

People in business

IGCSE Business Studies · Vocabulary

English	中文	Pinyin
 motivation	激励	jī lì
 workforce	员工队伍	yuán gōng duì wǔ
 employees	员工	yuán gōng
 productivity	生产率	shēng chǎn lǜ
 absenteeism	缺勤	quē qín
 labour turnover	员工流动率	yuán gōng liú dòng lǜ
 hierarchy of needs	需求层次	xū qiú céng cì
 hygiene factors	保健因素	bǎo jiàn yīn sù
 motivators	激励因素	jī lì yīn sù
 wage	工资	gōng zī
 time rate	计时工资	jì shí gōng zī
 piece rate	计件工资	jì jiàn gōng zī
 salary	薪金	xīn jīn
 commission	佣金	yòng jīn
 bonus	奖金	jiǎng jīn
 profit sharing	利润分享	lì rùn fēn xiǎng
 fringe benefits	额外福利	é wài fú lì
 job rotation	工作轮换	gōng zuò lún huàn
 job enlargement	工作扩大化	gōng zuò kuò dà huà
 job enrichment	工作丰富化	gōng zuò fēng fù huà
 autonomy	自主权	zì zhǔ quán
 teamworking	团队合作	tuán duì hé zuò
 training	培训	péi xùn
 promotion	晋升	jìn shēng

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🏠 organisational chart	组织结构图	zǔ zhī jié gòu tú
📊 hierarchy	层级	céng jí
🔑 chain of command	指挥链	zhǐ huī liàn
👥 span of control	管理幅度	guǎn lǐ fú dù
👥 subordinates	下属	xià shǔ
📏 delaying	扁平化	biǎn píng huà
📅 management	管理	guǎn lǐ
📅 planning	计划	jì huà
👥 organising	组织	zǔ zhī
👥 coordinating	协调	xié tiáo
📏 commanding	指挥	zhǐ huī
📏 controlling	控制	kòng zhì
👑 leadership style	领导风格	lǐng dǎo fēng gé
👑 autocratic	专制型	zhuān zhì xíng
👥 democratic	民主型	mín zhǔ xíng
👏 laissez-faire	放任型	fàng rèn xíng
👥 trade union	工会	gōng huì
👥 recruitment	招聘	zhāo pìn
👤 selection	选拔	xuǎn bá
🔍 job analysis	工作分析	gōng zuò fēn xī
📄 job description	工作描述	gōng zuò miáo shù
📋 person specification	人员规格	rén yuán guī gé
📋 internal recruitment	内部招聘	nèi bù zhāo pìn
👥 external recruitment	外部招聘	wài bù zhāo pìn
📄 application form	申请表	shēn qǐng biǎo
📄 CV	简历	jiǎn lì
🗣️ interview	面试	miàn shì

English	中文	Pinyin
 tests	测试	cè shì
 induction training	入职培训	rù zhí péi xùn
 on-the-job training	在职培训	zài zhí péi xùn
 off-the-job training	脱产培训	tuō chǎn péi xùn
 redundancy	裁员	cái yuán
 dismissal	解雇	jiě gù
 employment laws	劳动法	láo dòng fǎ
 contract of employment	雇佣合同	gù yōng hé tóng
 communication	沟通	gōu tōng
 sender	发送者	fā sòng zhě
 message	信息	xìn xī
 medium	媒介	méi jiè
 receiver	接收者	jiē shōu zhě
 feedback	反馈	fǎn kuì
 one-way communication	单向沟通	dān xiàng gōu tōng
 two-way communication	双向沟通	shuāng xiàng gōu tōng
 internal communication	内部沟通	nèi bù gōu tōng
 external communication	外部沟通	wài bù gōu tōng
 customers	顾客	gù kè
 suppliers	供应商	gōng yìng shāng
 communication barrier	沟通障碍	gōu tōng zhàng ài