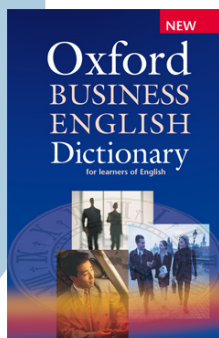
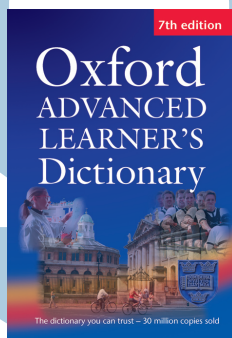


business one : one glossary

The definitions in this glossary are based on *The Oxford Business English Dictionary for Learners of English* and the *Oxford Advanced Learner's Dictionary*, seventh edition.



abandon /ə'bændən/ (verb) to stop doing sth, especially before it is finished
abroad /ə'brɔ:d/ (adverb) in other countries; not in your home country
abrupt /ə'brʌpt/ (adjective) sudden or short in a way that seems unfriendly or rude
absolutely /'æbsəlu:tli/ (adverb) completely; used to emphasize what you are saying
accept /ək'sept/ (verb) to agree to sth, such as an offer
accommodation /ə,kɒmə'deɪʃn; AmE ə,kɑ:m-/ (noun) a place to live or stay
accounts /ə'kaʊnts/ (noun) the department in a company where money spent and owed is recorded
acoustic /ə'ku:stɪk/ (adjective) (of a musical instrument) making natural sound, not sound produced by electrical equipment
acquire /ə'kwɪə(r)/ (verb) to obtain the legal right to use or have sth
addicted /ə'dɪktɪd/ (adjective) unable to stop taking harmful drugs, or using or doing sth as a habit
addict /'ædɪkt/ (noun) a person who likes doing sth very much and feels unable to stop
admin /'ædmi:n/ (noun) (informal) the activities that are done in order to plan, organize, and run a business (BrE)
admire /əd'maɪə(r)/ (verb) to respect a person or what they have done, and think that they are impressive
adolescent /,ædə'lesnt/ (noun) a young person who is developing from a child into an adult
advantage /əd'vɑ:ntɪdʒ; AmE -'væn-/ (noun) a quality that makes sth better or more useful than sth else
adventure /əd'ventʃə(r)/ (noun) an unusual, exciting or dangerous experience or journey
advertisement /əd've:tɪsmənt; AmE ,ædvər'taɪz-/ (noun) a notice, picture or film telling people about a product or service
advertising /'ædvətəɪzɪŋ; AmE -vərt-/ (noun) the activity of trying to sell a product or service by giving information about it on television, in newspapers, on the Internet, etc.
affect /ə'fekt/ (verb) to produce a change in sth / sb
afford /ə'fɔ:d; AmE ə'fɔ:rd/ (verb) to have enough money to be able to buy or do sth
after-sales service /,ɑ:ftə ,seɪlz 'sɜ:vɪs; AmE ,æftə ,seɪlz 'sɜ:rvis/ (noun) help that is given to customers after they have bought a product, for example by helping them to use the product or by carrying out repairs

agency /'edʒənsi/ (noun) a business that provides a particular service, especially to other businesses
agree /ə'gri:/ (verb) to say 'yes' to a suggestion or say that you will do what sb wants
agreement /ə'gri:mənt/ (noun) an arrangement or contract made between people that they all accept
aim /eɪm/ (noun) the purpose of doing sth; sth that you are trying to achieve
air hostess /'eə hɔ:stəs/ (noun) a woman whose job is to take care of passengers on an aircraft (BrE)
almond /'ɑ:mənd/ (noun) a flat, pale, sweet nut used in cooking and to make almond oil
aloe /'æləʊ; AmE 'æləʊ/ (noun) a tropical plant with thick, prickly leaves whose juice is used in medicine and beauty products
ambition /æm'bɪʃn/ (noun) sth that you want to do or achieve in your life
amended /ə'mendɪd/ (adjective) changed slightly in order to correct a mistake or improve sth
amount /ə'maʊnt/ (noun) a quantity of money
analysis /ə'næləsɪs/ (noun) (plural analyses /-sɪz/) a careful examination of sth to find out what it consists of or understand more about it
anniversary /,æni'veɪsəri; AmE -'vɛ:ɪrɪs-/ (noun) a date that is an exact number of years after the date of an important or special event
annoying /ə'nɔɪɪŋ/ (adjective) making sb feel slightly angry
annual /'ænjʊəl/ (adjective) happening or done once every year
apologize /ə'pɒlədʒaɪz; AmE ə'pɑ:l-/ (verb) to say you are sorry for doing sth wrong or causing a problem
apparently /ə'pærəntli/ (adverb) according to what you have heard or read
application /,æplɪ'keɪʃn/ (noun) a formal written request for sth, such as a job, passport, or visa
appoint /ə'pɔɪnt/ (verb) to choose sb for a job or position of responsibility
appointment /ə'pɔɪntmənt/ (noun) a formal arrangement to meet or visit sb at a particular time
approximately /ə'prɒksɪmətli/ (adverb) used when giving a number that is almost correct or accurate, but not exactly so
architect /'ɑ:kɪtekt; AmE 'ɑ:rk-/ (noun) a person whose job is to design buildings
arrange /ə'reɪndʒ/ (verb) to plan or organize sth
arrest /ə'rest/ (verb) to take sb to a police station and keep them there because the police believe they may have committed a crime
arrest /ə'rest/ (noun) an occasion when sb is taken to a police station and kept there because the police believe they may have committed a crime
ASAP /,eɪ es eɪ 'pi:/ (abbreviation) as soon as possible
assistant /ə'sɪstənt/ (noun) a person who helps a more senior person with their work
attachment /ə'tætʃmənt/ (noun) a document that you send to sb with an email
authorities /:ə'θɒrɪtɪz; AmE ə'θɔ:r-: ə'θɑ:r-/ (noun) the people or organizations that have the power to make official decisions in a country or region
availability /ə'veɪlə'bɪləti/ (noun) the fact of being free to do sth or to see or talk to sb
available /ə'veɪləbl/ (adjective) possible to get, buy, or use
baggage reclaim /'bæɡɪdʒ ,rɪkleɪm/ (noun) the place at an airport where you go to collect your suitcases, etc. after you have got off an aircraft

balance /'bæləns/ (noun) the amount of money still owed after sb has paid part of the total

balcony /'bælkəni/ (noun) a platform with a rail or wall around it on the outside of a building, that you can get onto from an upstairs room

bald /bɔ:ld/ (adjective) having little or no hair on the head

balloon /bə'lu:n/ (noun) a small bag made of very thin rubber that becomes larger and rounder when you fill it with air or gas; balloons are brightly coloured and used as decorations or toys

ban /bæn/ (verb) to say officially that sth is not allowed

based in /'beɪst ɪn/ (verb) working or doing business in or from a particular place

beard /biəd; AmE 'bɪrd/ (adjective) hair that grows on the chin or cheeks of a man's face

bill /bɪl/ (noun) a piece of paper that shows how much you owe sb for goods or services

blade /bleɪd/ (noun) one of the flat parts that turn around in something such as an engine

board /bɔ:d; AmE 'bɔ:rd/ (noun) a group of people who control a company and have the power to make decisions about it

bonus /'bɔ:nəs; AmE 'bɔ:ʊ-/ (noun) an extra amount of money that is added to sb's wages as a reward

border /'bɔ:də(r); AmE 'bɔ:rd-/ (noun) the line that divides two countries or areas

bored /'bɔ:d; AmE 'bɔ:rd/ (adjective) feeling tired and impatient because you have lost interest in sth /sb or because you have nothing to do

boring /'bɔ:riŋ/ (adjective) not interesting; making you feel tired and impatient

borrow /'bɒrəʊ; AmE 'bɑ:rəʊ/ (verb) to take and use money or a possession that belongs to another person, a bank, etc. and agree to return it to them at a later time

box /bɒks; AmE bɑ:ks/ (noun) a container made of wood, cardboard, metal, etc. with a flat stiff base and sides, used especially for holding solid things

brain /breɪn/ (noun) the organ inside the head that controls movement, thought, memory, and feeling

