

BULATS Vocabulary List

B1 Level

BULATS

Business Language Testing Service



INTRODUCTION TO THE BULATS B1 WORDLIST

The BULATS B2 Wordlist is a list of 3400 words to help teachers preparing students to achieve a B1 pass in the Cambridge BULATS exam. It is not expected that students at this level will know 100% of the words on the list, but if they can achieve some familiarity with 80% of these items, they will be well placed to reach their target level.

BACKGROUND TO THE LIST

The list is based in part on the Cambridge ESOL BEC Preliminary Wordlist. However, it includes a broader range of language to cover different types of survival English as well as other topics included in the BULATS exam.

As with the BEC Preliminary Wordlist, the list focuses on high-frequency words in a workplace context and it covers receptive vocabulary (words that the candidates is expected to understand but which are not the focus of the question) as well as productive vocabulary (words the candidate needs to know in order to answer the question). In addition, words common in both written and spoken English have been included, as have words from more formal or informal registers.

The wordlist does not provide an exhaustive list of all the words that appear in either the BULATS online or paper-based exam. Nor does it attempt to provide all the words necessary for use in the Speaking or Writing exams. Therefore, students should not confine their study to the wordlist alone.

HOW THE LIST IS ORGANIZED

B1 and A2 words

The list includes words on the A2 wordlist and these are *italicized*. Words that are not in italics are *only* in the B1 list.

American and British English

The list is designed for students more familiar with American English than British English, though both are included. Where there are minor differences between spellings, the American spelling is listed with the British included alongside: eg *center (Am Eng), centre (Br Eng)*. For words where there is significant difference between the spellings, both versions are listed with the alternative beside: eg *enquire (Br Eng), inquire (Am Eng) / inquire (Am Eng), enquire (Br Eng)*. Sometimes there are alternative lexical items for the same object or concept and both variants are given with the alternative beside: eg *bill (Am Eng), note (Br Eng) / note (Br Eng), bill (Am Eng)*.

Exemplification

Examples are given for some words to highlight important meanings either at this level or in this domain. Examples may also be included to highlight a particular grammatical form (noun, verb adj, etc) which is more common. As mentioned above, words that should be familiar to an A2 student are italicized.

Some words have meanings or uses that are typically known at different levels, so in the example below you can see several meanings of the word *clear*. As you can see from the example, *clear* is italicized indicating that it should be familiar to a student at A2. The meanings and uses of *clear* that an A2 student should be familiar with are italicized, but the non-italicized meanings are only likely to be known by a candidate at B1.

clear (adj & v)

- *It's all very clear to me now what happened. (adj)*
- Clear your desk before you go home. (v)
- The board decided to sell some assets in order to clear company debts. (v)
- The consignment hasn't cleared customs yet. (v)
- The bank requires four days to clear the check. (v)

Affixes

A list of prefixes and suffixes appropriate to this level is included in Appendix 2. These may be combined with words on the list as appropriate. Thus, *unfriendly* is not included in this list as it is a combination of *friendly* + the prefix *un-*.

Abbreviations used

abbrev	Abbreviation
adj	adjectives
adv	adverb
Am Eng	American English
Br Eng	British English
conj	conjunction
det	determiner
exclam	exclamation
int	interjection
n	noun
phr	phrase
pl	plural
prep	preposition
prep phr	prepositional phrase
pron	pronoun
sing	singular
v	verb

SUMMARY OF POINTS TO BE NOTED

- the list does not include every word included in the BULATS examination
- the list covers receptive and productive vocabulary
- the list is designed for students more familiar with American English
- the list includes written and spoken English
- A2 level words are also included in this list and these are italicized
- prefixes and suffixes appropriate to this level are included in Appendix 2

BULATS VOCABULARY LIST - B1

A

abbreviation (n)

ability (n)

able (adj)

- able to go

about (adj & prep)

- The company has about 500 employees.

(adj)

- The report is about cutting costs. (prep)

about to (be about to) (phr v)

above (adj & prep)

abroad (adv)

absence (n)

absent (adj)

absolutely (int)

accept (v)

access (n & v)

accident (n)

accommodation (n)

accompany (v)

according to (prep)

account (n)

- I'd like to open a bank account.
- Our company has an account at Transport Solutions.

accountancy (n)

accountant (n)

accounting (n)

accounts (n)

accuracy (n)

accurate (adj)

achieve (v)

acknowledge (v)

acquaintance (n)

acquire (v)

acquisition (n)

across (prep)

act (v)

action (n)

- The company has reasons for its actions.
- Industrial action has affected production.
- We need to develop an action plan.

active (adj)

activity (n)

actor (n)

actual (adj)

actually (adv)

ad (abbrev) (advertisement)

adapt (v)

add (v)

addition (n)

- In addition, I'd like to order a new printer.
- With his experience, he will be a useful addition to the team.

additional (adj)

address (n & v)

- Could I have your email address? (n)
- The CEO addressed the conference. (v)

adjust (v)

administration (n)

administrative (adj)

administrator (n)

admire (v)

admission (n)

- Admission to the conference is by invitation only.

admit (v)

- He admitted there were production problems.
- This ticket admits two people to the performance.

adult (n & adj)

advance (n)

- Many thanks in advance.
- I'd like to make an advance booking.

advanced (adj)

- We need someone with advanced word-processing skills.

advantage (n)

advertise (v)

advertising (n)

advice (n)

advice note (n)

advise (v)

aeroplane (Br Eng), airplane (Am Eng) (n)

affair (n)

- He had a lot of important affairs to take care of.

affect (v)

afford (v)

afraid (adj)

- I'm afraid we can't help you.

after (prep)

after that (conj)

after-sales service (n)

afternoon (n)

afterwards (adv)

again (adv)

against (prep)

age (n)

aged (adj)

agency (n)

- Let's use an advertising agency.

agenda (n)

agent (n)

- I've been to the travel agent to book a flight to Hong Kong.
- He's our agent in Japan.

aggressive (adj)

ago (adv)

agree (v)

agricultural (adj)

agriculture (n)

aim (n & v)

- His aim was to become CEO. (n)
- We aim to increase turnover by 5% this year. (v)

air (n)

- He's going by air instead of by train.

air-conditioned (adj)

air-conditioning (n)

airline (n)

airmail (n)

airplane (Am Eng), aeroplane (Br Eng) (n)

airport (n)

aisle (n)
alarm (n)

- The bank installed a new security alarm.

alcohol (n)
alike (adv & adj)

- They think alike. **(adv)**
- The two products are very alike. **(adj)**

all (adj, adv, det & pron)
allocate (v)
allow (v)
allowance (n)

- a travel allowance

allowed (be allowed to)

- *Staff are not allowed to discuss the content of their jobs with people outside the company.*

almost (adv)
alone (adv)
along (adv & prep)
aloud (adv)
alphabet (n)
already (adv)
alright (adv & adj)
also (adv)
alter (v)

- alter an arrangement

alternative (n & adj)
although (conj)
altogether (adv)
always (adv)
a.m. (before noon) (adv)
amazing (adj)
ambassador (n)
ambition (n)
ambitious (adj)
among (amongst) (prep)
amount (n)
amusing (adj)
analyze (Am Eng), analyse (Br Eng) (v)
analysis (n)
and (conj)
anger (n)
angry (adj)
anniversary (n)

- The company celebrated its 50th anniversary.

announce (v)
annoyed (adj)
annual (adj)
annual report (n)
annual return (n)
another (det)
answer (n & v)
answer phone (n)
antique (adj & n)
anxious (adj)
any (det, adj & pron)
anybody (pron)
anyhow (adv)
anyone (n)
anything (n)
anything else (phr)
anyway (adv)
anywhere (adv)
AOB (abbrev) Any Other Business
apart from (prep)
apartment (n)
apologize (Am Eng), apologise (Br Eng) (v)
apology (n)
appear (v)

appearance (n)
appetizer (n)
applicant (n)
application (n)
application form (n)
apply (v)
appoint (v)
approach (n & v)

- What approach are you going to take? **(n)**
- We can approach the bank for a loan. **(v)**

appropriate (adj)
approval (n)
approve (v)
approx (abbrev) approximately (adv)
approximate (adj)
architect (n)
area (n)

- *We're looking for a location in the area near the airport.*
- *He became the area manager after two years.*

argue (v)

- They argued about the marketing budget.

arithmetic (n)
around (adv & prep)
arrange (v)

- *arrange a meeting/time*

arrangement (n)
arrival (n)
arrive (v)
arrogant (adj)
art (n)

- *The company buys and sells works of art.*

article (n)

- *A recent newspaper article criticized the company.*

as (adv & conj)
as... as ... (conj & prep)
ASAP (abbrev) as soon as possible
ashamed (adj)
ask (v)
ask for (v + prep)
aspect (n)

- What aspect of your job do you like most?

assembly (n)
assembly line (n)
assembly plant (n)
assembly point (n)
assess (v)
assistant (n)
associate (n & v)
association (n)
assure (v)
at (prep)
at all (prep phr)
at first (prep phr)
at last (prep phr)
at least (prep phr)
at once (prep phr)
at present (prep phr)
at the moment (prep phr)
at the same time (prep phr)
ATM (abbrev) automated teller machine
attach (v)
attachment (n)
attack (n & v)
attend (v)
attendance (n)
attempt (v)

attention (n & v)
attitude (n)
attract (v)
attraction (n)
attractive (adj)
audience (n)
audit (n & v)
auditor (n)
author (n)
authorize (Am Eng), authorise (Br Eng) (v)
authority (n)
automatic (adj)
availability (n)
available (adj)
average (adj & n)

- *Can you find the average of these three numbers?*
- *He's not a particularly good rep – he's just average.*

avoid (v)
awake (adj)
award (n & v)

- *She was awarded the title 'Businessperson of the Year'.*
- *The court awarded damages of \$50,000.*
- *Our company won an award for exports.*

aware (adj)
away (adv)

- *The CEO's away on business until the end of the month.*
- *He threw away the documents by mistake.*

B

back (adv & n)

- *When are you going back to work?*
- *I gave back the laptop I had borrowed.*
- *The cables at the back of the computer are not connected.*

background (n)
back up (n & v)

- *make a back up*
- *back up your hard drive*

backwards (adv)
bad (adj)
bag (n)
baggage (n)
balance (v & n)

- *The country's balance of payments is up this month because of increased exports. (n)*
- *The balance is due within two weeks. (n)*
- *She spent days trying to balance the company's books. (v)*
- *Do the books balance? (v)*

balance sheet (n)
balcony (n)
ban (n & v)
bank (n & v)
bank account (n)
bank balance (n)
bank card (n)
bank charge (n)
bank clerk (n)
bank loan (n)
bank manager (n)
bank statement (n)
bank transfer (n)
banking (n)

banknote (n)
bankrupt (n & v)
bankruptcy (n)
bar (n & v)
bar chart (n)

- *The bar chart shows sales from last year.*

bargain (n & v)

- *Did you get a bargain? (n)*
- *You'll get a better price if you bargain with him. (v)*

base (n)

- *Our customer base is rather weak. (n)*
- *The base rate is low so more people are borrowing. (n)*
- *My new job is based in central Europe. (v)*
- *What did you base the sales projections on? (v)*

basement (n)
basic (adj)
basis (n)
basket (n)
bathroom (n)
battle (n)

- *There was a battle over strategy.*

bay (n)

- *The city is on the edge of a large bay.*
- *The factory needs another loading bay.*

be (v)
beat (v)

- *We can beat our competitors on quality, but not on price.*

beautiful (adj)
because (conj)
because of (prep)
become (v)
bedroom (n)
before (prep)
beg (v)

- *I beg your pardon.*
- *I begged her not to resign.*

begin (v)
behave (v)

- *He always behaves in a professional manner.*

behavior (Am Eng), behaviour (Br Eng) (n)
behind (prep & adv)
be into (phr v)

- *I'm quite into the travel I need to do for my job.*

believe (v)

- *I believe we will win the contract.*
- *Do you believe in the product?*

bell (n)
belong (v)
below (prep & adv)
bend (n & v)
beneath (prep & adv)
benefit (n & v)
beside (adv & prep)
best (adj)
better (adj)
between (adv & prep)
beyond (prep)
bicycle (n)
bid (n & v)
big (adj)
bike (n)
bill (Am Eng), note (Br Eng) (n)

- *The taxi driver didn't have change for a hundred-dollar bill.*

bill (Br Eng), *check* (Am Eng) (n)

- *We've finished our meal so we'd better get the bill.*

billion (n)

biography (n)

birth (n)

- *What's the date of her birth? (n)*

black (adj)

- The company ended the year in the black.
- The true size of the black economy cannot be known.

blame (v)

blank (adj & n)

- I need a blank piece of paper. (adj)
- Write the correct word in each blank (space). (n)

blank check (Am Eng), *blank cheque* (Br Eng) (n)

blind (n)

- The blind needs repairing.

block (n)

- *It's opposite the office block at the end of the corner.*
- *Go to the end of the block and turn left.*

blow up (v)

- *The gas heater blew up.*

blue (adj)

- There's been a decline in the number of blue-collar workers.

board (n, v & adv)

