an address used for receiving messages but which is not the real address of the company

accordance /ə'kɔ:dns/ *noun* □ **in accordance with** in agreement with, according to, as someone says or writes ○ *In accordance with your instructions we have deposited the money in your current account.* ○ *I am submitting the claim for damages in accordance with the advice of our legal advisers.*

accordingly /ə'kɔ:dɪŋli/ *adverb* in agreement with what has been decided ○ *We have received your letter and have altered the contract accordingly.*

according to /ə'kɔ:dɪŋ tu:/ *preposition* as stated or shown by someone ○ *The computer was installed according to the manufacturer's instructions.*

...the budget targets for employment and growth are within reach according to the latest figures' [Australian Financial Review]

account /ə'kaʊnt/ *noun* **1.** a record of financial transactions over a period of time, such as money paid, received, borrowed or owed ○ *Please send me your account or a detailed or an itemized account.* **2.** □ **accounts of a business, a company's accounts** a detailed record of a company's financial affairs **3.** a customer who does a large amount of

◀ 易发事故员工

◀ 事故报告

◀ 安置, 接待

◀ 短期贷款; 临时住处

◀ 接收地址 (用来接收信息, 非公司真实地址)

◀ 一致, 根据

◀ 因此, 从而

◀ 根据

◀ 账户; 账目; 客户; 记账; 注意, 考虑; 对……负责

business with a firm and has an account with it ○ *Smith Brothers is one of our largest accounts.* ○ *Our sales people call on their best accounts twice a month.* 4. □ **to keep the accounts** to write each sum of money in the account book ○ *The bookkeeper's job is to enter all the money received in the accounts.* 5. notice □ **to take account of inflation**, **to take inflation into account** to assume that there will be a specific percentage of inflation when making calculations ■ **verb** □ **to account for** to explain and record a money transaction ○ *to account for a loss or a discrepancy* ○ *The reps have to account for all their expenses to the sales manager.*

accountability /əˈkaʊntəˈbɪlɪti/ *noun* the fact of being responsible to someone for something (such as the accountability of directors to the shareholders)

accountable /əˈkaʊntəb(ə)l/ *adjective* referring to a person who has to explain what has taken place or who is responsible for something (NOTE: you are accountable to someone for something)

accountancy /əˈkaʊntənsi/ *noun* the work of an accountant ○ *They are studying accountancy* or *They are accountancy students.* (NOTE: American English is **accounting** in this meaning)

accountant /əˈkaʊntənt/ *noun* a person who keeps a company's accounts ○ *The chief accountant of a manufacturing group.* ○ *The accountant has shown a sharp variance in our labour costs.*

account director /əˈkaʊnt daɪˌrektə/ *noun* a person who works in an advertising agency and who oversees various account managers who are each responsible for specific clients

account executive /əˈkaʊnt ɪgˌzekjʊtɪv/ *noun* an employee of an organisation such as a bank, public relations firm, or advertising agency who is responsible for looking after particular clients and handling their business with the organisation

accounting /əˈkaʊntɪŋ/ *noun* the work of recording money paid, received, borrowed or owed ○ *accounting methods* ○ *accounting procedures* ○ *an*

accounting system ○ *an accounting machine*

... applicants will be professionally qualified and have a degree in Commerce or Accounting' [Australian Financial Review]

accounting period /əˈkaʊntɪŋ ˌpiəriəd/ *noun* a period of time at the end of which the firm's accounts are made up

accounts department /əˈkaʊnts dɪˌpɑːtmənt/ *noun* a department in a company which deals with money paid, received, borrowed or owed

accounts manager /əˈkaʊnts ˌmænɪdʒə/ *noun* the manager of an accounts department

accounts payable /əˈkaʊnts ˈpeɪəb(ə)l/ *noun* money owed by a company

accounts receivable /əˈkaʊnts rɪˈsiːvəb(ə)l/ *noun* money owed to a company

accreditation /əˈkredɪˈteɪʃ(ə)n/ *noun* the process of certifying the competence of a person in a certain area □ **accreditation of union officials** official recognition by a company that certain employees are representatives of a trade union and are treated as such by the company

accreditation of prior learning /əˈkredɪˈteɪʃ(ə)n əv ˌpraɪə ˈlɜːnɪŋ/ *noun* a process that enables people to obtain formal recognition of qualifications and experience that they have gained before joining an organisation (NOTE: accreditation of prior learning may be used to support the award of a vocational qualification)

accredited /əˈkredɪtɪd/ *adjective* referring to an agent who is appointed by a company to act on its behalf

accrual /əˈkruːəl/ *noun* a gradual increase by addition □ **accrual of interest** automatic addition of interest to capital

accrual rate /əˈkruːəl reɪt/ *noun* the rate at which an employee's pension increases as each year of service is completed, so forming the basis for calculating their pension

accrue /əˈkruː/ *verb* 1. to record a financial transaction in accounts when it takes place, and not when payment is