branch /brɑ:ntʃ; AmE bræntʃ/ (noun) a local office or shop/store that is part of a large company or organization

brand /brænd/ (noun) a type of product that is sold using a particular name, which is often the name of the company that produces it

break even /,breɪk 'i:vn/ (verb) to earn enough money to cover all your costs, but not to make a profit

briefcase /'bri:fkeɪs/ (noun) a flat case used for carrying papers and documents

brochure /'brɔ:ʃə(r); AmE brəʊ'ʃʊr/ (noun) a small magazine or book containing pictures and information about sth or advertising sth

budget /'bʌdʒɪt/ (noun) an amount of money that is available for a person or organization to spend on sth

build /bɪld/ (noun) the shape and size of someone's body

building /'bɪldɪŋ/ (noun) the process and work of making a building (a structure such as a house, school, or office block)

busy /'bɪzi/ (adjective) having a lot to do

button /'bʌtɪn/ (noun) a small round piece of metal, plastic, etc. that is sewn onto a piece of clothing and used for fastening two parts together

campaign /kæm'peɪn/ (noun) a series of planned activities to persuade people to buy or to do sth

capable /'keɪpəbl/ (adjective) having the ability or qualities necessary for doing sth

capacity /kə'pæsəti/ (noun) the number of people or things that a space or container can hold

capital /'kæpɪtl/ (noun) an amount of money that is invested in or is used to start a business

capitalism /'kæpɪtəlɪzəm/ (noun) an economic system in which a country's businesses and industry are controlled and run for profit by private owners rather than by the government

casserole /'kæsərəʊl; AmE -rəʊl/ (noun) a hot dish made with meat, vegetables, etc. that is cooked slowly in an oven

catalogue /'kætəlg; AmE -lə:g/ (noun) a book that shows pictures and information about the items that people can buy from a company

catering /'keɪtərɪŋ/ (noun) the work of providing food and drinks for meetings or social events

cause /kɔ:z/ (verb) to make sth happen

caution /'kɔ:ʃn/ (noun) a warning or a piece of advice about a possible danger or risk

celebrate /'selɪbreɪt/ (verb) to show that a day or an event is important by doing sth special on it

celebration /,selɪ'breɪʃn/ (noun) a special event that people organize in order to celebrate sth

change /tʃeɪndʒ/ (verb) to make sth different to what it was

change money /tʃeɪndʒ 'mʌni/ (verb) to exchange money from one country for the money of another country

charge /tʃɑ:dʒ; AmE tʃɑ:rdʒ/ (verb) to ask for an amount of money in exchange for goods or a service

charter /'tʃɑ:tə(r); AmE 'tʃɑ:rt-/ (verb) to hire / rent a plane, boat, etc. for your own use

chat /tʃæt/ (verb) to talk in a friendly informal way to sb

check /tʃek/ (verb) to make sure that sth is correct, safe, or acceptable

check (sth) out /,tʃek 'aʊt/ (verb) to look at or find out about sth that seems interesting or attractive

choose /tʃu:z/ (verb) to decide which thing or person you want out of the ones that are available

client /'klaɪənt/ (noun) a person who uses the services of a professional person or organization

coast /kəʊst; AmE kəʊst/ (noun) the land beside or near to the sea / ocean

cockpit /'kɒkpraɪt; AmE 'kɑ:k-/ (noun) the area in a plane where the pilot sits

coin /kɔɪn/ (noun) a small flat piece of metal used as money

cold call /'kəʊld kɔ:l; AmE 'kəʊld-/ (noun) a phone call or visit from sb you do not know or expect, who is trying to sell you sth

colleague /'kɒli:g; AmE 'kɑ:-/ (noun) a person that you work with

commercially /kə'mɜ:ʃəli; AmE '-mɜ:rf-/ (adverb) in a way that makes or is intended to make money

common /'kɒmən; AmE 'kɑ:mən/ (adjective) happening often

communism /'kɒmjʊnɪzəm; AmE 'kɑ:m-/ (noun) a political and economic system that used to be in place in Eastern Europe and the former Soviet Union, in which the state controls the means of producing everything on behalf of the people

competitive /kəm'petətɪv/ (adjective) used to describe a situation in which different people or organizations all try to win or be the best

competitor /kəm'petɪtə(r)/ (noun) a business, person, or product that competes against others

complain /kəm'pleɪn/ (verb) to say that you are annoyed, unhappy, or not satisfied about sb/sth

complex /'kɒmpleks; AmE 'kɑ:m-/ (noun) a group of buildings of a similar type together in one place

compose /kəm'pəʊz; AmE -'pəʊz/ (verb) to write music

concentrate on /'kɒnsəntreɪt ɒn; AmE 'kɑ:n- a:n/ (verb) to spend most of your time or effort doing one particular thing

concerned /kən'sɛ:nd; AmE -sɛ:rnd/ (adjective) worried about sth

concerning /kən'sɛ:nɪŋ; AmE -sɛ:rn-/ (preposition) used to say what sth is about or what subject sth is connected with

conditions /kən'dɪʃnz/ (noun plural) the circumstances in which people work, for example the hours that they have to work or the physical environment where they work

conference /'kɒnfərəns; AmE 'kɑ:n-/ (noun) a large official meeting, usually lasting for a few days, at which people with the same work or interests come together

confident /'kɒnfɪdənt; AmE 'kɑ:n-/ (adjective) feeling sure about your own ability to do things and be successful

confirm /kən'fɜ:m; AmE -'fɜ:rm/ (verb) to say that an arrangement, an agreement, etc. is definite or official

conflict /'kɒnflikt; AmE 'kɑ:n-/ (noun) a situation in which people are involved in a serious disagreement or argument

congratulations /kən'grætʃu'leɪʃnz/ (noun plural) used to tell sb that you are happy about their good luck or success

consciousness /'kɒnʃəns; AmE 'kɑ:n-/ (noun) the ideas and opinions of a person or group

consider /kən'sɪdə(r)/ (verb) to think about sth carefully, especially in order to make a decision

construction /kən'strʌkʃn/ (noun) the process of building or making sth, especially a building, road, bridge, etc.

consult /kən'sʌlt/ (verb) to discuss sth with sb to help you make a decision or to get their permission for sth

contact /'kɒntækt; AmE 'kɑ:n-/ (noun) a person that you know, especially sb who can be helpful to you in your business

contract /'kɒntrækt; AmE 'kɑ:n-/ (noun) an official written agreement to do sth, supply sth, etc. for a period of time

controversial /,kɒntrə've:ʃl; AmE ,kɑ:ntərə've:rʃl/ (adjective) causing a lot of public discussion and disagreement

convenient /kən'vi:nɪənt/ (adjective) useful or easy; not causing problems

convention /kən'venʃn/ (noun) a large meeting of the members of a profession

convinced /kən'vɪnst/ (adjective) completely sure about sth

correspondent /,kɒrə'spɒndənt; AmE ,kɔ:rə'spɑ:n-/ (noun) a person who reports news from a particular country or on a particular subject for a newspaper or for television or radio

courier /'kʊəriə(r)/ (noun) a person or company whose job is to take packages or important papers somewhere

course /kɔ:s; AmE kɔ:rs/ (noun) a series of lessons or lectures on a particular subject

cover costs /,kʌvə(r) 'kɒsts; AmE -'kɑ:sts/ (verb) to make enough money to pay the amounts that a business needs to spend regularly

crash /kræʃ/ (noun) an accident in which a vehicle hits sth

cream /kri:m/ (noun) a soft substance or thick liquid used on your skin to protect it or make it feel soft

creased /kri:st/ (adjective) (of cloth) having a lot of lines and folds because of having been crushed

creative /kri'eɪtɪv/ (adjective) having the ability and the imagination to think of new ideas or produce new things

cuff /kʌf/ (noun) the part of a coat or shirt sleeve where it ends at the wrist

curly /'kɜ:li; AmE 'kɜ:rlɪ/ (adjective) having a lot of curls (=small bunches of hair that form a round or curved shape)

customs /'kʌstəmz/ (noun) a place at a port or an airport where officials check that nothing is brought into the country illegally

cut /kʌt/ (verb) to reduce sth, especially by a large amount

cut (sb) off /,kʌt 'ɒf; AmE -ɑ:f/ (verb) to interrupt sb who is speaking on the telephone by breaking the connection

