



UNIVERSITY *of* CAMBRIDGE
ESOL Examinations

English for Speakers of Other Languages

VOCABULARY LIST

Business English Certificate (BEC)

Preliminary

Introduction to the BEC Preliminary Wordlist

The BEC Preliminary Wordlist gives teachers a guide to the vocabulary needed when preparing students for the BEC Preliminary examination.

Background to the list

The BEC Preliminary Vocabulary list was originally developed by Cambridge ESOL in consultation with external consultants to guide item writers who produce materials for the BEC Preliminary examination. It includes vocabulary from the Council of Europe's Threshold (1990) specification and business-related vocabulary which corpus evidence shows is high frequency.

The list covers vocabulary appropriate to this level of English and includes receptive vocabulary (words that the candidate is expected to understand but which is not the focus of a question), and productive vocabulary (words that the candidate needs to know to answer a question).

The list does not provide an exhaustive list of all words which appear on BEC Preliminary question papers and candidates should not confine their study of vocabulary to the list alone.

How the list is updated

Usage of business language can change rapidly, as shown by the growth of email correspondence and associated vocabulary in the last ten years. In order to maintain its currency, the wordlist is updated on an annual basis by the addition and removal of words, using a corpus-based approach. Suggested additions to the wordlist are collated and the frequency of these words is obtained by reference to established corpora (electronic databases). The corpora in question represent receptive and productive language in business and general contexts. The main corpora used for the validation of the BEC Preliminary wordlist are:

- the Cambridge Learner corpus (CLC) which includes over 20 million words of written learner English at six levels;
- the British National Corpus (BNC) which includes 100 million words of written and spoken native speaker data, including four million business-oriented words;
- a web-derived corpus of business-related articles which includes 120,000 words from US and UK business articles.

How the list is organised

- **Word sets**

Some categories of words which a learner at this level might be expected to know are not included in the alphabetical list but appear separately in Appendix 1. These include word sets such as numbers; days of the week; months of the year; countries and languages.

- **Exemplification**

Example phrases and sentences are given only where words which can be used with different meanings have been restricted in the extent of their usage at BEC Preliminary level. For example, *trust* is exemplified as it will only be used on a BEC Preliminary paper with the meaning of having confidence in someone or something, and not with the meaning of a financial arrangement (such as *trust fund* or *trust unit*).

- **Prefixes and suffixes**

A list of possible prefixes and suffixes is provided in Appendix 2 and these may be combined with the vocabulary items in the list as appropriate. *Unemployment*, for example, is not included on the alphabetical list, as it is formed from a word on the list – *employ* – in combination with two of the allowable affixes – *un* and *ment*.

Words with an affix which is not included in the appendix appear within the alphabetical list. *Reliability*, for example, is listed, as the suffix – *ity* is not included in Appendix 2, as it is considered to be difficult for this level.

- **Compound words**

Compound words are not included in the list where both individual words are present and where the meaning of the compound is literal and transparent, eg *businessman*. A similar approach has been adopted for two-word and hyphenated compounds, for example, *leisure centre* and *hand-made*.

- **Multi-word verbs**

Multi-word verbs are not included in the list if they have a literal meaning and are composed of verbs and particles already in the list. Examples of literal multi-word verbs are *come into* and *sit down*. If the meaning of the verb is not transparent, eg *put through*, *get along*, the verb is listed and an example of usage given.

- **Topic Lists**

As Business English is considered to be a domain in itself, there are no separate topic lists for BEC Preliminary.

Personal Vocabulary

The content of the BEC Preliminary wordlist is unlikely to cover completely the productive vocabulary that may be required by all candidates. Candidates should know the specific lexis they will need to describe themselves, their lives and their work.

Abbreviations

Abbreviations used in the Vocabulary List are:

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

Summary of points to be noted

- The list does not include every word that may appear on a BEC Preliminary paper.
- The list covers receptive and productive vocabulary.
- Prefixes and suffixes used at this level appear in an appendix.

A

a.m. (before noon) **(adv)**

abbreviation **(n)**

ability **(n)**

able **(adj)**

- able to go

about **(adj & prep)**

- The company has about 500 employees. **(adj)**
- The report is about share prices. **(prep)**

above **(adj & prep)**

abroad **(adv)**

absence **(n)**

absent **(adj)**

accept **(v)**

access **(n & v)**

accident **(n)**

accommodation **(n)**

accompany **(v)**

according to **(prep)**

account **(n)**

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

accountancy **(n)**

accountant **(n)**

accounting **(n)**

accounts **(n)**

accuracy **(n)**

accurate **(adj)**

achieve **(v)**

acknowledge **(v)**

acquaintance **(n)**

acquire **(v)**

acquisition **(n)**

across **(prep)**

act **(v)**

action **(n)**

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

active **(adj)**

activity **(n)**

actor **(n)**

actual **(adj)**

ad **(abbrev)** (advertisement or advert)

adapt **(v)**

add **(v)**

addition **(n)**

- In addition, I'd like to order a new printer.

- With his experience, he will be a useful addition to the team.

additional **(adj)**

address **(n & v)**

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

adjust **(v)**

administration **(n)**

administrative **(adj)**

administrator **(n)**

admire **(v)**

admission **(n)**

- Admission to the conference is by ticket only.

admit **(v)**

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

adult **(adj & n)**

advance **(n)**

- Could you let me know in advance?
- I'd like to make an advance booking.

advanced **(adj)**

- We need someone with advanced-level word-processing skills.

advantage **(n)**

advert **(n)**

advertise **(v)**

advertising **(n)**

advice **(n)**

advice note **(n)**

advise **(v)**

aeroplane **(n)**

affair **(n)**

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

affect **(v)**

afford **(v)**

afraid **(adj)**

after **(prep)**

after-sales service **(n)**

afternoon **(n)**

afterwards **(adv)**

again **(adv)**

against **(prep)**

age **(n)**

aged **(adj)**

agency **(n)**

- Let's use an advertising agency.

agenda **(n)**

agent **(n)**

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

ago (**adv**)
agree (**v**)
agricultural (**adj**)
agriculture (**n**)
aim (**n & v**)

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

air (**n**)

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

air-conditioned (**adj**)
air-conditioning (**n**)
airline (**n**)
airmail (**n**)
airplane (**n**)
airport (**n**)
alarm (**n**)

- The bank installed a new security alarm.

alike (**adv & adj**)

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

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

- holiday allowance

almost (**adv**)
alone (**adv**)
along (**adv & prep**)
aloud (**adv**)
alphabet (**n**)
already (**adv**)
alright (**adv/adj**)
also (**adv**)
alternative (**n & adj**)
although (**conj**)
altogether (**adv**)
always (**adv**)
amazing (**adj**)
ambassador (**n**)
ambition (**n**)
ambitious (**adj**)
among (amongst) (**prep**)
amount (**n**)
amusing (**adj**)
analyse (**v**)
analysis (**n**)
and (**conj**)
anger (**n**)
angry (**adj**)

anniversary (**n**)

- The company celebrated its 50th anniversary.

announce (**v**)
annoy (**v**)
annual (**adj**)
annual report (**n**)
annual return (**n**)
another (**adj**)
answer (**n & v**)
answer phone (**n**)
antique (**adj & n**)
anxious (**adj**)
any (**adj & pron**)
anybody (**pron**)
anyhow (**adv**)
anyone (**pron**)
anything (**pron**)
anyway (**adv**)
anywhere (**adv**)
AOB (**abbrev**) Any Other Business
apart from (**prep**)
apartment (**n**) (**Am Eng**)
apologise (**v**)
apology (**n**)
appear (**v**)
appearance (**n**)
applicant (**n**)
application (**n**)
application form (**n**)
apply (**v**)
appoint (**v**)
approach (**n & v**)

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

appropriate (**adj**)
approval (**n**)
approve (**v**)
approx. (**abbrev**) approximate(ly)
approximate (**adj**)
architect (**n**)
area (**n**)

- We're looking for extra warehousing in the Leeds area.
- He became area manager after two years.

argue (**v**)

- They argued about the marketing strategy.

arithmetic (**n**)
around (**adv & prep**)
arrange (**v**)
arrival (**n**)
arrive (**v**)

art (n)

- The company buys and sells work of art.

article (n)

- The newspaper article criticised the company.

as (adv & conj)

ASAP (abbrev) as soon as possible

ashamed (adj)

ask (v)

aspect (n)

- What aspect of your work do you like most?

assembly (n)

assembly line (n)

assembly plant (n)

assembly point (n)

assess (v)

assistant (n)

associate (n & v)

association (n)

assure (v)

at (prep)

at all (prep phr)

at first (prep phr)

at last (prep phr)

at least (prep phr)

at once (prep phr)

at present (prep phr)

at the same time (prep phr)

attach (v)

attack (n & v)

attend (v)

attendance (n)

attempt (n & v)

attention (n)

attitude (n)

attract (v)

attraction (n)

attractive (adj)

audience (n)

audit (v)

author (n)

authorise (v)

authority (n)

automatic (adj)

availability (n)

available (adj)

average (adj & n)

- Can you find the average of these three numbers? (n)
- He's not a particularly effective rep. – just average. (adj)

avoid (v)

awake (adj)

award (n & v)

- She was awarded the title 'Businessperson of the Year'. (v)

- The court awarded damages of £5,000. (v)

- Our company won an award for exports. (n)

aware (adj)

away (adv)

- The MD's away on business until Thursday.
- He threw away the documents by mistake.

