INTRODUCTION TO THE BULATS A2 WORDLIST

The BULATS A2 Wordlist is a list of 1600 words to help teachers preparing students to achieve an A2 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

American and British English
The list is designed for students more familiar with American English than British English. 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 with the spelling, both spellings 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. This means a candidate at this level would be expected to know the verb form of the word buy, though it would not be until B1 that they would be expected to be familiar with buy as a noun (a good buy).

For example, At A2 students should be familiar with the following meanings of change:

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)

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-.
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
- prefixes and suffixes appropriate to this level are included in Appendix 2
ability (n)
able (adj)
   • able to go
about (adj & prep)
   • The company has about 500 employees.
   • The report is about cutting costs.
above (adj & prep)
abroad (adv)
accept (v)
accident (n)
accommodation (n)
account (n)
   • I'd like to open a bank account.
accountant (n)
across (prep)
act (v)
action (n)
   • The company has reasons for its actions.
active (adj)
activity (n)
actual (adj)
actually (adv)
add (v)
address (n & v)
   • Could I have your email address?
admission (n)
administrator (n)
adult (n & adj)
advantage (n)
advertise (v)
advertising (n)
advice (n)
aeroplane (Br Eng), airplane (Am Eng) (n)
affect (v)
afford (v)
afraid (adj)
   • I'm afraid we can't help you.
after (prep)
after that (conj)
afternoon (n)
afterwards (adv)
again (adv)
against (prep)
age (n)
agency (n)
   • Let's use an advertising agency.
agenda (n)
agent (n)
   • I've been to the travel agent to book a flight to Hong Kong.
   • He's our agent in Japan.
ago (adv)
agree (v)
aim (n & v)
   • His aim was to become CEO.
   • We aim to increase turnover by 5% this year.
air (n)
   • He's going by air instead of by train.
air-conditioning (n)
airline (n)
airplane (Am Eng), aeroplane (Br Eng) (n)
airport (n)
aisle (n)
all (adj, adv, det & pron)
allow (v)
allowed (be allowed to) (adj)
   • Staff are not allowed to discuss the content of their jobs with people outside the company.
almost (adv)
alone (adv)
along (adv & prep)
already (adv)
alright (adv & adj)
also (adv)
although (conj)
always (adv)
am. (before noon) (adv)
amazing (adj)
among (amongst) (prep)
amount (n)
and (conj)
angry (adj)
anounce (v)
annual (adj)
another (det)
answer (n & v)
any (det, adj & pron)
anybody (pron)
anyone (n)
anything (n)
anything else (phr)
anyway (adv)
anywhere (adv)
apartment (n)
appear (v)
appeal (n)
apply (v)
approve (v)
area (n)
   • We're looking for a location in the area near the airport.
   • He became the area manager after two years.
around (adv & prep)
arrange (v)
   • arrange a meeting/time
arrival (n)
arrive (v)
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
ask (v)
ask for (v + prep)
assistant (n)
association (n)
at (prep)
at all (prep phr)
at least (prep phr)
at present (prep phr)
at the moment (prep phr)
ATM (abbrev) automated teller machine
attach (v)
attachment (n)
attend (v)
attention (n & v)
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)
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.
bad (adj)
bag (n)
baggage (n)
balcony (n)
bank (n & v)
bank account (n)
bank card (n)
bank charge (n)
bank clerk (n)
bank manager (n)
banknote (n)
bar (n & v)
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)
  • My new job is based in central Europe. (v)
basement (n)
basic (adj)
bathroom (n)
bay (n)
be (v)
beautiful (adj)
because (conj)
because of (prep)
become (v)
bedroom (n)
before (prep)
begin (v)
behind (prep & adv)
believe (v)
  • I believe we will win the contract.
  • Do you believe in the product?
below (prep & adv)
benefit (n & v)
briefcase (n)
bright (adj)
bring (v)
brochure (n)
budget (v & n)
buffet (n & adj)
build (v)
building (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)
business card (n)
business class (n & adj)
business dinner (n)
businessman (n)
businessperson (n)
businesswoman (n)
business school (n)
business trip (n)
busy (adj)
but (conj)
buy (n & v)
• We bought 300 units. (v)
buyer (n)
by (prep)
by air (prep phr)
by car (prep phr)
by mistake (prep phr)
by oneself (prep phr)
by train (prep phr)

