



## BUSINESS DICTIONARY



		WORD	MEANING IN ENGLISH
<b>A</b>	1	<b>Accounting error</b>	An accounting error is a non-fraudulent discrepancy in financial documentation. The term is used in financial reporting.
	2	<b>Advertisement</b>	A notice or announcement in a public medium promoting a product, service, or event or publicizing a job vacancy.
	3	<b>Adviser career</b>	A careers advisor gives information about education and work opportunities to children and youths. Careers advisors give information about opportunities, as well as helping with competencies and help with CVs and application forms.
	4	<b>Annual report</b>	Presentation of a firm's audited accounts for the preceding year, as required in corporate legislation. In addition to the auditor's report, an annual report commonly includes (1) management's review of the operations of the firm and its future prospects, (2) balance sheet, (3) income statement (profit and loss account), (4) cash flow statement, and other supporting documents.
	5	<b>Archive</b>	1. To make a back up copy of a computer file for security. See also archives. 2. To store documents (records) for the purpose of later or long-term reference.
	6	<b>Associate</b>	Someone who is closely connected to another person as a business partner.
	7	<b>Attitude</b>	A predisposition or a tendency to respond positively or negatively towards a certain idea, object, person, or situation.

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<b>B</b>	1	<b>Bank account</b>	An arrangement made with a bank whereby one may deposit and withdraw money and in some cases be paid interest.
	2	<b>Benefit</b>	Advantage, privilege, right, or financial reimbursement (such as that made under an insurance policy, medical plan, or pension plan).
	3	<b>Branch</b>	Not separately incorporated unit of a firm.
	4	<b>Branding</b>	The act of giving a company a particular design or symbol in order to advertise its products and services.
	5	<b>Bright</b>	Person intelligent and quick to learn.
	6	<b>Business</b>	An organization or economic system where goods and services are exchanged for one another or for money. Every business requires some form of investment and enough customers to whom its output can be sold on a consistent basis in order to make a profit.

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<b>C</b>	<b>1</b>	<b>Cash</b>	Money in coins and notes.
	<b>2</b>	<b>Company</b>	A commercial business.
	<b>3</b>	<b>Competition</b>	Economics: Rivalry in which every seller tries to get what other sellers are seeking at the same time: sales, profit, and market share by offering the best practicable combination of price, quality, and service. Where the market information flows freely, competition plays a regulatory function in balancing demand and supply.
	<b>4</b>	<b>Contract</b>	A legal document that states and explains a formal agreement between two different people or groups, or the agreement itself.
	<b>5</b>	<b>Corporation</b>	Firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations, and have three distinct characteristics (1) Legal existence: a firm can (like a person) buy, sell, own, enter into a contract, and sue other persons and firms, and be sued by them. It can do good and be rewarded, and can commit offence and be punished. (2) Limited liability: a firm and its owners are limited in their liability to the creditors and other obligors only up to the resources of the firm, unless the owners give personal-guaranties. (3) Continuity of existence: a firm can live beyond the life spans and capacity of its owners, because its ownership can be transferred through a sale or gift of shares.
	<b>6</b>	<b>Courage</b>	Value, decision and passion with attacks(undertakes) an action(share), specially with that the enemy is attacked(undertaken) or a danger or a difficulty is confronted.
	<b>7</b>	<b>Customer</b>	Someone who buys goods or services, especially from a shop.

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<b>D</b>	1	<b>Deadline</b>	A final time that a task must be completed by. "Chris knew that the deadline for new undergraduate applications was approaching, so he spent the whole weekend completing his entrance essays."
	2	<b>Decided</b>	That acts with decision and safety(security).
	3	<b>Deduction</b>	The action of deducting or subtracting something. An amount or part taken away from a total. The process of taking away an amount or a part of something from a total, or the amount that is taken.
	4	<b>Deregulation</b>	Deregulation is the reduction or elimination of government power in a particular industry, usually enacted to create more competition within the industry.
	5	<b>Director</b>	A person who directs the affairs of an institution, trust, educational programme, etc.
	6	<b>Distribution</b>	The action of sharing out products among a number of consumers.
	7	<b>Duly signed</b>	A document duly signed and authorized by the inspector is one that was properly, correctly, appropriately, suitably, fittingly signed, as might be expected or predicted.