► 负有责任, 负有义务

► 应负责任的, 应负义务的

► 会计工作

► 会计人员

► 客户主管

► 客户经理

► 会计

◀ 会计年度

◀ 会计部门

◀ 会计经理

◀ 应付账款

◀ 应收账款

◀ 鉴定

◀ 入职前学习鉴定

◀ 指派的, 授权的

◀ 逐步增加

◀ (养老金) 增长率

◀ 应计; (付款) 增加

made or received **2.** to increase and be due for payment at a later date ○ *Interest accrues from the beginning of the month.*

► 准确的, 精确的

accurate /'ækjʊrət/ *adjective* correct ○ *The sales department made an accurate forecast of sales.* ○ *The designers produced an accurate copy of the plan.*

► 准确地, 精确地

accurately /'ækjʊrətli/ *adverb* correctly ○ *The second quarter's drop in sales was accurately forecast by the computer.*

► 控告, 谴责

accuse /ə'kju:z/ *verb* to say that someone has committed a crime ○ *She was accused of stealing from the petty cash box.* ○ *He was accused of industrial espionage.* (NOTE: you accuse someone of a crime or of doing something)

► 完成, 成功实现

achieve /ə'tʃi:v/ *verb* to succeed in doing something, to do something successfully ○ *He has achieved his long-term training objectives.* ○ *The company has achieved great success in the Far East.* ○ *We achieved all our objectives in 2001.*

...the company expects to move to profits of FFfr 2m next year and achieve equally rapid growth in following years' [*Financial Times*]

► 成就, 功绩

achievement /ə'tʃi:vmənt/ *noun* success or something that has been achieved

► 成就测试

achievement test /ə'tʃi:vmənt test/ *noun* a test designed to measure the skills which someone is currently using (as opposed to an aptitude test, which measures the skills a person could use in the future) (NOTE: also called **attainment test**)

► 有成就者, 成功者

achiever /ə'tʃi:və/ *noun* a person who is successful or who tends to achieve his or her objectives ○ *It was her reputation as a high achiever that made us think of headhunting her.*

► 全员的, 全面的

across-the-board /ə,kroʊs ðə 'bɔ:d/ *adjective* applying to everything or everyone ○ *an across-the-board price increase* ○ *an across-the-board wage increase*

► 法令; 工作, 担当; 做, 行动

act /ækt/ *noun* a law passed by parliament which must be obeyed by the people ■ *verb* **1.** to work ○ *He has agreed to act as an agent for an American company.* ○ *The solicitor is acting for us or*

on our behalf. □ **to act as someone** to do someone's job while he is away ○ *She will act as marketing manager while Mr Smith is on holiday.* **2.** to do something ○ *The board will have to act quickly if the company's losses are going to be reduced.* ○ *The lawyers are acting on our instructions.* □ **to act on a letter** to do what a letter asks to be done

acting /'æktɪŋ/ *adjective* working in place of someone for a short time ○ *acting manager* ○ *the Acting Chairman*

action /'ækʃən/ *noun* **1.** a thing which has been done □ **actions short of dismissal** ways of disciplining an employee who has committed an offence, which stop short of dismissing them (such as demotion, removal of privileges, etc.) **2.** □ **to take industrial action** to do something (usually to go on strike) to show that you are not happy with conditions at work **3.** a case in a law court where a person or company sues another person or company □ **to take legal action** to sue someone ○ *an action for libel* or *a libel action* ○ *an action for damages* ○ *She brought an action for wrongful dismissal against her former employer.*

actionable /'ækʃənəb(ə)/ *adjective* referring to writing, speech or an act which could provide the grounds for bringing an action against someone ○ *Was the employer's treatment of the employee actionable?*

action-centred leadership /,ækʃən sentəd 'li:dəʃɪp/ *noun* a theory of leadership which focuses on what leaders actually have to do in order to be effective, rather than on the personal qualities that they need to be good leaders, and which believes that leadership can be taught (NOTE: action-centred leadership is usually illustrated by three overlapping circles, which represent the three key activities undertaken by leaders: achieving the task, building and maintaining the team and developing the individual)

action learning /'ækʃən ,lɜ:nɪŋ/ *noun* the process of learning by doing or participating in an activity