- *a noticeboard, a wooden board (n)*
- *on board a plane/ship (adv)*
- *new team member on board (adv)*
- *board a plane or ship (v)*
- *a board of directors (n)*

board meeting (n)

boarding card (n)

boarding pass (n)

board room (n)

boat (n)

body (n)

boil (v)

boiled (adj)

bold (adj)

- a bold strategy
- type in bold

bonus (n)

- *an annual bonus*

book (n & v)

- *I'm reading a book on online marketing at the moment.*
- *We'd better book our flights early.*

bookcase (n)

bookkeeping (n)

booking desk (n)

booking form (n)

booking office (n)

bookstore (Am Eng), *bookshop* (Br Eng) (n)

boost (n & v)

boot (Br Eng), *trunk* (Am Eng) (n)

- *My case is in the boot of her car.*

boot(s) (n)

border (n)

bored (adj)

border (n & v)

boring (adj)

born (adj)

borrow (v)

boss (n)

boss (n)

bossy (adj)

bother (v & adj)

- can't be bothered

bottom (adj & n)

- *at the bottom of the page (n)*
- *the bottom left-hand corner (adj)*

box (n)

- *We sent three boxes of brochures to our southern office this morning.*
- *Tick the box.*

brain (n)

branch (n)

- *The bank has opened branches in major shopping malls.*

brand (n & adj)

- *own brand (n)*
- *brand name (n)*
- *brand-new (adj)*

brave (adj)

break (n & v)

- *during the (lunch) break (n)*
- *What time shall we break for lunch? (v)*

break down (n & phr v)

- *Could you give me a breakdown of last month's sales figures? (n)*
- *The printer has broken down again. (phr v)*

break in (n & phr v)

- *Some one broke into the factory and stole some equipment. (phr v)*
- *There was a break-in at the company's head office. (n)*

break up (phr v)

- *The Lexford Group was broken up into smaller companies. (phr v)*
- *The glass bottle are broken up before entering the recycling machine. (phr v)*

breakfast (adj)

- *Could we arrange a breakfast meeting?*

brick (n)

bridge (n & v)

brief (adj & v)

- *The CEO made a brief visit to the factory. (adj)*
- *Here is the news in brief. (adj)*
- *The company sent a representative to brief us on changes to the procedures. (v)*

briefing (n)

briefcase (n)

bright (adj)

brilliant (adj)

bring (v)

bring forward (phr v)

- *We'll have to bring the meeting time forward to 10:00am.*

broad (adj)

broadband (n)

brochure (n)

broke (adj)

brush (n & v)

B.Sc. (abbrev) (Bachelor of Science)

budget (v & n)

buffet (n & adj)

bug (n)

- *This software has a bug in it.*

build (v)

building (n)

bulk (n)

- We have managed to cut costs by buying in bulk.

bullet (**n & v**)

- a bullet point (**n**)
- Please bullet point this list for me. (**v**)

bureau (**n**)

- I'll get some US dollars from the exchange bureau.

burglar (**n**)

burglary (**n**)

bus (**n**)

bus station (**n**)

bus stop (**n**)

business (**n**)

- *He runs a business.* (**n**)
- *company business* (**n**)
- *do business* (**v + n**)
- *be on/in business* (**prep phr**)
- *get down to business* (**phr v + n**)
- *go into business* (**phr v + n**)
- *go out of business* (**phr v + n**)
- *set up a business* (**phr v + n**)

business card (**n**)

business class (**n & adj**)

business dinner (**n**)

businessman (**n**)

businessperson (**n**)

businesswoman (**n**)

business hours (**n**)

business plan (**n**)

business school (**n**)

business trip (**n**)

busy (**adj**)

but (**conj**)

button (**n**)

- The on/off button isn't working.

buy (**n & v**)

- *We bought 300 units.* (**v**)
- *It was a good buy.* (**n**)

buyer (**n**)

by (**prep**)

by accident (**prep phr**)

by air (**prep phr**)

by all means (**prep phr**)

by car (**prep phr**)

by chance (**prep phr**)

by day (**prep phr**)

by hand (**prep phr**)

by land (**prep phr**)

by mistake (**prep phr**)

by name (**prep phr**)

by oneself (**prep phr**)

by post (**prep phr**)

by sea (**prep phr**)

by sight (**prep phr**)

by train (**prep phr**)

C

°C (**abbrev**) Centigrade, Celsius

c (**abbrev**) cents

c (**abbrev**) circa

cab (**n**)

cabinet (**n**)

- *filing cabinet*

cable (**n**)

cable television (**n**)

cafe (**n**)

calculate (**v**)

calculator (**n**)

calendar (**n**)

call (**n & v**)

- *There was a phone call for you.* (**n**)
- *What's this product called?* (**v**)
- *Mr Khan called while you were out.* (**v**)

call back (**phr v**)

- *Could you ask her to call me back?*

call for (**phr v**)

- *I'll call for you at 3pm.*

call in (**phr v**)

- *I'll call in and see you next time I'm in town.*

call center (Am Eng), call centre (Br Eng) (**n**)

calm (**adj**)

camera (**n**)

campaign (**n & v**)

- *The advertising campaign was very successful.* (**n**)
- *The staff campaigned for better working conditions.* (**v**)

can (**n & v**)

- *a can of coca-cola* (**n**)
- *Can I go now?* (**v**)
- *He can speak Japanese very well.* (**v**)

canal (**n**)

cancel (**v**)

cancellation (**n**)

candidate (**n**)

canteen (**n**)

capable (**adj**)

capacity (**n**)

capital (**n**)

- *the capital (city) of a country*
- *to raise capital for a business*
- *capital letters*

car (**n**)

car park (**n**)

card (**n**)

- *identity (ID) card*
- *credit card*

cardboard (**adj & n**)

care (**n & adj**)

- *We take care of our customers.* (**n**)
- *Some customers care more about good quality than price.* (**v**)

career (**n**)

careless (**adj**)

cargo (**n**)

carpet (**n**)

carton (**n**)

carry (**v**)

- *carry a case*
- *pipes carrying water*

carry on (**phr v & adj**)

- *I'll carry on working till I'm 65.*
- *There is a limit for how much carry-on luggage you can take on the plane.*

carry out (a task) (**phr v**)

- *We've just carried out a survey into customer satisfaction.*
- *Carrying out instructions is part of the job.*

case (**n**)

- *a difficult case*
- *a case for my laptop*
- *In that case, ...*

cash (**n & v**)

cash book (**n**)

cash desk (n)
 cash flow (n)
 cash machine (n)
 cash price (n)
 cash register (n)
 cash sale (n)
 casual (adj)
 catalog (Am Eng), catalogue (Br Eng) (n)
 catch (v)

- *I'm sorry, I didn't catch what you said.*

 category (n)
 catering (n)
 cause (n & v)
 CBD (abbrev) central business district
 cc (abbrev) carbon copy
 CD-ROM (n)
 CEO (abbrev) Chief Executive Officer
 ceiling (n)
 celebrate (v)
 celebration (n)
 cellar (n)
 cell phone (cellular phone) (n)
 Celsius (n)
 cement (n & v)
 centigrade (n)
 centimeter (Am Eng), centimetre (Br Eng) (n)
 central (adj)
 central bank (n)
 central heating (n)
 center (Am Eng), centre (Br Eng) (n & v)
 century (n)
 certain (adj)

- *to be certain about something*
- *a certain person*

 certificate (n)
 CFO (n) Chief Financial Officer
 chain (n)

- a chain of supermarkets

 chair (n & v)

- *We need new chairs for the office. (n)*
- Peter is Chair of the meeting this afternoon. (n)
- The finance director chaired the meeting in the CEO's absence. (v)

 chairman (n)
 chairperson (n)
 chairwoman (n)
 challenge (n & v)
 chance (n)
 change (n & v)

- *It was a big change from my previous job. (n)*
- *Do you have any small change? (n)*
- *He changed his mind about the leaving. (v)*
- *She changed money before going to the airport. (v)*

 chapter (n)
 character (n)
 charge (n & v)

- His charges are too high. (n)
- *How much do you charge? (v)*
- *in charge (of)*

 chart (n)
 charter (n & v)

- The company chartered a plane. (v)
- a customer charter (n)
- a charter flight (n)

 chat (n & v)

cheap (adj)
 cheat (v & n)
 check (n & v)

- *I'll do a quick check. (n)*
- *Check these figures. (v)*

 check (Am Eng), bill (Br Eng) (n)

- *We're done eating. Can we get the check please?*

 check in (phr v & n)

- *Please proceed to check-in. (n)*
- *check in to a hotel (phr v)*

 check out (phr v)

- *check out of a hotel*

 checklist (n)
 cheerful (adj)
 chef (n)
 chemical (adj & n)

- the chemical industry

 chemist (n)
 cheque (Br Eng), check (Am Eng) (n)
 chief (adj & n)

- the chief problem (adj)
- chief executive (n)

 child (n)
 chilly (adj)
 choice (n)
 choose (v)
 church (n)
 circle (n)

- *The chairs were arranged in a circle for the meeting.*

 circular (adj)

- a circular email
- a circular table

 circulate (v)
 city (n)
 civil servant (n)
 claim (n & v)
 clarify (v)
 class (n)

- *a class of business students*
- *first/business/economy class*

 classify (v)
 classroom (n)
 clean (adj & v)
 clear (adj & v)

- *It's all very clear to me now what happened. (adj)*
- *Clear your desk before you go home. (v)*
- *The board decided to sell some assets in order to clear company debts. (v)*
- *The consignment hasn't cleared customs yet. (v)*
- *The bank requires four days to clear the check. (v)*

 clerical (adj)
 clerk (n)
 clever (adj)
 click (on) (n & v)
 client (n)
 climate (n)

- *Today's economic climate doesn't encourage expansion.*

 climate change (n)
 climb (v)

- *Prices have climbed steadily.*

 clinic (n)
 clock (n)

close (**adj & v**)
close down (**phr v**)

- The factory has closed down.

close (to) (**adj**)

- My house is close to my office.

closed (**adj**)

- Sorry, we are closed.

cloth (**n**)
clothes (**n pl**)
clothing (**n**)
cloudy (**adj**)
club (**n**)
clue (**n**)
cm (**abbrev**) centimeters (Am Eng) / centimetres (Br Eng)
Co (**abbrev**) company
cooperate (**v**)
cooperation (**n**)
cooperative (**adj & n**)

- He is very cooperative. (**adj**)
- This company is a cooperative. (**n**)

coordinate (**v**)
coordination (**n**)
coach (**n & v**)

- The company employs a coach. (**n**)
- She coached me through it. (**v**)

coal (**n**)
coast (**n**)
coffee (**n**)
coffee-shop (**n**)
coin (**n**)
cold (**adj & n**)
colleague (**n**)
collect (**v**)
collection (**n**)
color (Am Eng), colour (Br Eng) (**n & v**)
combination (**n**)
combine (**v**)
come (**v**)
come down (**phr v**)

- Computers have come down a lot in price recently.

come from (**phr v**)

- I come from Vietnam.

come up (**phr v**)

- Something has come up and I can't make it to the dinner.

come up with (**phr v**)

- We came up with a solution to the problem.

comfort (**n & v**)
comfortable (**adj**)
command (**v & n**)

- command a high price (**v**)
- command someone to do something (**v**)
- issue a command (**n**)

commence (**v**)
comment (**n & v**)
commerce (**n**)
commercial (**n & adj**)

- a television commercial (**n**)
- a commercial organization (**adj**)

commission (**n & v**)

- to earn commission on a sale (**n**)
- to commission someone to do something (**v**)

commit (**v**)

- committed to her work
- commit resources to a project

committee (**n**)
common (**adj**)

- a common event
- have something in common

communicate (**v**)
communication (**n**)
commute (**v & n**)
compact (**adj**)

- a compact disc (CD)
- a compact office

company (**n**)
compare (**v**)
comparison (**n**)
compete (**v**)
competent (**adj**)
competition (**n**)

- a competition
- competition from another company

competitive (**adj**)
competitor (**n**)
complain (**v**)
complaint (**n**)
complete (**v & adj**)
compliment (**n & v**)
component (**n**)
composition (**n**)
compromise (**n & v**)
computer (**n**)
computer program (programme – often in Br Eng) (**n**)
computer programmer (**n**)
concentrate (**v**)
concentration (**n**)
concern (**n & v**)

- The budget overspend is a matter of concern. (**n**)
- This doesn't concern you. (**v**)

concerned (**adj**)
concert (**n**)
conclusion (**n**)
condition (**n**)

- It's in good condition.
- under these conditions

conduct (**v**)

- conduct a survey

conference (**n**)
confidence (**n**)
confident (**adj**)
confidential (**adj**)
confirm (**n**)

- confirm an order

confirmation (**n**)

- waiting for confirmation of an order

confused (**adj**)
congratulations (**n & int**)
connect (**v**)
connecting (flight) (**adj**)
connection (**n**)
conservative (**adj**)
consider (**v**)
considerable (**adj**)
considerate (**adj**)
consignment (**n**)
consist (**n**)
constant (**adj**)

- constant level

construct (**v**)
construction (**n**)
consul (**n**)
consulate (**n**)
consult (**v**)
consultancy (**n**)
consultant (**n**)

consultation (n)
 consumer (n)