B

back (adv & n)

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

background (n)

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 hours trying to balance the company's accounts. (v)
- Do the books balance? (v)

balance sheet (n)

ballpoint (adj & n)

ban (v & n)

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 (v & adj)

bankruptcy (n)

bar (n)

- The bar chart shows sales from last year.

bargain (n & v)

- Did you get a bargain? **(n)**
- Bargain with him. **(v)**

base (n & v)

- 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)

battle (n)

- There was a boardroom battle over strategy.

bay (n)

- The factory needs another loading bay.

be (v)

beat (v)

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

because (conj)

because of (adv)

become (v)

before (prep)

beg (v)

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

begin (v)

behave (v)

- He always behaves in a professional manner.

behaviour (n)

behind (prep & adv)

believe (v)

- I believe we'll win the contract.
- Do you believe in the product?

bell (n)

belong (v)

below (adv & prep)

bend (n & v)

beneath (adv & prep)

benefit (n & v)

beside (adv & prep)

between (prep & adv)

beyond (prep)

bicycle (n)

big (adj)

bike (n)

bill (Am Eng) (n)

billion (n)

biography (n)

birth (n)

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

black (adj)

- The company ended the year in the black. **(n)**
- The true size of the black economy cannot be known. **(adj)**

blame (n & v)

blank (adj & n)

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

blank cheque (n)

blind (n)

- The blind needs repairing.

block (n)

- It's opposite the office block on the corner.

blow up (phr v)

The gas heater blew up.

blue (adj)

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

board (n & v)

- a noticeboard, a wooden board **(n)**
- on board a ship/aircraft **(n)**
- board a plane **(v)**
- a board of directors **(n)**

board meeting (n)

boarding card (n)

boarding pass (n)

board room (n)

boat (n)

body (n)

bold (adj)

bonus (n)

- an annual bonus

book (n & v)

- I'm reading a book on marketing at the moment. **(n)**
- We'd better book a flight. **(v)**

bookcase (n)

bookkeeping (n)

booking desk (n)

booking form (n)

booking office (n)

bookshop (n)

boost (n & v)

boot (n)

- My cases are in the boot of the car.

border (n & v)

bored (**adj**)
 boring (**adj**)
 born (**adj**)
 borrow (**v**)
 boss (**n**)
 both (**adj & pron**)
 bottom (**n & adj**)

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

 box (**n**)

- I ordered three boxes of floppy disks.
- Tick the box.

 brain (**n**)
 branch (**n**)

- The bank has a network of branches in the North.

 brand (**n**)

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

 brave (**adj**)
 break (**n & v**)

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

 break down (**n & phr v**)

- Could you let me have a breakdown of last month's sales figures? (**n**)
- The packing machine has broken down. (**phr v**)

 break in (**n & phr v**)

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

 break up (**phr v**)

- The Lexford Group was broken up into smaller companies.
- The glass bottles are broken up before entering the recycling machine.

 breakfast (**n**)

- Could we arrange a breakfast meeting?

 brick (**n**)
 brief (**adj**)

- The MD made a brief visit to the factory.
- Here is the business news in brief.

 briefcase (**n**)
 bright (**adj**)
 brilliant (**adj**)
 bring (**v**)

bring forward (**phr v**)

- We'll have to bring the time of the meeting forward to 10.00 a.m.

 broad (**adj**)
 brochure (**n**)
 brush (**n & v**)
 B.Sc. (**abbrev**) (Bachelor of Science)
 budget (**n & v**)
 buffet (**adj & n**)
 bug (**n**)

- This software has a bug in it.

 build (**v**)
 building (**n**)
 bulk (**n**)

- Bulk purchasing has allowed us to cut costs.

 bullet (**n & v**)

- a bullet point (**n**)
- Bullet point this list for the meeting. (**v**)

 bureau (**n**)

- I'll get some dollars from the foreign 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**)
- be in/on business (**v**)
- get down to business (**phr v**)
- go into business (**phr v**)
- go out of business (**phr v**)
- set up in business (**phr v**)

 business card (**n**)
 business hours (**n**)
 business plan (**n**)
 business school (**n**)
 busy (**adj**)
 but (**conj**)
 button (**n**)

- The on/off button isn't working properly.

 buy (**n & v**)

- We bought 300 files. (**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 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
c/o (**abbrev**) care of
cab (**n**)
cabinet (**n**)

- filing cabinet

cable (**n**)
cable television (**n**)
café/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 you this morning.

(**v**)
call for (**phr v**)

- I'll call for you at 3 p.m.

call in (**phr v**)

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

callbox (**n**)
call centre (**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 card
- credit card

cardboard (**adj & n**)
care (**n & v**)

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

career (**n**)
cargo (**n**)
carpet (**n**)
carry (**v**)

- carry a case
- pipes carrying water

carry on (**phr v**)

- I'll carry on working until I'm 65.

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**)
cassette (**n**)
cassette player/recorder (**n**)
casual (**adj**)
catalogue (**n**)
catch (**v**)
category (**n**)
catering (**adj**)
cause (**n & v**)
cc (**abbrev**) carbon copy
CD (**n**)
CD-ROM (**n**)
CEO (**abbrev**) Chief Executive Officer
ceiling (**n**)

- celebrate **(v)**
 celebration **(n)**
 cellar **(n)**
 Celsius **(n)**
 cement **(n)**
 cent **(n)**
 centigrade **(adj)**
 centimetre **(n)**
 central **(adj)**
 central bank **(n)**
 central heating **(n)**
 centre **(n)**
 century **(n)**
 certain **(adj)**
 - be certain of something
 - a certain person
 certificate **(n)**
 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 MD's absence. **(v)**
 chairman **(n)**
 chairperson **(n)**
 chairwoman **(n)**
 challenge **(n & v)**
 chance **(n)**
 change **(n & v)**
 - It was a big change from my previous job. **(n)**
 - Do you have any (small) change? **(n)**
 - He changed his idea about the brochure. **(v)**
 - She changed money before going to the airport. **(v)**
 chapter **(n)**
 character
 charge **(n & v)**
 - His charges are too high. **(n)**
 - How much do you charge? **(v)**
 - in charge (of)
 chart **(n)**
 charter **(n)**
 - a customer charter
 chat **(n & v)**
 cheap **(adj)**
 cheat **(v)**
 check **(n & v)**
 - I'll do a quick check. **(n)**
 - Check these sums. **(v)**
 check in **(n & phr v)**
 - Please proceed to check-in. **(n)**
 - check in to a hotel **(phr v)**
 check out **(phr v)**
 - check out of a hotel
 checklist **(n)**
 cheerful **(adj)**
 chef **(n)**
 chemical **(adj)**
 - the chemical industry
 chemist **(n)**
 cheque **(n)**
 cheque card **(n)**
 chief **(adj & n)**
 - the chief problem **(adj)**
 - chief executive **(n)**
 child **(n)**
 choice **(n)**
 choose **(v)**
 circle **(n)**
 - The chairs were arranged in a circle for the meeting.
 circular **(adj)**
 - a circular letter
 - a circular table
 circulate **(v)**
 city **(n)**
 claim **(n & v)**
 clarify **(v)**
 class **(n)**
 - a class of business students **(n)**
 - first class, second class **(n)**
 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 through customs yet. **(v)**
 - The bank requires four days to clear the cheque. **(v)**
 clerical **(adj)**
 clerk **(n)**
 clever **(adj)**
 client **(n)**
 climate **(n)**
 - Today's economic climate doesn't encourage expansion.
 climb **(v)**
 - Prices have climbed steadily.

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

- The factory has closed down.

 close (to) **(adj)**

- My house is close to my work place.

 cloth **(n)**
 clothes **(n pl)**
 clothing **(adj)**
 club **(n)**
 clue **(n)**
 cm **(abbrev)** centimetres
 Co **(abbrev)** company
 co-operate **(v)**
 co-operation **(n)**
 co-operative **(adj & n)**

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

 co-ordinate **(v)**
 co-ordination **(n)**
 coach **(n & v)**

- Because of the railway strike, he went to York by coach. **(n)**
- The company employs a coach. **(v)**

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

- Computers have come down in price recently.

 comfort **(n)**
 command **(n & n)**

- command a high price **(v)**
- issue a command **(n)**

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

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

 commission **(n)**

- to earn commission on a sale

 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)**
 compact **(adj)**

- a compact disc (CD)
- a compact office

 company **(n)**
 compare **(v)**
 comparison **(n)**
 compete **(v)**
 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(me) **(n)**
 computer programmer **(n)**
 concentrate **(v)**
 concentration **(n)**
 concern **(n & v)**

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

 concert **(n)**
 conclusion **(n)**
 condition **(n)**

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

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

- confirm an order

 confirmation **(n)**

- waiting for a confirmation of an order

 congratulations **(n & int)**
 connect **(v)**
 connecting (flight) **(adj)**
 connection **(n)**

conservative **(adj)**
 consider **(v)**
 consignment **(n)**
 consist **(v)**
 constant **(adj)**

- constant level

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

- consumer confidence

 contact **(n & v)**
 contain **(v)**
 content(s) **(n)**
 contest **(n & v)**
 continent **(n)**
 continue **(v)**
 contract **(n & v)**

- He is contracted to work 20 hours per week. **(v)**
- The contract is due for renewal. **(n)**

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

- He has lost control of the budget. **(n)**
- We can't control prices! **(v)**

 convenience **(n)**

- convenience foods

 convenient **(adj)**
 conversation **(n)**
 cool **(adj & v)**
 copy **(n & v)**

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

 corner **(n)**
 corporate **(adj)**

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

 correct **(adj & v)**

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

 correction **(n)**
 correspond **(v)**

- correspond with someone

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

- courier service

 course **(n)**

- an English course
- of course

 court **(n)**

- a law court

 cover **(n & v)**

- Put the cover on the keyboard. **(n)**
- My desk is covered with papers. **(v)**
- insurance cover **(n)**
- The seminar covers various topics. **(v)**

 crash **(n & v)**

- My computer has crashed again. **(v)**
- a stockmarket crash **(n)**

 create **(v)**
 creation **(n)**
 creative **(adj)**
 credit **(n & v)**

- on credit **(n)**
- in credit **(n)**
- to credit an account **(v)**
- credit card **(n)**
- credit control **(n)**

 crime **(n)**
 criminal **(n)**
 criticise **(v)**
 crop **(n)**
 cross **(adj, n & v)**