CV /,si: 'vi:/ (noun) a written record of your education and employment that you send when you are applying for a job (BrE)

deadline /'dedlaɪn/ (noun) a point in time by which sth must be done

deal with /'di:l wɪð/ (verb) to perform a difficult task or solve a problem

decide /dɪ'saɪd/ (verb) to choose one of the different possibilities that are available after thinking carefully

decoration /,dekə'reɪʃn/ (noun) the act or process of decorating the inside of a building by painting it, etc.

definitely /'defɪnətli/ (adverb) a way of emphasizing that you are sure sth is true and that you have no doubt about it

delayed /dɪ'leɪd/ (adjective) made to wait or be late because of a problem

delete /dɪ'li:t/ (verb) to remove sth, such as text or a file from a computer

delicious /dɪ'lɪʃəs/ (adjective) having a very pleasant taste or smell

delighted /dɪ'laɪtɪd/ (adjective) very pleased

deliver /dɪ'lɪvə(r)/ (verb) to take goods, letters, etc. to the person or people they have been sent to

demand /dɪ'mɑ:nd; AmE dɪ'mænd/ (verb) to ask for sth very firmly

demo /'deməʊ; AmE -məʊ/ (noun) a CD or tape with an example of sb's music on it

democracy /dɪ'mɒkrəsi; AmE -'mɑ:k-/ (noun) a system of government in which all the people of a country can vote to elect their representatives

department /dɪ'pɑ:tmənt; AmE -'pɑ:rt-/ (noun) a section of a large organization such as a business, government, university, etc.

department store /dɪ'pɑ:tmənt stɔ:(r); AmE -'pɑ:rt-/ (noun) a large shop/store that is divided into several parts, each part selling a different type of goods

depend on /dɪ'pend ɒn; AmE -ɑ:n/ (verb) to be affected or decided by sth

deposit /dɪ'pɒzɪt; AmE -'pɑ:z-/ (noun) a sum of money that is given as the first part of a larger payment

depressed /dɪ'prest/ (adjective) feeling very sad

destination /,destɪ'neɪʃn/ (noun) a place to which sb is travelling or to which sth is being sent

details /'di:teɪlz/ (noun plural) facts or information about sth

develop /dɪ'veləp/ (verb) to make sth grow or become stronger or more successful

development /dɪ'veləpmənt/ (noun) the process of producing or creating sth new or more advanced

diary /'daɪəri/ (noun) a book in which you can write down the experiences you have each day, your private thoughts, etc.

disadvantage /,dɪsəd'vɑ:ntɪdʒ; AmE -'vænt-/ (noun) a bad feature or quality of sth, or sth that causes problems

discount /'dɪskəʊnt; AmE -'kaʊnt/ (noun) an amount of money that is taken off the usual cost of sth

dissatisfied /dɪs'sætɪsfaid/ (adjective) not happy or satisfied with sb / sth

distant /'dɪstənt/ (adjective) not very friendly

disturb /dɪs'tɜ:b; AmE -'tɜ:rb/ (verb) to interrupt sb when they are trying to work, sleep, etc.

divorce /dɪ'vɔ:s; AmE -'vɔ:rs/ (noun) the legal ending of a marriage

donate /dəʊ'neɪt; AmE dɒu-/ (verb) to give money, food, clothes, etc. to sb / sth because they need it

draft /dra:ft; AmE dræft/ (noun) a rough written version of sth that is not yet in its final form

drop /drɒp; AmE drɒ:p/ (verb) to become lower or less

due to /'dju: te; 'dju: tu; AmE 'du:-/ (idiom) because of

duty free /,dju:ti 'fri:; AmE ,du:-/ (noun) a place in an airport, on a ship, etc. where you can buy goods such as perfume, cigarettes, or alcoholic drinks without paying tax on them

earn /ɛ:n; AmE ɛ:rn/ (verb) to get money for the work that you do

earthquake /'ɜ:kweɪk; AmE 'ɛ:rθ-/ (noun) a sudden, violent shaking of the earth's surface

ecologist /i'kɒlədʒɪst; AmE i'kɑ:l-/ (noun) a scientist who studies the environment and the relation of plants and living creatures to each other within it

edition /i'dɪʃn/ (noun) a number of copies of a book published at one time

editor /'edɪtə(r)/ (noun) a person who prepares a book to be published, for example by checking and correcting the text or deciding what to include

education /,edʒu'keɪʃn/ (noun) the process of teaching, training, and learning, especially in schools or colleges, to improve knowledge and develop skills

effect /i'fekt/ (noun) a change that sb / sth causes in sb / sth else

effective /i'fektɪv/ (adjective) producing a successful result

efficient /i'fɪʃnt/ (adjective) doing sth well with no waste of time, money, or energy

elastic /i'læstɪk/ (noun) material made with rubber, that can stretch and then return to its original size

election /i'lekʃn/ (noun) the process of choosing someone for a position, especially a political position, by voting

emphasis /'emfənsɪs/ (noun) extra force that you give to sth such as a word, in order to show that it is important

employ /ɪm'plɔɪ/ (verb) to give sb a job to do, in exchange for payment

employee /ɪm'plɔɪi:/ (noun) a person who is paid to work for sb

empty /'empti/ (verb) to remove everything that is in a container

energy /'enədʒi; AmE -ərdʒi/ (noun) a source of power, such as fuel, used for driving machines, providing heat, etc.

engine /'endʒɪn/ (noun) the part of a vehicle that produces power to make the vehicle move

enquiry /ɪn'kwɪəri; AmE 'ɪnkwəri/ (noun) a request for information about sth

entertainment /entə'teɪnmənt; AmE entər-/ (noun) sth, such as music or a show, that is intended to entertain people

enthusiasm /ɪn'θju:zɪəzəm; AmE -'θu:-/ (noun) a strong feeling of excitement and interest in sth and a desire to become involved in it

equipment /i'kwɪpmənt/ (noun) the things, such as machines and materials, that are needed for a particular activity

escalator /'eskəleɪtə(r)/ (noun) moving stairs that carry people between different floors of a large building

established /ɪ'stæblɪʃt/ (adjective) respected or given official status because it has existed for a long time

event /ɪ'vent/ (noun) a thing that happens, especially sth important

excited /ɪk'saɪtɪd/ (adjective) feeling happiness and enthusiasm

exhibitor /ɪg'zɪbɪtə(r)/ (noun) a person or a company that shows their work or products to the public

exotic /ɪg'zɒtɪk; AmE ɪg'zɑ:t-/ (adjective) seeming exciting and unusual because it is connected with foreign countries

expand /ɪk'spænd/ (verb) to become greater in size, number or importance

expect /ɪk'spekt/ (verb) to think or believe that sth will happen

expedition /,ekspə'dɪʃn/ (noun) an organized journey with a particular purpose, especially to a place that is not well known

experience /ɪk'spɪəriəns; AmE -'spɪr-/ (noun) the knowledge and skill that you have gained through doing sth for a period of time

experienced /ɪk'spɪəriənst; AmE -'spɪr-/ (adjective) having knowledge or skill in a particular job or activity

explore /ɪk'splɔ:(r)/ (verb) to travel to or around an area or a country in order to learn about it

export /ɪk'spɔ:t; AmE ɪk'spɔ:rt/ (verb) to sell and send goods to another country

extension /ɪk'stenʃn/ (noun) an extra telephone line connected to a central number in a large building, which usually has its own number

extremely /ɪk'stri:mli/ (adverb) to a very great degree

facilities /fə'sɪlətɪz/ (noun plural) services, equipment, etc. that are provided so that sb can do a particular thing, for example in a hotel

factory /'fæktəri/ (noun) a building where goods are made

fair /feə(r); AmE fer/ (adjective) fair hair or skin that is pale in colour

fall apart /fɔ:l ə'pɑ:t; AmE -'pɑ:rt/ (verb) to be in very bad condition or not strongly made, so that parts break off