- consumer confidence

 consumer goods (n)
 contact (n & v)
 contain (v)
 content (adj)
 content(s) (n)
 contest (v & n)
 continent (n)
 continue (v)
 contract (n & v)

- He is contracted to work 42 hours per week. (v)
- The contract is due for renewal. (n)

 contribute (v)
 contribution (n)
 control (n & v)

- He cannot control his temper. (v)
- He has lost control of budget decisions. (n)

 convenience (n)

- convenience foods

 convenient (adj)
 conversation (n)
 convince (v)
 COO (n) Chief Operating Officer
 cool (adj & v)
 cope (with) (v)
 copy (n & v)

- Have you got a copy? (n)
- Copy this letter, please. (v)

 copy machine (copier) (Am Eng) (n)
 corner (n)
 corporate (adj)

- corporate client
- corporate entertainment
- corporate rate(s)

 corporate social responsibility (CSR) (n)
 corporation (n)
 correct (adj & v)

- Is this correct? (adj)
- I will correct it for you. (v)

 correction (n)
 correspond (v)

- correspond by email

 correspondence (n)
 corridor (n)
 cost (n & v)

- We have to look at all the costs. (n)
- The new equipment cost more than we planned. (v)

 costing(s) (n)
 cotton (n)
 could (v)

- could I have ...?

 could do with (phr)

- I could do with a vacation.

 count (v)
 country (n)
 countryside (n)
 couple (n)
 courage (n)
 courier (n & v)

- courier service (n)
- have something couriered (v)

 course (n)

- an English course
- of course

court (n)
 cover (n & v)

- Put the cover on the keyboard. (n)
- My desk is covered with papers. (v)
- insurance cover (n)
- The seminar covered a range of topics. (v)

 crash (v & n)

- My computer crashed. (v)
- a stock market crash (n)

 crazy (adj)
 create (v)
 creation (n)
 creative (adj)
 credit (n)

- on credit
- in credit
- to credit an account
- credit card
- credit control

 crime (n)
 criminal (adj & n)
 criticize (Am Eng), criticise (Br Eng) (v)
 CRM (abbrev) customer relationship management
 crop (n & v)
 cross (n & v)

- Mark the box with a cross. (n)
- If you cross the road, you'll see our office on the corner. (v)

 cross out (phr v)
 crossing (n)

- a pedestrian crossing

 crossroads (n)
 crowd (n & v)
 crowded (adj)
 CSR (abbrev) corporate social responsibility
 cruel (adj)
 culture (n)
 cup (n)
 cupboard (n)
 curious (adj)
 currency (n)
 current (adj)
 current account (n)
 curriculum (n)
 curriculum vitae/CV (Br Eng), resume (Am Eng) (n)
 curve (n & v)
 custom (n)
 customer (n)
 customer base (n)
 customer care (n)
 customer relationship management (CRM) (n)
 customer service (n)
 customs (n)

- go through customs
- a customs officer
- customs duty
- a local custom

 cut (n & v)

- a cut in the number of jobs (n)
- to cut costs (v)
- to cut some paper (v)

 cut back (n & phr v)

- Further financial cutbacks are expected next year. (n)
- Due to the difficult economic conditions we will need to cut back on the number of staff. (phr v)

 cut down (phr v)

- We need to cut down on spending. cut up (**phr v**)
- The budget hasn't been cut up fairly. cut-price (**adj**)

D

daily (**adj & adv**)

damage (**n & v**)

danger (**n**)

dangerous (**adj**)

dark (**adj & n**)

data (**n**)

data processing (**n**)

database (**n**)

date (**n & v**)

- *What's the date today?* (**n**)
- *to date a letter* (**v**)
- It covers my career to date. (**adv**)

date-stamp (**n**)

day (**n**)

day off (**n**)

deadline (**n**)

deadlock (**n**)

- The negotiations reached a deadlock.

deal (**n & v**)

- *a business deal* (**n**)
- *to make a deal* (**n**)
- *deal with someone/something* (**v**)
- deal in (**v**)

dear (**adj**)

- *Dear Sir/Madam*
- *Oh dear!*

debit (**n & v**)

debt (**n**)

- *large debts*
- *in debt*

decide (**v**)

decimal (**adj & n**)

decision (**n**)

decision-making (**n**)

decisive (**adj**)

declare (**v**)

decline (**n & v**)

- There's been a sharp decline in the sales of the MK2 model. (**n**)
- Profits declined sharply. (**v**)

decrease (**n & v**)

dedicated (**adj**)

deduct (**v**)

deep (**adj & adv**)

- *in deep trouble* (**adj**)
- *sink deep into debt* (**adv**)

defeat (**n & v**)

defective (**adj**)

defend (**v**)

defense (Am Eng), defence (Br Eng) (**n**)

definite (**adj**)

definitely (**adv**)

degree (**n**)

- *90 degrees*
- *(have) a degree in*

delay (**n & v**)

delegate (**n & v**)

- You need to delegate more of your responsibilities. (**v**)

- We hope for a large number of delegates at this year's conference. (**n**)

delete (**v**)

deletion (**n**)

delicious (**adj**)

delighted (**adj**)

deliver (**v**)

delivery (**n**)

demand (**n & v**)

demanding (**adj**)

demonstrate (**v**)

demonstration (**n**)

- demonstration in support of something
- a demonstration of a new product

dentist (**n**)

deny (**v**)

depart (**v**)

department (**n**)

department store (**n**)

departure (**n**)

depend (**v**)

- *It depends on what you do.*

deposit (**n & v**)

- *pay a deposit* (**n**)
- *deposit money in an account* (**v**)

depressed (**adj**)

- a depressed area/industry

depression (**n**)

- economic depression

Dept (**n**) department

depth (**n**)

describe (**v**)

description (**n**)

desert (**n**)

design (**n & v**)

designer (**n**)

desk (**n**)

desktop (**adj & n**)

despatch (Br Eng - variant of 'dispatch') (**n & v**)

despite (**prep**)

dessert (**n**)

destination (**n**)

destroy (**v**)

detail (**n**)

determined (**adj**)

develop (**v**)

diagram (**n**)

dial (**n & v**)

diary (**n**)

dictate (**v**)

dictionary (**n**)

die (**v**)

differ (**v**)

difference (**n**)

different (**adj**)

difficult (**adj**)

dig (**v**)

digit (**n**)

digital (**adj**)

dine (**v**)

dining room (**n**)

dinner (**n**)

dip (**n & v**)

- There was a dip in profits last year. (**n**)
- Productivity usually dips before lunch. (**v**)

diploma (**n**)

direct (**adj & v**)

direct cost (**n**)

direct debit (n)
 direct mail (n)
 direct marketing (n)
 direction (n)

- walk in the wrong direction
- read the directions on the box

 directory (n)

- a telephone directory

 disabled (adj, n & v)

- elevators for disabled people (adj)
- the disabled (n)
- they disabled his account (v)

 disadvantage (n & v)
 disagree (v)
 disappoint (v)
 disappoint (v)
 discount (n & v)
 discover (v)
 discuss (v)
 discussion (n)
 disc/disk (n)

- compact disc
- hard disk

 dish (n)
 dislike (v & n)
 dismiss (v)
 dispatch (n & v)
 display (n & v)

- It was a good display. (n)
- She displayed her talent. (v)

 distance (n)
 distant (adj)
 distribute (v)
 distribution (n)
 district (n)
 disturb (v)
 divide (v)
 division (n)
 dizzy (adj)
 do (v)
 doable (adj)
 doctor/Dr (n)
 document (n)
 documentary (n & adj)
 documentation (n)
 dollar (n)
 domestic (adj)

- Domestic sales are up.
- Domestic appliances are the company's most profitable line.

 door (n)
 door-to-door (adj & adv)
 dotted line (n)

- Please sign on the dotted line.

 double (adj & v)

- Please book a double room. (adj)
- Inflation doubled last year. (v)

 doubt (n & v)
 down (adj, v & prep)

- Our internet is down. (adv)
- Sales of all our products are down. (adv)
- Prices have gone down. (adv)
- His office is down the corridor on the left. (prep)
- He's been feeling down since he lost his job. (adj)

 download (n & v)
 downstairs (adv)

downturn (n)
 downward (adj & adv)
 dozen (n)
 drama (n)
 dramatic (adj)

- a dramatic increase

 dramatically (adv)

- Sales increased dramatically.

 draw (n & v)
 drawer (n)
 dream (n & v)
 dress (n & v)
 drink (n & v)

- dinner and drinks

 drive (n & v)
 driving license (Am Eng), driving licence (Br Eng) (n)
 drop (n & v)

- There's been a big drop in the number of days people are taking off. ()
- You've dropped your pen. ()

 drug(s) (n)

- a multi-national drug company

 drug store (Am Eng) (n)
 dry (adj & v)
 dry cleaning (n)
 due (adj)

- The next payment is due in five days.
- due date
- The plane is due at ...
- The train is due to arrive.

 due to (prep phr)

- Shares fell due to loss of confidence.

 dull (adj)
 duplicate (n & v)
 during (prep)
 duty (n)

- pay duty on imported goods
- duty-free goods
- office duties

 DVD (n)

E

E (abbrev) east
 each (det & pron)
 eager (adj)
 early (adj & adv)

- go to work early (adv)
- in the early 1990s (adj)
- in the early stages of development (adj)

 earn (v)
 earnings (n pl)
 east (adj, adv & n)
 eastern (adj)
 easy (adj)
 eat (v)
 e-book (n)
 e-business (n)
 e-commerce (n)
 economic (adj)

- economic growth
- the economic situation

 economical (adj)
 economics (n)
 economy (n)
 economy class (n & adj)
 edge (n & v)
 educate (v)

education (n)
 effect (n)
 effective (adj)
 efficient (adj)
 effort (n)
 e.g. (abbrev) for example
 either (det, adv & pron)
 elect (v)
 election (n)
 electric (adj)
 electrical (adj)
 electricity (n)
 electronic (adj)
 electronic mail (email) (n)
 electronics (n)
 elementary (adj)
 elevator (n) (usually lift in Br Eng)
 else (adv)
 email (n & v)
 embarrass (v)
 embassy (n)
 emergency (n)
 employ (v)
 employee (n)
 employer (n)
 employment agency (n)
 empty (adj)
 enable (v)
 enclose (v)
 encourage (v)
 end (n & v)
 energy (n)
 engaged (adj)

- The phone was engaged.

 engagement (n)

- I have a business engagement on that day.

 engine (n)
 engineering (n)
 English (adj & n)
 enjoy (v)
 enormous (adj)
 enough (adj, adv & n)
 enquire (Br Eng), inquire (Am Eng) (v)
 enquiry (Br Eng), inquiry (Am Eng) (n)
 enroll (Am Eng), enrol (Br Eng) (v)
 en-suite (n & adj)
 ensure (Br Eng), insure (v)
 enter (v)
 entertain (v)
 enthusiasm (n)
 enthusiastic (adj)
 entire (adj)
 entrance (n)
 entrée (n)
 entry (n)
 envelope (n)
 environment (n)
 environmental (adj)
 envy (n & v)
 equal (adj & v)
 equip (v)
 equipment (n)
 escalator (n)
 escape (n & v)
 especially (adv)
 essential (adj)
 establish (v)
 estimate (n & v)

- The estimate for repairs was low. (n)

- We estimated the costs. (v)

 EU (abbrev) European Union
 exchange (n & v)
 euro (n)
 even (adv)

- He couldn't even do that.

 even if (conj)
 even though (conj)
 evening (n & adj)
 event (n)
 eventually (adv)
 ever (adv)
 everybody (n)
 everyone (n)
 everything (n)
 everywhere (adv)
 exact (adj)
 exactly (adv)
 exam (abbrev) examination
 examination (n)
 examine (v)
 example (n)
 exceed (v)
 excellent (adj)
 except (prep & conj)
 excess (n)

- excess capacity

 exchange (n & v)
 exchange rate (n)
 excited (adj)
 exciting (adj)
 exclude (v)
 excluding (prep)
 excuse (n & v)

- Excuse me. (v)
- It was just an excuse, not the real reason. (n)

 executive (n & adj)
 exercise (n & v)
 exhausted (adj)
 exhibit (n & v)
 exhibition (n)

- a trade exhibition

 exist (v)
 exit (n & v)
 expand (v)
 expansion (n)
 expect (v)
 expectation (n)

- We need to meet our customers' expectations.

 expenditure (n)
 expense(s) (n)

- the expense of hiring staff
- to claim for travel expenses

 expensive (adj)
 experience (n & v)
 experienced (adj)
 experiment (n & v)

- The experiment was interesting. (n)
- They experimented with new ideas. (v)

 expert (n & adj)
 explain (v)
 explanation (n)
 explode (v)

- Demand for our new product has exploded.

 explore (v)
 export (n & v)
 express (adj & v)

- an express train (adj)

- express delivery (**adj**)
- express an idea (**v**)
- express an opinion (**v**)
- express interest in (**v**)

expression (**n**)

- I could tell from her expression that she wasn't happy.

extend (**v**)

extension (**n**)

external (**adj**)

extra (**adj, adv & n**)

extract (**n & v**)

- an extract from the report
- extract rare metals from the earth

extraordinary (**adj**)

extremely (**adv**)

eye (**n & v**)