Action Programme /'ækʃən ,prəʊɡræm/ *noun* an EU initiative con-

◀ 代理的

◀ 活动; 行动; 诉讼

◀ 可控诉的, 可起诉的

◀ 以行动为中心的 leadership 模式

◀ 行动学习法

◀ (欧盟) 行动计划

taining various draft directives to implement the Social Charter

► 活跃的

active /'æktɪv/ *adjective* involving many transactions or activities ○ *an active demand for oil shares* ○ *Computer shares are very active.* ○ *an active day on the Stock Exchange*

► 开放型面试

active interview /'æktɪv 'ɪntəvju:/ *noun* an interview where the interviewee is encouraged to answer fully the questions asked (as in an open-end interview)

► 积极倾听

active listening /'æktɪv 'lɪs(ə)nɪŋ/ *noun* a technique which involves not only listening to the words someone uses, but also taking into account their tone of voice, their body language and other non-verbal signs in order to gain a fuller understanding of what they are actually communicating

► 活跃地, 积极地

actively /'æktɪvli/ *adverb* in a busy way ○ *The company is actively recruiting new personnel.*

► 合伙人

active partner /'æktɪv 'pɑːtnə/ *noun* a partner who works in a company that is a partnership

► 活跃 (性); 活动

activity /æk'tɪvɪti/ *noun* 1. the fact of being active or busy ○ *a low level of business activity* ○ *There was a lot of activity on the Stock Exchange.* □ **monthly activity report** a report by a department on what has been done during the past month 2. something which is done ○ *out-of-work activities*

'...preliminary indications of the level of business investment and activity during the March quarter will provide a good picture of economic activity in the year' [Australian Financial Review]

► 工作图

activity chart /æk'tɪvɪti tʃɑːt/ *noun* a plan showing work which has been done so that it can be compared to the plan of work to be done

► 工作抽样检查

activity sampling /æk'tɪvɪti ,sɑːmplɪŋ/ *noun* an observation of tasks and their performances, carried out at random intervals ○ *Activity sampling was carried out to see how fast the machinists worked.*

► 保险精算分析

actuarial analysis /æktʃu,əriəl ə-'næləsɪs/ *noun* a calculation carried out by an actuary to assess somebody's life expectancy or the degree of risk involved in an insurance proposal

actuary /'æktʃuəri/ *noun* a person employed by an insurance company or other organisation to calculate the risk involved in an insurance, and therefore the premiums payable by people taking out insurance

acute shortage /ə,kjuːt 'ʃɔːtɪdʒ/ *noun* a very severe shortage for a period of time

ad /æd/ *noun* same as **advertisement** (informal) ○ *We put an ad in the paper.* ○ *She answered an ad in the paper.* ○ *He found his job through an ad in the paper.*

adaptable /ə'dæptəb(ə)/ *adjective* 1. being able to change working practices 2. being able to change from job to job

adaptation /,ædæp'teɪʃ(ə)n/ *noun* something which has been adapted ○ *This machine is an adaptation of our original model.*

add /æd/ *verb* 1. to put figures together to make a total ○ *If you add the interest to the capital you will get quite a large sum.* ○ *Interest is added monthly.* 2. to put things together to make a large group ○ *We are adding to the sales force.* ○ *They have added two new products to their range.* □ **this all adds to the company's costs** this makes the company's costs higher

adding machine /'ædɪŋ məʃɪn/ *noun* a machine which adds numbers

addition /ə'dɪʃ(ə)n/ *noun* 1. a thing or person added ○ *The management has stopped all additions to the staff.* ○ *We are exhibiting several additions to our product line.* ○ *The marketing director is the latest addition to the board.* 2. □ **in addition to** added to, as well as ○ *There are twelve registered letters to be sent in addition to this packet.* 3. an act of putting numbers together ○ *You don't need a calculator to do simple addition.*

additional /ə'dɪʃ(ə)nəl/ *adjective* extra which is added ○ *additional costs* ○ *They sent us a list of additional charges.* ○ *Some additional clauses were added to the contract.* ○ *Additional duty will have to be paid.*

additional award /ə,dɪʃ(ə)nəl ə-'wɔːd/ *noun* an extra payment ordered by an industrial tribunal to a dismissed