fascinated /'fæsmeɪtɪd/ (adjective) very interested

favour (BrE) / favor (AmE) /'feɪvə(r)/ (noun) a thing that you do to help sb

feature /'fi:tʃə(r)/ (noun) a particular quality or aspect of sth

fee /fi:/ (noun) an amount of money that you pay for sth, such as professional services

feedback /'fi:dbæk/ (noun) advice, criticism, or information about how good or useful sth or sb's work is

festival /'festɪvəl/ (noun) a series of public events connected with a particular activity or idea

financial /faɪ'nænʃl/ (adjective) connected with money and finance

fingers crossed /,fɪŋgəz 'krɒst; AmE ,fɪŋgərz 'kra:st/ (idiom) used to say that you hope for good luck or hope your plans will be successful

fixed /fɪkst/ (adjective) not able to be changed

flat /flæt/ (noun) a set of rooms for living in, including a kitchen, usually on one floor of a building; an apartment (BrE)

flexible /'fleksɪbl/ (adjective) able to change to suit new conditions or situations

flyer /'flaɪə(r)/ (noun) a small sheet of paper that advertises a product or an event and is given to a large number of people

follow (sth) up /,fɒləʊ 'ʌp; AmE ,fɑ:ləʊ-/ (verb) to do sth in order to find out more about sth that has been said or suggested to you

follow-up call /'fɒləʊʌp kɔ:l; AmE 'fɑ:ləʊ-/ (noun) a call that you make in order to check or find out more about sth that was said, done, or suggested earlier

forecast /'fɔ:kəst; AmE 'fɔ:rkæst/ (noun) a statement about what you think will happen in the future, based on information that is available now

fort /fɔ:t; AmE fɔ:rt/ (noun) a building constructed in order to defend an area against attack

frame /freɪm/ (noun) a structure made of wood, metal, etc. that holds a picture in position

frontier-crossing /frʌn'tɪə krɒsɪŋ; AmE frʌn'tɪr kra:sɪŋ/ (noun) a place where people can cross from one country into another

frozen /'frəʊzɪ; AmE 'frəʊzn/ (adjective) a frozen river, lake, etc., has a solid layer of ice across its surface

frustrating /'frʌ'streɪtɪŋ; AmE 'frʌst-/ (adjective) causing you to feel annoyed and impatient because you cannot do or achieve what you want

funding /'fʌndɪŋ/ (noun) money that is provided for a particular purpose

funeral /'fju:nərəl/ (noun) a ceremony, usually a religious one, for burying or cremating (= burning) a dead person

furthermore /,fɜ:ðə'mɔ:(r); AmE ,fɜ:rðər'mɔ:r/ (adverb) (fml) in addition to what has just been stated

get in touch /,get ɪn 'tʌtʃ/ (verb) to communicate with sb, especially by writing to them or telephoning them

get through /,get 'θru:z/ (verb) to make contact with sb by telephone

get to know /,get tə 'nəʊ; AmE -'nəʊ/ (verb) to find out more about sb so that you start to know each other or to become friends

give (sth) away /,gɪv ə'weɪ/ (verb) to give sth as a gift

giveaway /'gɪvəweɪ/ (noun) something such as an example of a product that a company gives free

glide /glaɪd/ (verb) to fly using air currents, with an aircraft that does not use an engine

global warming /,gləʊbl 'wɔ:miŋ; AmE ,gləʊbl 'wɔ:rm-/ (noun) the increase in temperature of the earth's atmosphere, that is caused by the increase of particular gases, especially carbon dioxide

graphic designer /,græfɪk dɪ'saɪnə(r)/ (noun) someone whose job is to arrange text and pictures in advertisements, magazines, etc.

great /greɪt/ (adjective) very good; used to show that you are pleased

grow /grəʊ; AmE grəʊ/ (verb) to cause a plant to exist and develop in a particular place

guard /gɑ:d; AmE gɑ:rd/ (noun) a person whose job is to protect a place or people

guess what /ges 'wɒt; AmE 'wɑ:t/ (idiom) used to show that you are going to say sth surprising or exciting

hamper /'hæmpə(r)/ (noun) a box or package containing various items, sent as a gift

handout /'hændaʊt/ (noun) a document given to everyone in a group that contains a summary of information to be discussed, points to be covered in a presentation, etc.

hard-working /,hɑ:d 'we:kɪŋ; AmE ,hɑ:rd 'we:rkɪŋ/ (adjective) putting a lot of effort into a job and doing it well

harmful /'hɑ:mfl; AmE 'hɑ:rmfl/ (adjective) causing damage or injury to sb / sth, especially to a person's health or to the environment

herb /hɜ:b; AmE ɛ:rb/ (noun) a plant whose leaves, flowers, or seeds are used to flavour food, in medicines, or for their pleasant smell

high heels /,haɪ 'hi:lz/ (noun plural) shoes that have high heels, usually worn by women

high-rise block /,haɪ raɪz 'blɒk; AmE -'bla:k/ (noun) a very tall building with a lot of floors

hilly /'hɪli/ (adjective) having a lot of hills

hold on /,həʊld 'ɒn; AmE ,hoʊld 'ɑ:n/ (verb) to wait on the telephone until you can speak to the person you want

HR /,ɛɪtʃ 'ɑ:(r)/ (noun) (= human resources) the department in a company that deals with employing and training people

hut /hʌt/ (noun) a small, simply built house or shelter

hybrid /'haɪbrɪd/ (adjective) (of a vehicle) having two or more different types of engine, for example both a petrol/gas engine and an electric motor

ideal /aɪ'di:əl/ (adjective) perfect, most suitable

identify /aɪ'dentɪfaɪ/ (verb) to find or discover sb / sth

imaginative /ɪ'mædʒɪnətɪv/ (adjective) having or showing new and exciting ideas

import /ɪm'pɔ:t; AmE ɪm'pɔ:rt/ (verb) to bring a product into one country from another

impressed /ɪm'prest/ (adjective) feeling admiration for sb / sth because you think they are good, interesting, etc.

in addition /ɪn ə'dɪʃn/ (idiom) used when you want to mention another person or thing after sth else

in (sb's) favour/favor /ɪn 'feɪvə(r)/ (idiom) a decision or judgement that is in sb's favour benefits that person or says that they were right

incompetent /ɪn'kɒmpɪtənt; AmE -'kɑ:mp-/ (adjective) not having the skill or ability to do your job or a task as it should be done

inconvenient /,ɪnkən'vi:niənt/ (adjective) causing difficulties or problems

increase /'ɪnkri:z/ (noun) a rise in the amount, number, or value of sth

incredible /ɪn'kredɪbl/ (adjective) extremely good

independent /,ɪndɪ'pendənt/ (adjective) free to do things without needing help from other people

inflation rate /ɪn'fleɪʃn reɪt/ (noun) the rate at which the prices of services and goods in a country rise, resulting in a fall in the value of money

influence /'ɪnfluəns/ (noun) sth that has an effect on the way sth develops or is done

informal /ɪn'fɔ:məl; AmE ɪn'fɔ:rməl/ (adjective) in a relaxed and friendly style, suitable for friends or people you know well, rather than following strict rules about what is correct

infrastructure /'ɪnfɹəstrʌktʃə(r)/ (noun) the basic systems and services that are necessary for a country or an organization to run smoothly, for example transport and power supplies

ingredient /ɪn'grɪdɪənt/ (noun) one of the things from which sth is made, especially one of the foods that are used together to make a particular dish

initial /ɪn'ɪʃl/ (adjective) happening at the beginning; first

initiative /ɪn'ɪʃɪətɪv/ (noun) a new plan for dealing with a particular problem or for achieving a particular purpose

installation /,ɪnstə'leɪʃn/ (noun) the act of fixing equipment in position so that it can be used

insult /ɪn'sʌlt/ (verb) to say or do sth rude to sb that offends them

insurance /ɪn'ʃʊərəns; AmE -'ʃʊr-/ (noun) money paid to a company which agrees to pay the costs, for example, if you die or are ill / sick, or if you lose or damage sth

insure /ɪn'ʃʊə(r); AmE -'ʃʊr/ (verb) to buy insurance so that you will receive money if sth you own gets damaged or stolen, or if you get ill / sick or die

interest rate /'ɪntrəst reɪt/ (noun) the cost of borrowing money, usually expressed as a percentage of the amount borrowed

