

Word List

Word List

Part 1 Photographs

auditorium a large room or building where people gather to watch a performance, listen to a speech, etc.

bench a long seat for two or more people

blueprint a photographic print that shows how something (such as a building) will be made

bookcase a piece of furniture with shelves to hold books

bush a plant that has wooden stems but is smaller than a tree

counter a piece of furniture with a flat surface that workers and customers stand at when doing business in a store, restaurant, etc.

crosswalk a marked path where people can safely walk across a street

display an arrangement of things intended to decorate, advertise, or inform people about something

flower pot a container, usually made of plastic or clay, in which plants are grown

ground the surface of the earth

hanger a piece of metal, plastic, or wood that is used to hang clothing

hook a curved or bent tool for catching, holding, or hanging something

intersection the place where two or more streets meet or cross

ladle a large, deep spoon with a long handle, used for serving liquid

lamp a device that produces light

ledge a narrow, flat surface that sticks out from a wall

light fixture a device for producing light that is usually fixed into a wall or ceiling

lot a small piece of land that is or could be used for building something

mannequin a figure shaped like a human body, used for making or displaying clothes

patio an area of ground outside a house that is covered with a hard material such as bricks or concrete and is used for sitting outdoors

pier a structure that goes out from a shore into the water

platform an area next to railroad tracks where people wait for a train or subway

podium a raised platform for a speaker or performer, or a stand with a slanted surface that holds a book, notebook, etc., for someone who is reading or speaking

potted plant a plant that grows in a pot rather than in the ground

stool a seat that fits one person and that has no back or arms

suitcase a large case that you use to carry clothing and other belongings when you are traveling

tabletop the surface of a table

whiteboard a board with a smooth white surface that can be written on with special markers

to adjust to change the position of (something), or to change (something) in a minor way so that it works better

to arrange to move and organize (things) into a particular order or position

to be bagged to be put into a bag

to be located to be at or to be put in a particular place

to be placed to be put in a particular place

to be scattered to be placed or left in different places

to be served to be given (food or drinks) at a meal, in a restaurant, etc.

to be thrown to be moved out of someone's hand by a quick forward motion

to bundle to fasten, tie, or wrap a group of things together

to chain to fasten, hold, or connect (someone or something) with a chain

to demonstrate to show or explain how something is used or done

to dock a boat to bring a boat into a dock (an area of water in a port where ships are loaded, unloaded, and repaired)

to fix to make (something) whole or able to work properly again; to repair

to hang up to attach or place something so that it is held up without support from below

to install to make (a machine, a service, etc.) ready to be used in a certain place

to lay cement to cover an area of ground with concrete (the hard substance made when a soft gray powder is mixed with water and other substances)

to line to place or form a line along (something, such as a hallway, building, or street)

to peel fruit to remove the skin from a piece of fruit

to plant to put (a seed, flower, or plant) into the ground to grow

to push in to use force to move (someone or something) forward or away from you

to replace to put someone or something new in the place or position of (someone or something)

to set up to arrange and plan (an event or activity), or to make (something) ready to be used

to sharpen a pencil to make the point of a pencil finer

to shovel to lift and throw (dirt, sand, etc.) with a shovel, a tool with a long handle

to slice to cut (something) with a sharp object

to stack to arrange things in a (usually neat) pile, one on top of the other

to tie a shoe to make a knot or bow in a shoelace so that it stays in place

to turn on to cause (something) to work by pressing a button, moving a switch, etc.

to weld to join pieces of metal together by heating the edges until they begin to melt and then pressing them together

to wipe down to clean or dry (something) by using a towel, your hand, etc.

policy an officially accepted set of rules or ideas about what should be done

presentation an activity in which someone shows, describes, or explains something to a group of people

qualified having the necessary skill, experience, or knowledge to do a certain job or activity

requirement something that is needed or that must be done

reservation an arrangement to have something (such as a room, table, or seat) held for your use at a later time

restricted having a set limit; allowing use or entry by only certain people

résumé a short document describing your education, work history, etc., that you give an employer when applying for a job

statement a document that shows the amounts of money you have received, spent, etc.