c
°C (abbrev) Centigrade, Celsius
c (abbrev) cents
cab (n)
cabinet (n)
• filing cabinet
cafe (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?
calm (adj)
camera (n)
can (n & v)
• a can of coca-cola (n)
• Can I go now? (v)
• He can speak Japanese very well. (v)
cancel (v)
candidate (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)
carpet (n)
carry (v)
• carry a case
• pipes carrying water
case (n)
• a difficult case
• a case for my laptop
• In that case, ...
cash (n & v)
cash register (n)
casual (adj)
catalog (Am Eng), catalogue (Br Eng) (n)
catch (v)
• I'm sorry, I didn't catch what you said.
cause (n & v)
CD-ROM (abbrev)
CEO (abbrev) Chief Executive Officer
celebrate (v)
cell phone (cellular phone) (n)
centimeter (Am Eng), centimetre (Br Eng) (n)
central (adj)
center (Am Eng), centre (Br Eng) (n & v)
century (n)
certain (adj)
• to be certain about something
• a certain person
certificate (n)
chair (n & v)
• We need new chairs for the office. (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)
charge (n & v)
• How much do you charge? (v)
• in charge (of)
chart (n)
chat (n & v)
cheap (adj)
cheat (v & n)
check (n & v)
• I'll do a quick check. (n)
• Check these figures. (v)
check (Am Eng), bill (Br Eng) (n)
• We're done eating. Can we get the check please?
check in (phr v & n)
• Please proceed to check-in. (n)
• check in to a hotel (phr v)
check out (phr v)
• check out of a hotel
chef (n)
cheque (Br Eng), check (Am Eng) (n)
child (n)
choice (n)
choose (v)
circle (n)
• The chairs were arranged in a circle for the meeting.
city (n)
class (n)
  • a class of business students
  • first/business/economy class
classroom (n)
clean (adj & v)
  • It's all very clear to me now what happened.
  (adj)
clear (adj & v)
clerk (n)
clever (adj)
click (on) (n & v)
client (n)
climb (v)
  • Prices have climbed steadily.
clock (n)
close (adj & v)
close (to) (adj)
  • My house is close to my office.
closed (adj)
clothes (n pl)
clothing (n)
cloudy (adj)
• It's all very clear to me now what happened.
  (adj)
cm (abbrev)
clean (adj & v)
clear (adj & v)
clock (n)
close (adj & v)
closed (adj)
clothes (n pl)
clothing (n)
cloudy (adj)
cm (abbrev)
Co (abbrev)
company (n)
boat (n)
coffee (n)
coffee-shop (n)
coin (n)
cold (adj & n)
colleague (n)
collect (v)
color (Am Eng), colour (Br Eng) (n & v)
come (v)
come from (phr v)
  • I come from Vietnam.
comfortable (adj)
commerce (n)
commercial (n & adj)
  • a television commercial (n)
  • a commercial organization (adj)
common (adj)
  • a common event
  • have something in common
communicate (v)
communication (n)
commute (v & n)
company (n)
compare (v)
compete (v)
competition (n)
  • a competition
  • competition from another company
competitor (n)
complain (v)
complaint (n)
complete (v & adj)
computer (n)
computer program (programme – often in Br Eng) (n)
concert (n)
conference (n)
confident (adj)
confirm (n)
  • confirm an order
confused (adj)
congratulations (n & int)
connect (v)
connection (n)
consult (v)
consultant (n)
consumer (n)
  • consumer confidence
contact (n & v)
contain (v)
continue (v)
contract (n & v)
  • The contract is due for renewal. (n)
convenient (adj)
conversation (n)
cool (adj & v)
copy (n & v)
  • Have you got a copy? (n)
  • Copy this letter, please. (v)
copy machine (copier) (Am Eng) (n)
corner (n)
correct (adj & v)
  • Is this correct? (adj)
  • I will correct it for you. (v)
cut (n & v)
  • to cut costs (v)
  • to cut some paper (v)
  • to cut a piece of paper (v)

country (n)
countryside (n)
couple (n)
courier (n & v)
  • courier service (n)
course (n)
  • an English course
  • of course
crazy (adj)
create (v)
creative (adj)
credit card (adj)
cross (n & v)
  • Mark the box with a cross. (n)
  • If you cross the road, you'll see our office on the corner. (v)
crossing (n)
  • a pedestrian crossing
  • crossroads (n)
crowd (n & v)
crowded (adj)
culture (n)
cup (n)
cupboard (n)
currency (n)
curriculum vitae/CV (Br Eng), resume (Am Eng) (n)
custom (n)
customer (n)
customer service (n)
customs (n)
  • go through customs
  • a customs officer
  • a local custom
cut (n & v)
  • to cut costs (v)
  • to cut some paper (v)