- I'm very cross about the two-week delay. **(adj)**
- 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)**
 crowded **(adj)**
 culture **(n)**

cup (n)
 cupboard (n)
 curious (adj)
 currency (n)
 current (adj)
 current account (n)
 curriculum (n)
 curriculum vitae/CV (n)
 curve (n & v)
 custom (n)
 customer (n)
 customer base (n)
 customs (n)

- go through customs
- a customs officer
- customs duty

 cut (n & v)

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

 cut back (n & phr v)

- Further financial cutbacks are expected next year. (n)
- Now the project is finished, we have to cut back on the number of staff. (phr v)

 cut down (on) (phr v)

- We need to cut down on spending.

 cut up (phr v)

- The budget hasn't been cut up very fairly. (phr v)

 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)
- date a letter (v)

 date-stamp (n & v)
 day (n)
 day off (n)
 deadline (n)
 deadlock (n)

- The negotiations reached deadlock.

 deal (n & v)

- a business deal (n)

• make a deal (n)
 • deal with someone/something (v)
 • deal in (v)
 dear (adj & int)

- too dear to buy (adj)
- Dear Sir (adj)
- Oh dear! (int)

 debit (n & v)
 debt (n)

- large debts
- in debt

 decide (v)
 decimal (adj & n)
 decision (n)
 decision-making (n)
 declare (v)
 decline (n & v)

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

 decrease (n & v)
 deduct (v)
 deep (adj & adv)

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

 defeat (n & v)
 defective (adj)
 defence (n)
 defend (v)
 definite (adj)
 degree (n)

- 90 degrees
- (have) a degree in

 delay (n & v)
 delegate (n & v)
 delete (v)
 deletion (n)
 delighted (adj)
 deliver (v)
 delivery (n)
 demand (n & v)
 demonstrate (v)
 demonstration (n)

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

 deny (v)
 dep (abbrev) depart(s)
 depart (v)
 department store (n)
 departure (n)
 depend (v)

- It depends on what you want to 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 (**abbrev**) department

depth (**n**)

describe (**v**)

description (**n**)

desert (**n**)

design (**n & v**)

desk (**n**)

desktop (**adj & n**)

despatch (**n & v**)

despite (**prep**)

destination (**n**)

destroy (**v**)

detail (**n**)

develop (**v**)

diagram (**n**)

dial (**n & v**)

diary (**n**)

dictate (**v**)

dictation (**n**)

dictionary (**n**)

die (**v**)

differ (**v**)

difference (**n**)

different (**adj**)

difficult (**adj**)

dig (**v**)

digital (**adj**)

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**)

- lifts for disabled people (**adj**)
- the disabled (**n**)

disappoint (**v**)

discount (**n & v**)

discover (**v**)

discuss (**v**)

discussion (**n**)

disc/disk (**n**)

- compact disc
- hard disk
- floppy disk

disk drive (**n**)

dislike (**n & v**)

dismiss (**v**)

dispatch (**n & v**)

display (**n & v**)

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

distance (**n**)

distant (**adj**)

distribute (**v**)

distribution (**n**)

district (**n**)

disturb (**v**)

divide (**v**)

division (**n**)

do (**v**)

doctor/Dr (**n**)

document (**n**)

documentary (**adj & n**)

documentation (**n**)

dollar (**n**)

domestic (**adj**)

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

door (**n**)

door-to-door (**adj**)

dotted line (**n**)

- Sign on the dotted line, please.

double (**adj & v**)

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

doubt (**n & v**)

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

- Our computer system's down. (**adv**)
- Sales of all our products are down. (**adj**)
- Prices have gone down. (**adv**)
- His office is down the corridor on the left. (**prep**)

downstairs (**adv**)

downturn (**n**)

downward (**adj**)

dozen (**n**)

drama (**n**)

dramatic (**adj**)

- a dramatic increase
- a dramatic rise

dramatically (**adv**)

- Sales increased dramatically.

draw (v)
 drawer (n)
 dream (n & v)
 dress (n & v)
 drink (n & v)
 drive (n & v)
 driving licence (n)
 drop (n & v)

- There's been a big drop in the number of workers. (n)
- You've dropped your papers. (v)

 drug(s) (n)

- a multinational drugs company

 dry (adj & v)
 dry cleaning (n)
 DTP (abbrev) desktop publishing
 due (adv & adj)

- The next payment is due in five days. (adv)
- due to rising costs (adj)
- due date (adj)
- The plane is due at... (adv)
- The train is due to arrive. (adj)

 due to (prep phrase)

- The fall in sales was due to the difficult economic climate.

 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 (adj & pron)
 eager (adj)
 early (adj & adv)

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

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

- economic growth
- the economic situation

economical (adj)
 economics (n)
 economy (n)
 edge (n)
 educate (v)
 education (n)
 effect (n)
 effective (adj)
 efficient (adj)
 effort (n)
 e.g. (abbrev) for example, for instance
 either (conj)
 elect (v)
 election (n)
 electric (adj)
 electrical (adj)
 electricity (n)
 electronic (adj)
 electronic mail (n)
 electronics (n)
 elementary (adj)
 elevator (Am Eng) (n)
 else (adv)
 email (n & v)
 embarrass (v)
 embassy (n)
 emergency (n)
 employ (v)
 employee (n)
 employment agency (n)
 empty (adj & v)
 enable (v)
 enclose (v)
 encourage (v)
 end (n & v)
 energy
 engaged (adj)

- The phone was engaged.

 engagement (n)

- I have a business engagement on that day. (n)

 engine (n)
 engineer (n)
 engineering (n)
 English (adj & n)
 enjoy (v)
 enormous (adj)
 enough (adj, adv & n)
 enquire (v)
 enquiry (n)
 enrol (v)
 ensure (v)
 enter (v)
 entertain (v)
 enthusiasm (n)
 enthusiastic (adj)

entire **(adj)**
entrance **(n)**
entry **(v)**
envelope **(n)**
environment **(n)**
environmental **(adj)**
equal **(adj & v)**
equip **(v)**
escalator **(n)**
escape **(n & v)**
especially **(adv)**
essential **(adj)**
establish **(v)**
estimate **(n & v)**

- The estimate for repairs was low. **(n)**
- We estimated the costs. **(v)**

EU **(abbrev)** European Union
exchange **(v)**
Euro **(n)**
even **(adv)**

- He couldn't even do that.

event **(n)**
ever **(adv)**
every **(adj)**
everybody **(n)**
everyone **(n)**
everything **(n)**
everywhere **(adv)**
exact **(adj)**
exam **(abbrev)** examination
examination **(n)**
examine **(v)**
example **(n)**
exceed **(v)**
excellent **(adj)**
except **(prep & conj)**
excess **(n)**

- excess capacity **(n)**

exchange **(v & n)**
exchange controls **(n)**
exchange rate **(n)**
excited **(adj)**
exciting **(adj)**
exclude **(v)**
excluding **(prep)**
excuse **(n & v)**
executive **(n & adj)**
exercise **(n & v)**
exhibit **(n & v)**
exhibition **(n)**

- a trade exhibition

exist **(v)**
exit **(n)**
expand **(v)**
expansion **(n)**

- economic expansion

expect **(v)**
expectation **(n)**

- an expectation of high growth

expenditure **(n)**
expense(s) **(n)**

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

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

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

expert **(n)**
explain **(v)**
explanation **(n)**
explode **(v)**

- Demand for our new product has exploded.

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

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

extend **(v)**
extension **(n)**

- What is your extension number?

external **(adj)**
extra **(adj & adv)**
extraordinary **(adj)**
extremely **(adv)**
eye **(n)**

F

°F **(abbrev)** Fahrenheit
facilities **(n pl)**

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

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 only fair. **(adj)**
 - The trade fair usually takes place in May. **(n)**
- faithfully **(adv)**
- Yours faithfully
- fall **(n & v)**
- There was a sharp fall in profits. **(n)**
 - Share prices were falling very quickly. **(v)**
- 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 £252.
- fashion **(n)**
- fast **(adj & adv)**
- fasten **(v)**
- fault **(n)**
- It's John's fault that the report is late.
 - There's a technical fault.
- favourite **(adj & n)**
- fax **(n & v)**
- fax machine **(n)**
- fear **(n & v)**
- fee **(n)**
- feedback **(n)**
- feel **(v)**
- feel like **(v)**
- female **(n & adj)**
- ferry **(n)**
- festival **(v)**
- fetch **(v)**
- few **(adj)**
- fiction **(n)**
- Sales of non-fiction have increased.
- field **(n)**
- in the field of engineering
- fight **(n & v)**
- figure **(n)**
- the figure 6
 - sales figures
- file **(n & v)**
- Could you get me the file on Unicorn Holdings? **(n)**
 - Could you file the papers from this morning's meeting? **(v)**
- filing cabinet **(n)**
- fill **(v)**
- fill something to the top
- fill in **(phr v)**
- I must fill in this form.
- fill up **(phr v)**
- We'll fill up the car with petrol before we leave.
- film **(n & v)**
- final **(adj)**
- final demand **(n)**
- finalise **(v)**
- finance **(n & v)**
- financial **(adj)**
- financial advisor **(n)**
- financial year **(n)**
- find **(v)**
- find out **(phr v)**
- I must find out when Mr Tanaka is arriving.
- fine **(adj, n & v)**
- finish **(n & v)**
- fire **(n & v)**
- Fire completely destroyed an old warehouse. **(n)**
 - There was a small fire at the factory. **(n)**
 - The company has a 'hire and fire' approach. **(n)**
 - He was fired for not meeting sales targets. **(v)**
- fire alarm **(n)**
- firm **(adj & n)**
- a firm offer **(adj)**
 - a good firm to work for **(n)**
- first **(adj, adv, n & 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)**
- fit **(adj & v)**
- He fitted into the team very well. **(v)**
 - Her main business was a keep-fit centre. **(adj)**
- fitness **(n & adj)**
- fitness centre **(n)**
 - health and fitness sector **(n)**
- fix **(v)**
- Could you fix the shelf to the wall?
 - She managed to fix the broken photocopier.

