BULATS Vocabulary List

B1 Level

Prepared by : ACUMEN/ BULATS Authorised Testing Center
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

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<th>Definition</th>
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<td>American English</td>
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<td>conjunction</td>
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<td>pron</td>
<td>pronoun</td>
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<td>sing</td>
<td>singular</td>
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<td>v</td>
<td>verb</td>
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### 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

<table>
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<th>Word</th>
<th>Definition</th>
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<td>abbreviation (n)</td>
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<td>ability (n)</td>
<td>able (adj)</td>
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<tr>
<td>able to go</td>
<td>about (adj &amp; prep)</td>
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<tr>
<td>The company has about 500 employees.</td>
<td>about to (be about to) (phr v)</td>
</tr>
<tr>
<td>The report is about cutting costs.</td>
<td>above (adj &amp; prep)</td>
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<td>abroad (adj)</td>
<td>absence (n)</td>
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<td>absent (adj)</td>
<td>absolutely (int)</td>
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<tr>
<td>accept (v)</td>
<td>access (n &amp; v)</td>
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<tr>
<td>accommodation (n)</td>
<td>accompany (v)</td>
</tr>
<tr>
<td>according to (prep)</td>
<td>account (n)</td>
</tr>
<tr>
<td>• I'd like to open a bank account.</td>
<td>• Our company has an account at Transport Solutions.</td>
</tr>
<tr>
<td>accountancy (n)</td>
<td>accountant (n)</td>
</tr>
<tr>
<td>accounting (n)</td>
<td>accounts (n)</td>
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<td>accuracy (n)</td>
<td>accurate (adj)</td>
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<td>achieve (v)</td>
<td>acknowledge (v)</td>
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<td>acquaintance (n)</td>
<td>acquire (v)</td>
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<tr>
<td>acquisition (n)</td>
<td>across (prep)</td>
</tr>
<tr>
<td>action (n)</td>
<td>act (v)</td>
</tr>
<tr>
<td>• The company has reasons for its actions.</td>
<td>• Industrial action has affected production.</td>
</tr>
<tr>
<td>• We need to develop an action plan.</td>
<td>active (adj)</td>
</tr>
<tr>
<td>activity (n)</td>
<td>actor (n)</td>
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<tr>
<td>actual (adj)</td>
<td>actually (adv)</td>
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<tr>
<td>ad (abbrev)</td>
<td>(advertisement)</td>
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<td>adapt (v)</td>
<td>add (v)</td>
</tr>
<tr>
<td>addition (n)</td>
<td>• In addition, I'd like to order a new printer.</td>
</tr>
<tr>
<td>• With his experience, he will be a useful addition to the team.</td>
<td>additional (adj)</td>
</tr>
<tr>
<td>address (n &amp; v)</td>
<td>• Could I have your email address? (n)</td>
</tr>
<tr>
<td>• The CEO addressed the conference.</td>
<td>(v)</td>
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<tr>
<td>adjust (v)</td>
<td>administration (n)</td>
</tr>
<tr>
<td>administrative (adj)</td>
<td>administrator (n)</td>
</tr>
<tr>
<td>admire (v)</td>
<td>admission (n)</td>
</tr>
<tr>
<td>• Admission to the conference is by invitation only.</td>
<td>admit (v)</td>
</tr>
<tr>
<td>• He admitted there were production problems.</td>
<td>• This ticket admits two people to the performance.</td>
</tr>
<tr>
<td>adult (n &amp; adj)</td>
<td>advance (n)</td>
</tr>
<tr>
<td>• Many thanks in advance.</td>
<td>• I'd like to make an advance booking.</td>
</tr>
<tr>
<td>advanced (adj)</td>
<td>• We need someone with advanced word-processing skills.</td>
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<tr>
<td>advantage (n)</td>
<td>advertise (v)</td>
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<tr>
<td>advertising (n)</td>
<td>advice (n)</td>
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<tr>
<td>advice note (n)</td>
<td>advise (v)</td>
</tr>
<tr>
<td>aeroplane (Br Eng), airplane (Am Eng) (n)</td>
<td>affair (n)</td>
</tr>
<tr>
<td>• He had a lot of important affairs to take care of.</td>
<td>affect (v)</td>
</tr>
<tr>
<td>afford (v)</td>
<td>afraid (adj)</td>
</tr>
<tr>
<td>• I'm afraid we can't help you.</td>
<td>after (prep)</td>
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<tr>
<td>after that (conj)</td>
<td>after-sales service (n)</td>
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<td>afternoon (n)</td>
<td>afterwards (adv)</td>
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<tr>
<td>again (adv)</td>
<td>against (prep)</td>
</tr>
<tr>
<td>age (n)</td>
<td>aged (adj)</td>
</tr>
<tr>
<td>• Let's use an advertising agency.</td>
<td>agency (n)</td>
</tr>
<tr>
<td>agent (n)</td>
<td>• I've been to the travel agent to book a flight to Hong Kong.</td>
</tr>
<tr>
<td>• He's our agent in Japan.</td>
<td>aggressive (adj)</td>
</tr>
<tr>
<td>ago (adv)</td>
<td>agree (v)</td>
</tr>
<tr>
<td>agricultural (adj)</td>
<td>agriculture (n)</td>
</tr>
<tr>
<td>aim (n &amp; v)</td>
<td>• His aim was to become CEO. (n)</td>
</tr>
<tr>
<td>• We aim to increase turnover by 5% this year.</td>
<td>(v)</td>
</tr>
<tr>
<td>air (n)</td>
<td>• He's going by air instead of by train.</td>
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<tr>
<td>air-conditioned (adj)</td>
<td>air-conditioning (n)</td>
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<tr>
<td>airline (n)</td>
<td>airmail (n)</td>
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<tr>
<td>airplane (Am Eng), aeroplane (Br Eng) (n)</td>
<td>airport (n)</td>
</tr>
</tbody>
</table>
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)
alocate (v)
allow (v)
  • 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)
attogether (adv)
avways (adv)
am (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)
anual (adj)
anual report (n)
anual return (n)
another (det)
answer (n & v)
anwer phone (n)
ante (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)
appealizer (n)
applicant (n)
appline (n)
appplication 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)
apropriate (adj)
approv (n)
aprove (v)
approx (abbrev) approximately (adv)
aproximate (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)
ard (adv & prep)
arrange (v)
  • arrange a meeting/time
arrangement (n)
arival (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)
ak for (v + prep)
apsect (n)
  • What aspect of your job do you like most?
assembly (n)
apsembly line (n)
apsembly plant (n)
apsembly point (n)
apssess (v)
apistant (n)
apssociate (n & v)
apssociation (n)
apssure (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)
atachment (n)
atack (n & v)
atend (v)
atendance (n)
attempt (v)
attention (n & v)
attitude (n)
attraction (n)
attraction (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 (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.
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)
backcony (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)
beside (adv & prep)
  • I beg your pardon.
  • I begged her not to resign.
begin (v)
behave (v)
  • He always behaves in a professional manner.
behaviour (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)
behind (prep)
bicycle (n)
big (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.
We've finished our meal so we'd better get the bill.