interfere with /,ɪntə'fɪə wɪθ; AmE ɪntə'fɪr-/ (verb) to affect sth such as a radio signal so that it does not work or cannot be received correctly

interpreter /ɪn'te:prɪtə(r); AmE -'tɛ:prɪtər/ (noun) a person whose job is to translate what sb is saying into another language

interrupt /,ɪntə'rʌpt/ (verb) to say or do sth that makes sb stop what they are saying or doing

intrepid /ɪn'trepɪd/ (adjective) (fml, humorous) very brave; not afraid of danger or difficulties

invest /ɪn'vest/ (verb) to buy property, shares, etc. in order to sell them in the future and make a profit

investigate /ɪn'vestɪgeɪt/ (verb) to find out information and facts about sth

investment /ɪn'vestmənt/ (noun) the act of spending money on sth because it will be useful or will make you more money

invite /ɪn'vaɪt/ (verb) to ask sb to come to a social event or to come with you as your guest, for example to a restaurant

invoice /'ɪnvɔɪs/ (noun) a list of goods that have been supplied, work that has been done etc., showing what the customer must pay

iron /'aɪən; AmE 'aɪərn/ (noun) a tool with a flat metal base that can be heated and used to make clothes smooth

issue /'ɪʃu:z/ (verb) to supply or produce a document such as a cheque / check

itinerary /aɪ'tɪnərəri/ (noun) a plan of a journey / trip, including the route and the places that you visit

journey /'dʒɛ:ni; AmE 'dʒɛ:rni/ (noun) an act of travelling from one place to another, especially when they are far apart

keep in touch /,ki:p ɪn 'tʌtʃ/ (verb) to continue to communicate with sb, especially by writing to them or telephoning them

kite /kaɪt/ (noun) a toy made of a light frame covered with paper, cloth, etc., that you fly in the air at the end of a long string

knowledge /'nɒlɪdʒ; AmE 'nɑ:l-/ (noun) the information, understanding, and skills that you gain through education or experience

label /leɪbl/ (noun) a piece of paper, etc. that is attached to sth and that contains printed or written information about it

laboratory /lə'bɒrətəri; AmE 'læbrətɔ:ri/ (noun) a room or building used for scientific research, experiments, testing, etc.

ladder /'lædə(r)/ (noun) a piece of equipment for climbing up and down a wall, the side of a building, etc., consisting of two lengths of wood or metal that are joined together by steps called rungs

lake /leɪk/ (noun) a large area of water that is surrounded by land

launch /lɔ:ntʃ/ (verb) to make a product available to the public for the first time

lavender /'lævəndə(r)/ (noun) a garden plant or bush with purple flowers that have a strong, sweet smell

lawyer /'lɔ:jə(r)/ (noun) a person who is trained and qualified to advise about the law, to represent people in court, and to write legal documents

lend /lend/ (verb) to give sb or allow sb to use money or a possession that belongs to you, which they have to return to you later

lift /lɪft/ (noun) if you give sb a lift, you take them in your car to a place where they want to go

line up /,laɪn 'ʌp/ (verb) to stand in a line or row; to form a queue/line

loan /ləʊn; AmE loʊn/ (noun) money that an organization such as a bank lends and sb borrows

lock /lɒk; AmE lɔ:k/ (verb) if a door or window locks, it is fastened with a key

logistics /lə'dʒɪstɪks/ (noun) the practical organization of complicated things that involve a lot of people and equipment

logo /'lɒgəʊ; AmE 'lɒgəʊ/ (noun) a printed design or symbol that a company or an organization uses as its special sign

look forward to /,lʊk 'fɔ:wəd tu; AmE -'fɔ:rwɔ:d-/ (verb) to be thinking with pleasure about sth that is going to happen, because you expect to enjoy it

lose /lu:z/ (verb) to fail to keep sth you want or need, especially money

luxury /'lʌkʃəri/ (adjective) luxury goods are special and expensive, and intended to give pleasure rather than being essential

mailshot /'meɪʃɒt; AmE -'ʃɑ:t/ (noun) advertising or information that is sent to a large number of people at the same time by mail

manage /'mænɪdʒ/ (verb) to succeed in doing sth, especially sth difficult

manufacturer /,mænɪnju'fæktʃərə(r)/ (noun) a person or company that produces goods in large quantities

map /mæp/ (noun) a drawing or plan of a country, town, etc., showing things such as roads and rivers

married /'mæriəd/ (adjective) having a husband or wife

material /mə'tɪəriəl/ (noun) a substance that is used to make sth

mature /mə'tʃʊə(r); AmE -'tʃʊr/ (adjective) behaving in a sensible way, like an adult

memorable /'memərəbl/ (adjective) special, good or unusual and therefore worth remembering or easy to remember

mention /'menʃn/ (verb) to write or speak about sth/sb, especially without giving much information

migrate /maɪ'greɪt/ (verb) to move from one part of the world to another, according to the season

minced /mɪnst/ (adjective) cut into very small pieces

mint /mɪnt/ (noun) a plant with dark green leaves that are used to give a fresh taste or smell to food, drinks, toothpaste, beauty products, etc.

miss /mɪs/ (verb) to fail to get sth or catch sth, for example a plane or train

mosque /mɒsk; AmE ma:sk/ (noun) a building in which Muslims worship

motivating /'məʊtɪveɪtɪŋ; AmE 'mou-/ (adjective) helping to make people want to do sth, especially to work or try hard

motorway /'məʊtəweɪ; AmE 'mouterweɪ/ (noun) a wide road, with at least two lanes in each direction, where traffic can travel fast for long distances (BrE)

moustache /mə'sta:ʃ/ (noun) a line of hair that a man allows to grow on his upper lip

negotiation /nɪgəʊ'ʃi:ɪʃn; AmE 'gou-/ (noun) formal discussion between people who are trying to reach an agreement

noise /noɪz/ (noun) a sound, especially when it is loud, unpleasant, or disturbing

notice board /'nəʊtɪs bɔ:d; AmE 'nouts bɔ:rd/ (noun) a board for putting up notices (=pieces of paper giving information) (BrE)

objection /əb'jekʃn/ (noun) a reason why you do not like or are opposed to sth

obviously /'ɒbvɪəslɪ; AmE 'ɑ:b-/ (adverb) used to say that a particular situation or fact is easy to see or understand

off sick /ɒf 'sɪk; AmE ɔ:f-/ (idiom) not at work because of illness

offer /'ɒfə(r); AmE 'ɑ:fər/ (verb) an act of saying that you are willing to do sth for sb or give sth to sb

officially /ə'fɪʃlɪ/ (adverb) publicly and by sb who is in a position of authority

olive /'ɒlɪv; AmE 'ɑ:lɪv/ (noun) a small green or black fruit with a strong taste, used in cooking and for its oil

on average /ɒn 'ævərɪdʒ; AmE ɑ:n-/ (idiom) at a normal or typical level or rate

on behalf of /ɒn br'hɑ:f əv; AmE ɑ:n br'hæf əv/ (idiom) as the representative of sb or instead of them

on the spot /ɒn ðə 'spɒt; AmE ɑ:n ðə 'spɑ:t/ (idiom) immediately

operational /,ɒpə'reɪʃənəl/ (adjective) ready to work normally or to be used

opinion /ə'pɪnjən/ (noun) your feelings or views about sth

opportunity /,ɒpə'tju:nəti/ (noun) a time when a particular situation makes it possible to do or achieve sth

opt /ɒpt/ (verb) to choose to have or do a particular thing

optimism /'ɒptɪmɪzəm/ (noun) the feeling that you expect good things to happen or sth to be successful

option /'ɒpʃn; AmE 'ɑ:p-/ (noun) one of several things that you can choose to do or have

order /'ɔ:də(r); AmE 'ɔ:r-/ (verb) to ask for goods to be made or supplied

outsourcing /'aʊtsɔ:s; AmE -sɔ:rs/ (verb) to arrange for sb outside a company to do work or provide goods for that company

overbook /,əʊvə'bʊk; AmE ɔʊvər-/ (verb) to sell more tickets on a plane or reserve more rooms in a hotel than there are places available

overlook /,əʊvə'lʊk; AmE ɔʊvər-/ (verb) to fail to see or notice sth

overseas /,əʊvə'si:z; AmE ɔʊvər-/ (adverb) in a foreign country, especially one that is separated from your country by the sea/ocean

owner /'əʊnə(r); AmE 'ou:nər/ (noun) a person who owns sth

PA /,pi: 'ei/ (noun) personal assistant; someone who works as a secretary or assistant for one person

paperclip /'peɪpəklɪp; AmE 'peɪpər-/ (noun) a piece of bent wire or plastic that is designed to hold loose sheets of paper together

pass on /,pæs 'ɒn; AmE -'ɑ:n/ (verb) to give sb a message or piece of information that has been given to you

passenger /'pæsɪndʒə(r)/ (noun) a person who is travelling in a plane, car, train, etc. and who is not driving it or working on it

pastry /'peɪstri/ (noun) a mixture of flour, fat, and water or milk that is rolled out flat and baked as a base or covering for pies, etc.