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<b>E</b>	1	<b>Economics</b>	The science that deals with the production, distribution, and consumption of goods and services, or the material welfare of humankind.
	2	<b>Economic growth</b>	An increase in the amount of goods and services produced per head of the population over a period of time.
	3	<b>Effort</b>	Attitude of the person who strains physically or morally for something.
	4	<b>Enquiry</b>	An act of asking for information.
	5	<b>Enterprise</b>	1. A business or company. 2. Entrepreneurial activity, especially when accompanied by initiative and resourcefulness.
	6	<b>Excise tax</b>	It is any duty on manufactured goods which is levied at the moment of manufacture, rather than at sale. Excises are often associated with customs duties (which are levied on pre-existing goods when they cross a designated border in a specific direction); customs are levied on goods which come into existence – as taxable items – at the <i>border</i> , while excise is levied on goods which came into existence <i>inland</i> .
	7	<b>Execution</b>	Act, mode or result of executing; to make a performance.

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<b>F</b>	<b>1</b>	<b>Facility</b>	A place, amenity, or piece of equipment provided for a particular purpose.
	<b>2</b>	<b>Factory</b>	A building or group of buildings with facilities for the manufacture of goods.
	<b>3</b>	<b>File</b>	Folder or box for holding loose papers together and in order for easy reference.
	<b>4</b>	<b>Firm</b>	Any business, such as a sole proprietorship, partnership or corporation.
	<b>5</b>	<b>Finance</b>	Finance is a field that is concerned with the allocation (investment) of assets and liabilities over space and time, often under conditions of risk or uncertainty. Finance can also be defined as the art of money management. Participants in the market aim to price assets based on their risk level, fundamental value, and their expected rate of return. Finance can be split into three sub-categories: public finance, corporate finance and personal finance.
	<b>6</b>	<b>Formal</b>	Being in accord with established forms and conventions and requirements.
	<b>7</b>	<b>Franchise</b>	A privilege granted to make or market a good or service under a patented process or trademarked name. Business operating under such privilege.

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<b>G</b>	1	<b>Generosity</b>	Attitude or behavior of the generous person.
	2	<b>Global</b>	Often used interchangeably with the term international, with one exception being in regards to mutual funds. When dealing with mutual funds, a global fund pertains to the entire world, while an international fund deals with all countries except the United States. Also called worldwide.
	3	<b>Goal</b>	Something that is your goal is something that you hope to achieve, especially when much time and effort will be needed.
	4	<b>Goods</b>	Goods are things that are made to be sold.
	5	<b>Gross income</b>	The amount by which sales revenue exceeds production costs (cost of sales).
	6	<b>Gross Domestic Product (GDP)</b>	It is a monetary measure of the market value of all the final goods and services produced in a period of time, often annually or quarterly. Nominal GDP estimates are commonly used to determine the economic performance of a whole country or region, and to make international comparisons.
	7	<b>Grow</b>	Increase in size, at the enterprise level, eg. "Growth of a company".

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<b>H</b>	1	<b>Hardware</b>	1. Trading: (1) A manufactured item. (2) Fasteners and fittings used in construction industry. 2. Computing: Physical equipment that makes up a computer system.
	2	<b>Headhunter</b>	The company is in the talent show.
	3	<b>Headquarter</b>	The administrative center of an company.
	4	<b>Head of department</b>	A person who is in charge; "the head of the whole operation".
	5	<b>Hierarchy</b>	Pyramid-like ranking of ideas, individuals, items, etc., where every level (except the top and the bottom ones) has one higher and one lower neighbor. Higher level means greater authority, importance, and influence.
	6	<b>Hope</b>	Confidence of achieving a thing or of that there is realized something that is wished.
	7	<b>Human Resources</b>	The division of a company that is focused on activities relating to employees. These activities normally include recruiting and hiring of new employees, orientation and training of current employees, employee benefits, and retention. Formerly called personnel.