◀ 保险精算师

◀ 严重短缺

◀ 广告

◀ 可改变的; 能适应的

◀ 改造 (物), 改编 (物)

◀ 加总; 增加, 添加

◀ 加法器

◀ 增加的人或物; 另外, 除此; 加法

◀ 额外的, 附加的

◀ 附加支出

► 自愿补充交
纳养老金

► 地址; 在信
封、包裹等上
写详细地址;
发表讲话

► 收信人, 收
件人
► 地址自动打
印机

► 合计; 言之
有理

► 合计达

► 充足的

► 特别安排的

► 特别决议

► 重短期决策
而轻长期规划
的管理方式

employee if the company refuses to re-instate them. ▶ **special award**

additional voluntary contributions /ə,dɪf(ə)nəl,vɒlənt(ə)rɪ kɒntri-'bjʊ:f(ə)nz/ *plural noun* extra payments made voluntarily by an employee to a pension scheme (on top of the normal contributions, up to a maximum of 15% of gross earnings). Abbr **AVCs**

address /ə'dres/ *noun* the details of number, street and town where an office is or a person lives ○ *My business address and phone number are printed on the card.* ■ *verb* 1. to write the details of an address on an envelope or package ○ *a letter addressed to the managing director* ○ *an incorrectly addressed package* ○ *Please address your enquiries to the manager.* 2. to speak ○ *The chairman addressed the meeting.*

addressee /,ædre'si:/ *noun* a person to whom a letter or package is addressed

addressing machine /ə'dresɪŋ mə-,ʃi:n/ *noun* a machine which puts addresses on envelopes automatically

add up /,æd 'ʌp/ *verb* 1. to put several figures together to make a total ○ *He made a mistake in adding up the column of figures.* □ *the figures do not add up* the total given is not correct 2. to make sense ○ *The complaints in the letter just do not add up.*

add up to /,æd 'ʌp tu/ *verb* to make a total of ○ *The total expenditure adds up to more than £1,000.*

adequate /'ædɪkwət/ *adjective* large enough □ *to operate without adequate cover* to act without being completely protected by insurance

ad hoc /æd 'hɒk/ *adjective* for this particular purpose ○ *They run ad hoc surveys to test customer reaction when products are launched.* ○ *Shipping by airfreight was an ad hoc arrangement initially.*

ad hoc decision /,æd hɒk dɪ-'sɪz(ə)n/ *noun* a decision taken to solve a particular problem

ad hoc /æd 'hɒk rəsi/ *noun* management which works by taking short-term decisions, but fails to make long-term plans

adjourn /ə'dʒɜ:n/ *verb* to stop a meeting for a period ○ *The chairman adjourned the meeting until three o'clock.* ○ *The meeting adjourned at midday.*

adjournment /ə'dʒɜ:nmənt/ *noun* an act of adjourning ○ *He proposed the adjournment of the meeting.*

adjudicate /ə'dʒu:dikeɪt/ *verb* to give a judgement between two parties in law or to decide a legal problem ○ *to adjudicate a claim* ○ *to adjudicate in a dispute* □ *he was adjudicated bankrupt* he was declared legally bankrupt

adjudication /ə,dʒu:dɪ'keɪf(ə)n/ *noun* the act of giving a judgement or of deciding a legal problem

adjudication officer /ə,dʒu:dɪ-'keɪf(ə)n,ɒfɪsəl/ *noun* an official who decides whether someone is qualified to receive benefit

adjudication tribunal /ə,dʒu:dɪ-'keɪf(ə)n traɪ'bju:n(ə)l/ *noun* a group which adjudicates in industrial disputes

adjudicator /ə'dʒu:dikeɪtəl/ *noun* a person who gives a decision on a problem ○ *an adjudicator in an industrial dispute*

adjust /ə'dʒʌst/ *verb* to change something to fit new conditions ○ *Prices are adjusted for inflation.*

...inflation-adjusted GNP moved up at a 1.3% annual rate' [*Fortune*]

'Saudi Arabia will no longer adjust its production to match short-term supply with demand' [*Economist*]

'...on a seasonally-adjusted basis, output of trucks, electric power, steel and paper decreased' [*Business Week*]

adjuster /ə'dʒʌstəl/ *noun* a person who calculates losses for an insurance company

adjustment /ə'dʒʌstmənt/ *noun* the act of adjusting ○ *to make an adjustment to salaries* ○ *adjustment of prices to take account of rising costs* ○ *Details of tax adjustments are set out in the enclosed document.* ○ *an adjustment of prices to take account of rising costs*

adjustor /ə'dʒʌstəl/ *noun* same as **adjuster**

admin /'ædmɪn/ *noun* 1. the work of administration, especially paperwork (informal) ○ *All this admin work takes a lot of my time.* ○ *There is too much*