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

closet (n)
clothes (n pl)
clothing (n)
clothing store (n)
close (adj & v)
close (to) (adj)
  • My house is close to my office.
closed (adj)
clothes (n pl)
clothing (n)
clothing store (n)
close (adj & v)
close (to) (adj)
  • My house is close to my office.
closed (adj)
daily (adj & adv)
danger (n)
dangerous (adj)
dark (adj & n)
data (n)
database (n)
date (n & v)
  • What's the date today? (n)
  • to date a letter (v)
day (n)
day off (n)
deal (n & v)
  • a business deal (n)
  • to make a deal (n)
  • deal with someone/something (v)
dear (adj)
  • Dear Sir/Madam
  • Oh dear!
debt (n)
  • large debts
  • in debt
decide (v)
decision (n)
decrease (n & v)
  • in deep trouble (adj)
depth (adj & v)
disadvantage (n & v)
disagree (v)
discount (n & v)
discuss (v)
discussion (n)
dish (n)
dislike (v & n)
distance (n)
distribute (v)
distribution (n)
district (n)
do (v)
doctor/Dr (n)
document (n)
dollar (n)
door (n)
double (adj & v)
  • Please book a double room. (adj)
down (adj, v & prep)
  • 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)
draw (n & v)
drawer (n)
dress (n & v)
drink (n & v)
  • dinner and drinks
drive (n & v)
dry (adj & v)
during (prep)

drive on (prep)
drive over (prep)
drive to (prep)

e (abbrev) east
each (det & pron)
early (adj & adv)
  • go to work early (adv)
  • in the early 1990s (adj)
earn (v)
east (adj, adv & n)
eastern (adj)
easy (adj)
eat (v)
economic (adj)
  • economic growth
  • the economic situation
economy (n)
economy class (n & adj)
education (n)
effect (n)
effective (adj)
e.g. (abbrev) for example
either (det, adv & pron)
electric (adj)
electronic (adj)
electronics (n)
elevator (n) (usually 'lift' in Br Eng)
else (adv)
email (n & v)
employ (v)
employee (n)
employer (n)
empty (adj)
end (n & v)  
energy (n)  
engineering (n)  
English (adj & n)  
enjoy (v)  
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)  
enter (v)  
etertain (v)  
entrance (n)  
entry (n)  
envelope (n)  
environment (n)  
equal (adj & v)  
equipment (n)  
escalator (n)  
especially (adv)  
enroll (Am Eng), enrol (Br Eng) (v)  
exit (v)  
exhibit (n)  
exhibition (n)  
exhibit (v)  

F (abbrev) Fahrenheit  
FAQ (abbrev) frequently asked questions  
facts (n)  
• staff facilities  
• The hotel has excellent facilities.  
fact (n)  
factory (n)  
fail (v)  
fair (adj & n)  
• The way of calculating bonus payments is not fair. (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)  
family (n)  
famous (adj)  
fan (n)  
• The fan isn’t working.  
fantastic (adj)  
far (adv)  
fare (n)  
• The return fare is $256.  
fashion (n)  
fast (adj & adv)  
favorite (Am Eng), favourite (Br Eng) (adj)  
fax (n & v)  
fax machine (n)  
fear (n & v)  
fee (n)  
feel (v)  
female (n & adj)  
ferry (n & v)  
few (det & pron)  
field (n)  
• the field of engineering  
fight (n & v)  
figure (n)  
• see Figure 6  
• sales figures  
file (n & v)  
• Could you get me the file on Unicorn Holdings? (n)  
• Could you file these papers for me, please. (v)  
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)  
finance (n & v)  
financial (adj)  
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)  
firm (adj & n)  
• 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)
fix (v)
• Could you get the printer fixed today?
flag (n)
flat (adj & n)
flexible (adj)
flight (n)
• direct flight
• non-stop flight
floor (n)
fly (v)
folder (n)
follow (v)
food (n)
• Food is becoming more expensive.
• The fast-food sector is growing.
foot/feet (n)
• at the foot of the page
for (prep)
foreign (adj)
foreign currency (n)
foreigner (n)
forget (v)
form (n & v)
• fill in a form (n)
• order form (n)
formal (adj)
forward (v)
• forward a file
forward(s) (adv)
free (adj)
freeway (Am Eng), motorway (Br Eng) (n)
freezing (adj)
fresh (adj)
fridge (n)
fried (adj)
friend (n)
friendly (adj)
from (prep)
front (adj & n)
full (adj)
full-time (adj & adv)
fun (n)
function (n & adv)
funny (adj)
furniture (n)
future (adj & n)