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<b>I</b>	<b>1</b>	<b>Income</b>	The flow of cash or cash-equivalents received from work (wage or salary), capital (interest or profit), or land (rent).
	<b>2</b>	<b>Imagination</b>	Capacity or facility to conceive ideas, projects or innovative creations.
	<b>3</b>	<b>Innovation</b>	The process of translating an idea or invention into a good or service that creates value or for which customers will pay. To be called an innovation, an idea must be replicable at an economical cost and must satisfy a specific need. Innovation involves deliberate application of information, imagination and initiative in deriving greater or different values from resources, and includes all processes by which new ideas are generated and converted into useful products.
	<b>4</b>	<b>Innovative</b>	The group aims to reduce the risks and increase the chances of innovatory, technology-based start-ups making it in the big commercial world. In recent years, the company has relied more on creative repackaging than on innovative design. innovative ideas/products/programmes Big companies are always looking for innovative products that can't be easily copied.
	<b>5</b>	<b>Insurance</b>	A guarantee of compensation for specified loss, damage, illness, or death in return for payment of a specified premium.
	<b>6</b>	<b>Investment</b>	The investment is the operation carried out by the economic agent deciding to buy production goods that is to say durable goods that allow the production of other goods and services.

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<b>J</b>	<b>1</b>	<b>Job</b>	A group of homogeneous tasks related by similarity of functions. When performed by an employee in an exchange for pay, a job consists of duties, responsibilities, and tasks (performance elements) that are (1) defined and specific, and (2) can be accomplished, quantified, measured, and rated.
	<b>2</b>	<b>Joint products</b>	Two or more outputs generated simultaneously, by a single manufacturing process using common input, and being substantially equal in value. Joint products (such as butter, cheese, and cream from milk, and fuel oil, gasoline, and kerosene from crude oil) are separately unidentifiable, and incur undifferentiated joint costs, until they reach the split-off point.
	<b>3</b>	<b>Joint venture</b>	A commercial enterprise undertaken jointly by two or more parties which otherwise retain their distinct identities.
	<b>4</b>	<b>Journal</b>	Business diary in which all financial data (taken usually from a journal voucher) pertaining to the day to day business transactions of a firm is recorded using double-entry bookkeeping system. Depending on the nature of its operations and number of daily transactions, a firm may keep several types of specialized journals such as cash journal (cash book), purchases journal, and sales journal.
	<b>5</b>	<b>Junior boss</b>	Someone who has a job at a low level within an organization.
	<b>6</b>	<b>Jurisdiction</b>	Jurisdiction is the power to judge, to give justice. A degree of jurisdiction is one of the courts before which the same case can be carried successively.

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<b>K</b>	<b>1</b>	<b>Kaizen</b>	A Japanese business philosophy of continuous improvement of working practices, personal efficiency.
	<b>2</b>	<b>Key jobs</b>	Jobs that are common in an organization and in a labor market (such as those of clerks, drivers, janitors, secretaries), and which are used to determine the general pay scales.
	<b>3</b>	<b>Kickoff meeting</b>	Gathering of interested parties to discuss a plan or strategy before launching a program or project.
	<b>4</b>	<b>Kiosk</b>	Free standing, semi-permanent display or retail outlet, within a large retail establishment or a shopping mall.
	<b>5</b>	<b>Knowledge</b>	Human faculty resulting from interpreted information; understanding that germinates from combination of data, information, experience, and individual interpretation. In an organizational context, knowledge is the sum of what is known and resides in the intelligence and the competence of people.
	<b>6</b>	<b>Know how</b>	Expert skill, information, or body of knowledge that (1) imparts an ability to cause a desired result, (2) is not readily available, and is (3) outside the public domain. Know how may include tangible material (such as blueprints, formulas, instructions, patterns, specifications, and trade-secrets) or intangibles (such as manufacturing practices, marketing concepts, quality control, and testing techniques) which are not common knowledge. In technology transfer agreements, know how is the most valuable factor and may have an indefinite enforceable life.

