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NOUNS AND NOUN PHRASES

decisiveness	the ability to take decisions quickly	Entschlusskraft
disgrace	shame	Schande
exit interview	a final meeting between an employer and an employee who is leaving their job	Gespräch beim Ausscheiden eines Mitarbeiters / einer Mitarbeiterin
grooming	the practice of taking care of your body and physical appearance	Körperpflege
no-brainer <i>ifml.</i>	something (such as a decision or conclusion) that requires little or no mental effort	etwas, worüber man nicht lange nachdenken muss
sanitizer dispenser	a device that emits a cleaning liquid that kills the bacteria on your hands	Handdesinfektions(mittel)spender
trading floor	the place in a stock exchange where shares are bought and sold	Börsenparkett

VERBS AND VERB PHRASES

ease sth.	to make something less painful or unpleasant	etw. erleichtern
get sth. across	to make someone understand something (such as a message or an idea)	etw. rüberbringen, vermitteln
induce sth.	to cause something	etw. herbeiführen
page through sth.	to turn the pages of something (such as a book or magazine) randomly	in etw. (herum)blättern
straighten sth. out	to clarify something	etw. klären
survey sb.	to ask someone questions in order to find out their opinions	jmdn. befragen
vacillate	to hesitate to take a decision or to keep changing your mind	schwanken, unentschlossen sein

ADJECTIVES

customary	usual or typical	üblich
exasperated	very annoyed and bothered	entnervt
fraudulent	dishonest and intended to deceive	betrügerisch
fictitious	not real	fiktiv
hilarious	extremely funny	höchst amüsant, urkomisch
spotless	perfectly clean	makellos
unkempt	not combed or looked after (in reference to someone's hair)	ungekämmt, zersaust

IDIOMS AND EXPRESSIONS

be on the verge of sth.	to be very close to something happening	kurz vor etw. stehen
carrot and stick	an approach that rewards someone for some actions and punishes them for others	Zuckerbrot und Peitsche
go unheard	not to be listened to	ungehört bleiben
have sth. in stock	to have something available	etw. vorrätig / auf Lager haben
jump to a conclusion	to make a quick judgement without having all the evidence or the necessary facts	zu einem vorschnellen Entschluss kommen
not take no for an answer	not to accept someone's rejection of an offer you make	ein Nein (als Antwort) nicht akzeptieren / gelten lassen
take sth. for granted	to consider something to be true	etw. als selbstverständlich erachten
twist sb.'s arm <i>ifml.</i>	to persuade someone (to do something) they are reluctant to do	jmdn. überreden