What's the date of her birth?

The company ended the year in the black.

I need a blank piece of paper.

The company has opened branches in major shopping malls.

The CEO made a brief visit to the factory.

Here is the news in brief.

The company sent a representative to brief us on changes to the procedures.

Could we arrange a breakfast meeting?

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

The CEO made a brief visit to the factory.

Here is the news in brief.

The company sent a representative to brief us on changes to the procedures.

We'll have to bring the meeting time forward to 10:00am.
• 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)
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
carbon copy (cc) (abbrev)
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)
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)
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 of a hotel
checklist (n)
cheerful (adj)
chef (n)
chemical (adj & n)
  • the chemical industry
chemist (n)
check (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)
click (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
coop (v)
corporation (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 & 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 or 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)
desert (n)
destination (n)
destroy (v)
detail (n)
determined (adj)
develop (v)
diagram (n)
dial (n & v)
diary (n)
dictate (n)
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)
  • 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)
electronic (adj)
electronic mail (email) (n)
electronics (n)
elementary (adj)
elevator (n) (usually lift in Br Eng)
either (det, adv & pron)
elect (v)
election (n)
electric (adj)
electrical (adj)
electronic (adj)
electronic mail (email) (n)
electronics (n)
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effort (n)
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either (det, adv & pron)
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election (n)
electric (adj)
electrical (adj)
electronic (adj)
electronic mail (email) (n)
electronics (n)
elementary (adj)
elevator (n) (usually lift in Br Eng)
either (det, adv & pron)

• 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)
t'ree (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)
esential (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)
exclude (v)
excluding (prep)
excuse (n & v)
• Excuse me. (v)
• It was just an excuse, not the real reason. (n)
excitement (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)

• They experimented with new ideas. (v)

expert (n & adj)
explain (v)
explanation (n)
explode (v)
• Demand for our new product has exploded.

exploration (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)

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

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)
ferret (n)
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)

dotation (n)
- flotation on the stock exchange

flowchart (n)
fluctuate (v)
fluctuation (n)

fly (v)
focus (n & v)
foil (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)
forget (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)
zeze (n & adj)
zeezing (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 $1 million. (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)
  • I've glanced at the figures.
glass (n & adj)
glasses (n)
global (adj)
  • global market
  • globalization (Am Eng), generalisation (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)
  • He's a graduate of a good business school.
  • She graduated in 2011. (v)
graduation (n)
gram (n)
gratitude (n)
grant (n & v)
  • He was given a grant to study new management methods.
  • The CEO granted his request to attend the conference. (v)
graph (n)
gravity (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)
grease (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)*
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 *(n)*
  • on hand *(n)*
  • in hand *(n)*
  • by hand *(n)*
  • to hand *(n)*
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 & n)*
  • 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)*
hand *(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)*
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)  
hurry (n & v)  
hr (abbrev) hour