g

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)
gentleman (n)
• Ladies and gentlemen

good (adj)
goodbye (int)
goods (n)
grace (n)
graduated (n & v)
• He’s a graduate of a good business school.
• She graduated in 2011. (v)
grammar (n)
graph (n)
grateful (adj)
grey (Am Eng), gray (Br Eng) (adj)
great (adj)
green (adj)
• a green policy
grey (Br Eng), gray (Am Eng) (adj)
The group was large. (n & v)

He has experience as a tour guide. (n)

He handed her the book. (v)

She hung up before the caller had finished.

We have a number of advantages.

We only had a short break.

I had dinner early.

Identity card

Get/be/keep in touch

Include (v)

Including (prep)

Income (n)

Inconvenient (adj)

Increase (n & v)

Independent (adj)

Individual (adj & n)

Indoor (adj)

Industrial (adj)

Industry (n)
informal (adj) information (n) in front of (prep & adv) inquire (Am Eng), enquire (Br Eng) (v) inquiry (Am Eng), enquiry (Br Eng) (n) inside (adj, prep & adv) instead of (prep & adv) instructions (n) insurance (n) intelligent (adj) intend (v) interest (n & v) interesting (adj) internal (adj) internal promotion internal correspondence international (adj) internet (n) interview (n & v) into (prep) introduce (v) introduction (n) invest (v) invitation (n) invite (v) island (n) IT (abbrev) information technology it (pron) its (pron) itself (pron)

J

jacket (n) job (n) join (v)

• I joined the company last year.

joke (n & v) journalist (n) jump (n & v) just (adv)

K

keep (v)

• Costs keep rising.

department (v)

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

key (n & adj)

• key to a lock (n)

key in (v) keyboard (n)

• a computer keyboard

kg (abbrev) kilogram

km (abbrev) kilometer (Am Eng), kilometre (Br Eng) kind (adj & n)

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

kitchen (n) know (v)

L

lab (abbrev) laboratory

• the steel industry labor (Am Eng), labour (Br Eng)

• the labor market

• manual labor

lack (n & v)
lady (n)

• Ladies and Gentlemen

lamp (n)
land (n & v)
landing (n)
language (n)
laptop (n)
large (adj)
last (det, adj, adv & v)
late (adj)
later (adv)
laugh (n & v)
launch (n & v)

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

laundry (n)

law (n)
lawyer (n)

lazy (adj)
leader (n)

• a strong leader
• market leader

leading (adj)

learn (v)

least (adj & adv)

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

leather (n & adj)
leave (v)

• leave a message
• leave the industry

left (n & adj)

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

leisure (n)

lend (v)

less (adj, adv & pron)

lesson (n)

let (v)

let's (v)

let somebody know (phr v)

• Let me know what you would prefer.

letter (n)

level (adj & n)

library (n)

license (Am Eng), licence (Br Eng) (n)

lie (n & v)

lie (n & v)

life (n)

• shelf life

lift (v & n)

• please help me lift this box (v)
• He took the lift to the fifth floor (Br Eng) (n)

light (adj, n & v)

like (v & prep)

likely (adj)

limit (n & v)

line (n)

• lines on a page
• phone line
• railway line
• customer service line

link (n & v)