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<b>L</b>	1	<b>Law</b>	System of rules that a society or government develops in order to deal with crime, business agreements, and social relationships.
	2	<b>Law (Business)</b>	Commercial law or business law is the body of law which governs business and commerce and is often considered to be a branch of civil law and deals both with issues of private law and public law. Commercial law regulates corporate contracts, hiring practices, and the manufacture and sales of consumer goods. Many countries have adopted civil codes which contain comprehensive statements of their commercial law.
	3	<b>Lead</b>	In a sales context, a lead refers to contact with a potential customer, also known as a “prospect”.
	4	<b>Leader</b>	A person or thing that holds a dominant or superior position within its field, and is able to exercise a high degree of control or influence over others. A leader steps up in times of crisis, and is able to think and act creatively in difficult situations.
	5	<b>Leasing</b>	Take (property) on lease; rent.
	6	<b>Liability</b>	The state of being legally responsible for something.
	7	<b>Liaison</b>	A link of communication between two entities usually in a corporate setting.

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<b>M</b>	<b>1</b>	<b>Market</b>	A regular gathering of people for the purchase and sale of provisions, livestock, and other commodities.
	<b>2</b>	<b>Marketing</b>	The management process through which goods and services move from concept to the customer. It includes the coordination of four elements called the 4 P's of marketing: (1) identification, selection and development of a product, (2) determination of its price, (3) selection of a distribution channel to reach the customer's place, and (4) development and implementation of a promotional strategy.
	<b>3</b>	<b>Meeting</b>	A meeting is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement.[1] Meetings may occur face-to-face or virtually, as mediated by communications technology, such as a telephone conference call, a skyped conference call or a videoconference. One Merriam-Webster dictionary defines a meeting as "an act or process of coming together" - for example "as [...] an assembly for a common purpose [...] The term "meeting" may refer to a lecture (a presentation), a seminar (typically several presentations, a small audience, a day), a conference (medium-sized, one or more days), a or trade fair (with manned stands being visited by passersby), workshop (minor, with active participants), training course, team training session and launch event.
	<b>4</b>	<b>Meticulous</b>	Very careful and with great attention to every detail.
	<b>5</b>	<b>Money order</b>	A printed order for payment of a specified sum, issued by a bank or Post Office.

<b>M</b>	<b>6</b>	<b>Monopoly</b>	Market situation where one producer (or a group of producers acting in concert) controls supply of a good or service, and where the entry of new producers is prevented or highly restricted. Monopolist firms (in their attempt to maximize profits) keep the price high and restrict the output, and show little or no responsiveness to the needs of their customers. Most governments therefore try to control monopolies by (1) imposing price controls, (2) taking over their ownership (called 'nationalization'), or (3) by breaking them up into two or more competing firms. Sometimes governments facilitate the creation of monopolies for reasons of national security, to realize economies of scale for competing internationally, or where two or more producers would be wasteful or pointless.
	<b>7</b>	<b>Motivation</b>	Thing that encourages a person to operate or realize something.

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N	1	<b>Needs</b>	Require (something) because it is essential or very important rather than just desirable.
	2	<b>Negotiate</b>	Obtain or bring about by discussion.
	3	<b>Net income</b>	The total revenue in an accounting period minus all expenses during the same period. If income taxes and interest are not deducted, it is called operating profit (or loss, as the case may be). Also called earnings, net earnings, or net profit.
	4	<b>Net profit</b>	The actual profit after working expenses not included in the calculation of gross profit have been paid.
	5	<b>Net value</b>	Value of a firm to its owners (stockholders/shareholders) as shown on its balance sheet. It is the sum of the issued share capital, retained earnings, and capital gains.
	6	<b>New</b>	Produced, introduced, or discovered recently or now for the first time; not existing before, that just appeared, to be formed or manufactured.

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0	1	<b>Occupation</b>	<p>1. Actual physical possession or use of a dwelling or piece of land. Occupation exists only where it is recognizable as such, and where the occupant has a sufficient measure of control that prevents interference from strangers.</p> <p>2. Usual or principal business, calling, trade, or work a person is engaged in earning a living.</p> <p>3. Official designation of an employed or self-employed person, such as architect, doctor, engineer, or manager.</p>
	2	<b>Outsourcing</b>	The contracting or subcontracting of noncore activities to free up cash, personnel, time, and facilities for activities in which a company holds competitive advantage. Companies having strengths in other areas may contract out data processing, legal, manufacturing, marketing, payroll accounting, or other aspects of their businesses to concentrate on what they do best and thus reduce average unit cost. Outsourcing is often an integral part of downsizing or reengineering.
	3	<b>Operating income</b>	Income resulting from a firm's primary business operations, excluding extraordinary income and expenses. Also called earnings before interest and taxes (EBIT), it gives a more accurate picture of a firm's profitability than gross income. Also called operating margin. Formula: Sales revenue.(costs of sales + operating expenses).
	4	<b>Opportunity</b>	A time or set of circumstances that makes it possible to do something; a chance for employment or promotion.
	5	<b>Optimism</b>	Hopefulness and confidence about the future or the success of something.
	6	<b>Organisation</b>	How something is structured and arranged.
	7	<b>Overdraft</b>	A deficit in a bank account caused by drawing more money than the account holds.