patience /'peɪʃns/ (noun) the ability to stay calm and accept a delay or sth annoying without complaining

pavement /'peɪvmənt/ (noun) a flat part at the side of a road for people to walk on (BrE)

pay /peɪ/ (noun) the money that sb gets for doing regular work

peak /pi:k/ (noun) the pointed top of a mountain

pedal /'pedl/ (verb) to turn or press the pedals on a bicycle or other machine

pedestrian /pəd'estriən/ (noun) a person walking in the street and not travelling in a vehicle

permission /pə'mɪʃn; AmE pər-/ (noun) agreement from sb in a position of authority that you are allowed to do sth

phase /feɪz/ (noun) a stage in a process of change or development

pick (sb) up /,pɪk 'ʌp/ (verb) to go somewhere, usually in your car, and collect sb who is waiting for you

pilot /'paɪlət/ (noun) a person who operates the controls of an aircraft

pity /'pɪti/ (noun) used to show that you are disappointed about sth

plenty /'plenti/ (pronoun) a large amount; as much or as many as you need

plug /plʌg/ (noun) a thick round piece of plastic or rubber that you put in the hole in a bath or a sink to stop the water flowing out

plumber /'plʌmə(r)/ (noun) a person whose job is to fit and repair things such as water pipes, toilets, etc.

pocket /'pɒkɪt; AmE 'pɑ:k-/ (noun) a small piece of material like a small bag sewn into or onto a piece of clothing so that you can carry things in it

polite /pə'laɪt/ (adjective) having or showing good manners and respect for the feelings of others

pollution /pə'lju:ʃn/ (noun) substances that make air, water, soil, etc. dirty

popular /'pɒpjələ(r); AmE 'pɑ:p-/ (adjective) liked or enjoyed by a large number of people

post /peʊst; AmE poʊst/ (noun) a job

poster /'peʊstə(r); AmE 'poʊstər/ (noun) a large notice, often with a picture on it, that is put in a public place to advertise sth

potential /pə'tenʃl/ (adjective) that can possibly develop into sth in the future

practical /'præktɪkl/ (adjective) useful or suitable

prediction /prɪ'dɪkʃn/ (noun) a statement that says what you think will happen

prejudice /'predʒudɪs/ (noun) an unreasonable dislike of or preference for a group of people, especially when it is based on their race, religion, sex, etc.

premises /'premɪsɪz/ (noun) the building and the land around it that a business uses

preparation /,prepə'reɪʃn/ (noun) the act or process of getting ready for sth or making sth ready

presentation /,presən'teɪʃn/ (noun) a meeting at which sth, especially a new product, idea, or piece of work, is shown to a group of people

press /pres/ (verb) to make clothes smooth using a hot iron

pressure /'preʃə(r)/ (noun) difficulties and feelings of anxiety that are caused by the need to achieve or to do sth quickly

previous /'pri:vɪəs/ (adjective) happening or existing before the event or object that you are talking about

print /prɪnt/ (verb) to produce letters, books, etc. using a machine that puts ink on paper

prison /'prɪzn/ (noun) a building where people are kept as a punishment for a crime they have committed

professional /prə'feʃənl/ (adjective) connected with a job that needs special training or skill

profit /'prɒfɪt; AmE 'prɑ:fɪt/ (noun) the money that you make in business or by selling things, especially after paying the costs involved

progress /'prɒʊgres; AmE 'prɑ:-/ (noun) the process of improving or developing; if sth makes progress, it improves or develops

project /'prɒdʒekt; AmE prɑ:dʒ-/ (noun) a planned piece of work that is designed to produce sth new, to improve sth, or to find information about sth

projector /prə'dʒektə(r)/ (noun) a piece of equipment for projecting photographs or films / movies onto a screen

promise /'prɒmɪs; AmE 'prɑ:-/ (verb) to tell sb that you will definitely do sth, or that sth will definitely happen

promotion /prə'məʊʃn; AmE -'mouʃn/ (noun) activities done in order to increase the sales of a product or service

property /'prɒpəti; AmE 'prɑ:pəti/ (noun) land and buildings

proposal /prə'pəʊzl; AmE -'pouzl/ (noun) a formal suggestion or plan

protest /prə'test/ (verb) to say or do sth to show that you disagree with or disapprove of sth, especially publicly

prove yourself /'pru:v jɔːself; AmE -jər-/ (verb) to show other people how good you are or that you are capable of doing sth

pub /pʌb/ (noun) a building where people go to drink alcoholic and non-alcoholic drinks, to meet their friends, and often to eat

public consciousness /,pʌblɪk 'kɒnʃəsnəs; AmE -'kɑ:n-/ (noun) the knowledge and opinions that people in general have about sth

public transport /,pʌblɪk 'trænspɔ:t; AmE -spɔ:rt/ (noun) the system of buses, trains, etc. provided by the government or by companies, which people use to travel from one place to another

publicity /pʌb'lɪsɪti/ (noun) things that are done to attract the attention of the public to sth / sb

publisher /'pʌblɪʃə(r)/ (noun) a company that prepares and prints books, magazines, or newspapers

purchasing /'pɜ:tʃəɪŋ; AmE 'pɜ:rtʃ-/ (noun) the activity of buying things, especially for a company

put (sb) through /,put 'θruː/ (verb) to connect sb by telephone

puzzle /'pʌzl/ (noun) a game, etc. that you have to think about carefully in order to answer it or do it

pyramid /'pɪrəmɪd/ (noun) one of the large stone buildings built by the ancient Egyptians to bury their kings and queens, with a square or triangular base and sloping sides that meet in a point

queue /kjuː/ (noun) a line of people, cars, etc. waiting for sth or to do sth

quiet /'kwaɪət/ (adjective) without many people or much noise or activity

range /reɪndʒ/ (noun) a set of products of a particular type

reaction /rɪ'ækʃn/ (noun) what you do, say or think as a result of sth that has happened

rearrange /,rɪ:ə'reɪndʒ/ (verb) to change the time, date or place of an event

reasonable /'rɪz nəbl/ (adjective) acceptable and appropriate

receive /rɪ'si:v/ (verb) to get or accept sth that is sent or given to you

recent /'rɪ:sənt/ (adjective) that happened or began only a short time ago

recognize /'rekəɡnaɪz/ (verb) to know who sb is when you see or hear them, because you have seen or heard them before

recommend /,rekə'mend/ (verb) to tell sb that sth is good or useful, or would be suitable for a particular situation, etc.

record /rɪ'kɔ:d; AmE -kɔ:rd/ (verb) to perform music so that it can be copied onto and kept on tape

recruit /rɪ'kru:t/ (verb) to find new people to join a company or an organization

recruitment /rɪ'kru:tmənt/ (noun) the process of finding new people to join a company or an organization

reduce /rɪ'dju:s/ (verb) to make sth less or smaller in size, quantity, price, etc.

