



HANDBOOK

ENGLISH BUSINESS

A2·B1



All rights reserved; no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the Publishers.

Published by telc GmbH, Frankfurt am Main, Germany

All rights reserved

© 2012 by telc GmbH, Frankfurt am Main

Printed in Germany

ISBN: 978-3-86375-037-4

Order Number: 1165-LZB-010101



HANDBOOK
ENGLISH BUSINESS

A2·B1

Contents

0	Introduction	5
1	Target Audience	6
2	Test Specifications	7
3	Inventories	23
3.1	Inventory T – Topics	23
3.2	Inventory V – Vocabulary	25

0 Introduction

telc English A2·B1 Business is a standardised dual-level examination which measures language competence over two levels of the *Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach. The examination is particularly aimed at adult language learners who need English for their job.

The *telc English A2·B1 Business Handbook* has been developed to complement the *telc A2·B1 Handbook* by giving more detailed information on the special aspects of this work-oriented examination, such as the suitability of topics and vocabulary for the target group.

The *telc English A2·B1 Business* format has been carefully developed to assess a precise combination of competencies at levels A2 and B1 within one single examination. The CEFR describes learners at A2 level as basic users (Waystage) and at B1 as independent users (Threshold Level). The dual-level test measures and certifies which of the two possible competence levels being tested has been reached. Upon completion of the test, candidates receive a breakdown of their skills for each of the separate areas of reading/listening, writing, and speaking, together with the overall level achieved: A2 or B1.

The importance of a *telc Certificate* as an extra qualification which reaches beyond what is documented on a school report is particularly clear in the context of the workplace. Employers need to know whether applicants for positions in their company have the language competences needed in their everyday professional life or in today's international business world, not what they may have achieved at school. An internationally-recognised *telc English Business Certificate* documents that the holder has the linguistic, interpersonal and social skills that they need in order to become effective communicators in a work-related situation. *telc* does not test specific content or knowledge, e.g. of accountancy or economics. Instead, the examinations reflect a range of tasks and situations which correspond to typical work processes in a variety of jobs and fields.

In particular, the dual-level examination is ideal for in-company training groups in which the participants have achieved varying levels of competence. The company language trainer may decide for pedagogical reasons that all the language learners should be given the opportunity to take an examination. And if part of the group is deemed good enough to achieve B1 and another part is still at A2 level, the whole group can take the same exam, and each person will have his or her competence assessed and certified. Thus all participants have the chance to successfully complete the examination, which is especially encouraging and motivating for mixed-ability groups of learners. Finally the company receives an up-to-date feedback on the employees' skills in English.

Another advantage of the *telc English A2·B1 Business* exam is that the language learners are stimulated and motivated when working toward their self-set goals. A *telc* language certificate makes their achievement palpable, and they know that this qualification will be regarded favourably by their present or future employers.

1 Target Audience

The *telc English A2·B1 Business* examination is intended for adults who:

- wish to demonstrate their current language skills or perhaps demonstrate those which they remember from their time at school.
- are uncertain about their true language level or who have mixed language skills in the various areas.
- wish to certify their language abilities and thereby achieve their personal or professional goals.
- wish to demonstrate their own experiences in daily life and work-related activities.
- wish to demonstrate that they have the linguistic skills needed to attain an internationally recognised documentation of their achievements.
- wish to show their initiative for additional language learning and personal development.

telc English A2·B1 Business measures language competence at levels A2 and B1 of the *Common European Framework of Reference for Languages*. Level A demonstrates the skills needed for basic language usage and level B demonstrates the skills needed for independent language usage.

Candidates at level B1 can

- understand the main points in work-related situations, public announcements and radio announcements,
- extract important details from newspaper texts, statistics and various standard documents,
- write cohesive formal or semi-formal correspondence such as letters or emails,
- lead a simple, direct conversation about work-related and everyday topics, state their opinion and react appropriately to the opinion of their partner in conversation,
- report about things, make suggestions or arrangements.

Candidates at level A2 can

- understand the most important information in work-related conversations, short announcements on the radio and telephone messages,
- extract the most important information from short newspaper texts, everyday announcements and public signs,
- fill in standard forms in shops, banks, offices, etc.
- write notes related to their own surroundings,
- ask and answer informative questions in conversations about everyday and work-related topics,
- agree upon things in daily conversations.

2 Test Specifications

Overview of the Test Format

telc English A2·B1 Business consists of four subtests:

Subtest	Time
Listening	25 minutes
Reading	45 minutes
Writing	30 minutes
Speaking	approx. 16 minutes

The subtests are divided into parts, as follows:

Written Examination

Subtest Listening	
Part 1	Understanding voice mail messages: <ul style="list-style-type: none"> ▪ 4 multiple-choice items ▪ Listening for detail
Part 2	Understanding short public announcements: <ul style="list-style-type: none"> ▪ 5 multiple-choice items ▪ Listening for gist and listening for detail
Part 3	Understanding conversations in work-related situations: <ul style="list-style-type: none"> ▪ 4 true/false items and 4 multiple-choice items ▪ Listening for gist and listening for detail
Part 4	Understanding different opinions about a topic: <ul style="list-style-type: none"> ▪ 3 matching items ▪ Listening for gist

Subtest Reading	
Part 1	Understanding lists of information in catalogues, on the Internet, etc.: <ul style="list-style-type: none"> ▪ 5 multiple-choice items ▪ Selective reading and reading for detail
Part 2	Understanding basic and specific questions and answers from an Internet forum: <ul style="list-style-type: none"> ▪ 5 matching items ▪ Selective reading
Part 3	Understanding information from press releases and formal announcements: <ul style="list-style-type: none"> ▪ 3 true/false items and 3 multiple-choice items ▪ Reading for gist and reading for detail
Part 4	Understanding informational brochures: <ul style="list-style-type: none"> ▪ 3 true/false items ▪ Selective reading
Part 5	Understanding text logic, grammatical structures and vocabulary: <ul style="list-style-type: none"> ▪ 6 multiple-choice items ▪ Completing a letter
Subtest Writing	
	Writing semi-formal emails <ul style="list-style-type: none"> ▪ 1 writing task (out of a choice of two)

Oral Examination

The candidates for the Oral Examination are generally examined in pairs, with two examiners assessing each pair of candidates.

Subtest Speaking	
Part 1A	Talking about oneself: <ul style="list-style-type: none"> ▪ Monologue ▪ Task sheet with guiding points
Part 1B	Answering follow-up questions: <ul style="list-style-type: none"> ▪ Dialogue with the examiner ▪ Examiner questions
Part 2A	Talking about experiences: <ul style="list-style-type: none"> ▪ Monologue ▪ Task sheet with pictures
Part 2B	Answering follow-up questions: <ul style="list-style-type: none"> ▪ Dialogue with the examiner ▪ Examiner questions
Part 3	Solving a task: <ul style="list-style-type: none"> ▪ Dialogue with another candidate ▪ Task sheet with guiding points

The four subtests of the examination are explained in detail in the following sections.

For general examples of the task types, please refer to the A2·B1 Handbook. For work-related examples of the task types, please refer to the A2·B1 Business Mock Examination.

Listening

Listening, Part 1

In the first part of this subtest, the candidates can demonstrate their ability to understand important details in voice mail messages spoken at a normal speed in a widely used standard variety of English.

Possible situations of language use reproduced by the task are:

- Listening to a message on an answering machine
- Understanding recorded messages on the telephone, e. g. messages from an official institution, a service provider or a doctor's office, etc.
- Understanding official loudspeaker announcements, e. g. at the station, at the airport, in a department store, etc.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand specific information in voice mail messages
Intended operations	Listening for detail
Type of task	Multiple-choice items with three options
Number of items	Four (items 1–4)
Channel	Text: spoken Instructions and items: written
Type of text	Monologue: voice mail messages, in business and work-related contexts
Nature of information	Work-related situations requiring some kind of concrete action by the listener
Speakers	Number of speakers: one per voice mail message
Text length	55–65 words per voice mail message
Test items	<ul style="list-style-type: none"> ▪ The candidate hears four voice mail messages. ▪ Each message is played once. ▪ For each message, there is one multiple-choice question with three options. The task is to choose the correct statement for each message. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The language of the items should not exceed level A2.
Weighting	1 point per item (0 for incorrect response)

Listening, Part 2

In this part of the Listening subtest, the candidates can demonstrate their ability to understand the global message as well as specific details of information heard on the radio and in public announcements.

Information heard includes traffic news, weather forecasts, news of upcoming events, short news items, flight information at the airport, announcements at train stations, etc. The weather and traffic news are always represented in this task.

Structure	Instructions Audio texts Items
Objective	To assess the candidate's ability to understand general and specific information in short public announcements
Intended operations	Listening for gist (item 5) and listening for detail (items 6–9)
Type of task	Multiple-choice items with three options
Number of items	Five (items 5–9)
Channel	Text: spoken Instructions and items: written
Type of text	Monologue: announcements on the radio or over a public loudspeaker
Nature of information	Information on the radio, such as weather forecasts, company news, etc. or public announcements at a trade fair, at the airport, etc.
Speakers	Number of speakers: one per announcement
Text length	55–65 words per announcement
Test items	<ul style="list-style-type: none"> ▪ The candidate hears five public announcements. ▪ Each announcement is played once. ▪ For each announcement, there is one multiple-choice question with three options. The task is to choose the correct statement for each announcement. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	Vocabulary and grammar of the items and in the relevant parts of the texts should be at level A2 or A2+ in some cases.
Weighting	1 point per item (0 for incorrect response)

Listening, Part 3

This task aims to gauge the candidate's ability to follow conversations held at normal speed in a public context. In each dialogue presented here, both the ability to grasp the essence of the situation and the ability to understand details of the conversation are tested.