- My PA has fixed a date for the meeting.

fixed cost **(n)**
fixed-term contract **(n)**
flag **(n)**
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 **(v)**

- float a new company/shares

flood **(n & v)**
floor **(n)**
floppy disk **(n)**
flotation **(n)**

- flotation on the Stock Exchange

flowchart **(n)**
fluctuate **(v)**
fluctuation **(n)**
fly **(v)**
focus **(n & v)**
fold **(n & v)**
follow **(v)**
following **(adj & prep)**

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

fond **(adj)**
food **(n)**

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

foot/feet **(n)**

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

for **(prep)**
forbid **(v)**
force **(n & v)**

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

forecast **(n & v)**

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

foreign **(adj)**
foreign currency **(n)**
foreign exchange **(n)**
foreigner **(n)**
foreman **(n)**
forget **(v)**

forgetful **(adj)**
forgive **(v)**
form **(n & v)**

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

formal **(adj)**
former **(adj)**
fortnight **(n)**
fortunate **(adj)**
forward **(v)**
forward(s) **(adv)**
founder **(n)**
free **(adj)**
free gift **(n)**
free market **(n)**
free sample **(n)**
free trade **(n)**
freelance **(adj & v)**
freeze **(n & v)**

- a price freeze **(n)**
- to freeze prices **(v)**

freight **(n & v)**
frequent **(adj)**
fresh **(adj)**
fridge **(n)**
friend **(n)**
frighten **(v)**
from **(prep)**
front **(adj & n)**
fuel **(n)**
full **(adj)**
full-time **(adj)**
full time **(adv)**
fun **(n)**
function **(n & v)**
fund **(n & v)**
funding **(n)**
funny **(adj)**
furnish **(v)**
furniture **(n)**
future **(adj & n)**

G

gain **(n & v)**
gallery **(n)**

- an art gallery

gallon **(n)**
game **(n)**
gap **(n)**
garage **(n)**
gas **(n)**

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

- Could you put some gas in the car? **(Am Eng)**
- 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 quite well with my boss.
 get around **(phr v)**
 - We've got around that problem.
 get back **(phr v)**
 - When did you get back from New York?
 get down **(phr v)**
 - Can you get down from the ladder?
 - Did you manage to get all the notes down?
 get in **(phr v)**
 - Can visitors get in through the staff entrance?
 get into/out of **(phr v)**
 - She got into/out of the taxi.
 get off **(phr v)**
 - We get off at the next stop.
 get on **(phr v)**
 - How is the business getting on?
 - Get your coat on and then we can leave.
 get on with **(phr v)**
 - How are you getting on with the report?
 - Do you get on well with your colleagues?
 get rid of **(phr v)**
 - Could you get rid of these old files?
 get up **(phr v)**
 - What time did you get up this morning?
 gift **(n)**
 gift voucher **(n)**
 girl **(n)**
 give **(v)**
 give in **(phr v)**
 - Have you given in last month's sales figures yet?
 - He gave in to their demands.
 give out **(phr v)**
 - Will you give out these papers for me, please?

- give up **(phr v)**
 - David is planning to give up his job and go freelance.
 glad **(adj)**
 glance **(n & v)**
 - I've glanced at the figures. **(v)**
 glass **(n & adj)**
 glasses **(n pl)**
 global **(adj)**
 - global market
 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 went off.
 - The alarm went off.
 go on **(phr v)**
 - The meeting went on until six o'clock.
 - What's going on?
 - The lights suddenly went on.
 go out **(phr v)**
 - The fire has gone out.
 - We're going out with a new client this evening.
 go with **(phr v)**
 - The new colours don't go with our company image.
 goal **(n)**
 - career goals
 gold **(adj & n)**
 - gold watch **(adj)**
 - made of gold **(n)**
 good **(adj)**
 goodbye **(int)**
 goods **(n pl)**
 govern **(v)**
 grade **(n & v)**
 - We need high grade oil. **(n)**
 - What grade is the job? **(n)**
 - Staff were re-graded. **(v)**
 gradual **(adj)**
 graduate **(n & v)**
 - He's a maths graduate. **(n)**
 - She graduated in 2001. **(v)**
 graduation **(n)**
 gram(me) **(n)**
 grammar **(n)**
 grant **(n & v)**
 - He was given a grant to study new management methods. **(n)**
 - The MD granted his request to attend the conference. **(v)**

graph **(n)**
 graphics **(n)**
 grateful **(adj)**
 great **(adj)**
 green **(adj)**

- a green policy

 greet **(v)**
 grey **(adj)**

- a grey area
- the grey economy

 gross **(adj)**

- a gross profit
- gross weight

 ground **(adj & n)**
 group **(n & v)**

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

 grow **(v)**

- Profits grew very quickly last year.
- It's a fast-growing company.
- They wanted to grow their company/business/profits/sales.

 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)**

 guilty **(adj)**
 gymnasium **(n)**

H

habit **(n)**
 hair **(n)**
 half **(adj, adv & n)**
 hall **(n)**
 hallo/hello **(exclam)**
 hand **(n & v)**

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

 hand in **(phr v)**

- Could you hand in your report tomorrow.

 hand out **(phr v)**

- Can you hand out the minutes of the last meeting?

 handbag **(n)**
 handbook **(n)**
 handle **(n & v)**

- The door handle is broken. **(n)**
- The goods were damaged because they were handled roughly. **(v)**
- She handles telephone enquiries. **(v)**
- He handled the situation badly. **(v)**

 handwriting **(n)**
 hang **(v)**

- He decided to hang the calendar on the wall.

 hang up **(phr v)**

- She hung up at the end of the phone call.

 happen **(v)**
 happy **(adj)**
 harbour **(n)**

- The harbour is being extended due to an increase in shipping.

 hard **(adj & adv)**
 hardly **(adv)**

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

 hardware **(n)**

- hardware store
- computer hardware

 hate **(v)**
 have **(v)**
 have got **(v)**
 have to **(v)**
 he **(pron)**
 head **(n & v)**

- at the head of the company **(n)**
- the head of marketing **(n)**
- head a team/group **(v)**
- headgear **(n)**

 head office **(n)**
 headline **(n)**
 headquarters **(n)**
 health **(n)**
 health and safety **(n)**
 hear **(v)**
 heart **(n)**

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

 heat **(n & v)**

- Water retains heat longer than air. **(n)**
- The market is overheated. **(v)**

 heating **(n)**
 heavy **(adj)**

height (n)
 helicopter (n)
 hello/hallo (exclam)
 help (n & v)
 helpdesk (n)
 helpline (n)
 her (adj & pron)
 here (adv)
 hers (pron)
 herself (pron)
 hi-fi (n)
 hi(gh)-tec(h) (adj)
 hidden (adj)

- hidden agenda
- hidden profits

 hide (v)
 high (adj, adv & n)
 highway (n) (Am Eng)
 hill (n)
 him (pron)
 himself (pron)
 hire (n & v)

- hire a car (v)
- for hire (n)
- a 'hire and fire' approach (n)
- hire more staff (v)

 his (adj & pron)
 history (n)
 hit (n & v)

- a hit on a website (n)
- hit sales targets (v)

 hobby (n)
 hold (v)
 hold up (n & phr v)

- He was held up in heavy traffic for over two hours. (phr v)
- There was a hold-up at customs. (n)

 hole (n)
 holiday (n)
 home (adv & n)
 honest (adj)
 hope (n & v)
 horrible (adj)
 hospitality (n)
 host (n)
 hot (adj)
 hotel (n)
 hour (n)
 hourly rate (n)
 hourly fee (n)
 house (n)
 how (adv)
 how do you do? (int)
 how much (adv)
 however (adv)

huge (adj)
 human (n & adj)
 hundred (n)
 hurry (n & v)
 hr (abbrev) hour

I

I (pron)
 ice (n)
 idea (n)
 identity (n)

- identity card

 ID (abbrev) Identity
 i.e. (abbrev) that is to say
 if (conj)
 ill (adj)
 illegal (adj)
 illness (n)
 image (n)
 imagination (n)
 imagine (v)
 immediate (adj)
 immigration (n)
 import (v)
 import duty (n)
 importance (n)
 important (adj)
 impossible (adj)
 impress (v)
 impression (n)
 impressive (adj)
 improve (v)
 in(s) (abbrev) inch(es)
 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 difficulties (prep phr)
 in fact (prep phr)
 in front of (prep phr)
 in general (prep phr)
 in half (prep phr)
 in ink (prep phr)
 in order (prep phr)
 in order to (prep phr)
 in pencil (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 town (**prep phr**)
 in turn (**prep phr**)
 incentive (**n**)
 inch (**n**)
 include (**v**)
 including (**prep**)
 income (**n**)
 inconvenience (**n**)
 inconvenient (**adj**)
 incorrect (**adj**)
 increase (**n & v**)
 indeed (**adv**)
 independent (**adj**)
 index (**n**)

- index of a book

 indicate (**v**)
 indication (**n**)
 individual (**adj & n**)
 indoor (**adj**)
 indoors (**adv**)
 industrial (**adj**)
 industry (**n**)

- the steel industry

 inflation (**n**)
 influence (**n & v**)

- She was a bad influence on the other staff. (**n**)
- Her first boss greatly influenced her. (**v**)

 inform (**v**)
 information (**n**)
 informal (**adj**)
 information technology (IT) (**n**)
 inhabitant (**n**)
 in-house (**adj & adv**)
 injure (**v**)
 injury (**n**)
 ink (**n**)
 innovation (**n**)
 innovative (**adj**)
 inquiry (**n**)
 inside (**adv, prep & adj**)
 insist (**v**)
 inspect (**v**)
 inspection (**n**)
 install (**v**)
 installation (**n**)
 instalment (**n**)

- by instalments

• instalment plan
 instance (**n**)
 instead (**adv**)
 instead of (**adv**)
 instructions (**n**)
 instructor (**n**)
 insurance (**n**)
 insurance policy (**n**)
 insure (**v**)
 intelligent (**adj**)
 intend (**v**)
 interest (**n & v**)
 interest rate (**n**)
 intermediate (**adj**)
 internal (**adj**)