storage room a room where you put things when they are not being used

technical support a service provided by a hardware or software company to help and advise users about its products

temporary lasting or continuing for a limited time; not permanent

trade show a large gathering in which different companies in a particular field or industry show their products to possible customers

turnover the rate at which people leave a place, company, etc., and are replaced by others

to access to be able to use, enter, or get near (something)

to be aware of to know that something (such as a situation, condition, or problem) exists

to be out of to have no more of (something) because it has all been sold, used, etc.

to bill to provide (a person, business, organization, etc.) with a statement that says how much money is owed

to book a tour to make a reservation for a journey through the different parts of a city, region, etc., in order to see and learn about it

to catch a train/bus/shuttle/taxi to get on a train/bus/shuttle/taxi before it leaves

to check out to leave and pay for your room at a hotel

to come in to enter a place; (of goods ordered) to arrive

to correct to change (something) so that it is right, true, proper, etc.

to drop off to let (someone) out of a vehicle at a particular place or to bring something to a particular place and leave it there

to fill to hire someone for a job that has become available

to finish in time to complete (something) early enough according to a schedule

Part 3 Short Conversations

annual report a company's yearly report to shareholders, describing its activities and finances

applicant someone who formally asks for something (such as a job or admission to a college)

application a formal and usually written request for something (such as a job, admission to a school, etc.)

broken separated into parts or pieces by being hit, damaged, etc., or not working properly

cancellation a decision to stop doing or planning to do something; the act of canceling something

energy consumption the use of power that comes from heat, electricity, etc.

error a mistake

experience the length of time that you have spent doing something, such as a job

hiring process the series of actions completed by representatives of a company in order to find a new employee

incorrect wrong

invoice a document that shows a list of goods or services and the prices to be paid for them; a bill

itinerary a document that lists the places you plan to go to on a trip

management the people who make decisions about a business, department, organization, etc.

meeting a gathering of people for a particular purpose, such as to talk about business

missing unable to be found; not in a usual or expected place

network issues problems with a system of computers and other devices (such as printers) that are connected to each other

to hire to give work or a job to (someone) in exchange for wages or a salary

to interview to question or talk with (someone) in order to get information or learn about that person

to look for to try to find (someone or something)

to look up to search for (something) in a reference book, on the Internet, etc.

to need fixing/repair to require work in order to be corrected, improved, or to begin working properly again

to offer a discount to give (someone) the opportunity to pay a special lower price for something

to operate to function or behave in a proper way; to function as a business, group, etc.

to order to use your authority to tell someone to do something; to request something from a supplier or a restaurant

to photocopy to make a paper copy of a document with a special machine (photocopier)

to place a bid to offer to do work for a particular price, or to offer to pay a particular amount for something that is being sold

to reach (someone) to call or write to (someone); to communicate with (someone)

to request to ask for (something) in a polite or formal way

to reserve a seat to make arrangements so that you will be able to use or have a seat at a later time

to resolve to find an answer or solution to (something)

to scout to watch or look at (someone or something) in order to decide whether that person or thing is suited for a particular job or purpose

to show to cause or allow (something) to be seen; to teach (someone) how to do or use something, especially by letting that person see you do or use it

to submit to give (a document, proposal, etc.) to someone so that it can be considered or approved

to take (the bus/train) to ride; to travel by

The train/bus runs every... The train/bus goes on a particular route at particular times.

