



Choose your
subject.

**ビジネス英単語集！
無料版**

ビジネス英語辞書 219 (無料版)

はじめに

国際電話会議とか海外出張等で使える簡単ビジネス英語辞書 219 です。これらの単語をマスターすれば会話が簡単に出来ます。単語集はあいうえお順に並べてあります。発音はカタカナで表示しましたが T h、L、R 音は舌を十分に使って発音しないと相手に通じませんので注意してください。英文サンプルもつけましたが単語によっては複雑な文章の場合があります。

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テーブルの中にある英語と発音リストは有料版の中にリストアップされております。

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日本語エディター：服部祐佳

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日本語	英語	発音	例文
頭金			Often down payment is required to buy a house.
安価な			Economical impact on a defunct large company is very high in a city income tax.
インベントリー			Low inventory in gasoline implies higher prices at gas pumps.
インセンティブ			Sales incentive is to give more discount when no deal is near.
引退する			Most of auto workers chosen to retire option rather than lay off.
インタビュー			Timothy Geithner was interviewed last week about his economic policy.
インフレ			Inflation is higher in some part of the country but not all areas.

売上税

Current sales TAX is
8.95% of retail sold
price.

売り手			Sellers and buyers get together a convention next week in Tokyo.
運賃			How does freight cost?
オーダー			The company received a big order from the customer.
オーバーヘッド			To reduce expenses, a company needs to reduce overhead.
オフィス			The office that I work is close to my home.
オフラインで			Let's chat offline.
卸し売り			Wholesale is the resale of new and used goods to retailers.
会議			Today's Meeting agenda is about the re - organization of our company.
会計			Many accountants become Certified Public Accountants.

会計士		Accountants and auditors keep track of a company's money.
会社		I have a small company in Tokyo.
会長		A chairman is retired.
会長（女性）		She just started her job as a charwoman.
買い手		Let us meet with several buyers.
ガイドブック		Sales people must follow the guidebooks to explain the products.
価格		The gas price is getting higher as oil inventory gets lower.
勝ち目のない		It is no-win to go head-to-head against economical giant Google.
株式		The value of Facebook stocks is disappointed.

株主 (%)		Shareholders indicate percentage of a group of stockholders.
株主 (株数)		Stockholders own stocks of corporations.
貨物		Cargos from Mexico are inspected for drug smuggling business.
貨物運送状		A way-bill is a document issued by a carrier giving details and instructions.
借方		Debit cards have almost the same function as credit cards in the USA.
借りる		He borrowed some money from his girlfriend.
関税		Tariffs are removed when Free Trade Agreement was signed.
幹部		Executives get paid too high compared with regular hourly wage

workers.

勧誘電話

I get so many cold calls.

管理			Management is considering to lay off all staff.
管理する			Managing stocks is not easy for amateur investors.
機会			I do not want to miss an opportunity.
機器			Equipments keep on breaking down.
起業家			They're very few excellent entrepreneurs.
企業の			He is our corporate lawyer.
議題			Ordered sequence of items to be discussed in a formal meeting called "an agenda."
気付く			As someone noticed that money is missing.
義務			It is our duty to vote.

キャリア		Successful career could be built during youth age.
給与		In each year, employees get five percent increase in salary.
供給		Supply is cut due to a storm.
競争		Business has strong competition with a large corporation.
金融の		Financial aid is sent to developing countries.
金利		The interest rate has been zero since 2008.
クーポン		Coupons are always in high demand.
組合		Tough negotiation between union and management is imminent.
クライアント		Clients are very important for any companies.

グラフ			The graph indicates our sales forecast for the next year.
クレジット			Having a good credit helps you to borrow money from a bank.
クレジットカード			Make sure to pay off the whole amount on a credit card each month.
経済学			The theory of economics is well established in USA.
経済規模			This economy of scales is so large.
計算する			We need to calculate a dinner cost for four of us before we go..
経費			Travel expenses are paid by the company.
契約			Having a solid contract is very important.
欠員			The office vacancy rate in Tokyo is pretty high.