refuse /rɪ'fju:z/ (verb) to say that you do not want sth that has been offered to you

regarding /rɪ'gɑ:dɪŋ; AmE -'gɑ:rd-/ (preposition) concerning sth; used in formal speech or writing to say what you are talking or writing about

regional /'rɪ:dʒənl/ (adjective) relating to a particular region or area

regulation /,regju'leɪʃn/ (noun) an official rule made by a government or other authority

relaxing /rɪ'læksɪŋ/ (adjective) helping you to rest and become less anxious

reliable /rɪ'laɪəbl/ (adjective) that can be trusted to work well or do sth well

renew /rɪ'njuː/ (verb) to make sth valid for a further period of time

renewable /rɪ'nju:əbl/ (adjective) that can be made valid for a further period of time after it has finished

rent /rent/ (verb) to regularly pay money to sb so that you can use sth that they own, such as a building, some land, etc.

replacement /rɪ'pleɪsmənt/ (noun) a thing that replaces sth, especially because the first thing is broken, old, etc.

report /rɪ'pɔ:t; AmE -'pɔ:rt/ (noun) a written or spoken description of sth containing information that sb needs to have

represent /reprɪ'zent/ (verb) to act or speak officially for sb and defend their interests

request /rɪ'kwest/ (verb) to ask for sth or ask sb to do sth in a polite or formal way

reservation /,resə'veɪʃn/ (noun) an arrangement for a room in a hotel, a seat on train or plane, etc. to be kept for you

reserves /rɪ'sɜ:vz; AmE -'sɜ:rvz/ (noun plural) a supply of sth, such as money, that is available to be used in the future or when it is needed

resolve /rɪ'sɒlv; AmE -'sɔ:lɪv/ (verb) to find an acceptable solution to a problem

resort /rɪ'sɔ:t; AmE -'sɔ:rt/ (noun) a place where a lot of people go on holiday/vacation

responsible /rɪ'spɒnsəbl; AmE -'spɑ:ns-/ (adjective) having the job or duty of doing sth or taking care of sth

rest /rest/ (noun) a period of relaxing, sleeping or doing nothing after a period of activity

restriction /rɪ'strɪkʃn/ (noun) a rule or law that limits what you can do

results /rɪ'zʌltz/ (noun plural) the profits and losses made by a company during a particular period

retire /rɪ'taɪə(r)/ (verb) to stop doing your job, especially because you have reached a particular age

retirement /rɪ'taɪmənt; AmE -'taɪmənt/ (noun) the time when you stop work because you have reached a particular age

ridiculous /rɪ'dɪkjʊləs/ (adjective) very silly or unreasonable

rise /raɪz/ (noun) an increase in an amount, a number, or a level

roof /ru:f/ (noun) the structure that covers or forms the top of a building

rough /rʌf/ (adjective) having a surface that is not even or regular

routine /ru:'ti:n/ (adjective) done or happening as a normal part of a particular job, situation, or process

rude /ru:d/ (adjective) showing a lack of respect for other people and their feelings

rumour /'ru:mə(r)/ (noun) a piece of information or a story that people talk about, but that may not be true

run low on /,rʌn 'ləʊ ɒn; AmE -'ləʊ ə:n/ (verb) if you are running low on sth, you have used up or finished almost all of it

rush hour /'rʌʃ əʊə(r)/ (noun) the time, usually twice a day, when the roads are full of traffic and trains are crowded because people are travelling to or from work

salary /'sæləri/ (noun) money that employees regularly receive for doing their job, usually every month

sample /'sɑ:mpl; AmE 'sæmpl/ (noun) a small amount or example of a product that can be looked at or tried to see what it is like

schedule /'ʃedju:l; AmE 'skedʒu:l/ (noun) a plan that lists all the work that you have to do and when you must do each thing

scheme /ski:m/ (noun) a plan or system for doing or organizing sth (BrE)

screen /skri:n/ (noun) a large flat surface that films / movies or pictures can be shown on

sculptor /'skʌlptə(r)/ (noun) a person who makes sculptures (= works of art that are solid figures or carvings)

security /sɪ'kjʊərəti; AmE sə'kjʊr-/ (noun) the department of a large company or organization that deals with the protection of its buildings, equipment and staff

selection /sɪ'lekʃn/ (noun) a collection of things from which sth can be chosen

self-sufficient /,self sə'fɪʃnt/ (adjective) able to do or produce everything that you need without the help of other people

sense of humour (BrE)/**humor** (AmE) /sens əv 'hju:mə(r)/ (noun) the ability to find things funny or to make people laugh

sensible /'sensəbl/ (adjective) reasonable and practical

serious /'sɪəriəs; AmE 'sɪr-/ (adjective) thinking about things a lot in a sensible way, rather than joking or being silly

session /'seʃn/ (noun) a period of time that is spent doing a particular activity

set (sth) up /,set 'ʌp/ (verb) to put or build sth somewhere and make it ready for use

setback /'setbæk/ (noun) a difficulty or problem that delays or prevents sth

several /'sevrəl/ (adjective) more than two, but not very many

shame /ʃeɪm/ (noun) used to say that sth is a cause for feeling sad or disappointed

share /ʃeə(r); AmE ʃer/ (verb) to have the same feelings, ideas, interests, etc. as sb else

shelving /'ʃelvɪŋ/ (noun) shelves or material for making shelves

shocked /ʃɒkt/ (adjective) a strong feeling of surprise as a result of sth happening, especially sth unpleasant

shopping mall /'ʃɒpɪŋ mɔ:l/ (noun) a large building or covered area that has many shops / stores, restaurants, etc.

short notice /,ʃɔ:t 'nəʊtɪs; AmE ʃɔ:rt 'nəʊ-/ (noun) a short period of warning or a short time for preparation, especially when this is not enough

shout /ʃaʊt/ (verb) to speak loudly and angrily to sb

shy /ʃaɪ/ (adjective) nervous or embarrassed about meeting and speaking to other people

sightseeing /'saɪtsi:ɪŋ/ (noun) the activity of visiting interesting buildings and places as a tourist

sign /saɪn/ (verb) to write your name on a document, letter, etc. to show that you have written it or that you agree with what it says

simple /'sɪmpl/ (adjective) not complicated; easy to understand

site /saɪt/ (noun) a place on the Internet where a company or organization puts information; a website

size /saɪz/ (noun) how large or small a person, thing, or amount is

skill /skɪl/ (noun) a particular ability or type of ability

sleeve /sli:v/ (noun) a part of a piece of clothing that covers all or part of your arm

slide /slaɪd/ (noun) a small piece of film held in a frame that can be shown on a screen when you shine a light through it

slim /slɪm/ (adjective) thin, in a way that is attractive

slogan /'sləʊgən; AmE 'sləʊ-/ (noun) a word or phrase that is easy to remember, used for example, to advertise a product or company

smart /smɑ:t; AmE smɑ:rt/ (adjective) (1) looking neat and well dressed in fashionable and / or formal clothes (2) intelligent

smooth /smu:ð/ (adjective) completely flat and even, without any lumps, holes, or rough areas

soap /səʊp; AmE soup/ (noun) a substance that you use with water for washing your body

sociable /'səʊjəbl; AmE 'səʊ-/ (adjective) enjoying spending time with other people

soft /sɒft/ (adjective) changing shape easily when pressed; not stiff or firm

solar energy /,səʊlər 'enədʒi; AmE ,səʊlər 'enədʒi/ (noun) power that uses the sun's energy

solve /sɒlv/ (verb) to find the correct answer or explanation for sth, such as a puzzle

space /speɪs/ (noun) an amount of an area or of a place that is empty or that is available for use

spam /spæm/ (noun) advertising material sent by email to people who have not asked for it

spare time /,speə(r) 'taɪm/ (noun) available to do what you want, rather than work

spark /spa:k; AmE spɑ:rk/ (noun) a small flash of light produced by an electric current

speciality /,speʃi'æləti/ (noun) a type of food or product that a restaurant or place is famous for, because it is so good (BrE)

specific /spə'sɪfɪk/ (adjective) detailed and exact

specifications /,spesɪfɪ'keɪʃnz/ (noun plural) a detailed description of how sth should be designed or made

spell /spel/ (verb) to say or write the letters of a word in the correct order

spend (sth) on /'spend ɒn/ (verb) to use money to pay for goods, services, etc.