Part 4 Short Talks

achievement something good that has been done through effort

attendance the number of people present at an event, meeting, etc.

authentic real or genuine; not copied or false

awardee a person who receives an award

botanical garden a large garden where plants are grown in order to be studied

brief short; lasting a short period of time or using only a few words

campaign a series of activities designed to produce a particular result

certificate a document that is official proof that you have finished school or a course of training

charity event a planned occasion designed to help people in need by raising money, collecting food or clothing, etc.

commercial an advertisement on TV or radio

demonstration an act of showing someone how something is used or done

disturbance something that stops you from working, sleeping, etc.; the act of disturbing someone

drawing an act of choosing something (such as a winning ticket) from a group without knowing which one you are choosing

educational institution a school, college, or university

efficiency the ability to do something or produce something without wasting materials, time, or energy

fair an event at which many people gather to buy things or to get information about a product or activity

festival an organized series of performances, or a special event when people gather to celebrate something

floor plan a plan that shows the position of the rooms in a building

harbor a part of the ocean, a lake, etc., that is next to land and that is protected and deep enough to provide safety for ships

health code a set of laws and regulations for cleanliness in restaurants, hospitals, plumbing, etc., designed to protect the public's health

inconvenience trouble or problems; something that causes trouble or problems

leak an occurrence in which something (such as a liquid or gas) passes through a hole in a surface

merger the act or process of combining two or more businesses into one business

notable unusual and worth noticing; very successful or respected

parking permit an official document that gives permission to leave a vehicle in a particular place

processing plant a building where chemicals or other materials are treated in order to make products

product launch the official introduction of a product into the market

promotional item something that usually displays a company logo and is used to market a product or brand, often given away for free

sanitation the process of keeping places free from dirt, infection, etc., by removing waste and garbage, by cleaning streets, etc.

significant large enough to be noticed or to have an effect; important

studio a place where radio or TV programs are broadcast

unbreakable not able to be broken

unlimited without any limits or restrictions

unsure not certain

unworn (of clothing, shoes, etc.) having never been worn; brand-new

upcoming happening or appearing soon vendor a business that sells a particular type of product

to allow to permit (something); to treat (something) as acceptable

to approach to move or become near or nearer in distance or in time to someone or something

to avoid to stay away from (someone or something) or to prevent the occurrence of (something bad)

to call back to return a phone call

to combat to try to stop (something) from happening or getting worse

to conclude to come to an end; to form an opinion; to decide (something) after thought or research

to encourage to make (someone) more likely to do something

to expedite to cause (something) to happen faster

to hand out to give (something) to each person in a group or place

to head/hurry over to go to a place

to join to do something with (a person or group), or to become a member of (a group or organization)

to mention to talk about, write about, or refer to (something or someone), especially in a brief way

to minimize to make (something bad or not wanted) as small as possible

to pick up to go somewhere in order to get and bring back (someone or something)

to praise to say or write good things about (someone or something)

to recognize to publicly give special attention or notice to (someone or something)

to record to write (something) down so that it can be used or seen again in the future: to store (something, such as sounds, images, etc.) on tape or on a disk so that it can be heard or seen later

to sterilize to clean (something) by destroying germs or bacteria

to strive to try very hard to do or achieve something

to take advantage of to make good use of the opportunities offered by (something)

at your earliest convenience as soon as you can without difficulty

no wonder not surprising

Attention, ... used in announcements to ask listeners or readers to notice something

due to because of; as a result of

Please be advised (that) ... used in formal announcements to begin a sentence providing information

Rest assured (that)... used to make listeners or readers feel safe or less worried about something

Parts 5 & 6 Grammar Practice

accountability the state of being responsible for something and required to explain your actions and decisions

accounting the skill, system, or job of keeping the financial records of a business or person

advanced beyond the basic level; far along in a course of progress or development

allotment an amount of something given to someone to use or have

ambitious having a desire to be successful, powerful, or famous

annual happening once a year

antique art, furniture, jewelry, etc., that was made at an earlier time and is often valuable

arrangements things that are done to prepare or plan for something in the future

assembly line a line of machines, equipment, workers, etc., in a factory that builds a product by passing work from one to the next; a production line

authenticity the quality of being real or genuine

brink a point that is very close to the occurrence of something (usually something bad)

budget cut a reduction in the amount of money available for spending according to a plan for how it will be spent

bulky large and hard to carry or store

carbon footprint the amount of carbon dioxide and other carbon-based substances that are put into the air due to the use of fossil fuels by a certain person, business, etc.