The task reproduces situations of language use in which learners want to follow everyday conversations, both in personal and in work-related contexts, e.g. at an official institution or at work.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand the gist of conversations and the necessary specific details
Intended operations	Listening for gist (items 10, 12, 14 and 16) and listening for detail (items 11, 13, 15, and 17)
Type of task	Four true/false items and four multiple-choice items with three options
Number of items	Eight (items 10–17)
Channel	Text: spoken Instructions and items: written
Type of text	Dialogues: conversations in personal and work-related contexts
Nature of information	The conversations can take place between two people meeting in person or talking to each other on the telephone: colleagues, job applicant and interviewer, business partners, etc.
Speakers	Number of speakers: two per conversation
Text length	130–140 words per conversation
Test items	<ul style="list-style-type: none"> ▪ The candidate hears four conversations. ▪ Each conversation is played once. ▪ For each conversation, there are two items: a true/false question and a multiple-choice question. The task is to decide whether the statement for each conversation is true or false according to what is said and also to choose the correct answer from three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1.
Weighting	1 point per item (0 for incorrect response)

Listening, Part 4

This task is aimed at testing the candidates' ability to follow radio programmes of medium length dealing with everyday topics. They hear statements spoken by people who have been asked their opinion on a particular topic which a presenter has briefly introduced at the beginning of the programme. The candidates have to decide which of the short statements provided sums up each of the speakers' opinions accurately.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand different opinions about a work-related topic
Intended operations	Listening for gist
Type of task	Matching items
Number of items	Three (items 18–20)
Channel	Text: spoken Instructions and items: written
Type of text	Monologue: Radio programme with people stating their opinions on a particular topic.
Nature of information	Short statements reflecting the speakers' feelings, attitudes or opinions about a particular topic.
Speakers	Number of speakers: one per statement (five altogether, including the presenter)
Text length	350–400 words in total
Test items	<ul style="list-style-type: none"> ▪ The candidate hears a radio programme with four people giving their opinion on a topic. ▪ The recording is played once. ▪ Each item is a short statement (one sentence). ▪ There are a total of six statements: three items, two distractors and one example. ▪ The task is to identify the items that correctly summarise the comments made by three speakers.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The language in both the texts and the items should be at level B1
Weighting	1 point per item (0 for incorrect response)

Reading

Reading, Part 1

The task is concerned with reading to select required information. Thus it is a question of spotting relevant information in a medium-sized list without having to read and understand the whole list. Possible situations of language use reproduced in this task include:

- Travellers to a foreign country needing orientation in a shopping centre turn to the store guide written in English.
- Readers who would like to find specific information look quickly through English websites, catalogues or other printed matter.

Structure	Instructions (have to be adapted to the situation chosen) Example Text Items
Objective	To assess the candidate's ability to locate relevant information in a listed format
Intended operations	Selective reading and reading for detail
Type of task	Multiple-choice items with three options
Number of items	Five (items 21–25)
Channel	Written
Type of text	Authentic or semi-authentic signs and lists sorted into several sections
Nature of information	Lists and signs at trade shows, conferences, airports, in catalogues, on the Internet, etc.
Text length	100–120 words in total
Test items	The task is to find the appropriate entry in the given list for each of five situations. For each situation, there is one multiple-choice item with three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The language of the relevant parts should be mostly at level A2.
Weighting	1 point per item (0 for incorrect response)

Reading, Part 2

The aim of this task is to test the candidate's ability to grasp the main content of entries in Internet forums, and subsequently to read those texts which are relevant for the required solutions and to understand them in detail.

The situation of language use which this task reproduces is relevant for people who wish to use the Internet to research questions of interest to them, eliciting information and advice from Internet forum messages.

Structure	Instructions Texts Items
Objective	To assess the candidate's ability to understand relevant questions and answers from an Internet forum
Intended operations	Selective reading
Type of task	Matching items
Number of items	Five (items 26–30)
Channel	Written
Type of text	Messages posted on an Internet discussion forum.
Nature of information	Questions and answers about issues in a business context: work, travel, colleagues, etc.
Text length	Approximately 500 words in total
Test items	The task is to identify which item matches which text, and which item has no match.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1
Weighting	1 point per item (0 for incorrect response)

Reading, Part 3

In this task candidates can demonstrate that they are able to deal with different text types. They are required first to understand the gist of varying short texts and subsequently the details pertaining to the solution of the corresponding items. The texts diverge from one another by narrowing down their target readership: The first text is an informative and promotional one aimed at a wider audience, the second one is a newsletter for a select readership united by a common interest, and the third a formal email directed at one individual. The texts may be relevant in a work or a tourist context.

Structure	Instructions Texts Items
Objective	To assess the candidate's ability to understand the gist of formal or semi-formal texts and in addition specific details contained in them
Intended operations	Reading for gist and selective reading
Type of task	True/false items and multiple-choice items with three options
Number of items	Six (items 31–36)
Channel	Written
Type of text	The candidate has to read three texts: Text 1: Advertising material Text 2: Internet newsletter Text 3: Official email
Nature of information	Business related activities, buying and selling, office procedures, public services, etc.
Text length	100–120 words per text
Test items	There are two items for each text: one true/false item and one multiple-choice item. For each text, the task is to decide whether the statement is true or false and to choose the correct answer from three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1.
Weighting	1 point per item (0 for incorrect response)

Reading, Part 4

In this task, candidates are required to demonstrate that they are able to read a medium-sized text with formal or technical features. The text deliberately contains some complex structures and language elements that are above the level tested in the examination, in order to make the candidate tackle language which might appear rather difficult. Possible situations of language use which the task reproduces are finding and understanding relevant information in the instructions for taking medicine or for the use of appliances, or in written agreements and similar documents.

Structure	Instructions Text Items
Objective	To assess the candidate's ability to understand relevant passages in informational brochures
Intended operations	Selective reading
Type of task	True/false items
Number of items	Three (items 37–39)
Channel	Written
Type of text	The candidate has to read a relatively long text that includes some complex language and structures.
Nature of information	Leaflets, instructional manuals, guarantees, regulations, contracts
Text length	Approximately 250 words
Test items	Each item is a short sentence (one statement). The task is to decide whether the statements are true or false according to what is said in the text.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	All items should be level B1. In parts of the text that are not relevant for the items, the vocabulary and language complexity may on occasion be above level B1.
Weighting	1 point per item (0 for incorrect response)

Reading, Part 5

This task bridges the gap between understanding a text and actively engaging with it. The candidates are required to select lexical, grammatical and structural elements in order to complete a reading passage. The text is a formal or semi-formal letter or email with the typical characteristics of the genre.

Structure	Instructions Example Text Items
Objective	To assess the candidate's understanding of text logic, grammatical structures and vocabulary in formal or semi-formal business correspondence
Intended operations	Completing a letter or email (gap-filling)
Type of task	Multiple-choice items with three options
Number of items	Six (items 40–45)
Channel	Written
Type of text	Short letter or email in a public or work-related context
Nature of information	Letters/emails of complaint, requests, reminders, etc.
Text length	70–100 words
Test items	The task is to choose the correct word or phrase for each gap. The items should not just test grammar and vocabulary, but also the candidate's contextual understanding of the communicative situation as a whole.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The language for the text and items should be at level B1.
Weighting	1 point per item (0 for incorrect response)

Details: Writing

Writing

In the Writing subtest, the candidates are put in a position to demonstrate their written communication skills.

Candidates can choose one of two options. Each task consists of a brief description of a situation and four jumbled guiding points. The candidates are expected to write a semi-formal email, appropriate in content and form, based on the situation and the guiding points. They should address all four guiding points in the order that they think is best.

Candidates are encouraged to demonstrate the best of their writing abilities, and the way in which they do so will be reflected in the score they attain and the CEFR level they are deemed to have achieved. While some candidates may take a concise approach that fully addresses the guiding points, others may choose to elaborate on the required information. Both writing styles are equally acceptable, and for this reason, no word count is specified.

Structure	Instructions Situation Four guiding points
Objective	To assess the candidate's ability to communicate in writing
Intended operations	Writing an email that is appropriate in content and form
Type of task	Semi-formal email in everyday business situations
Number of writing tasks	One (out of a choice of two)
Channel	Written
Input text	Each task consists of a brief description of the situation and four guiding points.
Nature of information	Both situations should relate to an aspect of business life. These might include emails to colleagues, clients, supervisors, business partners, etc.
Output text	Short semi-formal email in a work-related context
Nature of information	Candidates are expected to write an email based on the situation described. In their email, they should cover all four guiding points. They may include additional information related to the topic.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The input text should be at level A2.
Weighting	B1: 15–20 points A2: 7–14 points Below A2: 0–6 points

Speaking

Speaking, Part 1

In this part of the Oral Examination, candidates can demonstrate their ability to give personal information on topics such as family, place of residence, work, hobbies, etc.

In Part 1A, candidates are invited to talk about themselves. They receive a task sheet with several guiding points which can be used as a source of inspiration.

In Part 1B, the examiner then asks each of the candidates follow-up questions based on the information he or she has just given.

Structure	Seven guiding points Examiner questions
Objective	To assess the candidate's ability to give information about him-/herself
Intended operations	Talking about oneself and answering follow-up questions
Type of task	Part 1A: monologue (the candidate briefly introduces him-/herself) Part 1B: dialogue (the candidate reacts to examiner's questions)
Time	Approximately two minutes per candidate No preparation time
Channel	Written and spoken
Part 1A	
Input: task sheet	Task sheet with guiding points: Name – Family – Where you live – Job – Company – Languages – Other ideas <ul style="list-style-type: none"> ▪ Both candidates receive identical task sheets ▪ The guiding points listed on the task sheet are designed to help the candidate; not all of them need to be covered. ▪ The guiding points are the same in each version of the examination.
Task	The candidate should briefly talk about him-/herself using some of the guiding points on the task sheet as a point of departure.
Part 1B	
Input: examiner questions	The examiner asks one or two follow-up questions based on the information the candidate has given.
Task	The candidate should respond to the question(s) in an appropriate manner.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	Guiding points are at level A2, examiner's questions should be at level A2 or B1, depending on the candidate's performance.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

Speaking, Part 2

In this part of the Oral Examination, candidates can show that they are capable of communicating on everyday work-related topics. They are expected to describe a picture connected with the topic, express their opinions on it, give reasons for them and talk about their personal experiences.

In Part 1A, the examiner will give each candidate a picture to talk about. The candidates should comment on the situation in the picture; people's roles, their actions, their clothes, etc. They may speculate about the picture and state their personal reaction to it. It is acceptable to use paraphrasing to describe unfamiliar words.

In Part 1B, the examiner then asks each of the candidates some follow-up questions encouraging them to talk about their opinions and their personal experience with the topic.