- internal promotion
- internal correspondence

 international (**adj**)
 internet (**n**)
 interpret (**v**)
 interrupt (**v**)
 interval (**n**)
 interview (**v**)
 into (**prep**)
 introduce (**v**)
 introduction (**n**)
 introductory (**adj**)
 invent (**v**)
 invention (**n**)
 invest (**v**)
 invitation (**n**)
 invite (**v**)
 invoice (**n & v**)
 involve (**v**)
 iron (**n**)

- made of iron

 island (**n**)
 issue (**n & v**)

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

 IT (**abbrev**) Information Technology
 it (**pron**)
 item (**n**)

- Several items were damaged during transportation.
- The first item will be a discussion of the recent sales figures.

 its (**pron**)
 itself (**pron**)

J

jealous (**adj**)
 jet (plane) (**n**)

- go by jet

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

- I joined the company last year.

joint (adj)

- joint venture

joke (n)

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 200%. (v)

junction (n)

just (adv)

K

keen (adj)

- I'm not keen on the new product.
- He's keen to increase sales.

keep (v)

- Costs keep rising.

keep on (phr v)

- They kept on advertising even though 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 (phr v)

- She keyed in the data very quickly.

keyboard (n)

- computer keyboard

kg (abbrev) kilogram

kilo/kilogram/kilogramme (n)

km (abbrev) kilometer/kilometre

kilometre (n)

kph (abbrev) 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)

- They knocked down the building to make way for the new road.

know (v)

knowledge (n)

L

label (n & v)

lab (abbrev) laboratory

laboratory (n)

labour (n)

- manual labour
- the labour market

lack (n & v)

ladder (n)

- career ladder

lady (n)

- Ladies and Gentlemen...

lamp (n)

land (n & v)

landlady (n)

landlord (n)

language (n)

laptop (n)

large (adj)

laser (n)

laser disk (n)

laser printer (n)

last (adj, adv & v)

late (adj)

later (adv)

laugh (n & v)

launch (v & n)

- The company is holding a product launch for the XPL2. (n)
- We are launching a new service. (v)

laundry (n)

- The hotel has a laundry service.

lavatory (n)

law (n)

lawyer (n)

lay (v)

layout (n)

- office layout
- page layout

lazy (adj)

lb (abbrev) pound weight

lead (v)

- Where does this road lead?
- We lead the market in computer games.

leader (n)

- J & K Electrics are the market leaders.

leadership **(n)**
 leading **(adj)**

- a leading brand

leaflet **(n)**
 learn **(v)**
 least **(adj & adv)**

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

leave **(n & v)**
 leave out **(phr v)**

- He left out several important facts from his report.

lecture **(n & v)**
 left **(n, adj & adv)**
 legal **(adj)**
 leisure **(n)**
 leisure industry **(n)**
 lend **(v)**
 length **(n)**
 less **(adj, adv & pron)**
 lesson **(n)**
 let **(v)**

- Her boss wouldn't let her attend the conference.
- I'm going to let my house for six months.

let's **(v)**

- Let's finish the meeting early.

letter **(n)**
 letter-box **(n)**
 level **(adj & n)**
 level off **(phr v)**

- Growth in the economy has levelled off.

level out **(phr v)**

- Sales have started to level out.

liberal **(adj)**

- a liberal style of management

library **(n)**
 licence **(n)**

- an export licence

lie **(n & v)**
 life **(n)**

- shelf life

lifestyle **(n)**
 lift **(n & v)**

- Can you give me a lift, please? **(n)**
- The lift is going up. **(n)**
- Please help me lift this package. **(v)**

light **(adj, n & v)**
 like **(prep & v)**
 likely **(adj)**
 limit **(n & v)**

limited company (Ltd.) **(n)**
 line **(n)**

- the production line
- lines on a page
- railway 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 **(v)**
 litre **(n)**
 little **(adj & pron)**
 live **(v & adj)**
 living **(adj)**

- cost of living

load **(n & v)**

- The load was heavy. **(n)**
- Load the goods onto the lorry. **(v)**

loan **(n)**
 local **(adj)**
 locate **(v)**
 location **(n)**
 lock **(n & v)**
 locker **(n)**
 logo **(n)**
 lonely **(adj)**
 long **(adj)**
 long-term/long term **(adj & n)**

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

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

- Who's looking after the packaging?

look ahead **(phr v)**
 look forward to **(phr v)**

- I look forward to seeing you.

look like **(phr v)**

- The new model looks just 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 the word in the dictionary.

loose **(adj)**
 lorry **(n)**
 lose **(v)**
 loss **(n)**
 lost property **(n)**
 lot **(n)**
 loud **(adj)**
 lounge **(n)**

love (**n & v**)
low (**adj, n & adv**)
lower (**v**)
loyal (**adj**)

- loyal staff

loyalty (**n**)

- customer loyalty

luck (**n**)

luggage (**n**)

lunch (**n**)

lunchtime (**n**)

luxury (**n & adj**)

M

m (**abbrev**) metre

MA (**abbrev**) Masters degree

machine (**n**)

machinery (**n**)

mad (**adj**)

madam (**n**)

- Dear Sir/Madam

magazine (**n**)

mail (**n**)

mailbox (**Am Eng**) (**n**)

mail order (**n**)

mailing list (**n**)

mailshot (**n**)

main (**adj**)

maintain (**v**)

maintenance (**n**)

major (**adj**)

- major client
- major exports

majority (**n**)

make (**n & v**)

make up (**n & v**)

male (**adj & n**)

man (**n**)

manage (**v**)

- manage a business
- manage to do something

managerial (**adj**)

managing director (MD) (**n**)

manner (**n**)

manual (**adj**)

manufacture (**n & v**)

many (**adj & pron**)

map (**n**)

margin (**n**)

- profit margin

mark (**n & v**)

market (**n & v**)

- There's a good market for fax machines here. (**n**)

- She bought some flowers from the market. (**n**)

- They marketed their goods overseas. (**v**)

market leader (**n**)

market research (**n**)

market share (**n**)

market value (**n**)

marketplace (**n**)

marketing (**n**)

- I've applied for a job in marketing.

married (**adj**)

mass (**adj**)

- mass market (**n**)
- mass media (**n**)

mass-produce (**v**)

mass production (**n**)

master (**v**)

match (**n & v**)

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

mate (**n**)

- a workmate

material (**n**)

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

mathematics (**n**)

maths (**abbrev**) mathematics

matter (**n & v**)

- Is anything the matter? (**n**)
- It doesn't matter. (**v**)

mature (**adj**)

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

max (**abbrev**) maximum

maximum (**adj & n**)

may (**v**)

maybe (**adv**)

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

MD (**abbrev**) Managing Director (**n**)

me (**pron**)

meal (**n**)

mean (**v**)

- What do you mean?
- What does it mean?

meaning (**n**)

means (**n**)

- Use whatever means you like but sell the product.

measure **(v)**

- measure the length of something

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 consumers?

member **(n)**

membership **(n)**

memo **(abbrev)** memorandum

memorandum **(n)**

memory **(n)**

- have a good/poor memory
- computer memory

mend **(v)**

- mend a faulty machine

mention **(n & v)**

menu **(n)**

merge **(v)**

message **(n)**

metal **(n)**

method **(n)**

- production methods

metre **(n)**

microphone **(n)**

midday **(n)**

middle **(adj & n)**

middle-aged **(adj)**

middle management **(n)**

midnight **(n)**

might **(v)**

mild **(adj)**

mile **(n)**

millimetre **(n)**

mind **(n & v)**

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

mine **(pron)**

mineral **(adj)**

mineral water **(n)**

min **(abbrev)** minimum

minimum **(adj & n)**

minor **(adj)**

minus **(conj)**

min **(abbrev)** minute

minute **(n)**

minutes **(n & pl)**

- the minutes of the meeting

misc **(abbrev)** miscellaneous

miscellaneous **(adj)**

miserable **(adj)**

miss **(n & v)**

mistake **(n)**

misunderstand **(v)**

mix **(n & v)**

mixture **(n)**

mobile **(adj & n)**

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

model **(adj & n)**

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

modern **(adj)**

moment **(n)**

money **(n)**

monopoly **(n)**

month **(n)**

more **(adj, adv & pron)**

morning **(n)**

most **(adj, adv & pron)**

motivate **(v)**

motivation **(n)**

motor **(n)**

motorbike **(n)**

motorcycle **(n)**

motorway **(n)**

mountain **(n)**

- a mountain of paperwork

mouse **(n)**

- The mouse on my computer isn't working.

move **(n & v)**

movie **(Am Eng) (n)**

mph **(abbrev)** miles per hour

Mr **(n)**

Mrs **(n)**

Ms **(n)**

much **(adj, adv & pron)**

multinational **(adj & n)**

multiply **(v)**

- multiply 14 by 2

music **(n)**

musical **(adj & n)**

musician **(n)**

must **(v)**

my **(pron & adj)**

myself **(pron)**

N

N (**abbrev**) north
name (**n & v**)
narrow (**adj**)
national (**adj**)
nationality (**n**)
nationwide (**adj**)
natural (**adj**)
nature (**n**)
NB (**abbrev**) note well
NE (**abbrev**) north east
NW (**abbrev**) north west
near (**adv & prep**)
neat (**adj**)
necessary (**adj**)
need (**n & v**)
negative (**adj**)

- negative attitude

negotiable (**adj**)
negotiate (**v**)
negotiation (**n**)
neighbour (**n**)
neighbourhood (**n**)
neither (**adj & pron**)
nervous (**adj**)
net (**n & adj**)

- have a net income of £20,000 a year (**adj**)

network (**v & n**)

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

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

- neither management nor workers
- Nor do I.

normal (**adj**)

north (**adj, adv, & n**)
north east (**adj & n**)
north west (**adj & n**)
not/n't (**adv**)
not at all (**adv**)
note (**n & v**)
notebook (**n**)
notepad (**n**)
notepaper (**n**)
nothing (**n & pron**)
notice (**n & v**)
notice-board (**n**)
now (**adv**)
nowadays (**adv**)
nowhere (**adv**)
nr (**abbrev**) near
nuclear (**adj**)
number (**n**)
nylon (**adj & n**)