◀ 使暂停, 休会

◀ 暂停, 休会

◀ 判决, 裁定

◀ 判决, 裁定

◀ 仲裁官

◀ 劳动争议仲裁处

◀ 裁决者

◀ 调整

◀ 为保险公司
计算损失者

◀ 调整

◀ 同 **adjuster**

◀ 管理; 管理工作者或管理部门

admin in this job. ○ *Admin costs seem to be rising each quarter.* ○ *The admin people have sent the report back.* **2.** administration staff or the administration department ○ *Admin say they need the report immediately.* ○ *She did not answer my note but sent it on to admin.* (NOTE: no plural; as a group of people it can have a plural verb)

► 管理, 执行

administer /əd'mɪnɪstə/ *verb* to organise, manage or direct the whole of an organisation or part of one ○ *She administers a large pension fund.* ○ *It will be the HR manager's job to administer the induction programme.*

► 管理; 管理者或团队; 执行

administration /əd,mɪnɪ'streɪʃ(ə)n/ *noun* **1.** the action of organising, controlling or managing a company ○ *He has a qualification in business administration.* **2.** a person or group of people who manage or direct an organisation ○ *It is up to the administration to solve the problem, not the government.* **3.** the running of a company in receivership by an administrator appointed by the courts

► 管理费用

administration costs /əd,mɪnɪ'streɪʃ(ə)n ,kɒsts/, **administration expenses** /əd,mɪnɪ'streɪʃ(ə)n ɪk-,spensɪz/ *plural noun* the costs of management, not including production, marketing or distribution costs

► 管理的, 行政的

administrative /əd'mɪnɪstrətɪv/ *adjective* referring to administration ○ *administrative details* ○ *administrative expenses*

► 管理者, 主管; 遗产事宜管理人员; 破产事务管理人员

administrator /əd'mɪnɪstreɪtə/ *noun* **1.** a person who directs the work of other employees in a business ○ *After several years as a college teacher, she hopes to become an administrator.* **2.** a person appointed by a court to manage the affairs of someone who dies without leaving a will **3.** a person appointed by a court to administer a company which is insolvent

► 告诫, 警告

admonish /əd'mɒnɪʃ/ *verb* to give a warning or reprimand (formal) ○ *The workers were admonished by the manager for careless work.*

► 收养假

adoption leave /ə'dɒpʃən li:v/ *noun* time away from work allowed to an employee for dealing with matters relating to the adoption of a child

adult education /ˌædʌlt ɛdʒu-'keɪʃ(ə)n/ *noun* education provided for adults

◀ 成人教育

ad valorem tax /ˌæd və'lɔːrem tæks/ *noun* tax calculated according to the value of the goods taxed

◀ 从价税

advance /əd'vɑːns/ *noun* **1.** money paid as a loan or as a part of a payment to be made later ○ *She asked if she could have a cash advance.* ○ *We paid her an advance on account.* ○ *Can I have an advance of £100 against next month's salary?* **2.** an increase **3.** **in advance** early, before something happens ○ *freight payable in advance* ○ *prices fixed in advance* ■ **adjective** early ○ *advance booking* ○ *advance payment* ○ *Advance holiday bookings are up on last year.* ○ *You must give seven days' advance notice of withdrawals from the account.* ■ **verb** **1.** to lend ○ *The bank advanced him £100,000 against the security of his house.* **2.** to increase ○ *Prices generally advanced on the stock market.* **3.** to make something happen earlier ○ *The date of the AGM has been advanced to May 10th.* ○ *The meeting with the German distributors has been advanced from 11.00 to 09.30.*

◀ 预付款; 增加; 预先, 提前; 提前, 预先的; 借, 贷与; 上涨; 把……提前

advanced course /əd,vɑːnst 'kɔːs/ *noun* a course for students who are not beginners

◀ 高级课程

advancement /əd'vɑːnsmənt/ *noun* promotion ○ *The only way to get advancement in this company is through further training.* ○ *The job is attractive because of the potential for advancement.*

◀ 进步, 提升

advantage /əd'vɑːntɪdʒ/ *noun* something useful which may help you to be successful ○ *Knowledge of two foreign languages is an advantage.* ○ *There is no advantage in arriving at the exhibition before it opens.* ○ *Fast typing is an advantage in a secretary.* □ **to take advantage of something** to use something which helps you