F

F (**abbrev**) Fahrenheit

FAQ (**abbrev**) frequently asked questions

FYI (**abbrev**) for your information

facilities (**n**)

- leisure facilities
- staff facilities
- The hotel has excellent facilities.

face (**v**)

- face a problem

facing (**v & prep**)

fact (**n**)

factor (**n**)

factory (**n**)

fail (**v**)

failure (**n**)

faint (**adj**)

- a faint line

fair (**adj & n**)

- The way of calculating bonus payments is not fair. (**adj**)
- The sales figures were fair rather than good. (**adj**)
- The trade fair will be in July. (**n**)

faithfully (**adv**)

- Yours faithfully

fall (**n & v**)

- There was a sharp fall in profits. (**n**)
- Share prices have been falling very quickly. (**v**)

fall asleep (**v**)

fall out

- The partners fell out over how to allocate the budget.

false (**adj**)

- a false statement

family (**n**)

famous (**adj**)

fan (**n**)

- The fan isn't working.

fantastic (**adj**)

far (**adv**)

fare (**n**)

- The return fare is \$256.

fascinating (**adj**)

fashion (**n**)

fast (**adj & adv**)

fasten (**v**)

fault (**n**)

- It's John's fault the report is late.
- There is a technical fault.

favorite (*Am Eng*), favourite (*Br Eng*) (**adj**)

fax (**n & v**)

fax machine (**n**)

fear (**n & v**)

fed up (with) (**phr adj**)

fee (**n**)

feedback (**n**)

feel (**v**)

feel like (**v**)

feel up to (**phr v**)

- I don't feel up to such a challenge.

female (**n & adj**)

ferry (**n & v**)

festival (**n**)

fetch (**v**)

few (**det & pron**)

fiction (**n**)

- sales of non-fiction have increased

field (**n**)

- the field of engineering

fight (**n & v**)

figure (**n**)

- see Figure 6
- sales figures

file (**n & b v**)

- Could you get me the file on Unicorn Holdings? (**n**)
- Could you file these papers for me, please. (**v**)

filing (**n**)

fill (**v**)

- fill something to the top

fill in (**phr v**)

- I need to fill in this form.

fill up (**phr v**)

- Let me fill up your glass.

film (**n & v**)

final (**adj**)

final demand (**n**)

finalize (*Am Eng*), finalise (*Br Eng*) (**v**)

finance (**n & v**)

financial (**adj**)

financial advisor (**n**)

financial year (**n**)

find (**v**)

find out (**phr v**)

- I must find out when Mr Takaka is arriving.

fine (**adj, n & v**)

finish (**n & v**)

fire (**n & v**)

- Fire completely destroyed the warehouse. (**n**)

- There was a small fire in the office. (**n**)

- He's in charge of 'hiring and firing' (**n**)

- He was fired for selling company secrets. (**v**)

fire alarm (**n**)

firm (**adj & n**)

- a firm offer (**adj**)
- a good firm to work for (**n**)

first (**adj, adv, det & pron**)

- Fill in your first name. (**adj**)
- first aid (**n**)
- first of all (**adv**)
- He was the first to draw attention to the mistake. (**pron**)

- *Could you do the filing first?* (**adv**)

first class (adj & n)

fit (n, adj & v)

- His skills fit well with our needs. (**v**)
- Our recent acquisition is a good fit with the rest of our operation. (**n**)
- She keeps fit. (**adj**)

fitness (n)

- health and fitness sector

fix (v)

- *Could you get the printer fixed today?*
- She fixed the shelf to the wall.
- My PA has fixed the date for the meeting.

fixed cost (n)

fixed-term (adj)

flag (n & v)

flat (adj & n)

fleet (n)

- a fleet of trucks/cars/ships

flexible (adj)

flexibility (n)

flight (n)

- *direct flight*
- *non-stop flight*

flip chart (n)

float (n & v)

flood (n & v)

floor (n)

flotation (n)

- flotation on the stock exchange

flowchart (n)

fluctuate (v)

fluctuation (n)

fly (v)

focus (n & v)

fog (n)

fold (n & v)

folder (n)

follow (v)

following (adj & prep)

- The following people are needed at the opening. (**adj**)
- Following the meeting, he made changes to the report. (**prep**)

fond (adj)

food (n)

- *Food is becoming more expensive.*
- *The fast-food sector is growing.*

foot/feet (n)

- six foot/feet tall
- *at the foot of the page*

for (prep)

forbid (v)

force (n & v)

- market forces (**n**)
- I was forced to resign. (**v**)

forecast (n & v)

- We forecast a growth in this sector. (**v**)
- The sales forecast is very positive. (**n**)

foreign (adj)

foreign currency (n)

foreign exchange (n)

foreigner (n)

foreman (n)

forget (v)

forgetful (adj)

forgive (v)

form (n & v)

- *fill in a form* (**n**)
- *order form* (**n**)
- to form a committee (**v**)

formal (adj)

former (adj & pron)

fortnight (Br Eng) (n)

fortunate (adj)

forward (v)

- *forward a file*

forward(s) (adv)

founder (n)

fountain (n)

free (adj)

free market (n)

free sample (n)

free trade (n)

freelance (n)

freeway (Am Eng), motorway (Br Eng) (n)

freeze (n & adj)

freezing (adj)

freight (n & v)

frequent (adj)

fresh (adj)

freshen up (phr v)

fridge (n)

fried (adj)

friend (n)

friendly (adj)

frighten (v)

from (prep)

front (adj & n)

frustrated (adj)

fuel (n & v)

fulfill (Am Eng), fulfil (Am Eng) (v)

full (adj)

full-time (adj & adv)

fun (n)

function (n & v)

- job function
- This machine has several useful functions.
- a social function
- The machine isn't functioning properly.

fund (n & v)

funding (n)

funny (adj)

furious (adj)

furnish (v)

furniture (n)

further (adj & adv)

- We will need a further investment of \$1million. (**adj**)
- We cannot grow further in this market. (**adv**)

further to (prep phr)

- Further to our phone conversation, I am writing to ...

future (adj & n)

G

gain (n & v)

gallery (n)

gallon (n)

game (n)

gap (n)

garage (n)

gas (n)

- *She works as an engineer in the oil and gas industry.*

gas (Am Eng), petrol (Br Eng) (n)

gate (n)

general (adj)

generous (adj)

gentle (adj)

gentleman (n)

- Ladies and gentlemen

genuine (adj)

geography (n)

get (v)

get along with (phr v)

- I get along well with my supervisor.

get around (phr v)

- How will you get around when you're in Bangkok?
- We managed to get around the problem.

get back (phr v)

- When did you get back from New York?

get back to (phr v)

- Thanks for getting back to me.

get down (phr v)

- Did you manage to get all that information down?
- I climbed up, but I couldn't get down.

get in (phr v)

- Can visitors can get in through the staff entrance?

get into/out of (phr v)

- She got out of the taxi.

get in touch (phr)

- Please get in touch if you would like my help.

get off (phr v)

- We're getting off at the next stop.

get on (phr v)

- Get your coat on, and we'll leave.

get on with (phr v)

- How are you getting on with the proposal?
- Do you get on well with your colleagues?

get rid of (phr v)

- Could you get rid of these old files?

get to (phr v)

- How long does it take to get to the city center from here?

get something to someone (phr)

- Can you get it to me by 5pm?

get up (phr v)

- What time did you get up this morning?

gift (n)

gift voucher (n)

girl (n)

give in (phr v)

- He gave in to their demands.
- Have you handed in your monthly report yet?

give out (phr v)

- I've already given out the new security passes.

give up (phr v)

- David is planning to give up his job and go freelance.

glad (adj)

glance (n & v)

- I've glanced at the figures.

glass (n & adj)

glasses (n)

global (adj)

- global market

globalization (Am Eng), globalisation (Br Eng) (n)

go (v)

go down (phr v)

- Sales went down last year.

go for (phr v)

- He went for the job.

go off (phr v)

- He went off to work in Australia.
- Suddenly the lights all went off.
- The alarm went off.

go on (phr v)

- The meeting went on till 6pm.
- What's going on?
- The lights suddenly went on.

go out (phr v)

- The fire has gone out.
- We're going out with our new supervisor tonight.

go through (phr v)

- I need to go through last month's sales figures.

go up (phr v)

- Prices have gone up a lot.

go with (phr v)

- The new design didn't go with the company image.

goal (n)

- career goals

gold (n)

golf (n)

good (adj)

goodbye (int)

goods (n)

govern (v)

grade (n & v)

- We need high-grade materials.
- What grade is the job?
- Staff were re-graded.

gradual (adj)

graduate (n & v)

- He's a graduate of a good business school.
- (n)
- She graduated in 2011. (v)

graduation (n)

gram (n)

grammar (n)

grant (n & v)

- He was given a grant to study new management methods. (n)
- The CEO granted his request to attend the conference. (v)

graph (n)

graphics (n)

grateful (adj)

gray (Am Eng), grey (Br Eng) (adj)

- a gray area

great (adj)

great deal of (det)

- a great deal of attention

green (adj)

- a green policy

greet (v)

grey (Br Eng), gray (Am Eng) (adj)

grilled (adj)

gross (adj)

- gross profit
- gross weight

ground (n)

group (n)

- *The group was large. (n & v)*
- Trainees are grouped together for discussion activities. (v)

grow (v)

growth (n)

guarantee (n & v)

guard (n & v)

guess (n & v)

guest (n)

guest house (n)

guide (n & v)

- *He has experience as a tour guide. (n)*
- *I'll guide you around the factory. (v)*

guided tour (n)

guilty (adj)

gymnasium (n)

H

habit (n)

hair (n)

hairdresser (n)

half (adj, adv & n)

hall (n)

hallo/hello (exclam)

hallway (n)

hand (n & v)

- *shake hands (n)*
- *He handed her the book. (v)*
- *second-hand*
- *on hand*
- *in hand*
- *by hand*
- *to hand*

hand in (phr v)

- *Could you hand in your report before the end of the week?*

hand out (phr v)

- *Could you hand out the minutes of the meeting?*

handout (n)

- *The handouts from the training are quite useful.*

handbag (n)

handbook (n)

handle (n & v)

- *The door handle is broken. (n)*
- *Please handle with care. (v)*
- *He handles all telephone inquiries. (v)*
- *She handled the situation well. (v)*

hand luggage (n)

handwriting (n)

hang (v)

- *He decided to hang the calendar on the wall.*

hang out (phr v)

hang up (v)

- *She hung up before the caller had finished.*

happen (v)

happy (adj)

harbor (Am Eng), harbour (Br Eng) (n)

hard (adj & adv)

hardly (adv)

- *There was hardly any time.*
- *He could hardly wait.*

hardware (n)

hard-working (adj)

hate (n & v)

have (v)

- *We have a number of advantages.*
- *We only had a short break.*
- *I had dinner early.*

have a

- *have a go/try*
- *have a look/think*

have got (v)

have to (v)

he (pron)

head (n & v)

- *at the head of the line (n)*
- *the head of marketing (n)*
- *head a committee/group (v)*

head office (n)

headline (n)

headquarters (n)

health (n)

health and safety (n)

hear (v)

heart (n)

- *in the heart of the city*
- *the heart of the problem*

heat (n & v)

- *Water retains heat longer than air. (n)*
- *The economy could overheat. (v)*

heating (n)

heavy (adj)

height (n)

helicopter (n)

hello/hallo (exclam)

help (n & v)

helpdesk (n)

helpline (n)

her (adj & pron)

here (adv)

hers (pron)

herself (pron)

hesitate (v)

- *please do not hesitate to ...*

hi-fi (n & adj)

high-speed rail (n)

hi(gh)-tec(h) (adj)

hidden (adj)

- *hidden costs*
- *hidden agenda*

hide (v)

high (adj, adv & n)

highlight (n & v)

highway (n) (Am Eng)

hill (n)

him (pron)

himself (pron)

hire (n & v)

- *for hire (n)*
- *in charge of 'hiring and firing' (n)*
- *hire more staff (v)*
- *hire a car (Br Eng), rent a car (Am Eng) (v)*

his (adj & pron)

history (n)

hit (n & v)

- *a hit on a website (n)*
- *hit your sales target (v)*

hobby (n)

hold (v)

- *Hold on a second.*
- *hold an event*
- *get hold of someone*

hold up (**phr v**)

- He was held up in heavy traffic.

hole (**n**)

holiday (**n**)

home (**n & adv**)

honest (**adj**)

hope (**n & v**)

horrible (**adj**)

hospital (**n**)

hospitality (**n**)

host (**n & v**)

hot (**adj**)

hotel (**n**)

hour (**n**)

hourly rate (**n**)

hourly fee (**n**)

house (**n**)

how (**adv**)

how do you do? (**int**)

how much/many (**adv**)

however (**adv & conj**)

huge (**adj**)

human (**n & adj**)

human resource (department) (**n**)

humid (**adj**)

hundred (**n**)

hurry (**n & v**)

hr (**abbrev**) hour

I

I (**pron**)

ice (**n**)

icon (**n**)

idea (**n**)

identity (**n**)

- identity card

ID (**abbrev**) identification

i.e. (**abbrev**) in other words

if (**conj**)