O

o'clock (**adj & adv**)
object (**n & v**)
objective (**n**)
observe (**v**)
obtain (**v**)
occupation (**n**)
occur (**v**)
of (**prep**)
of course (**adv**)
off (**adv & prep**)
offer (**n & v**)
office (**n**)
officer (**n**)
official (**adj & n**)
often (**adv**)
OHP (**abbrev**) overhead projector
OHT (**abbrev**) overhead transparency
oil (**n & v**)
OK/O.K./okay (**int, adj & adv**)
old (**adj**)
omit (**v**)
on (**adv & prep**)
on a journey (**prep phr**)
on a visit (**prep phr**)
on business (**prep phr**)
on fire (**prep phr**)
on foot (**prep phr**)
on holiday (**prep phr**)
on sale (**prep phr**)
on time (**prep phr**)
once (**adv or adj**)
one (**n & pron**)
one-way (**adj**)

oneself (**pron**)
online/on-line (**adv & adj**)
only (**adj & adv**)
onto (**prep**)
open (**adj & v**)
opening hours (**n**)
operate (**v**)

- They operate from an old warehouse.
- Shall I show you how to operate the machine?

operation (**n**)
opinion (**n**)
opportunity (**n**)
oppose (**v**)
opposite (**adj, n & prep**)
option (**n**)
or (**conj**)
order (**conj, n & v**)
order form (**n**)
ordinary (**adj**)
organisation (**n**)
organise (**v**)
original (**adj**)
originality (**n**)
other (**adj & pron**)
ought (**v**)
ounce (**n**)
our (**adj**)
ours (**pron**)
ourselves (**pron**)
out (**adv**)
out of (**prep**)
out of date (**prep phr**)
out of doors (**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 & prep**)
oval (**adj**)
over (**adv & prep**)
overall (**adj**)
overalls (**n**)
overdraft (**n**)
overdrawn (**adj**)
overheads (**n**)
overnight (**adj & adv**)
overseas (**adj & adv**)
overtake (**v**)
overtime (**n**)
owe (**v**)
own (**adj & v**)

own brand (**n**)

P

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

- packing department

page (**n**)
paid leave (**n**)
paint (**n & v**)
pair (**n**)
paper (**n**)
paperclip (**n**)
paperwork (**n**)
paragraph (**n**)
parcel (**n**)
pardon (**n**)

- Pardon?

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

- a particular problem

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

- security pass (**n**)

passenger (**n**)
passport (**n**)
past (**adj, n & prep**)
path (**n**)
patient (**adj**)
pattern (**n**)
pause (**n & v**)
pavement (**n**)
pay (**n & v**)
payroll (**n**)
peace (**n**)
peak (**n & v**)
pen (**n**)
pence (**n**)
pencil (**n**)

pension (n)
 people (n pl)
 per (prep)
 per annum (adv)
 per cent (%) (adj, adv & n)
 percentage (n)
 perfect (adj)
 perform (v)

- The company is performing well.

 performance (n)

- a strong performance on the stock market

 perhaps (adv)
 period (n)

- I will be away for the whole period of her visit.
- The period before the break has been cancelled.
- the beginning/middle/whole/end of the period

 permanent (adj)
 permission (n)
 permit (v & n)
 person (n)
 personal assistant (n)
 personal computer (n)
 personality (n)
 personnel (n)
 personnel management (n)
 persuade (v)
 petrol (n)
 petrol station (n)
 petty cash (n)
 pharmaceutical (adj)

- the pharmaceutical industry

 pharmacy (n)
 phase (n)
 phone (n & v)
 photocopier (n)
 photocopy (n & v)
 photograph (n & v)
 photography (n)
 pick (v)
 pick up (phr v)

- I'll pick you up from the airport.

 picture (n)
 piece (n)
 pile (n & v)
 pilot (n)
 pin (n & v)

- drawing pins (n)
- pin something to the notice-board.

 (v)
 pipe (n)

- a water pipe

 pity (n)

• What a pity!
 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 huge investment in new plant. (n)
- A strike at the new manufacturing plant held up production. (n)
- Farmers need to plant crops this month. (v)

 plastic (adj & n)
 platform (n)
 play (n & v)
 plc (abbrev) public limited company
 pleasant (adj)
 please (int & v)

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

 (v)
 pleasure (n)
 plenty (adj & pron)
 plug (n)

- electric plug

 plug in (phr v)

- The photocopier isn't plugged in.

 plus (conj)
 pm (adv)
 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)

- The company sells swimming pools.

 poor (adj)

- She is very poor and earns hardly any money at all.
- He's rather poor at maths.

 popular (adj)
 population (n)
 port (n)
 portable (adj)
 porter (n)
 position (n)

positive (**adj**)
possibility (**n**)
possible (**adj**)
post (**n & v**)
post office (**n**)
postage (**n**)
postcard (**n**)
postcode (**n**)
poster (**n**)
postman (**n**)
postpone (**v**)
potential (**n & adj**)
pound (**n**)
pour (**v**)
power (**n**)
PR (**abbrev**) Public Relations
practice (**n**)

- The exercises in the book provide plenty of practice.
- out of practice
- good business practice

practise (**v**)
praise (**n & v**)
precious (**adj**)
predict (**v**)
prediction (**n**)
prefer (**v**)
preference (**n**)
preliminary (**adj**)
premises (**n**)
preparation (**n**)
prepare (**v**)
prescription (**n**)
present (**adj, n & v**)
presentation (**n**)
president (**n**)
press (**n & v**)
pretty (**adj & adv**)
prevent (**v**)
previous (**adj**)
price (**n & v**)
price list (**n**)
primary (**adj**)

- of primary importance

prime minister (**n**)
principal (**n & adj**)

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

print (**n & v**)
printout (**n**)
priority (**n**)
private (**adj**)
prize (**n**)
probable (**adj**)
problem (**n**)
procedure (**n**)

process (**n & v**)
produce (**n & v**)
product (**n**)
production (**n**)
productive (**adj**)
productivity (**n**)
profession (**n**)
professional (**adj & n**)
professor (**n**)
profile (**n & v**)
profit (**n**)

- profit margin
- profit level

profitability (**n**)
profitable (**adj**)
programme (**n & v**)
progress (**n**)
project (**n**)
promise (**n & v**)
promote (**v**)
promotion (**n**)
promotional (**adj**)
prompt (**adj**)
pronounce (**v**)
pronunciation (**n**)
proof (**n**)
proofread (**v**)
proper (**adj**)
property (**n**)
proportion (**n**)
proposal (**n**)

- We all listened to her proposal.

propose (**v**)

- propose an idea

protect (**v**)
protection (**n**)
proud (**adj**)
prove (**v**)
provide (**v**)
PS (**abbrev**) postscript
PTO (**abbrev**) please turn over
public (**adj & n**)
public holiday (**n**)
public limited company (**n**)
public opinion (**n**)
public relations (PR) (**n**)
publication (**n**)
publicise (**v**)
publicity (**n**)
publish (**v**)
pull (**n & v**)
punctual (**adj**)
punish (**v**)
pupil (**n**)
purchase (**n & v**)
pure (**adj**)

purpose **(n & adj)**
 push **(n & v)**
 put **(v)**
 put away **(phr v)**

- Put the file away before you leave.

 put back **(phr v)**

- The meeting was put back until Wednesday.

 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)**

- Could you put on the light?

 put out **(phr v)**

- He put out the light.

 put through **(phr v)**

- Could you put me through to the Finance Director?

 put up **(phr v)**

- Petrol companies are putting up their prices next week.

Q

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

- qualify as an accountant
- qualify for a discount

 quality **(n)**
 quality control **(n)**
 quality controller **(n)**
 quantity **(n)**
 quarrel **(n & v)**
 quarter **(n)**
 quay **(n)**
 query **(n & v)**
 question **(n & v)**
 questionnaire **(n)**
 queue **(n & v)**
 quick **(adj)**
 quiet **(adj)**
 quite **(adv)**
 quiz **(n)**
 quotation **(n)**

- The quotation is higher than expected. **(n)**

 quote **(n & v)**

- Could you quote me a price for printing 1,000 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)**
- Wavell & Arnold plc ranks in the top 100 companies. **(v)**

 rapid **(adj)**
 rare **(adj)**
 rate **(n)**
 rather **(adv)**
 Rd **(abbrev)** road
 re **(abbrev)** regarding
 reach **(v)**
 react **(v)**
 reaction **(n)**
 read **(v)**
 ready **(adj)**
 real **(adj)**
 realise **(v)**
 rearrange **(v)**
 reason **(n)**
 receipt **(n)**
 receive **(v)**
 receiver **(n)**

- telephone receiver

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

- reception desk in a hotel or an office
- a business reception for delegates

 receptionist **(n)**
 reclaim **(v)**
 recognise **(v)**
 recommend **(v)**
 recommendation **(n)**
 record **(n, adj & v)**

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

 recorder **(n)**

- a cassette recorder

 recover **(v)**

- Have you recovered from the long flight?

 recovery **(n)**
 recruit **(n & v)**
 rectangular
 red **(adj & n)**

- in the red

reduce (v)
reduction (n)
redundant (adj)
• make someone redundant
ref (abbrev) with reference to
refer (v)
• refer to something
reference (n)
• a reference to something
• references from a previous employer
refreshment(s) (n)
refrigerator (n)
refund (v & n)
refurbish (v)
refuse (v)
regard (n & v)
regarding (prep)
region (n)
regional (adj)
register (v)
• register for an MBA
registration (n)
regret (v)
regular (adj)
regulations (n pl)
reject (v)
rejection (n)
relation (n)
• industrial relations
• public relations
relax (v)
relevant (adj)
reliable (adj)
reliability (n)
relief (n)
• What a relief!
relocate (v)
relocation (n)
rely (v)
remain (v)
remember (v)
remind (v)
remove (v)
renew (v)
rent (n & v)
rental (adj & n)
reorganisation (n)
rep (abbrev) representative
repair (n & v)
repay (v)
repeat (n, v & adj)
replace (v)
reply (n & v)
report (n & v)
represent (v)

representative (n)
reputation (n)
request (n & v)
require (v)
rescue (n & v)
research (n & v)
R & D (abbrev) Research and
Development
reservation (n)
reserve (v)
resident (n)
residential (adj)
resign (v)
resignation (n)
resources (n)
respect (n & v)
respond (v)
response (n)
responsibility (n)
responsible (adj)
rest (n & v)
restaurant (n)
result (n & v)
retail (n & v)
retail outlet (n)
retail price (n)
retain (v)
retire (v)
return (n & v)
revenue (n)
review (n & v)
revise (v)
reward (n & v)
rich (adj & n)
ride (n & v)
right (adj, adv & n)
ring (n & v)
ring back (v)
ring up (v)
rise (n & v)
risk (n & v)
rival (n & adj)
river (n)
road (n)
role (n)
roof (n)
room (n)
rough (adj)
round (adj, adv & prep)
roundabout (n)
route (n)
routine (n)
row (n)
• the figure is in the end row of the column.
RSVP (abbrev) please reply

rubber (**adj & n**)
rubbish (**n**)
ruin (**n & v**)
rule (**n & v**)
run (**v**)
run out of (**phr v**)
• We've run out of paper for the printer.