Structure	Image (visual stimulus) Examiner questions
Objective	To assess the candidate's ability to talk about his/her personal experiences with a particular topic
Intended operations	Talking about experiences based on the information seen in the picture and answering follow-up questions
Type of task	Part 1A: monologue (the candidate briefly describes what he/she sees in the picture) Part 1B: dialogue (the candidate reacts to examiner's questions)
Time	Approximately three minutes per candidate No preparation time
Channel	Visual and spoken
Part 1A	
Input: task sheet	Each candidate receives a different picture relating to the same topic.
Task	The candidate should briefly describe what he/she sees in the picture.
Part 1B	
Input: examiner questions	The examiner invites the candidate to talk about his/her personal experiences with the topic and asks one or two follow-up questions.
Task	The candidate should respond to the question(s) in an appropriate manner.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	The examiner's task sheet includes three questions at level A2 and three at level B1 from which the examiner chooses the ones appropriate to the candidate's performance.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

Speaking, Part 3

In the last part of the Oral Examination, the candidates can demonstrate their ability to plan an activity together, such as a business trip. They should exchange ideas until they achieve a consensus on the details; for example, where to meet, what to bring, how to travel, etc.

The candidates receive identical task sheets with a brief description of the situation and several guiding points. During this part of the examination, the examiner speaks as little as possible, thus allowing maximum communication between the candidates.

Structure	Situation Instructions Six guiding points
Objective	To assess the candidates' ability to plan an activity together
Intended operations	Making suggestions, reacting to your partner's suggestions, asking and answering questions, coming to an agreement
Type of task	Dialogue (the candidates talk to each other)
Time	Approximately six minutes for both candidates No preparation time
Channel	Written and spoken
Input: task sheet	Task sheet with a brief description of the situation and six guiding points <ul style="list-style-type: none"> ▪ Both candidates receive identical task sheets. ▪ The guiding points do not have to be addressed in the order they are listed on the task sheet.
Task	The candidates should plan an activity together (e. g. a business trip) using the guiding points on the task sheet. They should share ideas, make suggestions and react to each other's suggestions.
Topics	See <i>Inventory T – Topics</i>
Lexical Range	See <i>Inventory V – Vocabulary</i>
Level	Guiding points should be at level A2.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

3 Inventories

3.1 Inventory T – Topics

This list of topic areas is primarily designed for item writers and test constructors. For classroom work and test preparation, this list of topics will merely form a “common-core” basis and will need to be further developed and extended to meet the individual needs and interests of the learners.

All the topics in this inventory may be used for test purposes. When selecting texts and test items, the editing team takes care to include only such materials that are likely to reflect the learner’s range of experience. Candidates are not required to have specialised knowledge in any of the topic areas. They are neither tested on their general knowledge of history, geography, politics, etc. nor are they expected to demonstrate any specialized job-related skills.

Topic	Sub-topic
Personal information	<ul style="list-style-type: none"> ▪ Name, address and telephone number ▪ Age, date, and place of birth ▪ Nationality ▪ Physical appearance ▪ Family ▪ House and home
Work	<ul style="list-style-type: none"> ▪ Jobs ▪ Vocational qualifications ▪ Daily work routines ▪ Clothes and dress code ▪ Working hours, conditions of work, pay ▪ Unemployment ▪ Communicating with employers, colleagues, clients, etc. ▪ Small talk
Travel and transport	<ul style="list-style-type: none"> ▪ Travelling by road, rail, air or ship ▪ Timetables and connections ▪ Travel arrangements ▪ Accommodation, luggage ▪ Customs ▪ Communicating with travel agents, receptionists, etc.
Places	<ul style="list-style-type: none"> ▪ Countries and cities ▪ Migration ▪ Public spaces and buildings (street, airport, hotel, etc.) ▪ Type and location of place ▪ Giving directions ▪ Relationships with other cultures ▪ Native language, other languages

Private and public services	<ul style="list-style-type: none"> ▪ Post office, banks, insurance companies, lost property office ▪ Obtaining private and public services ▪ Buying and selling things ▪ Prices, sizes, quantities, measurements
Food and drink	<ul style="list-style-type: none"> ▪ Business meals ▪ Food and drink choices ▪ Communicating with waiters
Media and communications	<ul style="list-style-type: none"> ▪ Telephone conversations ▪ Office equipment ▪ Business correspondence ▪ Meetings and presentations ▪ Trade fairs and conferences ▪ Press, radio, television, computers, Internet, multimedia
Education	<ul style="list-style-type: none"> ▪ Language training ▪ Adult education ▪ Vocational training ▪ e-learning ▪ Communicating with teaching staff, fellow students, etc.
The natural environment	<ul style="list-style-type: none"> ▪ Plants, animals ▪ Landscape, countryside, seaside ▪ Weather and climate ▪ Protecting the environment
Leisure time	<ul style="list-style-type: none"> ▪ Personal relationships and social networks ▪ Hobbies and interests ▪ Cultural activities (cinema, music, theatre, etc.) ▪ Sports and games ▪ Public holidays and festivals ▪ Vacation
Health	<ul style="list-style-type: none"> ▪ Body ▪ Health- and bodycare, fitness ▪ Illness, accidents, drugs ▪ Medical treatment ▪ Using medical services

3.2 Inventory V – Vocabulary

A

a/an	They have a new office in London. He works for an international company.
abbreviation	ASAP is the abbreviation for as soon as possible.
able	Mr Green might be able to help you.
ability	I like his ability to solve problems quickly.
unable	They were unable to come due to the bad weather.
disabled	I think the government should do more for disabled people.
about	Have you got any information about the meeting?
above	My office is just above the conference room.
above-mentioned	Please find attached the above-mentioned document for your reference.
abroad	His company has sent him abroad.
absence	His absence was very quickly discovered.
absent	He was absent from the meeting.
absolute	Michael has absolute trust in his co-workers.
absolutely	Absolutely right!
abuse	The police officer abused his position of power.
abuse	How serious is alcohol abuse among young people?
academy	She studied at a music academy.
accelerate	The car accelerates very quickly.
accent	She's been living in England for almost ten years now, but she hasn't lost her Spanish accent yet.
accept	They do not accept credit cards.
acceptable	Mistakes like that are just not acceptable.
access	You now have full access to all the information.
accident	He wasn't injured in the car accident.

accommodate	The conference room can accommodate 40 people.
accommodation	What was the accommodation like on your last business trip?
accompany	The assistant will accompany you to the manager's office.
according	According to the weather report, it's going to be sunny and dry tomorrow.
account	Where do you have your bank account?
accountant	He is an accountant.
accounting	The company wants to hire a new person for the accounting department
accurate	His description of the sales trends was very accurate.
accuracy	In this technical field, we demand a high degree of accuracy.
accuse	Nobody has accused you of stealing the documents.
ache	I woke up this morning with a terrible toothache.
achieve	He has achieved his childhood dream.
acknowledge	Please acknowledge receipt of this email.
acquire	The group will acquire another company soon
acquisition	The acquisition was very expensive but certainly worth it.
across	The restaurant is just across the street.
act	Our boss has been acting strangely recently.
active	My father-in-law leads a very active life.
activity	Our club offers a number of spare-time activities for people of all ages.
action	Our numbers are down. It's time for action.
action plan	We will send you the minutes of the meeting together with an action plan.

actor	He dreams about being an actor.	advanced	For her new job, she must have an advanced level of English.
actress	Do you know her? She's a famous actress.	advanced payment	We must ask new clients for advanced payment.
actual	The actual cause of the development is still unknown.	advantage	This job has many advantages.
actually	Actually, I'd rather spend the day at home.	disadvantage	And what are the disadvantages?
acute	He suffers from an acute illness.	adventure	We were preparing to go on a jungle adventure.
ad	I'm running an ad in the paper and I have to stay near the phone.	advice	I need some advice.
advert	The weekend papers are usually full of adverts.	advise	Who would be the best person to advise us?
advertisement	I am writing in response to your advertisement for a receptionist.	advisory	For legal questions, you should contact an advisory service.
advertise	He advertised in the Sunday paper.	airplane (A.E.)	David has always been fascinated by airplanes.
advertising agency	My neighbour runs a small but quite successful advertising agency.	affair	Jayne was having an affair with her boss.
adapt	He managed to adapt very easily to his new job.	affect	The layoffs affected many people.
add	They want to add another member to the marketing team.	afford	We can't afford to travel first class. It's far too expensive.
additional	We need additional material for this project.	afraid	I'm afraid I won't be able to come to the meeting.
addict	I think she's addicted to her work – she's a workaholic.	afraid of	You are not afraid of dogs, are you?
address	I've included her address and phone number in case you need to contact her.	Africa	The World Cup was held in South Africa in 2010.
adequate	Are the parking facilities adequate for 50 cars?	after	Let's meet after lunch.
adhesive tape	The more current name for adhesive tape is Scotch tape.	after-sales service	Their after-sales service for their products is very good.
adjust	Have you adjusted to your new job yet?	afternoon	Good afternoon. Can I help you?
administer	The new program is difficult to administer.	again	Can you say that again, please?
administration	Please talk to the lady at the administration on the second floor.	against	Thousands of people demonstrated against the war.
admire	I have always admired my colleague's work ethic.	age	At this age, some men are worried about having a heart attack.
admission	The admission fees are very high.	agenda	Peace talks were on the agenda at this year's conference.
admit	He has admitted to committing the crime.	agency	Why don't you ask a travel agency to book your flight?
adult	In many poor countries, children hardly reach adult age.	agent	He's working as our agent in Madrid.
advance	We must advance more quickly if we want to finish the project by September.	A.G.M.	Our Annual General Meeting (AGM) will be held in May.
		aggressive	Aggressive driving often leads to accidents.
		ago	I went to Amsterdam two weeks ago.