- if necessary
- if possible

ill (**adj**)

illegal (**adj**)

illness (**n**)

image (**n**)

imagination (**n**)

imagine (**v**)

immature (**adj**)

immediate (**adj**)

immigration (**n**)

import (**n & v**)

import duty (**n**)

importance (**n**)

important (**adj**)

impossible (**adj**)

impress (**v**)

impression (**n**)

impressive (**adj**)

improve (**v**)

in (**adv & prep**)

in a hurry (**prep phr**)

in advance (**prep phr**)

in any case (**prep phr**)

in case of (**prep phr**)

- in case of fire
- in case of delays

in charge (of) (**prep phr**)

in danger (**prep phr**)

in debt (**prep phr**)

in charge of (**prep phr**)

in difficulties (**prep phr**)

in fact (**prep phr**)

in front of (**prep phr**)

in general (**prep phr**)

in half (**prep phr**)

in order (**prep phr**)

in order to (**prep phr**)

in pieces (**prep phr**)

in place (**prep phr**)

in private (**prep phr**)

in public (**prep phr**)

in secret (**prep phr**)

in sight (**prep phr**)

in stock (**prep phr**)

in the end (**prep phr**)

in time (**prep phr**)

in touch (**prep phr**)

- get/be/keep in touch

in town (**prep phr**)

in turn (**prep phr**)

incentive (**n**)

inch (**n**)

include (**v**)

including (**prep**)

income (**n**)

inconvenience (**n**)

inconvenient (**adj**)

incorrect (**adj**)

increase (**n & v**)

indeed (**adv**)

independent (**adj**)

index (**n**)

- the index of a book

indicate (**v**)

indication (**n**)

individual (**adj & n**)

indoor (**adj**)

indoors (**adv**)

industrial (**adj**)

industry (**n**)

- the steel industry

infected (**adj**)

- infected with a computer virus

inflation (**n**)

influence (**n & v**)

- She was a negative influence on other team members. (**n**)
- Her boss influenced her a great deal. (**v**)

inform (**v**)

informal (**adj**)

information (**n**)

information technology (IT) (**n**)

in front (of) (**prep & adv**)

inhabitant (**n**)

in-house (**adj & adv**)

initiate (**v**)

initiative (**n**)

injure (**v**)

injury (**n**)

ink (**n**)

innovate (**v**)

innovation (**n**)

innovative (**adj**)

inquire (Am Eng), enquire (Br Eng) (**v**)

inquiry (Am Eng), enquiry (Br Eng) (**n**)

inside (**adj, prep & adv**)

insist (**v**)

inspect (v)
inspection (n)
install (v)
installation (n)
installment (Am Eng) instalment (Br Eng) (n)

- pay in/by installments

instance (n)
instead (of) (adv)
instructions (n)
instructor (n)
insurance (n)
insurance policy (n)
insure (v)
intelligent (adj)
intend (v)
interest (n & v)

- earn interest on a loan (n)
- Can I interest you in ...? (v)

interesting (adj)
intermediate (adj)
internal (adj)

- internal promotion
- internal correspondence

international (adj)
internet (n)
intercultural / inter-cultural (adj)
interpersonal (adj)
interpret (v)
interrupt (v)
intersection (n)
interval (n)
interview (n & v)
into (prep)
introduce (v)
introduction (n)
introductory (adj)
invent (v)
invention (n)
invest (v)
investment (n)
invitation (n)
invite (v)
invoice (n & v)
involve (v)
iron (n)

- made of iron

island (n)
issue (n & v)

- issue of a magazine (n)
- issues about pay (n)
- issue a statement (v)

IT (abbrev) information technology
it (pron)
item (n)

- Several items were damaged during transportation.
- The first item for discussion is the recent accident in the plant.

its (pron)
itself (pron)

J

jacket (n)
jealous (adj)
jet (plane) (n)

- go by jet

job (n)

job description (n)
job satisfaction (n)
job security (n)
join (v)

- I joined the company last year.

joint (adj)

- joint venture

joke (n & v)
journal (n)
journalist (n)
journey (n)
judge (n & v)
jump (n & v)

- There's been a big jump in prices. (n)
- Share prices have jumped by 3%. (v)

junction (n)
just (adv)

K

keen (adj)

- I'm not keen on the new product.
- He's keen to improve our brand image.

keep (v)

- Costs keep rising.

keep on (phr v)

- They kept on advertising even though their profits were falling.

keep up (phr v)

- Keep up the good work.
- He has to keep up with new technological developments.

key (n & adj)

- key to a lock (n)
- key to success (n)
- This is a key post. (adj)

key in (v)
keyboard (n)

- a computer keyboard

kg (abbrev) kilogram
km (abbrev) kilometer (Am Eng), kilometre (Br Eng)
kmph (abbrev) kilometers/kilometres per hour
kind (adj & n)

- My boss is a very kind person. (adj)
- What kind of work do you do? (n)

kiosk (n)
kitchen (n)
knock (n & v)
knock down (phr v)
know (v)
knowledge (n)

L

label (n & v)
lab (abbrev) laboratory
labor (Am Eng), labour (Br Eng)

- the labor market
- manual labor

lack (n & v)
ladder (n)

- career ladder

lady (n)

- Ladies and Gentlemen

lamp (n)
land (n & v)
landing (n)

landlady (n)
 landlord (n)
 language (n)
 laptop (n)
 large (adj)
 laser (n)
 laser printer (n)
 last (det, adj, adv & v)
 late (adj)
 later (adv)
 laugh (n & v)
 launch (n & v)

- The company is holding a product launch for the MZ4. (n)
- We're about to launch a new service. (v)

 laundry (n)

- hotel laundry service

 law (n)
 lawyer (n)
 lay (v)
 layer (n)
 lay off (n & v)
 layout (n)
 lay out (phr v)
 lazy (adj)
 lb (abbrev) pound weight
 lead (v & n)

- Where does this road lead? (v)
- We lead the market in computer power supplies. (v)
- Other companies have taken our lead in recruiting foreign managers. (n)

 lead to (phr v)

- lead to a situation where ...

 leader (n)

- a strong leader
- market leader

 leadership (n)
 leading (adj)
 leaflet (n)
 learn (v)
 least (adj & adv)

- the least amount (adj)
- at least (adv)

 leather (n & adj)
 leave (v)

- leave a message
- leave the industry

 leave out (phr v)
 lecture (n & v)
 left (n & adj)

- on the left (n)
- only three left (adj)

 legal (adj)
 leisure (n)
 leisure industry (n)
 lend (v)
 length (n)
 less (adj, adv & pron)
 lesson (n)
 let (v)
 let's (v)
 let somebody know (phr v)

- Let me know what you would prefer.

 letter (n)
 level (adj & n)
 level off (phr v)

- Growth in the economy has leveled off.

level out (phr v)

- Sales have finally leveled out.

 liberal (adj)

- a liberal style of management

 library (n)
 license (v)
 licence (Am Eng), licence (Br Eng) (n)
 lie (n & v)
 life (n)

- shelf life

 lifestyle (n)
 lift (v & n)

- can you give me a lift please (n)
- please help me lift this box (v)
- He took the lift to the fifth floor. (Br Eng) elevator (Am Eng) (n)

 light (adj, n & v)
 like (v & prep)
 likely (adj)
 limit (n & v)
 limited company (Ltd) (n)
 line (n)

- the production line
- lines on a page
- phone line
- railway line
- helpline / customer service line

 line manager (n)
 link (n & v)

- internet link (n)
- The computers are linked to a server. (v)

 liquid (n & adj)
 list (n & v)
 listen (to) (v)
 liter (Am Eng), litre (Br Eng) (n)
 little (adj & pron)
 live (adj & v)
 living (adj)

- the cost of living

 load (n)

- The load was too heavy. (n)
- We need to load the goods on to the truck. (v)

 loan (n & v)
 local (adj & n)
 locate (v)
 location (n)
 lock (n & v)
 locker (n)
 logistics (n)
 logo (n)
 log on (phr v)
 lonely (adj)
 long (adj & adv)

- It's a long journey. (adj)
- Have you been waiting long? (adv)

 long-term / long term (adj & n)

- in the long term (n)
- a long-term strategy (adj)

 look (n & v)
 look after (phr v)

- He needs to look after his father.
- Who looks after the financial part?

 look ahead (phr v)
 look for (phr v)

- Who are you looking for?

 look forward to (phr v)

- I look forward to meeting you.

look like (**phr v**)

- *The new model looks like the old one.*

look out (**phr v**)

- Look out or you'll have an accident.

look up (**phr v**)

- Look up the meaning of a word in the dictionary.

loose (**adj**)

lose (**v**)

- *lose money*
- *lose your keys*

loss (**n**)

lost luggage/property (**n**)

lot (**n**)

lot of (**det**) (*a lot of*)

loud (**adj**)

lounge (**n**)

love (**n & v**)

low (**adj, n & adv**)

lower (**v, adj & adv**)

loyal (**adj**)

loyalty (**n**)

luck (**n**)

luggage (**n**)

lunch (**n**)

lunchtime (**n**)

luxury (**n**)

M

m (**abbrev**) *meter* (Am Eng), *metre* (Br Eng)

MA (**abbrev**) Masters degree (in Arts)

machine (**n**)

machinery (**n**)

mad (**adj**)

madam (**n**)

- *Dear Sir/Madam*

magazine (**n**)

mail (**n & v**)

mailbox (**n**)

mail order (**n**)

mailing list (**n**)

mailshot (**n**)

main (**adj**)

main course (**n**)

maintain (**v**)

maintenance (**n**)

major (**adj & n**)

majority (**n**)

make (**v**)

- *make money*
- *make a comparison*
- *make a note*

make it (**v + n**)

- *I'm sorry, I can't make it to your opening.*

make up (**n**)

make up (**phr v**)

- *make up the difference*
- *make up an excuse*

male (**n & adj**)

manage (**v**)

- *manage a business*
- *manage to do something*

management (**n**)

manager (**n**)

managerial (**adj**)

managing director (MD) (Br Eng) = CEO (**n**)

manner (**n**)

manners (**n**)

manual (**n & adj**)

- You will find the information in the manual. (**n**)
- It's a manual process. (**adj**)

manufacture (**v**)

many (**adj, det & pron**)

map (**n & v**)

margin (**n**)

mark (**n & v**)

market (**n & v**)

- *There's a good market for electronics here.* (**n**)
- *She bought some flowers from the market.* (**n**)
- *They marketed their goods overseas.* (**v**)

market forces (**n**)

market leader (**n**)

market research (**n**)

market share (**n**)

market value (**n**)

marketing (**n**)

- *I've applied for a job in marketing.*

marketplace (**n**)

married (**adj**)

mass (**adj**)

- *mass market*
- *mass media*

mass-produce (**v**)

mass production (**n**)

master (**n, adj & v**)

match (**n & v**)

- The agency matches staff to vacancies. (**v**)
- It's important to find a job that matches your skills. (**v**)
- The two companies in the merger are a good match. (**n**)

mate (**n**)

- *a workmate*

material (**n**)

- *the training material(s)*
- *construction materials*
- *raw materials*

mathematics (**n**)

math (Am Eng), *maths* (Br Eng) (**abbrv**) mathematics

matter (**n & v**)

- *Is anything the matter?* (**n**)
- *Thank you for your help with this matter.* (**n**)
- *It doesn't matter.* (**v**)

mature (**adj**)

- *a mature attitude*
- *mature student*
- *mature investment*
- *mature sector of the market*

max (**adj**) *maximum*

may (**v**)

maybe (**adv**)

MBA (**abbrev**) Masters in Business Administration

me (**pron**)

meal (**n**)

mean (**n**)

- *What do you mean?*
- *What does this mean?*

meant (be meant to) (**phr**)

- *They were meant to be here by 2pm.*

meaning (**v**)

means (**n**)

- Use whatever means you like, but make sure it gets done.

measure (n & v)

- measure the distance (v)
- a drastic measure (n)

mechanic (n)

media (n)

medicine (n)

medium (adj)

meet (v)

- *Could we meet on Thursday morning?*
- *Pleased to meet you.*
- *Are we meeting the needs of our customers?*

meeting (n)

- *be in a meeting*
- *have a meeting*

member (n)

membership (n)

memo (abbrev) memorandum

memory (n)

- *have a good memory*
- *computer memory*

mend (v)

- mend a faulty machine

mention (n & v)

menu (n)

merge (v)

message (n)

messy (adj)

metal (n)

method (n)

- production methods

meter (Am Eng), metre (Br Eng) (n)

microphone (n)

midday (n)

middle (n & adj)

middle-aged (adj)

middle management (n)

midnight (n)

might (v)

mild (adj)

mile (n)

milestone (n)

million (n)

millimeter (Am Eng), millimetre (Br Eng) (n)

min (abbrev) minimum

mind (n & v)

- *His mind was on other things. (n)*
- *Would you mind if I postponed the meeting? (v)*
- *Mind your head! (v)*

mine (pron)

mineral (n & adj)

mineral water (n)

minor (adj)

minus (adj & prep)

min (abbrev) minute

minutes (n)

- the minutes of a meeting

misc (abbrev) miscellaneous

miscellaneous (adj)

miserable (adj)

miss (n & v)

mistake (n & v)

- *It was a mistake. (n)*
- *He mistook her for a former employee. (v)*

misunderstand (v)

mix (n & v)

mobile (n & adj)