S

S (**abbrev**) south
sad (**adj**)
SAE (**abbrev**) stamped addressed envelope
safe (**n & adj**)
safety (**n**)
salary (**n**)
sale (**n**)
sales (**n**)
same (**adj & pron**)
sample (**n**)
satisfaction (**n**)
satisfactory (**adj**)
satisfied (**adj**)
save (**v**)
say (**v**)
scale (**n**)
• salary scale
• large-scale
• small-scale
schedule (**n & v**)
scheme (**n**)
• training scheme
school (**n**)
science (**n**)
scientific (**adj**)
scissors (**n**)
screen (**n & v**)
• a TV/computer screen
screw (**n & v**)
• Screw this in for me, please. (**v**)
• Have you seen the screw? (**n**)
sea (**n**)
seal (**v**)
search (**n & v**)
• customs search (**n**)
• a search on the internet (**n**)
search for (**v**)
season (**n**)
• e.g. autumn, winter
• the conference season
seasonal (staff, rates) (**adj**)
seat (**n & v**)
seatbelt (**n**)

sec (**abbrev**) second
second (**adj & n**)
second-hand/second hand (**adj & adv**)
secondary (**adj**)
secret (**n & adj**)
secretarial (**adj**)
secretary (**n**)
section (**n**)
• section head
sector (**n**)
• sector of the economy
secure (**v & adj**)
security (**n**)
see (**v**)
seem (**v**)
seldom (**adv**)
select (**v**)
selection (**n**)
self-employed (**adj**)
self-service (**adj**)
sell (**v**)
selling price (**n**)
seminar (**n**)
send (**v**)
send for (**v**)
• send for something
senior (**adj**)
sensible (**adj**)
sentence (**n**)
• Can you translate this sentence into German?
separate (**adj & v**)
• Can you separate these for me? (**v**)
• They work in separate offices. (**adj**)
series (**n**)
serious (**adj**)
servant (**n**)
• civil servant
serve (**v**)
• The bank serves the interests of its customers.
• The rail network serves every region of the country.
• In my last job, I had to serve customers.
service (**n & v**)
service station (**n**)
service agreement (**n**)
service charge (**n**)
service industry (**n**)
services (**n pl**)
• customer services
set off (**phr v**)
• set off for work

set out (**phr v**)

- set out on a journey

set up (**phr v**)

- set up a business

settle (**v**)

- feel settled in a job
- settle an account

several (**adj**)

sex (**n**)

- the male/female sex

shake (**n & v**)

shall (**v**)

shallow (**adj**)

shame (**n**)

- What a shame!

shape (**n & v**)

share (**n & v**)

- I share an office with the Marketing Director. (**v**)
- Our market share has increased this year. (**n**)

shareholder (**n**)

shares (**n & pl**)

- shares in the company

sharp (**adj**)

- sharp image
- a sharp rise/drop

she (**pron**)

sheet (**n**)

shelf (**n**)

shift (**n**)

- night shift
- shift work(er)

shine (**v**)

ship (**n & v**)

shipping (**n**)

shock (**n**)

- The news of the low sales figures came as a shock.

shop (**n & v**)

short (**adj**)

shortage (**n**)

short-term/short term (**adj & n**)

should (**v**)

shout (**n & v**)

show (**n & v**)

shower (**n**)

shut (**adj & v**)

shy (**adj**)

sick (**adj**)

side (**n**)

sight (**n**)

- in sight, out of sight
- tourist sights

sightseeing (**n**)

sign (**n & v**)

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

signal (**n & v**)

signature (**n**)

significant (**adj**)

- a significant rise

signpost (**n**)

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 (**n**)

sit (**v**)

site (**n**)

situate (**v**)

situation (**n**)

size (**n**)

skill (**n**)

skilled (**adj**)

sky (**n**)

sleep (**n & v**)

slight (**adj**)

slim (**adj**)

slow (**adj**)

slow down (**phr v**)

- Sales of the X13 model have slowed down.

small (**adj**)

smart (**adj**)

smell (**n & v**)

smile (**n & v**)

smoke (**n & v**)

smooth (**adj**)

snack (**n**)

so (**adv & conj**)

so that (**conj**)

so-so (**adj**)

social (**adj**)

society (**n**)

soft (**adj**)

software (**n**)

sole (**adj**)

- sole agent

solid (**adj**)

- solid fuel
- a solid cylinder

solution (**n**)

solve (**v**)

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

- Could you sort out my travel arrangements to Madrid?

sound (**n & v**)
 south (**adj, adv & n**)
 south east (**n & adj**)
 south west (**adj, adv & n**)
 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**)
 specialise (**v**)
 specialist (**n**)
 speciality (**n**)
 specifications (**n pl**)
 speech (**n**)
 speed (**n**)
 spell (**v**)
 spend (**v & n**)

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

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

- in spite of

sponsor (**n & v**)
 sport(s) (**n**)
 spy (**n & v**)
 square (**n & adj**)

- a square pattern (**adj**)
- Market Square (**n**)

St (**abbrev**) street
 staff (**n**)
 stage (**n**)

- the final stage of production

stairs (**n pl**)
 stamp (**n**)

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

stand (**v & n**)

- stand outside (**v**)
- a stand at an exhibition (**n**)
- standholder (**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 (**n & adj**)
 staple (**n**)
 stapler (**n**)
 start (**n & v**)

- the start of the conference (**n**)
- The meeting started at 2pm. (**v**)

start-up (**adj**)

- Start-up costs have increased.

state (**n & v**)

- Her office was in a very untidy state. (**n**)
- There are both state and private railways in Japan. (**n**)
- Please state your order clearly. (**v**)

station (**n**)
 stationery (**n**)
 statistics (**n**)
 stay (**n & v**)
 stay behind (**phr v**)

- He stayed behind to finish the report.

steady (**adj**)
 steal (**v**)
 steam (**n**)
 steel (**n & adj**)
 steep (**adj**)
 step (**n & v**)

- steps 1 – 3 (**n**)
- take steps to do something (**n pl**)
- step up the career ladder (**v**)

still (**adv**)
 stock (**n & v**)
 Stock Exchange (**n**)
 stocks (**n**)

- stocks and shares

stone (**n**)
 stop (**v & n**)
 storage (**n**)
 store (**n & v**)

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

storeroom (**n**)
 storey (**n**)
 storm (**n**)

- The roof of the factory was damaged in the storm.
- a storm of protests

story **(n)**
straight **(adj & adv)**
strange **(adj)**
stranger **(n)**
strategy **(n)**

- a business strategy

street **(n)**
strength **(n)**
strengthen **(v)**
stress **(n & v)**

- There's a lot of stress in this job. **(n)**
- He stressed that it was important to be early. **(v)**

strict **(adj)**

- strict Health & Safety rules

strike **(n & v)**

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

string **(n)**
strong **(adj)**
structure **(n & v)**

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

student **(n)**
studies **(n)**

- business studies

study **(n & v)**

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

stupid **(adj)**
subsequently **(adv)**
subsidiary **(n & adj)**
subject **(n)**

- the subject of a discussion
- the subject of a sentence
- a school/college subject

subtract **(v)**
subway **(n)**

- The New York subway is a huge transport system. **(Am Eng)**
- Subways provide an alternative to crossing busy roads. **(Br Eng)**

succeed **(v)**
success **(n)**
such **(adj)**

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 new strategy.

