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NOUNS AND NOUN PHRASES

annual appraisal	an evaluation of an employee's performance that is carried out once a year	jährliche Beurteilung
dead-end job	a job without much prospect of getting promoted	Arbeitsplatz ohne Aufstiegschancen
double-edged sword	something that has both advantages and disadvantages	doppelschneidiges Schwert
dry spell	a long period without any rain	Trockenperiode
hallmark	a typical feature of something	Kennzeichen
liner notes	information that comes with something, usually a CD or record	Begleittext, -informationen
naturalist	a person who knows a lot about plant and animal life	Naturkundler(in)

VERBS AND VERB PHRASES

compound sth.	to make something worse	etw. verschlimmern, verschärfen
deploy sth.	to use something	etw. einsetzen
depose sb.	to remove sb. from their job	jmdn. absetzen
 earmark sth.	to decide that something should be used for a particular purpose	etw. vorsehen
mishandle sth.	to deal with something in the wrong way	etw. falsch handhaben
pop in	to visit (someone) spontaneously	(spontan) vorbeischaun
prompt sb. to do sth.	to make someone want to do something	jmdn. veranlassen, etw. zu tun
scapegoat sb.	to (unfairly) put the blame on someone	jmdn. zum Sündenbock machen

ADJECTIVES AND ADVERBS

disproportionately	not deserving such importance or influence	unverhältnismäßig, überproportional
distinctly	in a clear and noticeable way	deutlich
entrenched	established firmly and not changeable	tief verwurzelt
heartfelt	showing strong and sincere feelings	herzlich, aufrichtig
impromptu	spontaneous(ly)	spontan
ostensibly	allegedly, supposedly	angeblich
populous	having many inhabitants	bevölkerungsreich
staggering	so much that it is hardly believable	schwindelerregend

IDIOMS AND EXPRESSIONS

actions speak louder than words	it is more important what someone does than what they say	Taten sagen mehr als Worte
act on autopilot	to do something automatically	automatisch agieren
be up to standard	to meet the requirements	den Anforderungen entsprechen
every other year	happening every second year	alle zwei Jahre, jedes zweite Jahr
get straight to the point	to address the most important part of something immediately	ohne Umschweife zur Sache kommen
keep sb. posted	to provide someone with up-to-date information	jmdn. auf dem Laufenden halten
steal a march on sb.	to act before someone else does	jmdm. zuvorkommen
take the mickey (out of sb.) <small>UK ifml.</small>	to make jokes about someone, to make fun of someone	sich (über jmdn.) lustig machen