office, offices  [ˈoʊfɪs]
(Nomen)

Definition: a building or room where clerical or professional duties are performed

Übersetzung: Büro

Beispiel: I need to be back at the office at 10.

office hours
(Nomen Mehrzahl)

Definition: typically, from about 8am to 5pm, Monday to Friday, that is, the times when non-24/7 office workers are at their desks

Übersetzung: Arbeitsstunden
Öffnungszeiten

Beispiel: To request a brochure, please call back during office hours.

business, businesses  [ˈbɪznəs]
(Nomen)

Definition: a specific commercial enterprise or establishment

Übersetzung: Unternehmen
Geschäft

Beispiel: I was left my father's business.

Synonym(e): company

businessman, businessmen  [ˈbɪznəsmən]
(Nomen)

Definition: a man in business, one who works at a commercial institution

Übersetzung: Geschäftsmann
**Beispiel:** He looks like a businessman.

**Synonym(e):** businessperson

**businesswoman, businesswomen** [ˈbɪznəswʊmən]

*(Nomen)*

**Definition:** a woman involved in business

**Übersetzung:** Geschäftsfrau

**Beispiel:** Do you want to become a businesswoman?

**business card, business cards**

*(Nomen)*

**Definition:** a small card with a person’s name and professional information (such as occupation, business phone number, e-mail address, etc.)

**Übersetzung:** Visitenkarte

**Beispiel:** Can I have your business card?

**firm, firms**

*(Nomen)*

**Definition:** a business partnership; the name under which it trades; a business enterprise, however organised

**Übersetzung:** Firma

**Beispiel:** She used to lead her own firm.

**Synonym(e):** company

**appointment, appointments** [əˈpɔr.tənmənt]

*(Nomen)*
**Definition:** an arrangement for a meeting at a specific time and place

**Übersetzung:** Termin

**Beispiel:** They made an appointment to meet at six.

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**meeting, meetings**  ['miːtɪŋ]

**Definition:** a gathering of people/parties for a purpose

**Übersetzung:** Treffen
  Sitzung

**Beispiel:** We need to have a meeting about that issue.

**Synonym(e):** assembly

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**conference, conferences**  ['kɒnfəəns]

**Definition:** a multilateral diplomatic negotiation; an event organised by an organisation to discuss a pressing issue like a new product, market trend or government regulation with a range of speakers

**Übersetzung:** Besprechung

**Beispiel:** There were 12 people at the press conference.

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**be in**

**(Mehrgliedriges Verb)**

**Definition:** to be present at a specific place, usually the workplace, and available for other people

**Übersetzung:** da sein
anwesend sein

_Beiispiel:_ She's usually in from 8 till 4.

_Synonym(e):_ be out

**be out**

_(Mehrgliedriges Verb)_

**Definition:** to be not present at a specific place, usually the workplace

**Übersetzung:** außer Haus sein
abwesend sein

_Beiispiel:_ I'm sorry but he's out at the moment.

_Synonym(e):_ be in