agree	I don't quite agree with you.	allergy	Sandra has a nut allergy.
agreement	We came to an agreement.	allow	I'm afraid smoking is not allowed in the restaurant.
disagree	I quite often disagree with my boss.	almost	They were almost at the airport when Helen realised she had forgotten her ticket.
disagreement	What's the reason for the disagreement?	alone	Her colleague is ill, so she is alone in the office.
agriculture	About 30% of the population work in agriculture.	along	I saw two men walking along the road.
ahead	We had to prepare a speech ahead of the ceremony.	alongside	We worked alongside Tom to finish the project.
ahead of time	A good leader should always be a little bit ahead of time.	alphabet	Can you read the Russian alphabet?
aid	Following the earthquake, Haiti received a lot of international aid.	already	When we finally got to the station, the train had already left.
aim	My daughter aims to finish her studies next year.	also	I speak French and English fluently, but I also have a working knowledge of Spanish.
air	Let's get some fresh air.	alter	He wanted to alter the spelling of his name on official documents.
aircraft	The aircraft was a lot smaller than I thought it would be.	alternative	Do you know a good alternative to running in the park?
airforce	He is a pilot in the American airforce.	although	Although we complained at reception every evening, nothing changed.
airline	I'm not sure I'd ever fly with that airline again.	altogether	We lost the sale altogether.
airport	Can you take me to the airport tomorrow morning?	aluminium	The can is made out of aluminium.
airmail	Please send the letter to Hongkong by airmail.	always	He always checks his emails first when he comes to the office.
air conditioning	All our new offices are equipped with air conditioning.	a. m.	The train leaves at 8.00 a. m.
aisle	Would you like a window or an aisle seat?	amazed	They were amazed at the speed with which he finished the project.
alarm	His alarm clock did not ring.	amazing	His performance is just amazing!
album	The band doesn't have plans for a new album at the moment.	ambassador	His career goal is to be an ambassador one day.
alcohol	Alcohol is bad for your health.	ambition	Her ambition in life was to become a doctor.
alcoholic	This bar does not sell alcoholic drinks.	ambitious	He has always been an ambitious person.
non-alcoholic	Are there any non-alcoholic drinks? I have to drive home.	ambulance	Somebody called an ambulance.
alike	The two companies are very much alike.	amendment	I would like to make a few amendments to the draft agreement.
all	I haven't read all the documents yet.	America	America is far away from Europe.
at all	That shouldn't be any problem at all.	among	There were two people from Canada among the visitors.
all right	Don't worry. It'll be all right.	amount	The thief stole a large amount of money from the office.
all the same	All the same, I think you'd better take a taxi.		

ampere	Electrical current is measured in amperes.	anywhere	Is there a supermarket anywhere in this area?
analyse	He has to analyse the data before he can come to a decision.	apart	Apart from the bad weather, we had a good holiday.
analysis	We need a detailed analysis of the costs we will have.	apartment	My new company promised to help me find an apartment.
analyst	He is our new systems analyst.	apology	They accepted our apology.
and	For the meeting, I need my laptop, my files and a pen.	apologise	I apologise for the mistake.
anger	Her anger towards her co-worker was justified.	apparent	It was apparent that she was uncomfortable during the meeting.
angry	My boss is angry with me because I have damaged the company car.	apparently	Apparently, the accident was due to the cold weather.
animal	He likes all kinds of animals.	appeal	The design doesn't appeal to me at all.
anniversary	The company is celebrating its 50 th anniversary.	appear	He suddenly appeared around the corner.
announce	Hurry! They've just announced the arrival of the train from Paris.	appendix	You must also read the appendix of the agreement.
announcement	The announcement was made today at two o'clock in the afternoon.	appliance	I had to buy new kitchen appliances.
annoy	He manages to annoy even the most patient people.	applicable	This new software is unfortunately not applicable for our hardware.
annual	The conference is an annual affair.	apply	Have you applied for a new job?
anonymous	I received an anonymous letter. Do you know who may have sent it?	applicant	There were more than 50 applicants for the new job.
another	Would you like another cup of tea?	application	He sent off his letter of application at the weekend.
answer	I got no answer from him.	application form	Please fill out our online application form.
answering machine	Please leave a message on the answering machine.	appoint	He's been appointed to the position.
anti	This is an anti-smoking campaign.	appointment	I have an appointment at three o'clock this afternoon.
anti-virus	We urgently need a new anti-virus software for the office.	appreciate	We really appreciated your help on the project.
antibiotic	The doctor prescribed Laura some antibiotics for the infection.	appreciation	My boss never shows any sign of appreciation for my work.
anxiety	She has suffered from anxiety attacks since she was little.	apprentice	A new apprentice will be starting here next month.
anxious	We are all anxious to find out Sam's results.	apprenticeship	He started his apprenticeship in September.
any	Have you got any information about these places?	approach	They called me when they were approaching the border.
anyone	Has anyone seen my car keys?	appropriate	Is it appropriate to answer your mobile while at dinner?
anything	Is there anything I can do for you?	approve	She has to approve the guest list before the invitations are sent.
anytime	We can go out anytime you want. I am free for the next two days.	approximate	The approximate cost is \$ 50,000.
anyway	He probably won't mind anyway.		

approximately	It'll take approximately two weeks to complete the project.	as soon as possible	The sales list must be ready as soon as possible.
April	I started my new job in April.	Asia	He travelled to Asia on business.
architect	He studied really hard so that he could become an architect.	aside	I have put your report aside because I want to read it last.
architecture	I have always been fascinated by Roman architecture.	ask	Can I ask you a quick question?
archive	Go to the city archive to find the information.	asleep	People will fall asleep during this presentation because it's much too long.
area	The company is located in an industrial area.	aspect	There are many aspects to this issue. It is not that simple.
area code	The area code is 06732.	assemble	When there is a fire, people should assemble outside the building.
argue	Don't argue with him!	assembly	Our general assembly takes place once a year.
argument	She's had an argument with one of her colleagues.	assembly line	Working at an assembly line can be very boring.
arm	He's broken his arm.	assess	It's difficult to assess your own language skills.
armed forces	He joined the armed forces two years ago.	assessment	According to his assessment, the project plan is very good.
arms	We must stop delivering arms to countries in civil war.	asset	The company assets amount to 2.5 million dollars.
army	He decided to join the army after college.	assign	My boss has assigned me to a new project.
around	I'll be at your office around five o'clock.	assignment	I have an important assignment to finish by Monday.
arrange	I've arranged to meet her after work.	assist	Many blind people have dogs to assist them when they go outside.
arrangement	Have you made any travel arrangements for next month?	assistance	Please don't hesitate to ask if you need assistance.
arrest	The man was arrested outside the bank.	assistant	Ask an assistant to help you.
arrival	After his unexpected arrival, everybody was very nervous.	associate	Many businesses have an associate who often acts as the second-in-command.
arrive	When do we arrive in Paris?	assume	I assume their train was late.
art	Do you like modern art?	assure	I can assure you that no animals were harmed in the making of this movie.
artist	He's a great artist. Have you seen his paintings?	at	She has to stay at home today.
article	Did you read the article in the newspaper this morning?	at all	Don't worry. It's no problem at all.
artificial	They bought artificial flowers for the wedding. They don't look very good.	at once	Can I do it month by month or do I have to pay for it all at once?
as	I have worked as a receptionist at hotels in France and Germany.	at @	His email address is info@aurora.com
as ... as	It's not as difficult as it seems.	ATM (Automatic Teller Machine)	Do you know where the next ATM is?
as if	He looks as if he is ill.		
as well	We are going to Glasgow now as well.		

atmosphere	There was a relaxed atmosphere at the meeting.	automatic	That shop entrance has automatic doors.
attach	You can attach the document to the email by clicking on this button.	automobile	They bought an old automobile at an auction. It's a collector's piece really.
attached	Please find the report attached.	autumn	The trade fair always takes place in autumn.
attachment	He sent his application for the job as an email attachment.	available	The next available appointment is at 2 o'clock.
attack	Rottweilers have been known to attack people if they feel provoked.	availability	Can you check his availability for me, please!
attempt	He didn't even attempt to do the translation.	avenue	Their office is on 5 th Avenue.
attempt	In the attempt to have his work finished very quickly, he messed up the whole thing.	average	It's an average-sized company. On average, men still earn more than women.
attend	He attended a computer training course last week.	avoid	You should try to avoid high costs.
attendant	Why don't you ask the flight attendant for a glass of water?	avoidable	Some mistakes are actually avoidable.
attention	Can I have your attention, please!	unavoidable	The accident was unavoidable, I'm afraid.
attitude	He has a great attitude about work.	awake	I'm so tired, I just can't stay awake any longer.
attorney	John has finished his law studies and wants to be an attorney.	award	He has won the award for Best Actor in a short movie.
attract	The stand at the trade fair attracted lots of visitors.	aware	I'm aware of these problems.
attractive	It used to be an attractive area.	unaware	I was unaware that there was anybody in the building.
attribute	Many great men attribute their success to the women in their lives.	away	The airport is about five miles away.
audience	The audience was silent during the play.	awful	The economic climate in a recession is awful because many people don't have jobs.
audit	Our company will have an external audit in May.	awkward	The atmosphere in the room was very awkward. John couldn't wait to leave.
auditor	The auditor has just arrived. Get your documents ready.	B	
August	Many people go on holiday in August.	B & B	I prefer to stay in a small B & B instead of a big hotel chain.
Australia	We're planning to go to Australia this summer.	baby	The baby is now five months old.
Austria	Vienna is the capital of Austria.	babysit	She used to babysit when I was a student.
author	He's the author of several finance books.	babysitter	I will have to find a babysitter for tonight.
authorise	She has been authorised to come into this part of the building.	babysitting	My children earn a few pounds each month babysitting for the neighbours.
authorisation	You can't do this without having the authorisation.		
authority	He doesn't have the authority to make that decision.		

back	She's going back to England next week.	bank clerk	She never wanted to work as a bank clerk, but the job came in handy.
backache	I get backache when I have to pick up heavy things.	banknote	The country has printed new banknotes.
background	It's good to have some background knowledge.	bank statement	I check my bank statements online.
backup	Don't forget to save a backup copy of your work.	bank transfer	Please pay by bank transfer. We can't accept credit cards.
backwards	Please don't park your car backwards.	bankrupt	If you don't stop spending so much money, you will end up bankrupt.
bacon	For breakfast we had eggs and bacon with toast.	bar	Let's go and have a beer. There's a bar just around the corner.
bad	That's not a bad idea.	bar chart	As you can see from the yellow bar chart, sales are rising.
worse – worst	Last year was the worst summer I can remember.	bare	The walls of the house are still bare because we've only just moved in.
bag	I've left my purse at home in my shopping bag.	bargain	There are many bargains to be had during the January sale.
badge	Please always wear your badge while you are in the conference centre.	bark	That dog's bark is more painful than his bite.
baggage	Please go to the baggage claim area to pick up your suitcase.	barn	All the animals on the farm live in a barn.
bake	Do you know how to bake a real Black Forest cake?	barrel	Whiskey is stored in big wooden barrels.
baker	Bakers have to get up very early in the morning.	barrier	The barrier was down while the train passed by.
bakery	I was so happy to find a German bakery in Australia.	base	Their base of operation was in Berlin.
balance	I need to check the balance in my bank account.	based	Our main business operations are based in London.
balance sheet	Our balance sheet is published on our website.	basement	Our files are all stored in the basement.
ball	She bought a ball for her children to play with.	basic	I have basic knowledge in programming.
balloon	You can fly over the city in a balloon.	basin	He had to wash his face in a basin.
ban	Smoking is banned in all public places.	basis	Trust is the basis for our cooperation.
bandage	While at the hospital, Laura got a bandage for her injury.	basket	The picnic basket was full of appetising foods.
bang	There were loud bangs coming out of the room.	bat	Chuck hit the baseball hard with his bat.
bank	Excuse me, where's the nearest bank?	batch	An updated batch of catalogues has come back from the printer.
bank account	I have opened a new bank account for my job.	bath	I'm going to have a bath.
bank charges	Bank charges are very high at the moment.	bathe	Is the babysitter expected to bathe the baby, too?
		bathroom	The house has three bathrooms.

