

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
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

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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
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