certification official approval to do something professionally or legally

cluttered filled or covered with many things in a way that does not look neat

code a set of instructions for a computer

committee a group of people who are chosen to do a particular job or to make decisions about something

competitively priced costing about the same or less than competing products or services

complimentary given free of charge

consent permission

constructive helping to develop or improve something; helpful

continuous continuing without stopping or being interrupted

contract a legal agreement between people, companies, etc.

cordial politely pleasant and friendly

criterion (pl. **criteria**) something that is used as a reason for making a judgment or decision

customer base the group of customers who regularly buy the products or services of a business

deliberate done in a way that is planned or intended

dental of or relating to teeth

direction instructions on how to do something, how to go to a place, etc.

disruption the act of causing something to be unable to continue normally; an interruption

duty something that is done as part of a job

effectively in a way that produces a desired result; in an effective manner

expert someone with special skill or knowledge relating to a particular subject

family-owned (of a business) owned and controlled by two or more family members

fast-paced happening at a high speed

feedback helpful information or criticism that is given to someone to say what can be done to improve something

fluctuating frequently changing level, strength, or value

fulfillment the act of doing what is required by (something, such as an order or a contract)

funding an amount of money that is used for a special purpose

garment an item of clothing

gradual moving or changing in small amounts; happening in a slow way over time

ideal exactly right for a certain purpose, situation, or person; perfect

immediate supervisor a supervisor (boss) who is one level higher in the company hierarchy and oversees an employee's work on a daily basis

impulsive done suddenly and without planning

indefinitely for an undetermined amount of time; until further notice

innovator a person or organization that has new ideas or does something in a new way

interface a system that is used for operating a computer; a system that controls the way information is shown to a computer user and how the user is able to work with the computer

invention a useful new device or process

keynote speaker a person who gives the main speech at a gathering (such as a convention)

labor workers considered as a group

lightweight not weighing very much compared to others of its kind

limited not high or great in number, amount, etc.

logistics company a business that provides the service of planning, implementing, and controlling the transportation and storage of goods for individuals and other businesses

managerial of or relating to a manager or group of managers; of or relating to the skill or process of managing

mandatory required by a rule or law; not optional

markedly in a very noticeable way

maternity leave the period of time that a new mother takes off from work following the birth of her child

messy not clean or tidy; not careful or precise

notification the act of giving official information to someone; something that notifies

obligation something that must be done because of a law, rule, promise, etc.

overnight courier a business that is used to send messages, packages, etc., within 24 hours

packaging material used to enclose or contain something, or the act or process of putting something in a package or container

participant someone involved in an activity or event

particular used to indicate that one specific person or thing is being referred to and no others

patiently without becoming annoyed when waiting for a long time or when dealing with problems

patron someone who buys the goods or services of a business; a customer

payment method how a product or service is paid for, such as in cash, by credit card, etc.

personal effects a person's property or possessions

personnel the people who work for a certain organization or business

popularity the state of being liked, enjoyed, or accepted; the state of being popular

premises a building and the area of land that it is on

preparations activities done in the process of making something ready or of becoming ready for something

prime opportunity an especially good situation in which to do or accomplish something

production line a line of machines, equipment, workers, etc., in a factory that builds a product by passing work from one to the next; an assembly line

profit money made in a business after all the costs and expenses are paid

properly correctly; appropriately

proposal a plan or suggestion that is presented to a person or group of people to consider

quarterly happening, done, or produced every three months (once per quarter)

questionnaire a written set of questions given to people in order to collect facts or opinions about something

recipient someone who receives something (such as a letter, package, award, etc.)