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

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

switch **(n & v)**
system **(n)**

T

table **(n)**
take **(v)**
take away **(phr v)**

- Take 15 away from 78.

take off **(phr v)**

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

take out **(phr v)**

- take out insurance/loan
- take the visitors out for lunch
- take out some figures from a document

take over **(phr v)**

- The MD plans to take over one of our competitors.

take part in **(phr v)**

- He didn't take part in the meeting.

take place (**phr v**)

- The conference will take place in Paris this year.

take up (**phr v**)

- She took up golf as a good way of networking.
- He took up a new position in the company.

takeover (**n**)

- There have been several takeovers of well-known companies recently.

takings (**n**)

talk (**n & v**)

tall (**adj**)

tap (**n**)

- a cold-water tap

tape (**n & v**)

target (**n & v**)

- The company's production target is 1,000 refrigerators each week. (**n**)
- The company was targeted in a takeover bid. (**v**)

task (**n**)

taste (**n & v**)

tax (**n & v**)

taxation (**n**)

taxi (**n**)

taxpayer (**n**)

tea (**n**)

teach (**v**)

team (**n**)

tear (**n & v**)

technical (**adj**)

technician (**n**)

technique (**n**)

technological (**adj**)

technology (**n**)

tel (**abbrev**) telephone number

telecommunications (**n**)

telegram (**n**)

telegraph (**n**)

telephone (**n & v**)

television (**n**)

telex (**n**)

tell (**v**)

temperature (**n**)

temporary (**adj**)

tenant (**n**)

terminal (**n**)

- an air/computer terminal

terms (**n pl**)

- What are the terms of the agreement between the two companies?

terrible (**adj**)

test (**n & v**)

text (**n**)

textile (**n**)

than (**conj**)

thank (**v**)

thank you (**int**)

thanks (**n**)

that (**adj, conj & pron**)

the (**det**)

theatre (**n**)

- Let's take the visitors to the theatre.

their (**adj**)

theirs (**pron**)

them (**pron**)

themselves (**pron**)

then (**adv**)

theory (**n**)

there (**adv & pron**)

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

therefore (**adv**)

thermometer (**n**)

these (**adj & pron**)

they (**pron**)

thick (**adj**)

thief (**n**)

thin (**adj**)

thing (**n**)

think (**v**)

thirst (**n**)

this (**adj & pron**)

those (**adj & pron**)

though (**conj**)

thought (**n**)

through (**prep**)

throughout (**prep**)

throw (**v**)

throw away (**phr v**)

- He threw away the document by mistake.

tick (**n & v**)

ticket (**n**)

tidy (**adj & v**)

tie (**n & v**)

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

tiger (**n**)

- tiger economy

tight (**adj**)

till (**conj & prep**)

time (**n**)

timetable (**n & v**)

tin (**n**)

tin-opener (**n**)

tiny (**adj**)
 tip (**n**)
 tired (**adj**)
 title (**n**)
 to (**prep**)
 today (**adv & n**)
 together (**adv**)
 toilet (**n**)
 tomorrow (**adv & n**)
 ton(ne) (**n**)
 tonight (**adv & n**)
 too (**adv**)
 tool (**n**)
 top (**n**)
 topic (**n**)
 total (**n**)
 touch (**v & n**)
 tour (**n & v**)
 tourist (**n**)
 toward(s) (**prep**)
 tower (**n**)
 town (**n**)
 track (**n**)
 trade (**n & v**)
 trade fair (**n**)
 trade union (**n**)
 tradesman (**n**)
 traditional (**adj**)
 traffic (**n & v**)
 traffic jam (**n**)
 traffic light(s) (**n**)
 train (**n & v**)
 trainee (**n**)
 trainers (**n**)
 tram (**n**)
 transfer (**n & v**)
 translate (**v**)
 translation (**n**)
 transport (**n & v**)
 transportation (**n**)
 travel (**v**)
 travel agent (**n**)
 travel expenses (**n**)
 traveller's cheque(s) (**n**)
 trend (**n**)
 trial (**n**)
 trip (**n**)
 trouble (**n**)
 truck (**Am Eng**) (**n**)
 true (**adj**)
 trust (**n & v**)

- I don't have any trust in the MD. (**n**)
- Everyone likes and trusts her. (**v**)

truth (**n**)
 try (**v**)

tube (**n**)
 tunnel (**n**)
 turn (**n & v**)
 turn around (**phr v**)

- He turned the company around in two years.

 turn down (**phr v**)

- turn down a radio
- turn down an application

 turn into (**phr v**)

- Anna has turned into a competent and confident manager.

 turn off (**phr v**)

- Turn off the lights when you leave the office.

 turn on (**phr v**)

- He turned on the computer.

 turn out (**phr v**)

- Please turn out all the lights before leaving the building.
- Things turned out quite well in the end.

 turn up (**phr v**)

- Could you turn up the air conditioning – it's rather hot and stuffy in the office?

 turning (**n**)

- the first turning on the left

 turnover (**n**)

- an annual turnover of £1 million

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

U

ugly (**adj**)
 under (**prep**)
 underground (**adj & n**)
 understand (**v**)
 undo (**v**)
 uniform (**n**)
 union (**n**)

- a trade union

 unit (**n**)

- unit cost
- factory unit
- industrial unit

 universe (**n**)
 university (**n**)
 unleaded (**adj**)
 unless (**conj**)

until (**prep**)
up (**adv & prep**)
up-to-date/up to date (**adj & adv**)
update (**n & v**)
upgrade (**n & v**)
upon (**prep**)
upstairs (**adv**)
upturn (**n**)
upward (**adj**)
urgent (**adj**)
us (**pron**)
use (**n & v**)
used to (**v**)
usual (**adj**)

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**)
venture (**n**)

- joint venture

venue (**n**)
very (**adj & adv**)
victory (**n**)
video (**n & v**)
video recorder (**n**)
videotape (**n**)
view (**n**)
village (**n**)
virus (**n**)

- a computer virus

visa (**n**)
visit (**n & v**)
vocabulary (**n**)
voice (**n**)
volume (**n**)
vote (**n & v**)
voyage (**n**)

W

W (**abbrev**) west
wage(s) (**n**)
wait (**n & v**)
waiting room (**n**)

waitress (**n**)
wake (up) (**v**)
walk (**n & v**)
wall (**n**)
wallet (**n**)
want (**v**)
war (**n**)

- a price war

warehouse (**n**)
warm (**adj**)
warn (**v**)
wash (**n & v**)
waste (**adj, v & n**)
wastepaper (basket/bin) (**n**)
watch (**v & n**)
water (**n & v**)
wave (**n & v**)
way (**n**)
we (**pron**)
weak (**adj**)
weakness (**n**)
wealth (**n**)
wear (**v & n**)

- sportswear (**n**)
- footwear (**n**)
- childrens' wear (**n**)

wear out (**v**)

- worn out clothes/equipment
- I'm worn out – I need a holiday.

weather (**n**)
web (**n**)
website (**n**)

- on the web

week (**n**)
weekday (**n**)
weekend (**n**)
weigh (**v**)
weight (**n**)
welcome (**n**)
welfare (**n**)
well (**adj, adv & n**)
Well done! (**exclam**)
well-known (**adj**)
well-made (**adj**)
west (**adj, adv & n**)
wet (**adj**)
what (**pron**)
whatever (**pron**)
wheel (**n & v**)
when (**adv & conj**)
whenever (**pron**)
where (**adv & conj**)
whereas (**conj**)
whether (**conj**)
which (**pron**)
while (**conj**)

whiteboard (n)
who, whom (pron)
whole (adj)
wholesale (adj & adv)
wholesaler (n)
whose (pron)
why (adv & conj)
wide (adj & adv)
width (n)
will (v)
willing (adj)
win (n & v)
window (n)
window display (n)
wing (n)
• the wing of an aeroplane
wire (n)
wise (adj)
wish (n & v)
with (prep)
withdraw (v)
within (adv & prep)
without (prep)
witness (v & n)
woman (n)
wonder (v)
wood (n)
wooden (adj)
wool (n)
word (n)
word process (v)
word processor (n)
work (n & v)
work permit (n)
workforce (n)
working hours (n)
workman (n)
workplace (n)
workshop (n)
workstation (n)
world (n)
worldwide /world-wide (adj & adv)
worried (adj)
worry (n & v)
worth (adj)
would ('d) (v)
wrap (v)
wrap up (v)
write (v)
write down (phr v)
• I'll write down the instructions.
write out (phr v)
• I'll write it out again.
wrong (adj)

X

Y

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

Z

zero (n)
zone (n)

Appendix 1

Word sets

In addition to the words in the alphabetical list, BEC Preliminary candidates are expected to know:

Cardinal numbers

one, two, three, etc.

Ordinal numbers

first, second, third, fourth, etc.

Days of the week

Monday, Tuesday, etc.

Seasons of the year

spring, summer, autumn, winter.

Countries, languages and nationalities

Names of the countries, nationalities and languages, for example: Brazil/Brazilian; Canada/Canadian; China/Chinese; France/French; Ireland/Irish; India/Indian; Italy/Italian; Spain/Spanish, etc.

Continents / Oceans

Africa, North America, South America, Asia, Antarctica, Europe, Atlantic, Pacific.

Appendix 2

Affixes

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

mini-	with nouns, sometimes without a hyphen, e.g. <i>minibus, mini-tour</i>
non-	with nouns and adjectives, e.g. <i>non-essential</i>
re-	with verbs and their related nouns, usually without a hyphen, e.g. <i>rename, renaming</i>
self-	with nouns and adjectives, e.g. <i>self-importance, self-confident</i>
un-	negative prefix, e.g. <i>unsafe</i>
-able	with verbs, to form adjectives, e.g. <i>affordable</i>
-ed (-d)	with verbs, to form adjectives, e.g. <i>limited, used</i>
-er (-r)	with verbs, to form nouns, e.g. <i>teacher, advertiser, shopper</i> , also comparative forms, e.g. <i>brighter</i>
-ese	for nationalities/languages, e.g. <i>Japanese</i>
-ess	referring to a woman or female animal, e.g. <i>princess, lioness</i> N.B. it is less common to refer to women in this way nowadays, and usually safer to use the 'standard' form e.g. actor, author
-est	superlative forms, e.g. <i>tallest</i>
-ful	with nouns, for amount contained, e.g. <i>spoonful</i> ; with nouns to form adjectives denoting characteristics or qualities, e.g. <i>painful, peaceful</i>
-ing	with verbs, for activity or state, e.g. <i>reading, frightening</i>
-ish	for nationalities or languages, e.g. <i>Swedish</i> ; with nouns to form adjectives, e.g. <i>childish</i>
-ist	with nouns, occupations, e.g. <i>novelist, guitarist</i>
-less	with nouns to form adjectives, e.g. <i>breathless</i>
-ly	with adjectives to form adverbs, e.g. <i>seriously</i> ; with nouns to form adjectives, e.g. <i>friendly</i>
-ment	with verbs to form nouns, e.g. <i>enjoyment</i>
-or	with verbs to form nouns, for people, e.g. <i>inventor</i>
-y	with nouns to form adjectives, e.g. <i>sunny</i>