• internet link (n)

listen (to) (v)
little (adj & pron)
live (adj & v)
living (adj)
  • the cost of living
loan (n & v)
local (adj & n)
location (n)
lock (n & v)
logo (n)
log on (phr v)
lonely (adj)
long (adj & adv)
  • It's a long journey. (adj)
  • Have you been waiting long? (adv)
look (n & v)
look after (phr v)
  • He needs to look after his father.
  • Who looks after the financial part?
look for (phr v)
  • I look forward to meeting you.
look like (phr v)
  • The new model looks like the old one.
lose (v)
  • lose money
  • lose your keys
lot (n)
lot of (det) (a lot of)
loud (adj)
lounge (n)
love (n & v)
low (adj, n & adv)
luck (n)
luggage (n)
lunch (n)
lunchtime (n)

M

m (abbrev) meter (Am Eng), metre (Br Eng)
MA (abbrev) Masters degree (in Arts)
machine (n)
mad (adj)
madam (n)
  • Dear Sir/Madam
magazine (n)
mail (n & v)
mailbox (n)
main (adj)
make (v)
  • make money
  • make a note
make it (v + n)
  • I'm sorry, I can't make it to your opening.
make up (n)
mail (n & v)
main (adj)
make (v)
  • make money
  • make a note
make it (v + n)
  • I'm sorry, I can't make it to your opening.
make up (n)
mail (n & v)
main (adj)
make (v)
  • manage a business
  • manage to do something
manager (n)
many (adj, det & pron)
map (n & v)
market (n & v)
  • There's a good market for electronics here.
  • She bought some flowers from the market.
most (adv, det & pron)
motorbike (n)
motorcycle (n)
motorway (Br Eng), freeway (Am Eng) (n)
mountain (n)
  • a mountain in the north
mouse (n)
  • The mouse on my computer isn't working.
move (n & v)
movie (n)
movie theater (Am Eng) / theatre (Br Eng) (n)
Mr (title)
Mrs (title)
Ms (title)
much (adv, det & pron)
museum (n)
music (n)
must (v & n)
my (pron)
myself (pron)

N
N (abbrev) north
name (n & v)
nationality (n)
natural (adj)
near (adv & prep)
necessary (adj)
need (n & v)
negative (adj)
  • a negative attitude
neighbor (Am Eng), neighbour (Br Eng) (n)
neighborhood (Am Eng), neighbourhood (Br Eng) (n)
neither (conj, det & pron)
nervous (adj)
network (n)
  • a computer network (n)
never (adv)
new (adj)
news (n)
nearby (adj)
next (det, adj, adv & pron)
next to (prep)
nice (adj)
night (n)
no (adv & det)
no (abbrev) number
nobody (n)
noise (n)
none (adv & pron)
noon (n)
normal (adj)
north (adj, adv & pron)
not (adv)
ote (n & v)
ote (Br Eng), bill (Am Eng) (n)
otebook (n)
nothing (pron)
otice (n & v)
now (adv & conj)
nowhere (adv)
number (n & v)

O
of (prep)
of course (adv)
off (adv & prep)
offer (n & v)
office (n)
often (adv)
oil (n & v)
OK/okay (int & adj)
old (adj)
on (prep)
on board (prep phr)
on business (prep phr)
on foot (prep phr)
on sale (prep phr)
on time (prep phr)
once (adv, conj & n)
one (n & pron)
one-way (adj)
  • one-way ticket
  • one-way street
online/on-line (adv & adj)
only (adj & adv)
onto (prep)
open (v & adj)
opportunity (n)
opposite (adj, adv & prep)
or (conj)
order (n & v)
organization (Am Eng), organisation (Br Eng) (n)
organize (Am Eng), organise (Br Eng) (v)
other (adj & pron)
our (adj)
ours (pron)
ourselves (pron)
out (adv)
out of (prep)
out of order (prep phr)
outdoor (adj)
outdoors (adv)
outside (adv, n)
over (adv & prep)
overall (adj & adv)
overseas (adj & adv)
overtime (n)
own (v)
own (adj & pron)

