

100 TỪ VỰNG TOEIC

NƠI LÀM VIỆC – KINH DOANH – NGÂN HÀNG

LƯU Ý: nếu có gì thắc mắc, cứ liên hệ mình qua:

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I: NƠI LÀM VIỆC

STT	TỪ	NGHĨA	VÍ DỤ	PHÁT ÂM
1	Work environment	Môi trường làm việc	My work environment is quiet	/wɜ:k in'vaɪrənmənt/
2	Remote work	Làm việc từ xa	I do remote work at home	/rɪ'məʊt wɜ:k/

3	Schedule	Lịch trình	My schedule is busy today	/ˈskedʒʊl/
4	Colleague	Đồng nghiệp	My colleague is nice	/ˈkɒliːg/
5	Co-worker	Đồng nghiệp	I like my co-worker	/ˈkəʊ ˌwɜːkə(r)/
6	Staff	Nhân viên	The staff is friendly	/stæf/
7	Employee	Nhân viên	She is a good employee	/ɪmˈplɔɪiː/
8	Employer	Chủ	My employer is kind	/ɪmˈplɔɪə(r)/
9	Lunch break	Giờ nghỉ trưa	I eat during lunch break	/ˈlʌntʃ ˌbreɪk/
10	Office hours	Giờ làm việc	Office hours are 9 to 5	/ˈɒfɪs ˌaʊəz/
11	Stapler	Cái bấm ghim	I use a stapler for paper	/ˈsteɪplə(r)/

12	Cabinet	Tủ đựng hồ sơ	The files are in the cabinet	/ˈkæbɪnət/
13	Receptionist	Lễ tân	The receptionist welcomes guests	/rɪˈsepʃənɪst/
14	Retire	Nghỉ hưu	He will retire next year	/rɪˈtaɪə(r)/
15	Resign	Từ chức	I want to resign	/rɪˈzaɪn/
16	Vending machine	Máy bán hàng tự động	I got a drink from the vending machine	/ˈvendɪŋ məʃɪn/
17	Marker	Bút lông	She writes with a marker	/ˈmɑːrkər/
18	Sick leave	Nghỉ ốm	I am on sick leave	/ˈsɪk ˌliːv/
19	Paperclip	Cái kẹp giấy	I need a paperclip	/ˈpeɪpəklɪp/
20	Monitor	Màn hình – giám sát	- The monitor is big - She monitors the situation closely	/ˈmɒnɪtər/
21		Sự thăng chức	I got a promotion yesterday	/prəˈməʊʃən/

	Promotion			
22	Recruit	Tuyển dụng	We want to recruit new people	/rɪ'kru:t/
23	Vacancy	Vị trí trống	There is a job vacancy now	/'veɪkənsi/
24	Workload	Khối lượng công việc	My workload is heavy	/'wɜ:kləʊd/
25	Work performance	Hiệu suất làm việc	Her work performance is good	/wɜ:k pə'fɔ:məns/
26	Productivity	Năng suất	Productivity is low today	/ˌprɒdʌk'tɪvəti/
27	Conference room	Phòng hội nghị	We meet in the conference room	/'kɒnfərəns ru:m/
28	Human resources	Phòng nhân sự	The human resources called me this morning	/ˌhju:mən rɪ'zɔ:sɪz/
29	Agenda	Việc cần bàn trong cuộc họp	Let's check the agenda	/ə'dʒendə/
30		Chính sách	The company policy is strict	/'pɒləsi/

	Policy			
31	Payroll	Bảng lương	The annual payroll is \$100	/ˈpeɪrɒl/
32	Office supplies	Đồ dùng văn phòng	We need more office supplies	/ˈɒfɪs səˈplaɪz/
33	Maintenance	Bảo trì	The machine needs maintenance	/ˈmeɪntənəns/

II: KINH DOANH

STT	TỪ	NGHĨA	VÍ DỤ	PHÁT ÂM
1	Profit	lợi nhuận	We need more profits	/ˈprɒfɪt/
2	Revenue	doanh thu	Our revenue increased	/ˈrevənjuː/
	Expense	chi phí	The travel expenses are high	/ɪkˈspens/

3				
4	Budget	ngân sách	The budget is too tight to start a new project	/ˈbʌdʒɪt/
5	Contract	hợp đồng	She signed the contract yesterday	/ˈkɒntrækt/
6	Invoice	hóa đơn	I sent the invoice to them last week.	/ˈɪnvɔɪs/
7	Purchase	việc mua hàng / mua sắm	He made a purchase at the store	/ˈpɜːtʃəs/
8	Supplier	nhà cung cấp	This is our supplier .	/səˈplaɪə/
9	Client	khách hàng (thường dùng cho dịch vụ chuyên nghiệp)	The client is happy	/ˈklaɪənt/
10	Negotiation	cuộc đàm phán	The negotiation went well	/nɪˌɡəʊʃiˈeɪʃən/
11	Proposal	bản đề xuất	I will review your proposal	/prəˈpəʊzəl/
12	Approval	sự phê duyệt	We need her approval to start the new project	/əˈpruːvəl/