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<b>P</b>	<b>1</b>	<b>Panel</b>	Group of people with certain qualifications, selected for a specific purpose and limited time, and usually disbanded thereafter.
	<b>2</b>	<b>Partnetship</b>	Partnership or a partnership is a relationship in which two or more people, organizations, or countries work together as partners.
	<b>3</b>	<b>Perseverance</b>	Persistence in doing something despite difficulty or delay in achieving success.
	<b>4</b>	<b>Plan (Business)</b>	A written document describing the nature of the business, the sales and marketing strategy, and the financial background, and containing a projected profit and loss statement.
	<b>5</b>	<b>Promotion</b>	Activity that supports or encourages a cause, venture, or aim; the publicizing of a product, organization, or venture so as to increase sales or public awareness.
	<b>6</b>	<b>Proxy</b>	Written authorization from an absent member (or a shareholder, called the 'principal') that confers a limited power of attorney on another person, member, or management of the firm (called 'agent' or 'proxy') to vote on behalf of, and in accordance with the directions of, the principal.
	<b>7</b>	<b>Purchase</b>	Acquire (something) by paying for it; buy.

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Q	1	<b>Qualified</b>	Entity that has acquired a recognized certificate, degree, or professional standing and/or has demonstrated the ability to handle and successfully completes qualifying tasks
	2	<b>Quality</b>	The standard of something as measured against other things of a similar kind; the degree of excellence of something.
	3	<b>Quantitative research</b>	The use of sampling techniques (such as consumer surveys) whose findings may be expressed numerically, and are amenable to mathematical manipulation enabling the researcher to estimate future events or quantities.
	4	<b>Quantity</b>	The extent, size, or sum of countable or measurable discrete events, objects, or phenomenon, expressed as a numerical value.
	5	<b>Quorum</b>	Fixed minimum number of eligible members or stockholders (shareholders) who must be present (physically or by proxy) at a meeting before any official business may be transacted or a decision taken therein becomes legally binding. Usually the articles of association or bylaws of a firm specify this number, otherwise the number prescribed in corporate legislation (such as company law) is followed.
	6	<b>Quotation</b>	A price offered by a market-maker for the sale or purchase of a stock or other security.
	7	<b>Quote</b>	1. to repeat words or a reference number used by someone else or 2. to estimate what a cost or price is likely to be.

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<b>R</b>	<b>1</b>	<b>Rate</b>	1. Judge something with respect to its value, specially against a suitable scale. 2. Proportional or relative value. 3. Amount charged or paid.
	<b>2</b>	<b>Receipt</b>	Sales slip something such as a piece of paper or message proving that money, goods, or information have been received:
	<b>3</b>	<b>Recession</b>	Period of general economic decline, defined usually as a contraction in the GDP for six months (two consecutive quarters) or longer. Marked by high unemployment, stagnant wages, and fall in retail sales, a recession generally does not last longer than one year and is much milder than a depression. Although recessions are considered a normal part of a capitalist economy, there is no unanimity of economists on its causes.
	<b>4</b>	<b>Reconciliation</b>	Item by item examination of two related sets of figures obtained from different sources. Most commonly, this term is applied to bank reconciliation.
	<b>5</b>	<b>Recruitment</b>	Finding new people to join the organisation.
	<b>6</b>	<b>Report (Business)</b>	A business report is an evaluation or assessment of a particular issue or set of circumstances or financial operations that relate to the performance of a business.
	<b>7</b>	<b>Responsibility</b>	The state or fact of having a duty to deal with something or of having control over someone.
	<b>8</b>	<b>Retail</b>	The sale of goods to individual consumers.