P
pack (n & v)
package (n)
paint (n & v)
pair (n & v)
pants (n)
paper (n)
paperclip / paper clip (n)
paperwork (n)
pardon (int)
  • Pardon?
park (n & v)
part (n & v)
part-time/part time (adj & adv)
partner (n)
party (n)
pass (n & v)
  • pass an exam (v)
  • a security pass (n)
passenger (n)
password (n)
past (adv, n & prep)
patient (adj)
pay (n & v)
pay for (v)
pen (n)
pencil (n)
people (n)
per cent / percent (n, adj & adv)
perfect (v & adj)
perform (v)
  • The company is performing well.
performance (n)
  • a strong performance in the stock market
perhaps (adv)
person (n)
personal assistant (n)
petrol (Br Eng), gas (Am Eng) (n)
pharmacy (n)
phone (n & v)
photocopy (n & v)
photo(graph) (n & v)
pick up (phr v)
piece (n)
pilot (n)
PIN number (n)
pity (n & v)
• What a pity! (n)
  • I don't pity him. (v)
place (n & v)
plan (n & v)
plane (n)
plant (n & v)
  • The firm has made a huge investment in the new plant. (n)
  • These plants certainly brighten up the office. (n)
plastic (n & adj)
play (v & n)
please (int & v)
  • Come in, please. (int)
  • He tried hard to please his boss. (v)
pleased (adj)
  • pleased to meet you
pleasure (n)
pm (adv)
pocket (n)
point (n & v)
police (n)
police station (n)
polite (adj)
pollution (n)
poor (adj)
  • She is very poor and hardly earns any money at all.
  • He has poor interpersonal skills.
popular (adj)
population (n)
position (n & v)
power (n)
practice (n)
  • The exercises in this book provide plenty of practice.
  • out of practice
practice (Am Eng), practise (Br Eng) (v)
prefer (v)
prepare (v)
present (adj, n & v)
presentation (n)
president (n)
pretty (adj)
previous (adj)
price (n & v)
print (n & v)
printer (n)
prison (n)
private (adj)
prize (n)
probably (adv)
problem (n)
process (n)
produce (n & v)
product (n)
production (n)
professional (adj)
professor (n)
profit (n & v)
  • profit margin (n)
  • profit from a business activity (v)
program (Am Eng), programme (Br Eng) (n & v)
project (n & v)
property (n)
proposal (n)
  • We all listened to her proposal.
propose (v)
  • propose an idea
proud (adj)
provide (v)
public (adj)
public holiday (n)
public transport (n)
pull (n & v)
pupil (n)
push (n & v)
put away (phr v)
• Put away the file before you leave.
put on (phr v)
• He put on his coat as it was cold.
put up (phr v)
• Gas companies are putting up their prices next week.

Q

qualification (n)
quality (n)
quantity (n)
quarter (n)
quarter to/of (also a quarter of in Am Eng) (n)
quarter past (also a quarter after in Am Eng) (n)
question (n & v)
quick (adj)
quiet (adj)
quite (adv)
quiz (n & v)
race (n & v) radio (n) railway (n) raise (n & v) range (n & v) rather (adv) Rd (abbrev) road re (abbrev) regarding reach (v) read (v) ready (adj) real (adj) really (adv) reason (n & v) receipt (n) receive (v) recent (adj) reception (n) • the reception desk in a hotel/company receptionist (n) recommend (v) red (adj & n) reduce (v) refer (v) • refer to something refrigerator (n) refund (n & v) regards (n) regarding (prep) region (n) regular (adj) relax (v) reliable (adj) remain (v) remember (n) rent (n & v) rep (n) representative repair (n & v) repeat (n, adj & v) reply (n & v) report (n & v) representative (Sales Rep/Representative) (n) request (n & v) reservation (n) resource(s) (n) responsible (adj) rest (n & v) restaurant (n) result (n & v) resume (Am Eng), CV (Br Eng) (n) retail (n & v) retire (v) return (n, adj & v) • She returned after everyone had left. (v) return ticket (Br Eng), round-trip ticket (Am Eng) (n) rich (adj) ride (n & v) right (n & adj) • on the right (n) • That's right. (adj) ring (n & v) rise (n & v) river (n) road (n) role (n) roof (n) room (n) • double/single/twin room room service (n) round (adj, prep & adv) round trip (ticket) (Am Eng), return (Br Eng) (n) route (n) routine (n & adj) rule (n & v) run (n & v) • run a business (v)