研修生			Trainees are hired before they graduate.
合意			A contract is an agreement entered into voluntarily by two parties or more.
広告			Ads are an abbreviation of advertisings.
工場			Factories are built in worldwide locations.
交渉する			Negotiation skills are very important to learn.
購入注文			Purchase order was Faxed yesterday.
購買			The purchasing department sent the purchase order via e-mail yesterday.
小売			Retail business is not easy to survive.
小売業者			Retailers send coupons to customer's cell phones.

効率性			Work efficiency must be increased.
顧客			The customer service department handles all claims made by customers.
コスト			The cost of making the product must not be so high to be able to sell well.
コマーシャル			A commercial license is required to open any business.
コマース			Department of commerce in a city is to promote businesses in its city.
雇用			Employment agencies are very busy finding temp workers.
雇用者			Employers are having a difficult time to hire skilled workers.
サービス			Service for the hotel we stayed was so bad.

債券

US bonds are sold at very
low cost.

財務担当			Timothy Geithner is Secretary of the U.S. Department of Treasury.
採用する			Few companies employ workers nowadays.
作業領域			For safety, the workspace should be large enough.
仕切り（大部屋内）			Cubicles can create less communication between workers.
市場			The market is right to invest.
辞職する			The president of the company has resigned due to poor result in sales.
施設			Gas engine generators are located in east facility.
失業			Unemployment has hovered at more than 10 % for many years.
支払い			Monthly payment must be paid on the first day of each month.

四半期			The profit for the first quarter exceeded predictions.
資本			The company needs capital to increase more business.
資本家			Capitalists want to make money always.
締め切り			Tomorrow is the deadline for this article to publish.
社長			Presidents of any business or corporations have strong responsibility.
従業員			Employees are getting laid off due to bad economy.
収入			Income is getting higher and higher every year.
収量			Yield describes the amount in cash that returns to the owners of

a security.

出荷

The shipment to the Chinese factory was already made.

出荷			Shipping department packed shipping box already.
需要			Demand for our products is very high.
純資産			The net worth of Bill Gates is about \$62 billion.
純利益			We need to increase the company's bottom line.
条件			Terms and conditions of the contract must be reviewed by our corporate lawyers.
上司			Boss asked me to go out for drinking.
商人			The merchant is a person who buys and sells commodities for profit.
消費者			Consumers are the king for any businesses.

商品 (穀物)			Sharp increases in commodity prices pose risks for everyone.
商品 (品)			Goods are sold at department stores.
商品 (製品)			Merchandise are stored in one of warehouses near the Tokyo bay.
職業			What is your occupation?
職務			The duties of a policeman is to check the safety of our citizens.
所得税			Income tax is getting higher and higher every year.
署名			Signature is required to process the document.
署名する			Please sign on the line for this document.
所有者			Owners of small businesses work many long hours.

人員			Large corporations always need smart personals.
スーパーバイザー			Supervisors want us to work longer hours.
スタッフ			Some staff would lay off to reduce expenses.
ステートメント			Statements are enclosed in the envelope.
スプレッドシート			The spreadsheet is often used to calculate profit and loss statements.
税			The sales tax would be increased in Japan.
請求書			Send an invoice as soon as possible.
成功			Success comes from hardworking based on smart planning.
生産			The production of automobiles is fully automated nowadays.

成長			Sales growth is shown on this graph.
製品			The product design cycle is very long for some complex products.
セールスマン			Most salesmen receive commissions at retail stores.
双方に有利な			A win-win business is designed to benefit all participants.
組織			All corporations should have good organizations.
損失			The loss is so high that lay off is inevitable.
ターゲット			The sales target is met for the last quarter.
対処			Let's make deal for this business proposal.
代理			Please send the proxy enclosed in the envelope to us.

妥協			You and I must compromise for getting product specifications.
多様化する			It means investing in different types of securities, industries, etc.
単位原価			Unit cost of production is calculated very carefully.
担保			A bank loan officer said we needed a collateral to borrow money.
チャージ			Charge it to my credit card.
調停			Arbitration is a form of alternative dispute resolution (ADR).
著作権			Let's copyright your idea.
通貨			A currency trade is somewhat risky business.
			A counter proposal is

提案			A counter proposal is acceptable.
提供			The company offered me an entry job after all.
ディレクター			Director of sales moved to another department.