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<b>S</b>	<b>1</b>	<b>Salary</b>	A fixed regular payment, typically paid on a monthly basis but often expressed as an annual sum, made by an employer to an employee, especially a professional or white-collar worker.
	<b>2</b>	<b>Service</b>	1. A valuable action, deed, or effort performed to satisfy a need or to fulfill a demand. 2. Banking: Payment of interest or loan installment, or dividends, as scheduled.
	<b>3</b>	<b>Service business</b>	A commercial enterprise that provides work performed in an expert manner by an individual or team for the benefit of its customers. The typical service business provides intangible products, such as accounting, banking, consulting, cleaning, landscaping, education, insurance, treatment, and transportation services.
	<b>4</b>	<b>Sociable</b>	Willing to talk and engage in activities with other people; friendly.
	<b>5</b>	<b>Sponsor</b>	One who is responsible for, or supports, a person or thing.
	<b>6</b>	<b>Suggestion</b>	The act of suggesting. the calling up in the mind of one idea by another by virtue of some association or of some natural connection between the ideas.
	<b>7</b>	<b>Survey of damage</b>	An inspection by an insurance company of something that has been damaged and for which an insurance claim has been made, in order to determine the extent and cause of damage.

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<b>T</b>	<b>1</b>	<b>Tactic</b>	An action or strategy carefully planned to achieve a specific end.
	<b>2</b>	<b>Teach</b>	Communicate knowledge, ideas, experiences, skills, or habits to a person who does not have them.
	<b>3</b>	<b>Technology</b>	The purposeful application of information in the design, production, and utilization of goods and services, and in the organization of human activities.
	<b>4</b>	<b>Trade</b>	Trade is a basic economic concept involving the buying and selling of goods and services, with compensation paid by a buyer to a seller, or the exchange of goods or services between parties. The most common medium of exchange for these transactions is money, but trade may also be executed with the exchange of goods or services between both parties, referred to as a barter, or payment with virtual currency, the most popular of which is bitcoin. In financial markets, trading refers to the buying and selling of securities, such as the purchase of stock on the floor of the New York Stock Exchange (NYSE).
	<b>5</b>	<b>Transaction</b>	General: Agreement, contract, exchange, understanding, or transfer of cash or property that occurs between two or more parties and establishes a legal obligation. Also called booking or reservation.
	<b>6</b>	<b>Trust</b>	Legal entity created by a party (the trustor) through which a second party (the trustee) holds the right to manage the trustor's assets or property for the benefit of a third party (the beneficiary). The four main types of trusts are: (1) Living: trust created by the trustor while he or she is alive. (2) Testamentary: trust established through a will and which comes into effect (is created) when the trustor dies. (3) Revocable: trust that can be modified or terminated by the trustor after its creation. (4) Irrevocable: trust that cannot be modified or terminated by the trustor after its creation.
	<b>7</b>	<b>Turnover</b>	The turnover of a company is the value of the goods or services sold during a particular period of time.

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U	1	<b>Uncover</b>	Uncover was meaning to discover, we need find solution to resolve problems ou upgrade something that we considered that can be more evolution.
	2	<b>Understanding</b>	The ability to understand something; comprehension.
	3	<b>Unemployment</b>	Situation of a person who has no more work, or of a company that temporarily stops his activity.
	4	<b>Unemployment rate</b>	Percentage of total workforce who are unemployed and are looking for a paid job. Unemployment rate is one of the most closely watched statistics because a rising rate is seen as a sign of weakening economy that may call for cut in interest rate. A falling rate, similarly, indicates a growing economy which is usually accompanied by higher inflation rate and may call for increase in interest rates.
	5	<b>Unit price</b>	A unit price is the price for one item or measurement.
	6	<b>Universe</b>	Collection, population, or set of entities, items, or quantities (grouped together on the basis of common or defining characteristics or features) from which a representative sample is drawn for comparison or measurement.