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  
il (adj)  
illegal (adj)  
ilness (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)  
n 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  
infect (v)  
infect (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)  
institute (v)  
institute (n)  
injury (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)  
i nstructions (n)  
instructor (n)  
insurance (n)  
insure (v)  
intelligent (adj)  
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  
nernational (adj)  
net (n)  
nercultural / inter-cultural (adj)  
n interpersonal (adj)  
n nterpret (v)  
n terrupt (v)  
n section (n)  
interval (n)  
nerview (n & v)  
it o (prep)  
n troduce (v)  
n troduction (n)  
n tductory (adj)  
nvent (v)  
nvention (n)  
in vest (v)  
nvestment (n)  
n vitation (n)  
n vite (v)  
involve (v)  
iron (n)  
• made of iron  
nland (n)  
issue (n & v)  
• issue of a magazine (n)  
• issues about pay (n)  
• issue a statement (v)  
IT (abbrev) information technology  
lt (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  
jobe (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)  
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)**
later **(adv)**
laugh **(n & v)**
launch **(n & v)**
laundry **(n)**
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)**
lead to **(phr v)**
leader **(n)**
leadership **(n)**
leading **(adj)**
leaflet **(n)**
learn **(v)**
least **(adj & 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)**
letter **(n)**
level **(adj & n)**
level off **(phr v)**
level out **(phr v)**
liberal **(adj)**
library **(n)**
license **(v)**
license (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 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)
lower (adj, n & 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)
- 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.
- 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.
- She bought some flowers from the market.
- They marketed their goods overseas.
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)
mate (n)
- a workmate
material (n)
- the training material(s)
- construction materials
- raw materials
mathematics (n)
math (Am Eng), maths (Br Eng) (abbrev) 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)
metal (n)
method (n)
• production methods
meter (Am Eng), metre (Br Eng) (n)
microphone (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)
mp (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)
near (adv & prep)
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)
one (adv & pron)
noon (n)
onor (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)
ote (n & v)
note (Br Eng), bill (Am Eng) (n)
otebook (n)
oteypad (n)
otepaper (n)
nothing (pron)
note (n & v)
notebook (n)
noteboard (n)
now (adv & conj)
nowadays (adv)
nowhere (adv)
nr (abbrev) near
nuclear (adj)
number (n & v)
nylon (n)

 occupied (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)
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)
opportunist (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)
optical (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)
owe (v)
owing to (prep)
own (v)
own (adj & pron)

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)

perhaps (adv)

• a strong performance in the stock market
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)
optimistic (adj)
personal (n)
personnel (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)
pot (n & v)
pot (n)
potage (n)
potcard (n)
postcode (n)
poster (n)
postman (n)
potvise (n)
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)
presentation (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)
promise (v)
pronunciation (n)
proof (n)
proofread (v)
proper (adj)
property (n)
proportion (n)
proposa (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)
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)
quarrel past (also a quarter after in Am Eng) (n)
query (n & v)
question (n & v)
questionnaire (n)
queue (Br Eng), line (Am Eng) (n)
queue (Br Eng), line up (Am Eng) (v)
quicken (adj)
quiet (adj)
quite (adv)
quiz (n & v)
quotation (n)
  • The quotation is higher than expected.
quotation (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
He still hasn't recovered from his illness.

in the red

red (adj & n)

He still hasn't recovered from his illness.

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)

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)

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.
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 (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)
see (v)
see off (phr v)
seem (v)
seldom (adv)
select (v)
self-employed (adj)
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)
service (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
several (adj)
sex (n)
  • the male/female
shape (n & v)
  • a shape on the internet
share (n & v)
  • I share an office with the marketing director.
shall (v)
shallow (adj)
shame (n)
  • What a shame!
shape (n & v)
share (n & v)
  • Our market share has increased. (n)
sharpen (adj)
  • a sharp increase
sharp (adj)
  • 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)  
shift worker (n)  
• night shift  
• shift worker  
shine (v & n)  
ship (n & v)  
shipping (n)  
shirt (n)  
shade (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 (phrase verb)  
• 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)  
solar (adv & conj)  
so that (conj)  
social (adj)  
society (n)  
sold (adj)  
sold (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)  
sorting (n & v)  
sort out (phrase verb)  
• 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)  
speciality (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)
  • 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)
  • Could you describe the structure of the company? (n)
  • The company was re-structured. (v)
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)
  • He stayed behind to finish up his report.
steady (adj & v)
steal (v)
steam (n)
steamed (adj)
steel (n)
step (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)
study (n)
  • business studies
studies (n)
  • 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)
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)
telephone (n)
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)
than (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)
thousand (n)
threat (n & v)
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)
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)
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)
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)

U

ugly (adj)
un able (adj)
um believable (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)
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  • 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)

W

W (abbrev) west
wage(s) (n)
wait (n & v)
waiting room (n)
waiter (n)
waitress (n)
wait (v)
wake up (phr v & adv)
  • a wake-up call
wake (n & v)
walking distance (n)
wall (n)
wallet (n)
want (v & n)
war (n)
warehouse (n)
warn (v)
warm (adj)
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)
APPENDIX 1

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