データベース		Let me check your reservation in our database.
手頃な価格の		Affordable housing is that which is deemed affordable to those with a median household income.
手数料		He got a big commission since he sold a large ticketed item.
撤退する		Toyota withdrew their business from US market once long time ago.
デフレ		Japan has been facing deflation for a long time.
統計		Sales figures are broken in the last quarter.
当座貸越		An overdraft charge is often charged by a bank.
投資		Buying a house is an investment in the USA.

投資する

Investing in gold is a
good idea.

独占			AT&T Corporation had monopoly phone business long time ago.
閉じる (契約等)			Often large deals are closed by long term effort and by many people.
トランザクション			Each transaction produces paper work.
トレードオフ			Trading off the main milling machine with a small one will increase our profit.
とんとん			Last quarter, our company was break even.
問屋			Wholesaler buys large quantity of goods from various producers or vendors, warehouses them, and resells to retailers.
ニッチ			A niche market is the subset of the market.
			Sales are booming since

売却			the economy came out of the recession.
配当			Dividends are paid to stockholders.

パッキングリスト			The packing list is inside the shipping container.
払い戻し			Refund would be credited to your account.
販売			Selling large aircrafts takes long time effort.
ビジネス			Our business would be the biggest in the world.
秘書			Our secretary can arrange a travel itinerary for you.
ビデオ会議			A video conference to be held in the next room.
病気休暇			Too many employees are getting sick leave.
ファイナンス			Finance department got large bank loan.
ファックス			Please send a contract via FAX.

ファンド			Corporation needs a large fund to diversify their business.
副社長			Joe Biden Vice President of the United States.
負債			Liability selling defect product is very risky.
部門			Product department is laying off workers.
プライムレート			The prime rate would be announced by the Federal Reserve Board.
ブリーフケース			I left my briefcase in Yamanote line train.
プレゼンテーション			PowerPoint software is used to make a presentation.
プロモーション			Promotion often offered for unwanted products.
文鎮			Paperweight is used for writing Japanese penmanship.

分布			The distribution center is located at the center of Tokyo bay.
ヘッドハンター			A headhunter called me during work hours.
ベニフィット			This business has benefit for you and me.
ベンチャー			There are so many famous Venture capital firms in Silicon Valley.
貿易			The Free Trade Agreement is signed between the US and Korea.
法人			Toyota is one of the largest corporations in Japan.
ポートフォリオ			The portfolio of a company searched using Google.
ボーナス			In Japan, the bonus is paid bi-annually.
簿記			Her job is bookkeeper for her company.

保険			Auto insurance is required to buy a car.
保証			Make sure to send out a warranty card.
本社			A headquarters is where CEO works.
マーケティング			Marketing research is required before product is introduced.
マウスパッド			There are so many colorful mouse pads.
マネージャー			The manager is responsible for this mishap.
見込み			The prospects for getting an order looks promising.
見積もる			Estimate to make this product is too high.
名刺			Here is my business card.

メモ			A company memo was sent to all employees.
儲かる			It is a lucrative business proposal.
役員			Board of directors chosen Steve Jobs as CEO.
役員室			These are corner offices reserved for our board members.
雇う			A hiring freeze is everywhere.
有益な			Business owners must decide new business is profitable or not.
輸出			Auto exports shrunk due to the earthquake in Japan.
輸入			Oil import is sky rocketing since nuclear reactors shut down.
予算			A budget must be passed tonight.

ランク			High ranking officers attended annual stock holder's meeting.
リース			This lease is going to end next month.
利益			Making a profit is very important for all businesses.
リクルート			Many companies are visiting the university to recruit graduating students next week.
リスク			Running a business with small operating capital is very risky.
領収書			When you return merchandise, please bring the receipt also.
履歴書			Writing eye - catching resume is very important.
臨時雇用			Temp workers do not have benefits.
			Send our response using

レターヘッド			send our response using company's letterhead.
労働			A labor union is on strike.
労働者			Workers are very important for all companies.
割引			Heavy discount is inevitable.