- *I need a new mobile (phone). (n)*
- *He isn't mobile at the moment. (adj)*

model (n & adj)

- *It's cheap because it's last year's model. (n)*
- *She's a model employee. (adj)*

modern (adj)

moment (n)

- *at the moment*

money (n)

monopoly (n)

month (n)

mood (n)

moody (adj)

more (adv, det & pron)

morning (n)

mosque (n)

most (adv, det & pron)

motivate (v)

motivation (n)

motor (n)

motorbike (n)

motorcycle (n)

motorway (Br Eng), freeway (Am Eng) (n)

mountain (n)

- *a mountain in the north*
- *a mountain of work*

mouse (n)

- *The mouse on my computer isn't working.*

move (n & v)

movie (n)

movie theater (Am Eng) / theatre (Br Eng) (n)

mph (abbrev) miles per hour

Mr (title)

Mrs (title)

Ms (title)

much (adv, det & pron)

multinational (adj)

multiply (v)

- multiply 14 by 3

museum (n)

music (n)

musical (adj)

musician (n)

must (v & n)

my (pron)

myself (pron)

N

N (abbrev) north

name (n & v)

narrow (adj)

national (adj)

nationality (n)

nationwide (adj & adv)

natural (adj)

nature (n)

NB (abbrev) note well

NE (abbrev) north east

NW (abbrev) north west

near (adv & prep)

neat (adj)

necessary (adj)

need (n & v)

negative (adj)

- *a negative attitude*

negotiable (**adj**)
 negotiate (**v**)
 negotiation (**n**)
 neighbor (*Am Eng*), neighbour (*Br Eng*) (**n**)
 neighborhood (*Am Eng*), neighbourhood (*Br Eng*) (**n**)
 neither (**conj, det & pron**)
 nervous (**adj**)
 net (**adj & v**)

- He has a net income of \$50,000 a year. (**adj**)
- The company netted a record profit last year. (**v**)

 network (**n & v**)

- to network computers (**v**)
- a computer network (**n**)
- a network of agents (**n**)
- networking (**n**)

 never (**adv**)
 new (**adj**)
 news (**n**)
 newsagent (**n**)
 newsletter (**n**)
 newspaper (**n**)
 next (**det, adj, adv & pron**)
 next to (**prep**)
 nice (**adj**)
 night (**n**)
 nightlife (**n**)
 nil (**n**)
 no (**adv & det**)
 no (**abbrev**) number
 nobody (**n**)
 noise (**n**)
 none (**adv & pron**)
 noon (**n**)
 nor (**conj**)

- neither management nor workers
- Nor do I.

 normal (**adj**)
 north (**adj, adv & pron**)
 north east (**adj, adv & pron**)
 north west (**adj, adv & pron**)
 not/n't (**adv**)
 not at all (**adv**)
 note (**n & v**)
 note (*Br Eng*), bill (*Am Eng*) (**n**)
 notebook (**n**)
 notepad (**n**)
 notepaper (**n**)
 nothing (**pron**)
 notice (**n & v**)
 noticeboard (**n**)
 now (**adv & conj**)
 nowadays (**adv**)
 nowhere (**adv**)
 nr (**abbrev**) near
 nuclear (**adj**)
 number (**n & v**)
 nylon (**n**)

O

o'clock (**adv**)
 object (**n & v**)
 objective (**n & adj**)
 observe (**v**)
 obtain (**v**)
 occasionally (**adv**)
 occupation (**n**)

occupy (**v**)

- the room is occupied

 occur (**v**)
 of (**prep**)
 of course (**adv**)
 off (**adv & prep**)
 offend (**v**)
 offer (**n & v**)
 office (**n**)
 officer (**n**)
 official (**adj & n**)
 often (**adv**)
 oil (**n & v**)
 OK/okay (**int & adj**)
 old (**adj**)
 omit (**v**)
 on (**prep**)
 on a journey (**prep phr**)
 on a visit (**prep phr**)
 on board (**prep phr**)
 on business (**prep phr**)
 on fire (**prep phr**)
 on foot (**prep phr**)
 on holiday (**prep phr**)
 on sale (**prep phr**)
 on time (**prep phr**)
 once (**adv, conj & n**)
 one (**n & pron**)
 one-way (**adj**)
 oneself (**pron**)
 online/on-line (**adv & adj**)
 only (**adj & adv**)
 onto (**prep**)
 open (**v & adj**)
 opening (**n**)

- attend an opening

 opening hours (**n**)
 operate (**v**)

- They operate from an old warehouse.
- Would you like me to show you how to operate this machine?

 operation (**n**)
 operator (**n**)
 opinion (**n**)
 opportunity (**n**)
 oppose (**v**)
 opposite (**adj, adv & prep**)
 optimistic (**adj**)
 option (**n**)
 or (**conj**)
 order (**n & v**)
 order form (**n**)
 ordinary (**adj**)
 organization (*Am Eng*), organisation (*Br Eng*) (**n**)
 organize (*Am Eng*), organise (*Br Eng*) (**v**)
 organized (*Am Eng*), organised (*Br Eng*) (**adj**)
 original (**adj**)
 originality (**n**)
 other (**adj & pron**)
 ought (to) (**v**)
 our (**adj**)
 ours (**pron**)
 ourselves (**pron**)
 out (**adv**)
 out of (**prep**)
 out of date (**prep phr**)
 out of order (**prep phr**)
 out of stock (**prep phr**)
 out of work (**prep phr**)

outdoor (adj)
outdoors (adv)
 outlet (n)
 output (n & v)
outside (adv, n)
 oval (adj)
over (adv & prep)
overall (adj & adv)
 overdraft (n)
 overdrawn (adj)
 overheads (n)
 overnight (adj & adv)
overseas (adj & adv)
 oversleep (v)
 overtake (v)
overtime (n)
 owe (v)
 owing to (prep)
 own (v)
own (adj & pron)

P

PA (abbrev) Personal Assistant
 pa (abbrev) per anum
 pc (abbrev) personal computer
 p/pp (abbrev) page/pages
pack (n & v)
package (n)
 packaging (n)
 packet (n)
 packing (n)

- packing department

page (n)
 paid leave (n)
 painful (adj)
paint (n & v)
pair (n & v)
 palace (n)
pants (n)
paper (n)
paperclip / paper clip (n)
paperwork (n)
 paragraph (n)
 parcel (n)
pardon (int)

- Pardon?

park (n & v)
 parliament (n)
part (n & v)
part-time/part time (adj & adv)
 participant (n)
 participate (v)
 participation (n)
 particular (adj)

- a particular problem

partner (n)
party (n)
pass (n & v)

- pass an exam (v)
- a security pass (n)

passenger (n)
password (n)
past (adv, n & prep)
 path (n)
patient (adj)
 pattern (n)
 paragraph (n)
 pause (v)

pavement (n)
pay (n & v)
pay for (phr v)
 payroll (n)
 peace (n)
 peak (phr v)
 peer (n)
pen (n)
pencil (n)
 pension (n)
people (n)
 per (prep)
 per annum (adv)
per cent / percent (n, adj & adv)
 percentage (n)
perfect (v & adj)
perform (v)

- The company is performing well.

performance (n)

- a strong performance in the stock market

perhaps (adv)
 period (n)

- I will be away for the whole period.
- the beginning/middle/end of the period

 permanent (adj)
 permission (n)
 permit (v & n)
person (n)
personal assistant (n)
 personal computer (n)
 personal ID number (n)
 personality (n)
 personnel (n)
 persuade (v)
 pessimistic (adj)
petrol (Br Eng), gas (Am Eng) (n)
 petty cash (n)
 pharmaceutical (adj)

- the pharmaceutical industry

pharmacy (n)
 phase (n)
phone (n & v)
photocopier (n)
photocopy (n & v)
photo(graph) (n & v)
 pick (v)
pick up (phr v)
picture (n & v)
piece (n)
 pile (n & v)
pilot (n)
 pie chart (n)
 pin (n & v)

- pin something to the wall
- drawing pin

 PIN number (n)
 pipe (n)

- a water pipe

pity (n & v)

- What a pity! (n)
- I don't pity him. (v)

place (n & v)
 plain (adj)

- It's plain to me.
- plain blue

plan (n & v)
plane (n)
 planning (n)
plant (n & v)

- The firm has made a huge investment in the new plant. (n)
- Farmers need to plant crops earlier. (v)
- These plants certainly brighten up the office. (n)

plastic (n & adj)

platform (n)

play (v & n)

plc (abbrev) public limited company

pleasant (adj)

please (int & v)

- Come in, please. (int)
- He tried hard to please his boss. (v)

pleased (adj)

- pleased to meet you

pleasure (n)

plenty (adj & pron)

plug (n)

- electric plug

plug in (v)

- The copier isn't plugged in.

plus (prep, adj & n)

pm (adv)

PM (n) Production Manager

PM (n) Project Manager

pocket (n)

point (n & v)

point of view (n)

police (n)

police station (n)

policy (n)

polite (adj)

political (adj)

politician (n)

politics (n)

pollution (n)

pool (n & v)

- The company sells swimming pools. (n)
- pool of talent (n)
- pool your resources (v)

poor (adj)

- She is very poor and hardly earns any money at all.
- He has poor interpersonal skills.

popular (adj)

population (n)

port (n)

portable (adj)

porter (n)

position (n & v)

positive (adj)

possibility (n)

possible (adj)

post (n & v)

post office (n)

postage (n)

postcard (n)

postcode (n)

poster (n)

postman (n)

postpone (v)

potential (adj & n)

pound (n)

pour (v)

power (n)

PR (abbrev) Public Relations

practical (adj)

practice (n)

- The exercises in this book provide plenty of practice.

- out of practice

- good business practice

practice (Am Eng), practise (Br Eng) (v)

praise (n & v)

precious (adj)

predict (v)

prediction (n)

prefer (v)

preference (n)

preliminary (adj)

premises (n)

preparation (n)

prepare (v)

prescription (n)

present (adj, n & v)

presentation (n)

president (n)

press (n & v)

pretty (adj)

prevent (v)

previous (adj)

price (n & v)

primary (adj)

- of primary importance

prime minister (n)

principal (n & adj)

- college principal (n)
- principal activity (adj)

print (n & v)

printer (n)

printout (n)

priority (n)

prison (n)

private (adj)

prize (n)

probable (adj)

probably (adv)

problem (n)

procedure (n)

process (n)

produce (n & v)

product (n)

production (n)

productive (adj)

productivity (n)

profession (n)

professional (adj)

professor (n)

proficient (adj)

profile (n)

profit (n & v)

- profit margin (n)
- profit from a business activity (v)

profitability (n)

profitable (adj)

program (Am Eng), programme (Br Eng) (n & v)

progress (n & v)

project (n & v)

projection (n)

promise (n & v)

promote (v)

promotion (n)

promotional (adj)

prompt (adj & v)

pronounce (v)

pronunciation (n)

proof (n)

proofread (**v**)
 proper (**adj**)
 property (**n**)
 proportion (**n**)
 proposal (**n**)

- *We all listened to her proposal.*

 propose (**v**)

- *propose an idea*

 protect (**v**)
 protection (**n**)
 proud (**adj**)
 prove (**v**)
 provide (**v**)
 PS (**abbrev**) postscript
 PTO (**abbrev**) please turn over
 public (**adj**)
 public holiday (**n**)
 public limited company (Plc) (**n**)
 public opinion (**n**)
 public relations (PR) (**n**)
 public transport (**n**)
 publication (**n**)
 publicize (Am Eng), publicise (Br Eng) (**v**)
 publicity (**n**)
 public transport (**n**)
 publish (**v**)
 pull (**n & v**)
 punctual (**adj**)
 punish (**v**)
 pupil (**n**)
 purchase (**n & v**)
 pure (**adj**)
 purpose (**n**)
 push (**n & v**)
 put away (**phr v**)

- *Put away the file before you leave.*

 put back (**phr v**)

- The meeting was put back until the end of the month.
- She put it back once she'd finished with it.

 put down (**phr v**)

- She put her name down for the conference.

 put off (**phr v**)

- Let's put the meeting off until next week.

 put on (**phr v**)

- *He put on his coat as it was cold.*

 put out (**phr v**)

- He put out the light.
- The company put out an updated version.

 put through (**phr v**)

- Could you put me through to the finance director, please?

 put up (**phr v**)

- *Gas companies are putting up their prices next week.*

 put up with (**phr v**)

- I can't put up with this noise.