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<b>V</b>	<b>1</b>	<b>Value</b>	The regard that something is held to deserve; the importance, worth, or usefulness of something.
	<b>2</b>	<b>Variable</b>	A characteristic, number, or quantity that increases or decreases over time, or takes different values in different situations.
	<b>3</b>	<b>Variety</b>	Quality of things that are varied.
	<b>4</b>	<b>Vision</b>	The faculty or state of being able to see.
	<b>5</b>	<b>Visionary</b>	The visionary is one who has the rare ability to combine vision with competence. He sees not only the present: he sees the future as well. It is able to predict trends and anticipate change rather than simply being run over by them. Such a professional is extremely valuable to any business. So much so that the companies ahead of their time already have even a name for it: CVO - Chief Visionary Officer.
	<b>6</b>	<b>Vocational</b>	Person who practices an activity as a trade.



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<b>W</b>	<b>1</b>	<b>Warehouse</b>	A large building where raw materials or manufactured goods may be stored prior to their distribution for sale.
	<b>2</b>	<b>Will</b>	A person's choice or desire in a particular situation.
	<b>3</b>	<b>Wholesale</b>	Sell (goods) in large quantities at low prices, to be sold on at a profit.
	<b>4</b>	<b>Work</b>	Effort needed to get something.
	<b>5</b>	<b>Workforce</b>	Work done by a worker.
	<b>6</b>	<b>Working capital</b>	The cash available for day-to-day operations of an organization. Strictly speaking, one borrows cash (and not working capital) to be able to buy assets or to pay for obligations. Also called current capital.





## BUSINESS DICTIONARY



<b>X</b>	<b>1</b>	<b>X-efficiency</b>	X-efficiency is the degree of efficiency maintained by individuals and firms under conditions of imperfect competition.
	<b>2</b>	<b>X factor</b>	It's the ability to add intangible value to your product or service. It's finding a way to do more for your clients than any of your competitors and consistently maintaining that standard.
	<b>3</b>	<b>XmR Chart</b>	A control chart that tracks single-data items, with X indicating observation and mR indicating moving range. One of the most widely-used charts, the XmR chart is popular for its ability to visually depict variation when only one observation in a set period of time exists. For example, an XmR chart may be used to track the productivity of a single employee over the course of a week, month, year or longer.
	<b>4</b>	<b>X table</b>	A term used to refer to a table in progress that is not yet able to be used in rating.



## BUSINESS DICTIONARY



<b>Y</b>	<b>1</b>	<b>Year (Business)</b>	It's a leading provider of business information and a publisher of annual trade and investment resources.
	<b>2</b>	<b>Year-on-year</b>	Of figures, prices as compared with the corresponding ones from a year earlier.
	<b>3</b>	<b>Year-over-year</b>	A comparison of a company's current earnings or other financial performance with the same data for the previous year.
	<b>4</b>	<b>Yellow pages</b>	Directory of businesses classified by types of business and arranged alphabetically within each classification.
	<b>5</b>	<b>Yield</b>	The annual income earned from an investment, expressed usually as a percentage of the money invested.
	<b>6</b>	<b>Youth</b>	Quality of young.



## BUSINESS DICTIONARY



<b>Z</b>	<b>1</b>	<b>Zero-rated</b>	You only repay the borrowed capital.
	<b>2</b>	<b>Zero based budgeting</b>	Method for preparing cash flow budgets and operating plans which every year must start from scratch with no pre-authorized funds. Unlike the traditional (incremental) budgeting in which past sales and expenditure trends are assumed to continue, ZBB requires each activity to be justified on the basis of cost-benefit analysis, assumes that no present commitment exists, and that there is no balance to be carried forward. By forcing the activities to be ranked according to priority, ZBB provides a systematic basis for resource allocation.
	<b>3</b>	<b>Zero sum game</b>	When the gains made by winners in an economic transaction equal the losses suffered by the losers. It is identified as a special case in GAME THEORY.
	<b>4</b>	<b>Zest</b>	Strength or energy to do, solve or undertake something.
	<b>5</b>	<b>Zone (Business)</b>	The division of a city or county by legislative regulations into areas (zones), specifying the uses allowable for the property in these areas.
	<b>6</b>	<b>Zoning</b>	Legislative process that divides privately-owned urban areas into different zones (such as residential, commercial, industrial) according to the specified land use. Each zone is regulated as to the density, location, size, and type of buildings permitted therein. See also zonation.



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