spread /spred/ (verb) to affect, be known by, or be used by more and more people

staff /stæf/ (noun) the group of workers employed in an organization

stage /steɪdʒ/ (noun) one part of a process, or one period that sth passes through while it is developing or progressing

stand /stænd/ (noun) a table or a vertical structure for displaying goods, especially at a fair or market

stationery /'steɪʃənəri; AmE -neri/ (noun) materials for writing and for using in an office, for example paper, pens, and envelopes

stock /stɒk; AmE stɑ:k/ (noun) a supply of goods that is available for sale

straight /streɪt/ (adjective) without any curls or curves

strike /straɪk/ (noun) a period of time when an organized group of workers stops working because of a disagreement over pay or conditions

striking /'straɪkɪŋ/ (adjective) interesting and unusual enough to attract attention

string /strɪŋ/ (noun) material made of several threads twisted together, used for tying things together

suburb /'sʌbə:b; AmE -bɜ:rb/ (noun) an area where people live that is outside the centre of a city

success /sʌk'ses/ (noun) a thing that has achieved a good result and been successful

suggestion /sə'dʒestʃən/ (noun) an idea or plan that you mention for sb else to think about

suit /su:t/ (noun) a set of clothes made of the same cloth, including a jacket and trousers / pants or a skirt

suitable /'su:təbl/ (adjective) right or appropriate for a particular purpose or occasion

suitcase /'su:tkeɪs/ (noun) a case with flat sides and a handle, used for carrying clothes, etc. when you are travelling

supervise /'su:pəvaɪz; AmE 'su:pər-/ (verb) to be in charge of sb / sth and make sure that everything is done correctly, safely, etc.

supplies /sə'plaɪz/ (noun plural) an amount of sth that is available to be used

suppose /sə'pəʊz; AmE -'pəʊz/ (verb) to think or believe that sth is true

take off /,teɪk 'ɒf/ (verb) (of an aircraft) to leave the ground and begin to fly

take (sb) on /,teɪk 'ɒn/ (verb) to employ sb

take steps /,teɪk 'steɪps/ (idiom) to do a series of things in order to achieve sth

tap /tæp/ (noun) a device for controlling the flow of water from a pipe into a bath or sink (BrE)

target /'tɑ:gɪt; AmE 'tɑ:rgɪt/ (noun) a result that a business or organization tries to achieve

tart /tɑ:t; AmE tɑ:rt/ (noun) an open pie filled with sweet food, such as fruit

task /tæsk/ (noun) a piece of work that sb has to do

tax /tæks/ (noun) money that you pay to the government according to your earnings or profits, or in addition to the price of goods and services

temporary /'tempərəri; AmE -pəreri/ (adjective) lasting or intended to be kept only for a short time; not permanent

terms /tɜ:mz; AmE tɜ:rmz/ (noun plural) conditions that you agree to when you buy, sell, or pay for sth

thief /θi:f/ (noun) (plural thieves /θi:vz/) a person who steals sth from another person or a place

threaten /'θretən/ (verb) to say that you will cause trouble, hurt sb, etc. if you do not get what you want

topic /'tɒpɪk; AmE 'tɑ:p-/ (noun) a subject that you talk, write, or learn about

trade fair /'treɪd feə(r); AmE fer/ (noun) an event at which many different companies, producing related products, show and sell their products

traffic /'træfɪk/ (noun) the vehicles that are on the road at a particular time

traffic light /'træfɪk laɪt/ (noun) a signal that controls the traffic on a road, by means of red, orange, and green lights that show when you must stop and when you can go

trainers /'treɪnəz/ (noun) shoes that you wear for sports or as informal clothing (BrE)

training /'treɪnɪŋ/ (noun) the process of learning skills that you need to do a job

transfer /træns'fɜ:(r)/ (verb) to move from one job, situation, etc. to another

transparency /træns'pærənsi/ (noun) a picture printed on a piece of film, usually in a frame, that can be shown on a screen by shining light through the film

treat /tri:t/ (verb) to behave in a particular way towards sb / sth

trifle /'traɪfl/ (noun) a cold sweet dish made from cake and fruit with wine and/or jelly poured over it, covered with custard (= a cold sweet sauce made with eggs and milk) and cream

trip /trɪp/ (noun) a journey to a place and back again, especially a short one for pleasure or a particular purpose

trolley /'trɒli/ (noun) a small vehicle with wheels that can be pushed or pulled along and is used for carrying things (BrE)

trousers /'traʊzəz; AmE -zərz/ (noun plural) a piece of clothing that covers the body from the waist down and is divided into two parts to cover each leg separately (BrE)

trout /traʊt/ (noun) a common freshwater fish that is used for food

turn-up /'tɜ:nʌp/ (noun) the bottom of the leg of a pair of trousers / pants that has been folded over on the outside (BrE)

typeface /'taɪpfeɪs/ (noun) a set of letters, numbers, etc. of a particular design, used in printing

ultimate /'ʌltɪmət/ (adjective) best, greatest, most advanced, etc.

uniform /'ju:nɪfɔ:m; AmE -fɔ:rm/ (noun) a special set of clothes worn by all members of an organization or a group at work

union /'ju:niən/ (noun) an organization of workers, usually in a particular industry, that exists to protect their interests, improve conditions of work, etc.

unique /ju'ni:k/ (adjective) being the only one of its kind

upcoming /'ʌpkʌmɪŋ/ (adjective) going to happen soon

update /'ʌp'det/ (verb) to give sb the most recent information about sth

upgrade /'ʌp'greɪd/ (verb) to give sb a better seat on a plane, room in a hotel, etc. than the one that they have paid for

up-to-date /,ʌptə'det/ (adjective) modern or fashionable

urgent /'ɜ:dʒənt; AmE 'ɜ:rdʒ-/ (adjective) that needs to be dealt with or happen immediately

vacation /və'keɪʃn; ver'k-/ (noun) a holiday (AmE)

valuable /'væljuəbəl/ (adjective) very useful and important

vary /'veəri; AmE 'veri/ (verb) to be different from each other in size, shape, etc.

venue /'venju:/ (noun) a place where people meet for an organized event, for example a concert, sporting event, or conference

vet /vet/ (noun) a person who has been trained in animal medicine, whose job is to treat animals who are sick or injured

victim /'vɪktɪm/ (noun) a person who has been hurt, harmed, or killed as the result of a crime, an accident, etc.

violation /vaɪə'leɪʃn/ (noun) the act of going against or refusing to obey a law or agreement

visa /'vi:zə/ (noun) a stamp or mark put in your passport by officials of a foreign country that gives you permission to enter, pass through, or leave their country

voicemail message /'vɔɪsmel məsɪdʒ/ (noun) a recorded message left on a telephone using an electronic system called voicemail

voluntary /'vɒləntəri; AmE 'vɑ:ləntəri/ (adjective) (of work) done by people who choose to do it without being paid

vote /vəʊt; AmE vɔʊt/ (noun) the right to vote (= express your official choice) in political elections

wages /'weɪdʒəz/ (noun plural) an amount of money that you earn, usually every week, based on how many hours you have worked

waistcoat /'weɪstkəʊt/ (noun) a short piece of clothing with buttons down the front but no sleeves, usually worn over a shirt and under a jacket, often forming part of a man's suit (BrE)

wallet /'wɒlɪt; AmE 'wɑ:l-/ (noun) a small flat folding case made of leather or plastic, used for keeping paper money and credit cards in

wavy /'weɪvi/ (adjective) having curves; not straight

wedding /'wedɪŋ/ (noun) a marriage ceremony, and the meal or party that usually follows it

weight /weɪt/ (noun) how heavy sb / sth is, which can be measured in, for example, kilograms or pounds

windmill /'wɪndmɪl/ (noun) a tall thin structure with parts that turn round, used to change the power of the wind into electricity

withdraw /wɪð'drɔ:/ (verb) to take money out of a bank account

with reference to /wɪð'refrəns tu/ (preposition) used in a formal letter to say what you are writing about

work on /'wɜ:k ɒn; AmE 'wɜ:rk ɑ:n/ (verb) to be involved in or responsible for a particular task as part of your job

worry /'wɒri/ (verb) to feel anxious about a problem that you have or an unpleasant thing that could happen

zip /zɪp/ (noun) a metal or plastic device that you use to fasten clothes, that consists of two rows of teeth that you can pull together to close sth or pull apart to open it