Q

qualification (**n**)
 qualify (**v**)

- qualify as an accountant
- qualify for a discount

 quality (**n**)
 quality assurance (**n**)
 quality control (**n**)
 quantity (**n**)

quarrel (**n & v**)
 quarter (**n**)
 quarter to/of (also a quarter of in Am Eng) (**n**)
 quarter past (also a quarter after in Am Eng) (**n**)
 quay (**n**)
 query (**n & v**)
 question (**n & v**)
 questionnaire (**n**)
 queue (Br Eng), line (Am Eng) (**n**)
 queue (Br Eng), line up (Am Eng) (**v**)
 quick (**adj**)
 quiet (**adj**)
 quite (**adv**)
 quiz (**n & v**)
 quotation (**n**)

- The quotation is higher than expected.

 quote (**n & v**)

- Could you quote us a price for printing 10,000 brochures? (**v**)
- The quote hasn't come in yet. (**n**)

R

race (**n & v**)
 radio (**n**)
 rail (**n**)
 railway (**n**)
 raise (**n & v**)
 range (**n & v**)
 rank (**n & v**)

- a taxi rank (**n**)
- Our company ranks in the top five. (**v**)

 rapid (**adj**)
 rare (**adj**)
 rate (**n & v**)
 rather (**adv**)
 Rd (**abbrev**) road
 re (**abbrev**) regarding
 reach (**v**)
 react (**v**)
 reaction (**n**)
 read (**v**)
 ready (**adj**)
 real (**adj**)
 really (**adv**)
 realize (Am Eng), realise (Br Eng) (**v**)
 realistic (**adj**)
 rearrange (**v**)
 reason (**n & v**)
 reasonable (**adj**)
 receipt (**n**)
 receive (**v**)
 receiver (**n**)

- a telephone receiver

 recent (**adj**)
 reception (**n**)

- *the reception desk in a hotel/company*
- a business reception to greet delegates

 receptionist (**n**)
 reckon (**v**)
 recognize (Am Eng), recognise (Br Eng) (**v**)
 recommend (**v**)
 record (**n, adj & v**)

- a record of the meeting (**n**)
- record profits (**adj**)
- record a message (**v**)

 recorder (**n**)

- a digital recorder

recover (v)
 • He still hasn't recovered from his illness.

recovery (n)

recruit (v)

rectangular (adj)

red (adj & n)
 • in the red

reduce (v)

reduction (n)

redundant (adj)
 • make someone redundant (Br Eng)

ref (abbrev) with reference to

refer (v)
 • refer to something

reference (n)
 • a reference to something
 • a reference from a previous employer

refreshments (n)

refrigerator (n)

refund (n & v)

refurbish (v)

refuse (v)

regard (n & v)

regards (n)

regarding (prep)

region (n)

regional (adj)

register (n & v)
 • register for unemployment benefit (v)
 • on the register (n)

registration (n)

regret (n & v)

regular (adj)

regulations (n pl)

reject (n & v)

rejection (n)

relation (n)
 • industrial relations
 • public relations

relax (v)

relevant (adj)

reliable (adj)

reliability (n)

relief (n)
 • What a relief!

relocate (v)

relocation (n)

rely (v)

remain (v & adj)
 • remain steady/stable/flat (v)
 • the remaining budget (adj)

remember (n)

remind (v)

remit (v)
 • remit funds

remove (v)

renew (v)

rent (n & v)

rental (n & adj)

reorganization (Am Eng), reorganisation (Br Eng) (n)

rep (n) representative

repair (n & v)

repay (v)

repeat (n, adj & v)

repetitive (adj)

replace (v)

reply (n & v)

report (n & v)

represent (v)

representative (Sales Rep/Representative) (n)

reputation (n)

request (n & v)

require (v)

rescue (n & v)

research (n & v)

R & D (abbrev) research and development

reservation (n)

reserve (v)

resident (n)

residential (adj)

resign (v)

resignation (n)

resolve (v)

resource(s) (n)

respect (n & v)

respond (v)

response (n)

responsibility (n)

responsible (adj)

rest (n & v)

restaurant (n)

result (n & v)

resume (Am Eng), CV (Br Eng) (n)

retail (n & v)

retail outlet (n)

retail price (n)

retain (v)

retire (v)

return (n & v)
 • She returned after everyone had left. (v)
 • The return on our investment was not what we expected. (n)

return ticket (Br Eng), round-trip ticket (Am Eng) (n)

reveal (v)

revenue (n)

review (n & v)

revise (v)

reward (n & v)

rich (adj)

ride (n & v)

right (n & adj)
 • on the right (n)
 • That's right. (adj)
 • We need to protect our rights. (n)

ring (n & v)

ring back (phr v)

ring up (phr v)

rise (n & v)

risk (n & v)

rival (n & adj)

river (n)

road (n)

role (n)

roof (n)

room (n)
 • double/single/twin room

room service (n)

rough (adj)

round (adj, prep & adv)

round trip (ticket) (Am Eng), return (Br Eng) (n)

roundabout (Br Eng), traffic circle (Am Eng) (n)

route (n)

routine (n & adj)

row (n)
 • The seats are arranged in rows.
 • It's in the second row of the third column.

RSVP (abbrev) please reply

rubber (n & adj)

rubbish (Br Eng), trash (Am Eng) (n)
rude (adj)
ruin (n & v)
rule (n & v)
run (n & v)

- run a business (v)
- a run of good luck (n)

run out (of) (phr v)
rural (adj)

S

S (abbrev) south
sad (adj)
safe (n & adj)
safety (n)
salary (n)
sale (n)
sales (n)
sales assistant (n)
sales representative (rep) (n)
same (adj, adv & pron)
sample (n & v)
satisfaction (n)
satisfactory (adj)
satisfied (adj)
save (v & n)
say (v)
scale (n)

- salary scale
- large/small scale

scan (n & v)
scared (adj)
schedule (n & v)
scheme (n)

- training scheme

school (n)
science (n)
scientific (adj)
scissors (n)
screen (n & v)
sea (n)
seal (v)
search (n & v)

- customs search
- a search on the internet

search for (phr v)
season (n)

- busy/quiet season
- peak season
- winter, spring, etc

seasonal (adj)
seat (n & v)
seatbelt (n)
sec (abbrev) second
second (adj & n)
second-hand / second hand (adj)
secondary (adj)
secret (adj & n)
secretarial (adj)
secretary (n)
section (n)

- section head

sector (n)

- this sector of the economy

secure (adj & v)
security (n)
see (v)

see off (phr v)
seem (v)
seldom (adv)
select (v)
selection (n)
self-employed (adj)
selfish (adj)
self-service (n)
sell (v)
selling price (n)
seminar (n)
send (v)
send for (phr v)
senior (adj & n)
sensible (adj)
sensitive (adj)
sentence (n)

- Can you translate this sentence into German?

separate (v & adj)

- Can you separate these for me? (v)
- They work in separate locations. (adj)

series (n)
serious (adj)
servant (n)
serve (v)

- The rail network services every region in the country.
- In my last job, I had to serve customers.
- The company serves the interests of its shareholders.

server (Am Eng), waiter/waitress (Br Eng) (n)
service (n)
service agreement (n)
service charge (n)
service industry (n)
services (n)

- offer a range of services

session (n)
set off (phr v)

- set off for work

set out (phr v)

- set out on a journey
- set out a list of options

set up (phr v)

- set up a business

settle (phr v)

- feel settled in a job
- settle an account

several (adj)
sex (n)

- the male/female

shake (n & v)
shall (v)
shallow (adj)
shame (n)

- What a shame!

shape (n & v)
share (n & v)

- I share an office with the marketing director. (v)
- Our market share has increased. (n)

shareholder (n)
shares (n)

- shares in the company

sharp (adj)

- a sharp increase
- a sharp rise/drop

she (**pron**)
sheet (**n**)
shelf (**n**)
shift (**n**)

- night shift
- shift worker

shine (**v & n**)
ship (**n & v**)
shipping (**n**)
shirt (**n**)
shock (**n & v**)

- The news came as a shock.
- It shocked me.

shoe(s) (**n**)
shop (**n & v**)
shopping center (*Am Eng*) / *centre* (*Br Eng*) (**n**)
shopping mall (**n**)
short (**adj**)
shortage (**n**)
short-term / short term (**adj & n**)
should (**v**)
shout (**n & v**)
show (**n & v**)
shower (**n & v**)
shut (**adj & v**)
shy (**adj**)
sick (**adj**)
sick of (**v**)
side (**n, adj & v**)
sight (**n**)

- in sight, out of sight
- *tourist sight*

sightseeing (**n**)
sign (**n & v**)

- a *traffic sign*, a *sign on the wall* (**n**)
- *Sign here, please.* (**v**)
- signs of economic recovery (**n**)

signal (**n & v**)
signature (**n**)
significant (**adj**)
signpost (**n & v**)
silence (**n**)
silent (**adj**)
silk (**n & adj**)
silver (**n & adj**)
similar (**adj**)
simple (**adj**)

- *simple food*
- a *simple exercise*

since (**conj & prep**)
sincerely (**adv**)
single (**n & adj**)
Sir (**title**)
sit (**v**)
site (**n & v**)
situate (**v**)
situation (**n**)
size (**n**)
skill (**n**)
skilled (**adj**)
skirt (**n**)
sky (**n**)
sleep (**n & v**)
slide (**n & v**)

- prepare the slides for your presentation
- his performance has been sliding

slight (**adj**)
slim (**adj**)
slow (**adj & v**)

slow down (**phr v**)

- Sales of the X13 model have slowed down.

small (**adj**)
smart (**adj**)
smartphone (**n**)
smell (**n & v**)
smile (**n & v**)
smoke (**n & v**)
smooth (**adj**)
snack (**n & v**)
so (**adv & conj**)
so that (**conj**)
social (**adj**)
society (**n**)
sofa (**n**)
so far (**adv**)
soft (**adj**)
software (**n**)
sole (**adj**)

- sole agent

solid (**adj**)

- a solid base
- solid fuel

solution (**n**)
solve (**v**)
some (**det, pron & adv**)
somebody (**n & pron**)
someone (**n & pron**)
something (**n & pron**)
sometimes (**adv**)
somewhere (**adv**)
soon (**adv**)
sorry (**adj**)
sort (**n & v**)
sort out (**phr v**)

- Could you sort out my travel arrangements to Berlin?

sound (**n & v**)
south (**adj, adv & n**)
south east (**n & adj**)
south west (**n & adj**)
souvenir (**n**)
space (**n**)
spare (**adj & v**)

- *spare cash* (**adj**)
- *I can't spare the time to see him.* (**v**)

speak (**v**)
speaker (**n**)

- a conference speaker

special (**adj**)
specialize (*Am Eng*), *specialise* (*Br Eng*) (**v**)
specialist (**n**)
special offer (**n**)
specialty (**n**)
specifications (**n**)
speech (**n**)
speed (**n & v**)
spell (**v**)
spend (**v & n**)

- *spend money* (**v**)
- *spend time* (**v**)
- Our advertising spend has increased this year. (**n**)

spill (**n & v**)
spite (**n**)

- in spite of

spoil (**v**)
sponsor (**n & v**)
sport(s) (**n**)

spot (n & v)

spy (n & v)

square (n & adj)

- a square pattern (adj)
- the town square (n)

St (abbrev) street

staff (n & v)

stage (n)

- the final stage of production

stairs (n)

stamp (n)

- Is there a stamp on the envelope?
- Use the company stamp.

stand (n & v)

- stand outside (v)
- a stand at a trade fair (n)
- Production stood still due to a strike. (v)
- We stood up to get a better view. (v)
- The factory stands on a new industrial park. (v)

standard (adj & n)

staple (n)

stapler (n)

start (n & v)

- the start of the conference (n)
- The meeting started 10 minutes late. (v)

starter (Am Eng), entrée (Br Eng) (n)

start-up / start up (adj, v & n)

- Start-up costs have increased. (adj)
- After leaving this company, she started up another. (v)
- He was involved with a new start up. (n)

state (n & v)

- He comes from the state of California. (n)
- Her office was in a very untidy state. (n)
- There are both state and private railways in Japan. (n)
- He stated that he had been unaware of the situation. (v)

station (n)

stationery (n)

statistics (n)

stay (n & v)

stay behind (phr v)

- He stayed behind to finish up his report.

steady (adj & v)

steal (v)

steam (n)

steamed (adj)

steel (n)

steep (adj)

step (n & v)

- Steps 1-3 (n)
- take steps to do something (n)
- step forward (v)

still (adj)

stingy (adj)

stock (v, n)

- We don't stock that model anymore. (v)
- no longer in stock (prep phr)
- stocks and shares (n)

Stock Exchange (n)

stone (n)

stop (n & v)

storage (n)

store (n & v)

- a department store (n)
- Store it for future use. (v)

storeroom (n)

storey (Br Eng), story (Am Eng) (n)

storm (n & v)

- The roof was damaged in the storm. (n)
- a storm of protests (n)
- She stormed out of the meeting. (v)

story (n)

straight (adj & adv)

strange (adj)

stranger (n)

strategy (n)

- a business strategy

street (n)

strength (n)

strengthen (v)

stress (n & v)

- There is a lot of stress in this job. (n)
- He stressed that it was important to be on time. (v)

strict (adj)

- strict Health and Safety regulations

strike (n & v)

- Most workers have gone on strike. (n)
- They're striking for higher wages. (v)

string (n)

strong (adj)

structure (n & v)

- Could you describe the structure of the company? (n)
- The company was re-structured. (v)

stubborn (adj)

student (n)

studies (n)

- business studies

studio (n)

study (n & v)

- I'm studying Marketing. (v)
- She studied the report. (v)
- The company carried out a study of consumer spending habits. (n)

stupid (adj)

subsequently (adv)

subsidiary (n & adj)

subject (n)

- the subject of a discussion
- the subject of a sentence
- a university subject

substantial (adj)

subtract (v)

subordinate (n)

suburb (n)

subway (n)