battery	I need a new battery for my camera.	behalf	On behalf of our president, I would like to welcome you to the meeting.
battle	The battle was decisive for winning the war.	behave	Children must learn how to behave.
bay	The ship just anchored in the bay.	behaviour	Your behaviour tonight was not acceptable.
be	Be careful!	behind	I guess the crisis is now behind us.
am, is	I am your new colleague.	belief	My belief is that our sales figures will rise next year.
	This is beautiful!	believe	I believe you.
was, were	This table was made in France.	bell	For service, please ring the bell.
beach	Brighton is located on the coast.	belong	Who does this book belong to?
beam	The experiment needed a beam of light to be shot at the moon.	below	It's ten degrees below zero.
	She was just beaming with happiness after she found out she got the job.	belt	These leather belts were produced in India.
bean	I do enjoy beans on toast.	bench	After several complaints, they finally repaired the benches in the park.
beat	We must beat our competitors if we want to survive.	benchmark	We set some important benchmarks at our sales meeting last week.
beat, beaten	Our football team hasn't been beaten yet this season.	bend	Go round the left-hand bend.
beauty	The girl's beauty enchanted the entire audience.	beneath	You can find the magazine beneath that pile of books.
beautiful	It's a beautiful area where you live.	benefit	He receives a lot of benefits in his new company.
because	She didn't go to work yesterday because she had to take her son to the doctor's.	beneficial	Speaking Chinese can be very beneficial for this new position.
because of	We couldn't deliver on time because of an airline strike.	beside	The desk is right beside the coffee table.
become	She wanted to become a lawyer.	besides	It's too late. Besides, we haven't got the time anyway.
became, become	Food has become much more expensive in the last few years.	bet	He was going to bet on the horse but his wife made him reconsider.
bed	We tried out various bed and breakfast places on our holiday.	betray	She could not believe her colleague had betrayed her.
bedroom	This house has four bedrooms.	between	What's the difference between a two-star and a three-star hotel?
bee	I am very afraid of bees.	beverage	At the conference, we provide food and beverages.
beef	Would you like beef or pork?	beyond	I have seen things that are beyond your imagination.
beer	Do you prefer beer or wine?	bicycle	The company produces bicycles for children and adults.
before	I don't think I've seen her before.	bike	He went for a ride on his bike.
beg	I beg your pardon!	bid	After he saw the house, he had to put a bid in for it.
begin	When does the meeting begin?		
began, begun	The new team began the work in April.		
beginning	I missed the beginning of the presentation.		
beginner	I've joined the French for beginners class.		

big	Cambridge itself is not a very big town.	bless	Bless you!
bilingual	Are you truly bilingual or did you learn your second language at school?	blind	He's been blind since he was born.
bill	Can I have the bill, please?	blind copy	Please put me on blind copy when you send emails to our customers.
billboard	The company advertises on billboards.	block	The hotel is two blocks down on the left.
billion	The new roadwork project cost one billion dollars.	blood	After the fight, there was some blood on the floor.
bin	I think I have asked you three times already to take the bins out.	blow	There's a cold wind blowing today.
bind	He was bound by contract to make public appearances.	blew, blown	The rebels have blown up a whole apartment block.
bound, bound		blue	The sky is really blue today.
binder	I can't find my yellow binder with the sales statistics in it.	board	We need a new white board in the meeting room.
binding	The agreement is binding for a period of one year.	board of directors	The Board of directors will meet next week.
biography	The president has published his biography.	boardroom	Important meetings take place in the boardroom.
bird	I could hear the birds singing in the garden.	full board	It's £ 45 for full board.
birth	The birth of his first child was properly celebrated.	half board	The hotel doesn't offer half board.
birthday	We always celebrate our birthdays at the office.	boat	The company produces very expensive boats.
biscuit	There are no more biscuits in the meeting room.	body	Yoga is a traditional Indian technique for relaxing your mind and body.
bit	The new project is a bit tricky, but we will manage.	body language	Body language is one subject in our intercultural seminar today.
bite	I wanted to have a bite of that apple.	boil	I'd like to have a boiled egg for breakfast.
bite	Don't bite off more than you can chew.	bold	He felt very bold when he asked his boss for more money.
bit, bitten	The postman was bitten by our dog, I'm afraid.	bolt	There is no bolt on the garden shed, so we can't lock it.
bitter	It left a bitter taste in my mouth.	bond	The company is selling its shares and bonds at a very high price.
black	Waiters should always wear black shoes.	bone	My dog likes to chew on bones, so we always keep them for him.
blame	Nobody blames you for the failure.	bonus	She gets a bonus on top of her salary.
blank	He had a blank sheet of paper in front of him.	book	Don't forget to return the book to the library.
blank cheque	His boss has given him a blank cheque for the purchase of new office material.	book	I've booked a table for eight.
blanket	I will ask for an extra blanket at the reception of the hotel.	bookkeeper	He is a good bookkeeper, he always knows the standing of the company.
		bookkeeping	Our bookkeeping department is actually very small, just one person.

booking	I am sorry I can't find your booking for tonight on our system.	brainstorm	This is just a first brainstorming session before we look into the project in detail.
booking office	Please contact the booking office to change your tickets.	brake	The new car has excellent brakes.
boost	The government is trying to boost the economy by helping small businesses.	branch	Our company has a branch in Frankfurt.
boot	I have my cases in the boot of my car.	brand	The company has developed a new brand.
booth	Please visit our booth at the trade fair in Paris.	brand awareness	Brand awareness is especially important with young people.
border	It took hours to get across the border because the custom officers were on strike.	brave	He was very brave trying to stop the fight.
bored	We were so bored, we left the presentation after an hour.	bread	I prefer white bread.
boring	It was a really boring meeting, wasn't it?	break	Let's have a break now.
born	She was born in 1960.	broke, broken	The thieves broke into the office and stole all the equipment.
borough	She lives in the Borough of Chelsea.	break-even	The start-up company has finally reached the break-even point.
borrow	Can I borrow your files, please?	breakdown	There was a breakdown in communication.
boss	What's the new boss like?	breakfast	We usually have breakfast at seven o'clock.
both	Both websites look good.	breast	I am thinking of making stuffed chicken breast for dinner. What do you think?
bother	The noise doesn't bother me at all.	breath	It took him a while to catch his breath.
bottle	We drank two bottles of wine with our meal last night.	breathe	Breathe, just keep breathing.
bottleneck	Our negotiations have come to a bottleneck. Let's start again tomorrow.	brew	Would you like some coffee, I'm just about to brew some?
bottom	It's at the bottom of the page.	brewery	The tour guide will show us the most famous brewery of Ireland.
bottom line	The bottom line is that we are very close to bankruptcy.	bribe	He is suspected of accepting a bribe.
boundary	See that black fence over there? It's the boundary between the two properties.	brick	The house is made of brick.
bow	When in the presence of royalty, remember to bow.	bride	Kate was such a lovely bride. She looked amazing in that dress.
bowl	Can you pass me the bowl? It's just on the counter.	bridge	Cross the bridge, and Farm Lane's on your right.
box	Is there anything in this box?	brief	I was in a hurry, so our encounter was very brief.
boxed in	His new office was so small, he felt boxed in.	briefing	The briefing was very short. I don't have enough information to start the project.
bracket	I don't fit into any of the age brackets stated on this form.	brigade	The fire brigade got to the warehouse in record time.
brain	The task isn't that difficult. You just have to use your brain.	bright	The weather will be bright and sunny until the weekend.

brilliant	His presentation was brilliant. We have learned a lot.	bullet point	Let's proceed to the next bullet point on the agenda.
bring	Bring it back when you're done, will you?	bully	If you start bullying your colleagues, we will have to take severe measures.
brought, brought	She brought her laptop with her.	bunch	What is this bunch of papers here on your desk?
bring forward	We have to bring the meeting forward to 10 a.m., I'm afraid.	bungalow	We rented a nice bungalow on the beach.
bring up	It's not easy to bring up a family today.	burden	It was never a burden caring for her.
Britain	She is flying to Japan via Britain.	bureau	FBI is the abbreviation for Federal Bureau of Investigation.
British	Some people admire British humour.	burger	What kind of burger would you like?
broad	The subject area is very broad. You might think about narrowing it down.	burglar	The burglar must have known how to switch off the alarm system.
broadcast	The programme was broadcast at 11 p.m. yesterday.	burglary	Burglary is a big problem in this area.
broadcast, broadcast, broadcast		burn	Be careful! Don't burn the cake.
brochure	Don't forget to take our new brochure to the client meeting.	burnt, burnt	I've burnt my finger.
broker	He works as an insurance broker.	burst	The bag was so full, it just burst at the seams.
brother	My brother works in engineering.	bury	The dog buried the bone in the garden.
brown	Do you like brown bread?	bus	We'll just leave the car here and go by bus.
brownie	Can I please have a brownie with my coffee as well?	bus driver	Bus drivers' salaries should not be so low.
browse	Can I help you with something? – No, thank you. I am just browsing.	bush	There are quite a lot of bushes on the property. We were thinking of getting rid of them.
browser	Our browser is down. I have to reload the whole system.	business	What kind of business is he in?
bruise	That fall will leave a nasty bruise.	business administration	I have a qualification in business administration.
brush	I need to brush my hair. It's a mess.	business card	May I give you my business card?
bucket	Sand is often sold in buckets.	business centre	The hotel doesn't have a business centre.
budget	We have quite a big budget for this event.	business class	Are you flying economy or business class to Asia?
buffet	The hotel is well known for its breakfast buffet.	businessman	Every businessman has a smartphone nowadays.
bug	The software must have a bug. It doesn't work properly.	business plan	You can't start a new business without having a business plan.
build	They are planning to build new parking lots for their employees.	businesswoman	Businesswomen are sometimes tougher than businessmen.
built, built	This house was built in the nineteenth century.	busy	I'm really busy at the moment. Can we talk later?
building	There are all sorts of interesting buildings in the area.		
bulk	The company buys cotton in bulk.		
bull	The bull and the bear are symbols of the New York Stock Exchange.		