recruit a new member of a group or organization

regretfully with regret; used to say that something is regretted

regular customer someone who buys goods or services from a business frequently

resignation letter a piece of correspondence in which a person formally gives up his or her job

results information you get from a test, survey, etc.

risk the possibility that something bad or unpleasant will happen

risky involving the possibility of something bad or unpleasant happening

sales the skill, job, or activity of selling goods or services

scheduling conflict a situation in which one planned event on a person's schedule prevents him or her from doing something else scheduled for the same time

signature a person's name written in that person's handwriting; the act of signing something

spokesperson someone who speaks for or represents another person or a business or organization

state-of-the-art using or having the most modern methods, knowledge, or technology

sticker price the advertised price of an item, especially a vehicle

stock the supply of goods available for sale in a store

stockpile a large supply of something that is kept for future use

storage a space where you put things when they are not being used

submission the act of giving a document, proposal, etc., to someone so that it can be considered or approved; something that is submitted

subordinate someone who has less power or authority than someone else

subscriber someone who pays money to get a publication or service regularly

subsidy money that is paid usually by a government to keep the price of a product or service low

supportive giving help or encouragement

survey an activity in which many people are asked a question or a series of questions in order to gather information; a poll

sustainability the quality of involving methods that do not completely use up or destroy natural resources

thermostat a device that automatically adjusts the temperature in a room to the desired level

time-consuming using or needing a large amount of time

traffic jam a situation in which a long line of vehicles on a road have stopped moving or are moving very slowly

transition a change from one state or condition to another

turnout the number of people who go to or participate in something

unbearably to a degree that is too bad, harsh, or extreme to be accepted

unbiased not having or showing an unfair tendency to believe that some people, ideas, etc., are better than others; not biased

workforce the group of people who work for a particular organization or business

voucher a document that gives you the right to get something (such as a product or service) without paying for it

wastage wasteful use of something valuable

warehouse a large building used for storing goods

wing a particular section of a large building

on duty engaged in your regular work

to achieve to get or reach (something) by working hard; to accomplish (something)

to adjourn to end something (such as a meeting or session) for a period of time

to alleviate to reduce the pain or trouble of (something); to make (something) less difficult or severe

to allocate to divide and give out (something) for a special reason or to particular people, companies, etc.

to appraise to say how much something is worth after you have carefully examined it

to breach to fail to do what is required by (something, such as a law or agreement); to break or violate (something)

to calculate to find (a number, answer, etc.) by using mathematical processes

to call off to stop doing or planning to do (something); to cancel

to command to occupy a dominating position; to look down upon or over a body of water, region, etc.

to comply to do what you have been asked or ordered to do

to control to direct the actions or function of (something)

to convene to come together in a group for a meeting

to cut down on to reduce the amount of (something) or to start doing or using less of (something)

to deduct to take away (something, especially an amount of money) from a total

to dispose of to throw (something) away; to get rid of (something)

to double to become two times as great or as many

to ensure to make (something) sure, certain, or safe

to expire to no longer be valid after a certain period of time

to familiarize to give (someone) knowledge about something; to make (someone) familiar with something

to get a refund to get back money that was paid for something, such as a product that was returned

to go bankrupt to become unable to pay debts; to enter a state of bankruptcy

to halt to stop moving or happening

to host to provide storage space and access to a website

to implement to begin to do or use (something, such as a plan)

to improve to make better

to intensify to become stronger or more extreme

to outsource to send (some of a company's work) to be done by people outside the company

to permit to allow (someone) to do or have something

to point out to talk about or mention (something that you think is important)

to pose a question to offer a question for attention or consideration

to postpone to delay to a later date; to put off

to promote to change someone's rank or position to a higher one; to make people aware of (something, such as a new product) through advertising

to punch in to place a card in a time clock at the beginning of a workday so that the time is recorded on the card

to qualify for to have the right to do, have, or be a part of something

to recruit to find suitable people and get them to join a company, an organization, etc.