13	Strategy	chiến lược	That's a good strategy.	/ˈstrætədʒi/
14	Market share	thị phần	They have big market share.	/ˌmɑːkɪt ˈʃeə/
15	Department	phòng ban	She works in marketing department.	/dɪˈpɑːtmənt/
16	Merger	Cuộc sáp nhập	The merger was successful.	/ˈmɜːdʒə/
17	Acquisition	sự mua lại (doanh nghiệp)	It's an important acquisition for our company	/ˌækwɪˈzɪʃən/
18	Investment	sự đầu tư	He made an investment.	/ɪnˈvestmənt/
19	Shareholder	cổ đông	I am a shareholder.	/ˈʃeəˌhəʊldə/
20	Quarterly	hàng quý (3 tháng 1 lần)	We have reviewed our quarterly reports.	/ˈkwɔːtəli/
21	Forecast	dự báo	The forecast is good.	/ˈfɔːkɑːst/

22	Launch	sự ra mắt (sản phẩm, dịch vụ)	The new product launch was successful	/lɔːntʃ/
23	Retail	bán lẻ	She works in retail .	/ˈriːteɪl/
24	Wholesale	bán sỉ	We sell wholesale only	/ˈhəʊlseɪl/
25	Headquarters	trụ sở chính	The headquarters is in Tokyo.	/ˌhedˈkwɔːtəz/
26	Regulation	quy định	This is the new regulation .	/ˌregjəˈleɪʃən/
27	Branch	chi nhánh	Visit our new branch in London	/brɑːntʃ/
28	Funding	nguồn tài trợ / tiền vốn	We need more funding .	/ˈfʌndɪŋ/
29	Asset	tài sản	The house is an asset .	/ˈæset/
30	Audit	kiểm toán	They did an audit yesterday.	/ˈɔːdɪt/

31	Downsize	cắt giảm nhân sự / thu hẹp quy mô	The company will downsize .	/'daʊnsaɪz/
32	Entrepreneur	doanh nhân	He is an entrepreneur .	/,ɒntreɪprə'neɪ/
33	Corporation	tập đoàn	It's a global corporation .	/,kɔ:pə'reɪʃən/

III: NGÂN HÀNG

STT	TỪ	NGHĨA	VÍ DỤ	PHÁT ÂM
1	Account holder	chủ tài khoản	The account holder must sign the contract	/ə'kaʊnt ,həʊldə/
2	Balance	số dư tài khoản	Your balance is \$500.	/'bæləns/
3	Deposit	khoản tiền gửi	Your deposit is \$200	/dɪ'pɒzɪt/

4	Withdrawal	sự rút tiền	She made a withdrawal at the ATM.	/wɪð'drɔːəl/
5	Transaction	giao dịch	The transaction was successful.	/træn'zækʃən/
6	Statement	bảng sao kê	I need my bank statement .	/'steɪtmənt/
7	Transfer	chuyển khoản	He transferred money to his friend.	/'trænsfɜː/
8	Open a bank account	Mở tài khoản ngân hàng	She wants to open a bank account.	/'oʊ.pən ə bæŋk ə'kaʊnt/
9	Credit card	thẻ tín dụng	I paid with my credit card .	/'kredɪt kɑːd/
10	Debit card	thẻ ghi nợ	Use your debit card at the store.	/'deɪt kɑːd/
11	PIN (Personal Identification Number)	mã PIN	Please enter your PIN .	/pɪn/
12	Interest rate	lãi suất	This loan has a low interest rate .	/'ɪntrəst reɪt/

13	Loan	khoản vay	She's got a loan from the bank.	/ləʊn/
14	Mortgage	khoản vay thế chấp (thường để mua nhà)	They have a 20-year mortgage .	/'mɔːɡɪdʒ/
15	Portfolio	danh mục đầu tư	He has a large investment portfolio .	/ˌpɔːt'fəʊliəʊ/
16	Bond	trái phiếu	She bought government bonds .	/bɒnd/
17	Capital	vốn	The company needs more capital .	/'kæpɪtəl/
18	Verification	sự xác minh	You need email verification .	/ˌverɪfɪ'keɪʃən/
19	Cash	tiền mặt	He paid in cash .	/kæʃ/
20	Receive	nhận	Did you receive the payment?	/rɪ'siːv/
21	Receipt	biên lai – hóa đơn	Here is your receipt	/rɪ'siːt/

22	Clerk	nhân viên giao dịch (ở ngân hàng/quầy)	The clerk helped me open an account.	/kɪɜːrk/
23	Alert	cảnh báo	I got an alert message.	/əˈlɜːt/
24	Exchange	đổi tiền / trao đổi	Can I exchange dollars for euros?	/ɪksˈtʃeɪndʒ/
25	request	yêu cầu	I made a request to change my address.	/rɪˈkwest/
26	interruption	sự gián đoạn	Sorry for the service interruption	/ˌɪntəˈrʌpʃən/
27	Digital wallet	ví điện tử	He used a digital wallet to pay.	/ˈdɪdʒɪtəl ˈwɑːlɪt/
28	Fee	phí	There is a \$5 monthly fee .	/fiː/
29	Charge	tính phí	The bank charges \$2 for ATM use.	/tʃɑːrdʒ/
30	Expiration	sự hết hạn	Your card's expiration is next month.	/ˌɛkspeɪˈreɪʃən/
	Activate	kích hoạt	Please activate your new card.	/ˈæktɪveɪt/

31				
32	Refund	hoàn tiền	I receive a refund for the wrong delivery.	/rɪ'fʌnd/
33	Penalty	tiền phạt	You'll get a penalty for late payment.	/'penəlti/