but	I would love to discuss this matter with you, but I don't have time at the moment.	call	Can you give me a call as soon as you get home?
butcher	His father was a butcher and he is a butcher, too.	call	You can call me Mel.
butter	First, you cook some garlic in a bit of butter. Then, ...	caller	Please ask the caller to hold for a moment.
button	Press the green button to start the printer.	call centre	Many companies outsource their call centres to India.
buy	People love to buy at our shop.	call in	In the end, we had to call in the police.
bought, bought	We bought a new photocopier recently.	call off	I am afraid we have to call off the meeting .
buyer	At the trade fair, sellers and buyers can come together and trade.	calm	She's a very calm person.
by	They only accept payment by credit card.	camera	That's not a digital camera, is it?
by accident	I am sorry, the mistake happened by accident.	camp	After walking for five hours, they decided to camp in the clearing.
by post	Please send a brochure by post rather than by email.	camping	I used to go camping when I was younger, but now I prefer to stay in a nice hotel.
by the way	By the way, have you made any arrangements for your holidays this year?	campaign	His anti-smoking campaign is going quite well.
bye	Bye! I'll see you on Monday.	campus	When I first came to this university, I was surprised by the size of the campus.
C		can	Can you tell me how to get to the art museum?
°C	Today it's 25°Celsius in Paris.	could	Could you possibly pick me up from the train station?
CV/résumé	I am enclosing my CV and references for your information.	was/were able to, been able to	The company was able to hire 10 more people for the project.
cab	In New York city, taxis are called cabs.	canal	He has always been fascinated by the Panama Canal.
cab driver	Please give the cab driver a tip. He was very fast.	cancel	I'd like to cancel my flight to Belfast, please.
cabinet	There was a cabinet meeting, so all the ministers had to be on time.	cancellation	I am sorry about the cancellation of our meeting.
cable	This computer has so many cables, I really don't know how to install it.	cancelled	The flight was cancelled because of the weather.
café	Should we meet at the café at twelve?	cancer	Yesterday she was told she didn't have cancer.
cage	They keep all the animals in the zoo in cages.	candidate	He is just one of the twenty candidates who have applied for this position.
cake	Would you like some more carrot cake?	candle	Candles make for a pleasant atmosphere.
calculate	Can you calculate how many more points we need?	cans	We need some more Coca Cola cans in the meeting room.
calculator	I never use a calculator, do you?	canteen	I would rather not eat at that canteen if that is alright with you.
calendar	I will have a look in my calendar but as far as I know, I am free that day.		

cap	Could you help me with the bottle cap? I can't seem to be able to open it.	cartoon	Our new ad on TV is a very funny cartoon.
capable	They are capable of ruining the contract.	case	I'll take an umbrella with me in case it rains.
capability	We appreciate your capability to adapt quickly to new challenges.	cash	I could pay you back in cash.
capacity	That room has the capacity to hold the two hundred members coming to the conference.	cash desk	Please proceed to the cash desk.
capital	Paris is the capital of France.	cash flow	A company can't make investment without a solid cash flow.
capital letter	Names are spelled with a capital letter in English.	cashier	My sister works as a cashier in a supermarket.
captain	On our river cruise we were invited to dine at the Captain's Table.	castle	There's an old castle about three miles from here.
car	We left the car in the car park.	casual	We were just having a casual conversation before you came along.
car park	A lot of employees come by bus because the company doesn't have a car park.	casualty	Fortunately, there were no casualties in the accident.
card	How many Christmas cards does your company usually send?	cat	Do you like cats?
cardboard	Do we have any more cardboard boxes?	catalogue	Please find enclosed our latest catalogue.
care	I don't care about my reputation in the office.	catastrophe	The flooding in Australia is a real catastrophe.
careful	Be careful!	catch	I am sorry, I didn't catch that. Can you repeat it, please?
careless	She was very careless and lost her purse.	category	Seats are still available in all price categories.
caretaker	Our company is looking for a reliable and friendly caretaker.	cater	The restaurant caters for vegetarians, too.
career	She gave up her career as a lawyer to stay home with her children.	catering	A catering company provided us with plenty of quality food.
carpet	My wife really wanted to buy a Persian carpet for the living room.	cathedral	Is Chartres Cathedral open to visitors on Sunday?
carpenter	Our conference tables were built by a carpenter.	Catholic	He is a practising Catholic.
carrot	Boiled carrots are not as good for you as raw ones.	cattle	He owns a cattle farm.
carry	Let me carry your suitcase for you.	cause	What was the cause of the fire?
carry on	Carry on! Only one more hour before we can go home!	caused	The fire was caused by a child playing with matches.
carry out	We will carry out a survey to see what our customers really want.	caution	You need to proceed with caution. It might be very dangerous.
carrier	The carrier company is responsible for the loss.	cc	cc stands for carbon copy in an email.
cart	The supermarket would need new shopping carts.	CD	CDs are no longer sold in a lot of the shops
		CEO	Our new CEO has changed a lot of rules in our company.
		CFO	CFO stands for Chief Financial Officer, usually the second highest position in a company.

ceiling	Can you help me paint the ceiling in the kitchen?	championship	He won the 2008 basketball championship.
celebrate	She celebrated her 90 th birthday last Thursday.	Chamber of Commerce	Our company is working closely with the German Chamber of Commerce.
celebration	The 25 th anniversary of our company was a big celebration.	chance	This is your last chance to take advantage of this great offer.
cell	The prison cell was very small.	by chance	We met at the station by chance.
cell phone	Please call me on my cell phone.	chancellor	The report came in today from the Chancellor of the Exchequer.
cellar	Unfortunately, we haven't got a cellar in our new house.	change	Here's your receipt and your change.
cement	They needed cement to finish building their house.	change	I have to change trains at Derby.
cent	It cost three dollars and ten cents.	channel	We decided to cross the English Channel after all.
centimetre	My son's now at least two centimetres taller than me.	chapter	The manual has ten chapters.
central	His ideas were of central importance.	character	I'm afraid being angry is part of my son's character.
central heating	The office in Italy had no central heating and it got really cold in winter.	charge	They charged me £3 for the book.
centre	The church is in the centre of town.	charge	There is no extra charge for children.
century	The company was founded in the last century.	charity	I donate to charity every month.
cereal	I just want cereal for breakfast today.	charm	His cheeky grin is a part of his boyish charm.
certain	I'm not certain about that.	charming	Our new boss is so charming, it's incredible.
certainly	Can I come along? – Yes, certainly.	chart	This chart shows last year's sales results.
certificate	He received a certificate when he completed the course.	chase	How can I stop my dog from chasing rabbits?
chain	You can find the same hotel chain all over the world.	chat	You are not allowed to chat during office hours.
chair	The chairs we bought for the meeting room are really comfortable.	chatroom	Some employees even visit chatrooms during their working hours.
chair	Who is going to chair the meeting?	cheap	It's quite cheap actually.
chairman	The chairman of the company has just resigned.	cheat	He said that he didn't cheat on his test.
chairperson	Mary Smith is the new chairperson of our organisation.	check	Could you check the bill, please?
challenge	He challenged me to a swimming competition.	check (A.E.)	I paid by check. (A.E.)
challenge	The five-mile run was quite a challenge for me!	check in	I need to check in at the airport by half past four.
challenging	It's a challenging task, but we will manage it.	checkout	Checkout is at noon in this hotel.
champion	If he wins this match he will become the champion.	checklist	Let me get my checklist before I enter into a conversation with the boss.

cheek	When you have toothache your cheek may get swollen.	chop	I would like to buy two lamb chops, please.
cheer	We cheered loudly when he won the Olympic medal.	Christmas	Christmas Day was quite sunny and we went for a walk.
cheerful	He is always such a cheerful fellow.	church	Do you think she'd like to go to church on Sunday morning?
cheers	Cheers!	cigar	I can't really stand the smoke from cigars. It makes me sick.
cheese	Monterey Jack is an American cheese.	cigarette	Are you sure you don't want a cigarette?
chef	I heard that the new French chef was doing all the cooking tonight.	cinema	Let's go to the cinema and see the latest James Bond film.
chemist	Is there a chemist's near here?	circle	They drew a circle in the sand.
chemical	Be very careful. Those chemicals are very dangerous.	circular	Have you read the latest circular?
chemistry	I enjoyed studying chemistry while I was in school.	circulate	I will circulate the minutes as soon as I have finished them.
cheque	I paid by cheque. (B.E.)	circumstance	If only we had met under different circumstances.
cherry	Can you make sure my fruit salad has no cherries? I don't like them.	circus	Managing a circus is a very tough job today.
chest	How long have you had the chest pains for? – Two hours now.	citizen	Only American citizens can become the President of the United States.
chew	You need to chew your food properly before you swallow.	city	Paris is a beautiful city.
chicken	I'll have chicken and chips.	claim	He claimed his money back from the insurance company.
chief	He's been unbearable since he became the Chief of Police.	claim	They have made the claim with their insurance company.
chief engineer	I was chief engineer with that company.	clarify	Can you clarify that point for me again?
child	When I was a child, I wanted to become an astronaut.	class	The biggest class has about twenty students.
children	They've got three children.	business class	Only the CEO is allowed to fly business class on business trips.
chill	You just need to chill out. You are far too stressed.	economy class	I hate flying economy class. It's always so crowded.
chilly	It's a little chilly in here. Could you close the window, please?	first class	Send that letter first class, please.
chin	While shaving, he managed to get a cut on his chin.	classroom	There are so many people in our seminar, we need a larger classroom.
chips	Do you like fish and chips?	classic	This mistake is a classic example of what can happen if you work under too much stress.
chocolate	Switzerland is known for its good chocolate.	clean	Could you clean the windows, please?
choice	You have the choice of boiled potatoes or chips.	clean	Can I have a clean cup?
choir	We weren't expecting the children's choir to sound so beautiful.	cleaner	I will ask the cleaner to wipe the floor.
choose	I can't decide. You choose!		
chose, chosen	She chose the most elegant restaurant in town for the client dinner.		