S

S (abbrev) south sad (adj) safe (n & adj) safety (n) salary (n) sale (n) sales (n) sales assistant (n) sales representative (rep) (n) same (adj, adv & pron) save (v & n) say (v) scared (adj) schedule (n & v) school (n) science (n) scissors (n) screen (n & v) sea (n) search (n) • a search on the internet season (n) • busy/quiet season • winter, spring, etc seat (n & v) sec (abbrev) second second (adj & n) secret (adj & n) secretary (n) security (n) see (v) seem (v) seldom (adv) select (v) sell (v) seminar (n) send (v) sentence (n) • Can you translate this sentence into German? serious (adj) serve (v) • In my last job, I had to serve customers. service (n) services (n) • offer a range of services • set off for work sex (n) • the male/female shall (v) shape (n & v) share (n & v) • I share an office with the marketing director. (v) she (pron) sheet (n)
shine (v & n)
ship (n & v)
shirt (n)
shoe(s) (n)
shopping center (Am Eng) / centre (Br Eng) (n)
shopping mall (n)
short (adj)
should (v)
show (n & v)
shower (n & v)
shut (adj & v)
shy (adj)
sick (adj)
side (n, adj & v)
sight (n)
• tourist sight
sightseeing (n)
sign (n & v)
• a traffic sign, a sign on the wall (n)
• Sign here, please. (v)
signature (n)
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)
situation (n)
size (n)
skill (n)
skirt (n)
sky (n)
sleep (v)
slow (adj & v)
small (adj)
smart (adj)
smartphone (n)
smell (n & v)
smile (n & v)
smoke (n & v)
snack (n & v)
so (adv & conj)
sofa (n)
soft (adj)
software (n)
solution (n)
solve (v)
some (det, pron & adv)
somebody (n & pron)
someone (n & pron)
something (n & pron)
sometimes (adv)
somewhere (adv)
soon (adv)
sorry (adj)
sort (n)
sound (n & v)
south (adj, adv & 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)
speech (n)
spell (v)
spend (v & n)
• spend money (v)
• spend time (v)
sport(s) (n)
square (n & adj)
• a square pattern (adj)
• the town square (n)
St (abbrev) street
staff (n & v)
stairs (n)
stamp (n)
• Is there a stamp on the envelope?
• Use the company stamp.
stand (n & v)
• stand outside (v)
• a stand at a trade fair (n)
• We stood up to get a better view. (v)
start (n & v)
• the start of the conference (n)
• The meeting started 10 minutes late. (v)
state (n)
• He comes from the state of California. (n)
station (n)
stay (n & v)
steal (v)
steamed (adj)
step (n & v)
• Steps 1-3 (n)
• take steps to do something (n)
• step forward (v)
still (adj)
stone (n)
stop (n & v)
store (n & v)
• a department store (n)
storeroom (n)
storey (Br Eng), story (Am Eng) (n)
storm (n & v)
• The roof was damaged in the storm. (n)
story (n)
straight (adj & adv)
strange (adj)
street (n)
stress (n & v)
• There is a lot of stress in this job. (n)
strong (adj)
student (n)
studies (n)
• business studies
study (n & v)
• I’m studying Marketing. (v)
• She studied the report. (v)
stupid (adj)
subject (n)
• the subject of a discussion
• the subject of a sentence
• a university subject
suburb (n)
subway (n)
• The New York subway is a huge transportation system. (Am Eng)
(underground – Br Eng)
subways provide an alternative to crossing busy roads. (br eng) (underpass - am eng)
success (n)
successful (adj)
such (det & pron)
sudden (adj)
suggest (v)
suggestion (n)
suit (n & v)
suitable (adj)
suitcase (n)
sunny (adj)
supermarket (n)
supervise (v)
supervisor (n)
supper (n)
supplier (n)
supply (n & v)
support (n & v)
sure (adj)
surname (n)
surprise (n, adj & v)
swimming pool (n)
switch (n & v)
  • light switch
  • switch on/off
system (n)
support (n & v)
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 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
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)