- The New York subway is a huge transportation system. (Am Eng) (underground – Br Eng)
- Subways provide an alternative to crossing busy roads. (Br Eng) (underpass - Am Eng)

succeed (v)

success (n)

successful (adj)

such (det & pron)

sudden (adj)

suffer (v)

sufficient (adj)

suggest (v)

suggestion (n)

suit (n & v)

suitability (n)

suitable (adj)
suitcase (n)
suite (n)
sum (n)
sum up (phr v)

- The finance director summed up objections to the proposed strategy.

sunny (adj)
supermarket (n)
supervise (v)
supervision (n)
supervisor (n)
supper (n)
superior (n)
supplier (n)
supplies (n pl)
supply (n & v)
support (n & v)
suppose (v)
surcharge (n)
sure (adj)
surname (n)
surplus (n)
surprise (n, adj & v)
survey (n & v)
sweep (v)
swing (n & v)

- There has been a swing in public opinion. (n)
- The door swung shut. (v)

swimming pool (n)
switch (n & v)

- light switch
- switch on/off
- switch from/to

system (n)

T

table (n)
take (v)

- take time
- take a message
- take time/a day/an afternoon off

take away (phr v)

- He took the printer away.
- Take 6 away from 12.

take off (phr v)

- She took the afternoon off.
- She took off her jacket.
- The plane took off on time.

take off (n)

- take off and landing

take out (phr v)

- take out the trash
- take out a loan
- take the visitors out for lunch
- take out some of the numbers from the document

take over (phr v)

- I have to take over all his responsibilities.
- The CEO plans to take over one of our competitors.

take part in (phr v)

- He didn't take part in the discussion.

take place (phr v)

- The conference will take place at the end of the year.

take up (phr v)

- She took up golf as a way of building her business networks.
- He took up a new position in the company.

takeover (n)

- There have been several very high-profile takeovers in recent months.

takings (n pl)
talent (n)
talented (adj)
talk (n & v)
tall (adj)
tap (n & v)
target (n, adj & v)

- our target customers (adj)
- The company's production target is 1000 units per week. (n)
- The company was targeted by protesters. (v)

task (n)
taste (n & v)
tasty (adj)
tax (n & v)
taxation (n)
taxi (n)
taxpayer (n)
tea (n)
teach (v)
team (n)
teamwork (n)
tear (n & v)
technical (adj)
technician (n)
technique (n)
technological (adj)
technology (n)
tel (abbrev) telephone number
telecommunications (n)
telephone (n)
television (n)
tell (v)
temperature (n)
temple (n)
temporary (adj)
tenant (n)
terminal (n)

- a computer terminal
- a terminal at the airport

terms (n)

- What are the terms of the agreement?

terrible (adj)
terrified (adj)
test (n & v)
text (n & v)
text message (n)
textile (n)
than (conj)
thank (v)
thank you (int)
thanks (n & int)
that (adv, det, conj & pron)
the (det)
theater (Am Eng), theatre (Br Eng) (n)

- We can take our guests to the theater.
- movie theater

their (det)
theirs (pron)
them (pron)
themselves (pron)
then (adv)

theory (n)
there (adv & pron)

- Put it over there, please. (adv)
- There are two copy machines in our office. (pron)

therefore (adv)
thermometer (n)
these (adv, det & pron)
they (pron)
thick (adj)
thief (n)
thin (adj)
thing (n)
think (v & n)
think of/about (v)

- What do you think of the salary?

thirsty (adj)
this (adv, det & pron)
those (adv, det & pron)
though (adv & conj)
thought (n & v)
thousand (n)
threat (n)
threaten (v)
through (adv & prep)
throughout (adv & prep)
throw (n & v)
throw away (phr v)

- He threw the receipt away by mistake.

tick (n & v)
ticket (n)
tidy (adj & v)
tie (n & v)

- a shirt and tie (n)
- tied with string (v)

tight (adj)
till (conj & prep)
time (n & v)
timeline (n)
timetable (n)
tin (n)
tiny (adj)
tip (n & v)
tired (adj)
title (n)
to (prep)
today (adv & n)
together (adv)
toilet (n)
tomorrow (adv & n)
ton(ne) (n)
tonight (adv & n)
too (adv)
tool (n)
top (n & adj)
topic (n)
total (n & adj)
touch (n & v)
tour (n & v)
tourist (n & adj)
towards (prep)
tower (n)
town (n)
track (n & v)
trade (n & v)
trade fair (n)
trade union (n)
trader (n)

- stock trader

tradesman (n)
trading company (n)
traditional (adj)
traffic (n)
traffic circle (Am Eng), roundabout (Br Eng) (n)
train (n & v)
trainee (n)
trainer (n)
tram (n)
transfer (n & v)
translate (v)
translation (n)
transport (n & v)
transportation (n)
trash (Am Eng), rubbish (Br Eng) (n)
trash can (Am Eng), rubbish bin (Br Eng) (n)
travel (n & v)
travel agent (n)
travel arrangements/plans (n)
travel expenses (n)
traveler's checks (Am Eng) (n)
traveller's cheques (Br Eng) (n)
trend (n)
trial (n & adj)

- trial period (adj)
- We will run a trial first. (n)

trip (n)
trouble (n)
truck (Am Eng), lorry (Br Eng) (n)
true (adj)
trunk (Am Eng), boot (Br Eng) (n)
trust (n & v)
truth (n)
try (n & v)
try on (v)
tube (n)
tunnel (n)
turn (n & v)
turn around (phr v)

- he turned the company around in two years

turn down (phr v)

- turn down the radio
- turn down an offer/application

turn into (phr v)

- Anna has turned into a competent and efficient manager.

turn off (phr v)

- Turn off your cell phone, please.

turn on (phr v)

- He turned on his computer.

turn out (phr v)

- Turn out the lights before you go.
- In the end, everything turned out alright.

turn up (phr v)

- Could you turn up the air conditioning, please?
- He didn't turn up. I don't know where he was.

turning (n)

- the first turning on the left

turnover (n & v)

- an annual turnover of \$1 million

TV (abbrev) television
twice (adv)
twin (adj & n)
twin room (n)
type (v & n)
typical (adj)
typist (n)

U

ugly (**adj**)
unable (**adj**)
unbelievable (**adj**)
under (**prep**)
undercharge (**v**)
underestimate (**v**)
underground (**adj**)
underground (*Br Eng*), *subway* (*Am Eng*) (**n**)
underline (**v**)
underpaid (**adj**)
understand (**v**)
undo (**v**)
uniform (**n**)
union (**n**)
• trade union
unit (**n**)
• unit cost
• factory unit
• industrial unit
universe (**n**)
university (**n**)
unleaded (**adj**)
unless (**conj**)
until (**prep**)
unusual (**adj**)
up (**prep & adv**)
up to (**phr v**)
• *What are you up to?*
• It's not up to me who gets the position.
up-to-date / up to date (**adj & adv**)
update (**n & v**)
• *give me an update* (**n**)
• *update your antivirus software* (**v**)
upgrade (**n & v**)
upload (**n & v**)
upon (**prep**)
upset (**adj & v**)
upstairs (**adv**)
upturn (**n**)
upward (**adj**)
urban (**adj**)
urgent (**adj**)
us (**pron**)
use (**n & v**)
used to (**v**)
useful (**adj**)
useless (**adj**)
user (**n**)
usual (**adj**)
usually (**adv**)

V

vacancy (**n**)
vacation (**n**)
valid (**adj**)
• a valid passport
• a valid argument
valuable (**adj**)
value (**n & v**)
van (**n**)
variety (**n**)
various (**adj**)
vary (**v**)
vehicle (**n**)

vendor (**n**)
venture (**n**)
• a joint venture
• venture capital
venue (**n**)
very (**adv**)
victory (**n**)
video (**n & v**)
view (**n & v**)
village (**n**)
violent (**adj**)
virus (**n**)
• a computer virus
visa (**n**)
visit (**n & v**)
vocabulary (**n**)
voice (**n & v**)
volume (**n**)
vote (**n & v**)
voyage (**n**)

W

W (**abbrev**) west
wage(s) (**n**)
wait (**n & v**)
waiting room (**n**)
waiter (**n**)
waitress (**n**)
wake (**v**)
wake up (**phr v & adj**)
• *a wake-up call*
walk (**n & v**)
walking distance (**n**)
wall (**n**)
wallet (**n**)
want (**v & n**)
war (**n**)
warehouse (**n**)
warm (**adj**)
warn (**v**)
wash (**v**)
waste (**n & v**)
waste basket (*Am Eng*) (**n**)
wastepaper basket/bin (*Br Eng*) (**n**)
watch (**n & v**)
water (**n & v**)
wave (**n & v**)
way (**n**)
we (**pron**)
weak (**adj**)
weakness (**n**)
wealth (**n**)
wear (**v & n**)
• *sportswear*
• *footwear*
wear out (**phr v & adj**)
• I'm worn out. I need a holiday.
• worn-out clothing/equipment
weather (**n**)
web (**n**)
website (**n**)
website address (**n**)
week (**n**)
weekday (**n**)
weekend (**n**)
weigh (**v**)
weight (**n**)

welcome (n)
welfare (n)
well (adv & n)
Well done! (exclam)
well-established (adj)
well-known (adj)
well-made (adj)
well-paid (adj)
west (n)
wet (adj)
what (adv, det, conj, pron & int)
whatever (conj, det & pron)
wheel (n)
when (adv & conj)
whenever (adv & conj)
where (adv & conj)
whereas (conj)
whether (conj)
which (pron)
while (conj)
whiteboard (n)
who, whom (pron)
whole (adj)
wholesale (adj & adv)
wholesaler (n)
whose (pron)
why (adv & conj)
wide (adj)
width (n)
will (n & v)
willing (adj)
win (n & v)
window (n)
• window seat
window display (n)
wing (n)
• wing of a plane
• wing of a building
wire (n)
wise (adj)
wish (n & v)
with (prep)
withdraw (v)
within (adv & prep)
without (adv & prep)
witness (n & v)
woman (n)
wonder (n & v)
wonderful (adj)
wood (n)
wooden (adj)
wool (n)
word (n)
word processing (n)
work (n & v)
• work hard
• work overtime/late
work permit (n)
workaholic (n)
workforce (n)
workload (n)
working hours (n)
workplace (n)
workshop (n)
workstation (n)
world (n)
world-wide / worldwide (adj & adv)
worried (adj)
worry (v & n)
worse/worst (adj & adv)
worth (adj)
worthwhile (adj)

would (v)
wrap (v)
wrap up (phr v)
write (v)
write down (phr v)
write out (phr v)
wrong (adj, n & v)

X

Y

yard (n)
year (n)
yes (int)
yesterday (adj & n)
yet (adv)
you (pron)
young (adj)
your (adj)
yours (pron)
yourself (pron)
youth (n)
yr (n) year

Z

zero (n)
zone (n)
zoo (n)

APPENDIX 1

I

Word sets

In addition to words in the alphabetical list, BULATS candidates at A2 level are expected to know:

Cardinal numbers

one, two, three, etc

Ordinal numbers

first, second, third, twenty fourth, twenty fifth, etc

Days of the week

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Seasons of the year

Spring, Summer, Winter, Autumn/Fall

Countries, nationalities and languages

Eg, Brazil, Brazilian, Portuguese; Canada/Canadian

Continents/Oceans

Africa, Europe, North & South America, etc

Pacific, Atlantic, etc

Words for email addresses

dot, slash, at (@), etc

Major currencies

dollars, euros, pounds, etc

APPENDIX 2

Affixes

The words on the alphabetical list may be extended by the use of one or more of these affixes:

mini-	with nouns, sometimes without a hyphen, eg <i>minibus, mini-tour</i>
non-	with nouns and adjectives, eg <i>non-essential</i>
re-	with verbs and their related nouns, usually without a hyphen, eg <i>rename, rearrange</i>
self-	with nouns and adjectives, eg <i>self-importance, self-confident</i>
un-	negative prefix, eg <i>unsafe, unstable</i>
-able	with verbs to form adjectives, eg <i>affordable, likable</i>
-ed (-d)	with verbs to form adjectives, eg <i>limited, used</i>
-er (-r)	with verbs to form nouns, eg <i>teacher, advertiser, shopper</i> ; also comparative forms, eg <i>brighter</i>
-ese	for nationalities, languages, eg <i>Chinese, Portuguese</i>
-est	for superlatives, eg <i>tallest</i>
-ful	with nouns for amount contained, eg <i>spoonful</i> ; with nouns to form adjectives denoting characteristics or qualities, eg <i>painful, useful</i>
-ing	with verbs for activity or state, eg <i>selling, satisfying</i>
-ish	for nationalities or languages, eg <i>Swedish</i> ; with nouns to form adjectives, eg <i>selfish</i>
-ist	with nouns, occupations, eg <i>chemist, specialist</i>
-less	with nouns to form adjectives, eg <i>useless</i>
-ly	with adjectives to form adverbs, eg <i>effectively</i> ; with nouns to form adjectives, eg <i>friendly</i>
-ment	with verbs to form nouns, eg <i>announcement, retirement</i>
-or	with verbs to form nouns, eg <i>vendor, inventor</i>
-y	with nouns to form adjectives, eg <i>sunny</i>