to shortlist to select and put on a list a small number of people or things from a larger group to be considered for an award, a job, etc.

to supply to make (something) available to be used

to surpass to be better or greater than (someone or something)

to turn down to say no to (someone or something); to decline

to unveil to show or reveal (something) to others for the first time

to volunteer to offer to do something without being forced to or without getting paid

Part 7 Reading Comprehension

acquisition something (such as a company or property) that is acquired; the act of acquiring something

admission the right or permission to enter a place; the cost of entering a place such as a theater, sports stadium, museum, etc.

appropriate right or suitable for a particular situation

approximately close in value or amount but not precisely; about

attachment a file that is sent along with an e-mail

benefit package the extra things (such as vacation time and health insurance) that are given by an employer to workers in addition to regular pay

board of directors a group of people elected to represent the shareholders of a company and to make important decisions

cause something (such as an organization, charity, or goal) that many people support and work for

chain a group of businesses that have the same name and offer the same goods or services

commensurate (with) equal or similar to (something) in size, amount, or degree

compensation payment for doing a job

cooperation the actions of someone being helpful by doing what is wanted or asked for

department one of the major parts of a company, organization, government, or school

document an official paper that gives information about something or that is used as proof of something

donation something (such as money, food, or clothes) that you give in order to help a person or organization

effective starting (at a particular time); in use; active

franchise the right to sell a company's goods or services in a particular area, or a business that is given such a right

fundraiser an event held to collect money for a cause

holding company a company whose main business is owning more than half of another company's stock

human resources a department of a company that deals with the people who work for that company

independently without needing help or support from others

innovative having or using new ideas

marketing the activities involved in making people aware of a company's products, making sure that the products are available to be bought, etc.

maximum the highest number that is possible or allowed

negotiation a formal discussion between people who are trying to reach an agreement

platform the hardware and software on which a computer application can be run

portfolio a collection of drawings, designs, or other documents that represent a person's work

proceeds the total amount of money or profit that is made

publicly traded (of a company) owned in shares of stock by the general public and traded on a stock exchange

purchase order a formal document used by an employee to request that something be purchased by a company

quarter one of four divisions of a year

regarding relating to; about

reminder something that causes you to remember or to think about something

share any of the equal parts of stock in a company owned by stockholders

shareholder a person who owns shares in a company; a stockholder

sincerely often used at the end of a formal letter or e-mail before the sender's signature

situation all the facts, conditions, and events that affect someone or something at a particular time and place; an important or sudden problem

spectator a person who watches an activity, event, game, etc., usually as part of an audience

strategy a careful plan or method for achieving a goal, usually over a long period of time

stuck in a place or situation that it is difficult or impossible to get out of

subject (to) affected by or possibly affected by

unanimous agreed to by everyone

urgent very important and needing immediate attention

in advance ahead of time

in the interim meanwhile; in the meantime; between now and then

to acquire to get or buy; to come to own

to announce to make (something) known in a public or formal way

to apologize to express regret for doing or saying something wrong; to make an apology

to approve to say that something or someone is good or acceptable

to be about to (do) to be planning to do (something) immediately or very soon

to benefit to be useful or helpful to (someone or something)

to collaborate to work together to achieve or do something

to estimate to give or form a general idea about the value, size, or cost of (something)

to exempt to say that (someone or something) does not have to do something that others are required to do

to get back to (someone) to speak or write to someone in order to give the requested information or because you were unable to communicate with him or her earlier; to reply

to make it to manage to arrive on time; to manage to attend a certain event

to register to put your name on an official list

to reschedule to schedule (something) for a different day and/or time

to respond to answer; to reply

to seek to look for or try to get

to specialize to limit your business or area of study to one specific area

until further notice used to indicate that a situation will not change until another announcement is made