◀ 优势, 有利条件

adventure training /əd'ventʃə ,treɪnɪŋ/, **adventure learning** /əd'ventʃə ,lɜːnɪŋ/ *noun* a type of training in which employees engage in group games and physically demanding outdoor activities such as

◀ 户外拓展训练

climbing and abseiling away from their usual work environment (NOTE: the aim of adventure training is to develop skills in leadership, problem-solving, decision-making and interpersonal communication and to build team spirit)

► 不利的

adverse /'ædvɜːs/ *adjective* unfavourable □ **adverse balance of trade** a situation in which a country imports more than it exports

► 不利的决策

adverse action /,ædvɜːs 'ækʃən/ *noun* a decision which has unfavourable consequences for employees ○ *The new bonus system was considered adverse action by underachievers in the organisation.*

► 不利影响

adverse impact /,ædvɜːs 'ɪmpækt/ *noun* an undesirable and unexpected result of an action ○ *Offering bonuses only for very high productivity rates had an adverse impact, discouraging rather than motivating workers.*

► 广告

advert /'ædvɜːt/ *noun* same as **advertisement** (informal) ○ *to put an advert in the paper* ○ *to answer an advert in the paper* ○ *classified adverts* ○ *display adverts*

► 作广告; 通知, 公布

advertise /'ædvətaɪz/ *verb* 1. to arrange and pay for publicity designed to help sell products or services or to find new employees ○ *to advertise a vacancy* ○ *to advertise for a secretary* 2. to announce that something is for sale or that a job is vacant or that a service is offered ○ *to advertise a new product*

► 广告

advertisement /əd'vɜːtɪsmənt/ *noun* a notice which shows that something is for sale, that a service is offered, that someone wants something or that a job is vacant

► (报纸)广告部经理

advertisement manager /əd'vɜːtɪsmənt ,mænidʒə/ *noun* the manager in charge of the advertisement section of a newspaper

► 广告商

advertiser /'ædvətaɪzə/ *noun* a person or company that advertises ○ *The catalogue gives a list of advertisers.*

► 广告业

advertising /'ædvətaɪzɪŋ/ *noun* the business of announcing that something is for sale or of trying to persuade customers to buy a product or service ○ *She works in advertising or She has a job in*

advertising. ○ *Their new advertising campaign is being launched next week.*

○ *The company has asked an advertising agent to prepare a presentation.* □ **to take advertising space in a paper** to book space for an advertisement in a newspaper

advertising manager /'ædvətaɪzɪŋ ,mænidʒə/ *noun* the manager in charge of advertising a company's products

advertising space /'ædvətaɪzɪŋ speɪs/ *noun* a space in a newspaper set aside for advertisements

advice /əd'vaɪs/ *noun* 1. a notification telling someone what has happened 2. an opinion as to what action to take □ **to take legal advice** to ask a lawyer to say what should be done ○ *The accountant's advice was to send the documents to the police.* ○ *We sent the documents to the police on the advice of the accountant.* ○ *We took the accountant's advice and sent the documents to the police.* ◇ **as per advice** according to what is written on the advice note

advise /əd'vaɪz/ *verb* 1. to tell someone what has happened ○ *We have been advised that the shipment will arrive next week.* 2. to suggest to someone what should be done ○ *The lawyer advised us to send the documents to the police.*

advise against /əd'vaɪz ə'genst/ *verb* to suggest that something should not be done ○ *The HR manager advised against dismissing the staff without notice.*

adviser /əd'vaɪzə/, **advisor** *noun* a person who suggests what should be done ○ *He is consulting the company's legal adviser.*

advisory /əd'vaɪz(ə)rɪ/ *adjective* as an adviser ○ *He is acting in an advisory capacity.*

Advisory, Conciliation and Arbitration Service /əd'vaɪz(ə)rɪ kənsɪli,eɪʃ(ə)n ənd ,ɑːbrɪ'treɪʃ(ə)n ,sɜːvɪs/ *noun* a British government service which arbitrates in disputes between management and employees. Abbr **ACAS**

COMMENT: ACAS has three roles: it will conciliate in a dispute if asked; it advises employers, trade unions and employees

◀ 广告经理

◀ (报纸) 广告版面

◀ 通知; 建议

◀ 通知; 建议

◀ 建议不做某事

◀ 顾问

◀ 提供咨询的, 顾问的

◀ (英国) 咨询调解仲裁服务处