cleaning lady	Cleaning ladies don't earn much, but they are an important part of the company.	coach	They need to find another coach for the football team.
clear	Everything's quite clear to me now.	coal	His father was a coal miner.
clear	The waiter must clear the tables after the guests have left the restaurant.	coast	She lives on the coast.
clerk	The best thing would be to ask the bank clerk for help.	coat	You need a coat. It's cold today.
clerical work	Clerical work can be so boring.	code	Can you decipher the code?
clever	It was quite clever the way he did it.	coffee	Would you like a cup of coffee?
click	I could hear the click of the door latch when he locked it.	coffee break	Come and see me in the coffee break, would you!
clicks	You can register with just three mouse clicks!	coffee machine	The colleagues have a friendly chat at the coffee machine each morning.
client	You always have to be very careful when you deal with clients.	coffee shop	I usually read my first emails in the coffee shop on my smart phone.
cliff	Be careful not to fall off the cliff.	coin	He had only a few coins with him.
climate	There have recently been many discussions about climate change.	cold	It's a cold day.
climb	He spends most of his holidays climbing.	cold	I've got a terrible cold.
clinic	I went to the clinic to get a health check.	collapse	She just collapsed while we were talking. I don't know what was wrong.
clip	Do you have any paper clips?	colleague	I enjoy working with my colleagues.
clip board	Clip boards are very practical when you don't have a table to put down your notes.	collect	My brother collects stamps.
clock	We had to work round the clock.	collection	There's an interesting collection of paintings at our local museum this month.
alarm clock	His alarm clock did not ring.	college	At present I'm in my second year at the Technical College in Geneva.
o'clock	It's nearly eight o'clock.	colour	That's a lovely colour.
close	We must get to the supermarket before it closes.	column	The program will add up the numbers in each column of the table for you.
clothes	I think you probably like the same sort of clothes I like.	comb	Marge combed her hair and then she went to bed.
cloud	There wasn't a cloud in the sky.	comb	I must buy a comb for my hair.
cloudy	It was cloudy at first and sunny later in the day.	comb	
club	He's a member of the local football club.	combine	I'm combining having a holiday with learning English in England.
clue	All they did was follow the clues and they managed to solve the murder.	combination	It is a refreshing combination of wine and mineral water.
Co.	Co. is the abbreviation for company.	come	I saw him coming up the street.
co-worker	Iva is your new co-worker for this project.	came, come	He came to our office by taxi.
		comedy	I feel like watching a comedy tonight.
		comfort	My husband dresses for comfort, not fashion.
		comforting	Your words are very comforting, thank you!

comfortable	This chair is very comfortable.	comparable	These numbers are not comparable.
uncomfortable	I find long journeys by car very uncomfortable. I prefer to travel by rail.	compensation	We are hoping to get compensation for the damaged tree in our garden.
comma	I never know where to put the commas in my sentences.	compete	If we want to survive, we will have to compete with the others.
command	She has a good command of the Chinese language.	competition	Competition is very high in the food industry.
comment	I am sending you my comments by email.	competitor	They are our main competitors.
comment	My boss comments on everything I do.	competitive	We sell our goods at very competitive prices.
commerce	Commerce between our two countries is good.	competence	What about the candidate's language competence?
commercial	Christmas is becoming more and more commercial every year.	competent	She is proving herself quite competent at her job.
commercials	There are too many commercials on TV.	complain	Although we complained at reception every evening, nothing happened.
commission	He earns a commission on sales.	complaint	I am writing this letter of complaint about the holiday I booked through your agency.
commit	Mr. Brown committed the crime.	complete	He completed the task to my entire satisfaction.
committed	Our new colleague is a very committed person.	complete	I think, the list is complete now.
committee	Stuart was picked to represent his company in the committee.	complex	His problem was so complex that I couldn't help him at all.
commodities	He has drawn up a list of all their commodities.	complicate	His arrival only complicated the situation.
common	It's quite common to use first names in England.	complicated	What a complicated procedure!
in common	They have nothing in common.	compliment	Everyone likes getting compliments, don't they?
communicate	The prime minister communicated his views on the matter.	component	This device has many different components.
communication	Good communication is important in a large company.	compose	She composed a musical masterpiece.
commute	She commutes to work every day.	comprehensive	He had to do a comprehensive review of our finances.
commuter	Our bus company provides a commuter service to New York.	comprehensive school	In the United Kingdom, most pupils attend comprehensive schools.
community	There's an active English community in Berlin.	compromise	In order to move forward, we need to reach a compromise.
compact	That is a very compact car. I am surprised so many things can fit in it.	compulsory	I was told that wearing a uniform is compulsory.
company	He works for an international company.	computer	May I use your computer?
company car	All employees in management get a company car.	concentrate	I can't concentrate – it's so noisy in here.
compare	We compared different models before we finally bought this car.	concept	She came up with an interesting concept for the restaurant.

concern	I am concerned about Jack's lack of sleep.	consensus	We must find a consensus during this meeting.
concert	Do they have concerts on Sundays?	consequence	You always have to consider the consequences of your actions.
concession	You have to make some concessions if we want to complete the deal.	conservation	Conservation of the countryside is becoming more and more important.
conclude	Based on the evidence, we can only conclude that he is not the thief.	conservative	The Conservative party has lost a few votes.
conclusion	Have you reached a conclusion?	consider	Can you just consider my offer?
concrete	The pillars were made out of concrete.	considerable	There is a considerable difference between your performance and Laura's.
concrete	He had concrete evidence of her cheating.	consideration	In consideration of your young age, I will forgive the mistake.
condense	The speech is too long. Can you condense it?	consignment	The new consignment of T-shirts and jeans has just arrived.
condition	That company offers good working conditions.	consist	The module consists of both lectures and seminars.
conference	The conference starts at 10 sharp.	consistent	You have to be consistent in everything you do.
conference call	Let's schedule a conference call with our partners overseas.	consistency	The consistency of the batter is perfect for making pancakes.
conference room	We will meet in conference room number 12.	console	Mike has just received a new game console.
confess	In the end she confessed to the crime.	console	I was trying to console her when she was crying.
confidence	I have confidence in your abilities.	constant	He has been a constant pain in the neck at the office.
confident	I am very confident that I will get the job.	construct	He ended up constructing a building.
confidential	The papers I have shown you contain confidential information.	construction	Our new office building is still under construction.
confirm	I'd like to confirm my reservation.	construction site	The architect went out to the construction site.
confirmation	I first booked the room by phone and then sent the confirmation by email.	construction worker	Most of our construction workers come from foreign countries.
conflict	I always try to avoid conflict.	consulate	Please contact the American consulate for any visa issues.
confuse	The more you talk, the more confused I get.	consult	Are you sure you don't want to consult with your father on the matter?
congratulate	Remember to congratulate Stephen on his promotion.	consultant	He works as a consultant for large companies.
congratulations	Congratulations!	consultancy	We will have to find a good legal consultancy.
connect	I'll connect you to Mr Smith.	consultation	I feel much better after a good consultation with an expert.
connection	There's no direct connection between Dover and Hull.		
connecting flight	Your connecting flight to Dubai will leave at 11.05 a. m.		
conscious	He was conscious when I went to call the ambulance.		
unconscious	By the time the ambulance arrived, he was unconscious.		

consumer	We must conduct a consumer survey to find out what our clients really want.	convention centre	There is a new convention centre in town.
consumer goods	Food and beverages are consumer goods.	conversation	We had quite an interesting conversation.
consumption	The consumption of energy drinks has risen in the last few years.	convince	Can I convince you to come with me?
contact	Do you still have his contact details?	cook	Do you like cooking?
contact	Are you going to contact her about the meeting?	cookie	Those Christmas cookies are just so delicious!
contact details	You can see my contact details on my business card.	cool	It was quite cool this morning.
contain	The presentation needs to contain an introduction, a main body and a conclusion.	cooperate	Are you willing to cooperate with the police?
container	We now have containers for waste paper all over town.	cooperation	I appreciate your cooperation.
container port	Shanghai has a huge container port.	coordinate	You will have to coordinate all the preparations for the wedding.
content	He is not content with his life.	coordination	Good coordination is essential for the new project.
contest	She is against entering a beauty contest.	cope	Will you be able to cope with all your assignments?
context	You need to read my reply in context or else it doesn't make sense.	copy	Can you copy this for me, please?
continent	I've been to all six continents.	copy	How many copies of the book have you sold?
continental	This hotel only offers continental breakfast.	copyright	The author has a copyright on his texts.
continue	Please continue with your story.	corner	The Magpie Pub is on the street corner.
contract	I had to read the contract before I signed it.	corporation	I love working for a big international corporation.
contrast	There is a clear contrast between the two computer models.	corporate	This is a corporate event. Only employees of the company can participate.
contribute	You ought to contribute to your travel costs.	corporate client	Our company has only corporate clients, no private customers.
contribution	Your contribution is highly appreciated.	corporate rate(s)	I get a corporate rate at this hotel when I am on a business trip.
control	We've got everything under control.	correct	Correct all your mistakes, please.
control	It's used to control the temperature.	correct	That's not quite correct.
convenient	Is three o'clock convenient for you?	corrections	I have added a few corrections to your report.
convenience	Is everything to your convenience, Sir?	correspond	The words correspond to a definition. You just have to find it.
convenience food	The market for convenience food has grown rapidly over the last 10 years.	correspondence	She deals with the company's day-to-day correspondence.
convention	My Dad's going to a convention this weekend.	corridor	Because they were in different offices, they could only meet in the corridor.