task (n)
tax (n & v)
taxi (n)
tea (n)
teach (v)
team (n)
teamwork (n)
technician (n)
technology (n)
tel (abbrev) telephone number
telephone (n)
television (n)
tell (v)
temperature (n)
terminal (n)
  • a terminal at the airport
terrible (adj)
test (n & v)
text (n & v)
text message (n)
than (conj)
thank (v)
thank you (int)
thanks (n & int)
that (adv, det, conj & pron)
the (det)
their (det)
theirs (pron)
them (pron)
than (adv)
there (adv & pron)
  • Put it over there, please. (adv)
  • There are two copy machines in our office. (pron)
therefore (adv)
these (adv, det & pron)
they (pron)
thin (adj)
thing (n)
think (v & n)
think of/about (v)
  • What do you think of the salary?
thirsty (adj)
this (adv, det & pron)
those (adv, det & pron)
though (adv & conj)
thought (n & v)
thousand (n)
through (adv & prep)
throw (n & v)
throw away (phr v)
  • He threw the receipt away by mistake.
ticket (n)
tidy (adj & v)
tie (n & v)
  • a shirt and tie (n)
till (conj & prep)
time (n & v)
timetable (n)
tired (adj)
to (prep)
today (adv & n)
together (adv)
toilet (n)
tomorrow (adv & n)
tonight (adv & n)
too (adv)
tool (n)
top (n & adj)
total (n & adj)
touch (n & v)
tour (n & v)
tourist (n & adj)
town (n)
trade fair (n)
traffic (n)
train (n & v)
trainer (n)
transportation (n)
trash (am eng), rubbish (br eng) (n)
trash can (am eng), rubbish bin (br eng) (n)
travel (n & v)
travel agent (n)
trip (n)
trouble (n)
truck (Am Eng), lorry (Br Eng) (n)
true (adj)
true (adj)
try (n & v)
turn (n & v)
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.
turn up (phr v)
  • Could you turn up the air conditioning, please?
TV (abbrev) television
twice (adv)
type (v & n)
U
ugly (adj)
under (prep)
underground (Br Eng), subway (Am Eng) (n)
understand (v)
uniform (n)
university (n)
until (prep)
up (prep & adv)
up to (phr v)
  • What are you up to?
update (n & v)
  • give me an update (n)
  • update your antivirus software (v)
upstairs (adv)
urgent (adj)
us (pron)
use (n & v)
used to (v)
useful (adj)
user (n)
usually (adv)
V
vacation (n)
valuable (adj)
variety (n)
venue (n)
very (adv)
view (n & v)
visa (n)
visit (n & v)
vocabulary (n)
voice (n & v)
W
W (abbrev) west
wage(s) (n)
wait (n & v)
waiter (n)
waitress (n)
wake up (phr v)
  • a wake-up call
walk (n & v)
wall (n)
wallet (n)
want (v & n)
warm (adj)
wash (v)
waste (n & v)
watch (n & v)
water (n & v)
way (n)
we (pron)
weak (adj)
wealth (n)
wear (v & n)
  • sportswear
  • footwear
weather (n)
website (n)
website address (n)
week (n)
weekend (n)
welcome (n)
well (adv & n)
Well done! (exclam)
west (n)
wet (adj)
what (adv, det, conj, pron & int)
wheel (n)
when (adv & conj)
where (adv & conj)
which (pron)
while (conj)
whiteboard (n)
who, whom (pron)
whole (adj)
whose (pron)
why (adv & conj)
wide (adj)
will (n & v)
win (n & v)
window (n)
  • window seat
wing (n)
  • wing of a plane
wish (n & v)
with (prep)
without (adv & prep)
woman (n)
wonderful (adj)
wood (n)
word (n)
work (n & v)
  • work hard
  • work overtime/late
working hours (n)
workplace (n)
world (n)
worried (adj)
worry (v & n)
worse/worst (adj & adv)
would (v)
write (v)
write down (phr v)
wrong (adj, n & v)
X
Y
year (n)
yes (int)
yesterday (adj & n)
yet (adv)
you (pron)
young (adj)
your (adj)
yours (pron)
yourself (pron)
yr (n) year

Z
zero (n)
zoo (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:

un- negative prefix, eg *unfriendly, uninteresting*

-er (-r) with verbs and nouns to make nouns nouns, eg *teacher, shopper, worker*

-ing with verbs to make nouns (activities), eg *selling, shopping*

-ly with adjectives to form adverbs, eg *slowly, quickly*

-y with nouns to form adjectives, eg *sunny*