cosmopolitan	London is maybe the most cosmopolitan city in Europe.	craft	Traditional craft work is more and more popular among our customers.
cost	What was the cost of the hotel room?	craftsman	Good craftsmen can earn a fortune.
cost, cost	How much does it cost?	crash	We were walking down the street when we saw the two cars crash into each other.
costume	Have you found any costumes for the Halloween party yet?	crash	There was a terrible car crash on the motorway last night.
cottage	They wanted to buy a nice cottage by the sea.	crazy	That is a crazy idea. I can't believe you want to bungee jump!
cotton	The shirt is made of cotton.	cream	Do you want cream with your coffee?
cough	You have a nasty cough.	ice cream	I love ice cream.
cough	I've been coughing all night.	create	I have always wanted to create something that people would like.
count	You need to count how many people came to the dinner.	creative	Let's be a little creative and think about something totally new!
count on	You can count on me to help you.	credibility	Please allow me to double-check his credibility.
counter	I think I left the bowl on the counter. Can you bring it to me?	credit	They have an appointment at the bank to ask for credit so they can buy a house.
country	How many countries are there in the EU?	credit card	Could you give me your credit card number?
countryside	She has always wanted to go back and live in the countryside.	crew	The entire ship's crew was present for the party.
couple	Peter and Susan are a nice couple.	crime	Stealing is a crime.
a couple of	It might be nice to spend a couple of hours in London.	criminal	The criminals were sent to prison.
coupon	Can I get a price reduction with this coupon that I found in the newspaper?	crisis	If we don't start the talks again, we will have a crisis on our hands.
courage	He showed so much courage when he rescued that little boy.	criterion	The criterion for entry has already been decided.
courier	Please send this document by courier. It is very urgent.	critic	Tony has always wanted to be a food critic.
course	I'm going to take a computer training course next month.	critical	The project has entered a critical phase.
of course	Jill went with me of course.	criticise	He really enjoys criticising people and finding their faults.
course of action	The director will tell us our new course of action.	criticism	He doesn't react well to criticism.
court	He had to appear in court.	crop	The storm has destroyed 50% of the crop.
cousin	Laura is my cousin on my mother's side.	cross	Cross Market Square, then take the first street on the right.
cover	Did you find the right cover for your notebook?	cross out	Please cross out all the negative remarks in your company report.
crack	The earthquake was so violent, you could see cracks everywhere in the buildings.		
cracker	Can I please have a cracker as well?		

crossroad(s)	We are standing at a crossroad right now and have to take the right decision.	curtains	It's getting dark. We'd better close the curtains.
crowd	There was a big crowd at the football match.	curve	This graph shows an upward curve.
crowded	Does it get crowded in the summer down there?	cushion	We need to move the cushions off the couch.
crown	The Queen always wears her crown for official meetings.	custom	It's the custom to give presents at Christmas.
crucial	This new deal is of crucial importance.	customer	They treat their customers very well.
cruise	Tom surprised his wife with a holiday cruise on the Mediterranean.	customs	We went straight through customs.
crush	First crush the ice, then add the juice.	cut	She cut the cake in half.
cry	I don't want you to cry over him. He is not worth it.	cut, cut	Where can I get my hair cut?
cube	I don't want ice cubes in my lemonade, thanks.	cuts	Substantial cuts in salaries cannot be avoided this year.
cubicle	Their new office is made of cubicles with no private offices.	cutbacks	We expect further financial cutbacks next year.
culture	I have always wanted to learn about Japanese culture.	cut down	We need to cut down on spending if we want to be successful.
cultural	The cultural differences between Europe and Asia cannot be denied.	cycle	Are you going to cycle to work today?
cup	Would you like a cup of tea?	cycle	The economy runs in cycles.
World Cup	The Italians won the Football World Cup in 1986.	cylinder	We learned about cylinders in our geometry lessons.
cupboard	She took some cups out of the cupboard.	D	
cure	They are still looking for a cure for AIDS.	damage	We will pay for any damage caused.
curious	Max has been very curious about what's in the box.	danger	DANGER!
curly	Joanna is the girl with the dark curly hair.	dangerous	It's a dangerous area.
currency	The American currency is the US Dollar.	dark	It's getting dark.
current	Current events have made us reconsider our decision to go there.	dash	I am sorry but I have to dash. My next appointment is at 10 sharp.
currently	Currently, our company is doing very well.	dash	You don't say dash in an email address, it's better to say hyphen.
current account	I have a current account with the HSBC bank.	data	They have collected enough data to start the analysis.
curriculum	The government has introduced a new school curriculum.	database	They need to compile a database of all their customers.
cursor	Just click with the cursor on the link and the website will open.	data processing	He works in the data processing centre.
		data analyst	My son wants to be a data analyst.
		date	Can we change the date to the 30 th May?
		daughter	My youngest daughter is five years old.
		day	You could go to Bruges for the day.
		daily	I ordered a daily newspaper.

daytime	All she does is sit on her couch and watch daytime TV.	decrease	The bar chart shows a slight decrease in the year 2005.
day off	She has asked her boss for a day off.	deduct	You can deduct a 2% discount.
dead	He was already dead when the ambulance came.	deep	The lake's 60 feet deep at this end.
deadline	The deadline is 12 th November.	defeat	Another defeat would be a disaster for this team.
deadlock	The negotiations have come to a deadlock.	defective	The device must be defective. Can you have a look?
deaf	He is deaf in one ear.	defence	Their defence tactic was not working, so the coach called a time-out.
deal	It's a deal.	defend	It was very easy to find a lawyer to defend you.
dear	Dear Sir or Madam	define	Can you define "to search" for me?
death	We were all shocked to hear of our colleague's death.	definite	It was a definite victory on his side.
debate	They started a debate about global warming.	definitely	I will definitely respect the deadline.
debit	We will debit the full amount for your purchase from your account.	degree	He has a Master of Arts degree from New York University.
debit card	You can use your debit card for this purchase.	delay	There was a delay of ten minutes.
debit note	The company has sent them a debit note.	delete	Did you delete the emails?
direct debit	I pay my rent by direct debit.	delegate	Leaders must learn how to delegate certain tasks.
debt	He finally managed to clear his university debt.	delegation	The Russian delegation visited our call centre last month.
in debt	The company is deeply in debt.	delicate	That is such a delicate material. You have to be very careful.
decade	I haven't seen him in more than a decade.	delicious	The meal was absolutely delicious.
December	It always snows in December.	delight	For Mary it was a delight to have all her colleagues congratulate her for her birthday.
decent	I finally found a decent pair of trousers.	deliver	I am waiting for the postman to deliver my parcel.
decide	It's difficult to decide between the two.	delivery	I am sorry to tell you that your delivery has not arrived on time.
decision	It was a difficult decision to make.	demand	I demand a recount of the votes.
decision-maker	Each organisation needs some strong decision-makers.	demand	The demand for organic food is constantly growing.
decision-making process	In large companies, the decision-making process can be very long.	democratic	We will have a democratic vote on this matter.
declare	Remember to declare your cash at the airport.	democracy	The people have called for democracy in their country.
declaration	The president has made an important declaration.	demonstrate	Can you demonstrate how to work the new kitchen appliance?
decline	There has been a sharp decline in our sales figures.	demonstration	The police ended the demonstration without violence.
decrease	Numbers have decreased by 5%.	dent	She managed to put a dent in my car.

dental	I should book a dental check soon.	detailed	I need a detailed description, please!
dentist	I had to go to the dentist's yesterday.	detect	Did you detect the problems with the machine?
deny	He can't deny you access to your own house.	determine	She is very determined to succeed.
department	He works in the Sales Department.	develop	It takes time to develop a relationship of trust with your customers.
department store	There's a new department store in town.	development	The development of new products costs a lot of money.
departure	We waited for over an hour in the departure lounge.	device	This is a very useful device.
depend	Well, it depends on the weather, doesn't it?	devil	I can't believe it! The poor devil has lost his car keys again.
deposit	The deposit for this room is £300.	devoted	She is very devoted to her boss.
depressed	She has been depressed all this summer.	diagram	Can you explain the diagram to me?
depression	The industry is going through a deep depression.	dial	Can you dial her number for me?
dept.	Dept. is the abbreviation for department.	dialect	Cockney is a dialect of English.
deputy	The boss is on holiday, so the deputy will step in for him.	diary	The secretary has access to her boss' diary and can make appointments.
describe	Can you describe it for me, please?	dice	Just roll the dice.
description	You can find a description of the rooms on the hotel's website.	dictate	I am going to dictate the letter. It should be quicker.
desert	The Gobi desert is the driest desert in the world.	dictionary	I had to look up a couple of words in the dictionary.
deserve	You have proved to me that you deserve your reward.	die	Seven people died in the accident.
design	I really like the modern design of this building.	diet	Our diet plans will help you maintain your weight.
desire	Her greatest desire is to get a compliment for her good work.	differ	The two opinions differ slightly.
desk	I've bought a new desk for my computer.	difference	What's the difference between the two?
desktop	We have bought five new desktops for the company.	different	Her work is very different from mine.
despatch	Have you despatched the parcels?	difficult	It wasn't as difficult as it first seemed.
desperate	She was desperate to get the medicine for her baby.	difficulties	The secretary had to face a lot of difficulties when she started her job.
despite	Despite our warning, he still used the defective machine.	dig	I am not allowing you to dig a hole in my garden.
dessert	Would you like a dessert?	digest	I am still digesting the food.
destination	I am going to Manchester. What's your destination?	digit	The security code has five digits.
destroy	The fire destroyed several houses in our neighbourhood.	digital	Is this your new digital camera?
detail	Can you give me some more details, please?	dim	Can you dim the lights, please? It's too bright in here for me.

dine	They like to dine in the most elegant restaurant in town.	discover	America Vespucci discovered America.
dining	The dining room was quite small.	discrimination	There's still quite a lot of discrimination against people from certain countries.
dinner	We had dinner at six.	discuss	We need to discuss the problem right away.
dip	We have sour cream and salsa dip.	discussion	We had a discussion on this subject last week.
diploma	You have very low chances on the job market without holding a diploma.	disease	They are still trying to identify her disease.
direct	You can get a direct flight to Chicago?	dish	Could you pass me a dish for the soup?
direct line	Your secretary has given me your direct line.	dishwasher	Our office kitchen doesn't have a dishwasher.
direct marketing	Direct marketing is a very effective strategy to attract more customers.	dislike	I can't say that I dislike it, but it is somehow awkward.
direction	Which direction did she come from?	display	I can't believe she displayed all my personal emails.
directions	We couldn't understand the directions he gave us.	disposal	We will be at your disposal for any further assistance.
director	She was the director of a language school in Spain.	disregard	If you have made payment in the meanwhile, please disregard this email.
directory	I can't find his number. Just a minute, I'll check my directory.	distance	I live within walking distance of my office.
dirty	Take your dirty shoes off before you come in.	long-distance	Can I make a long-distance call?
disability	People with disabilities can also apply for this job.	short-distance	They don't serve hot meals on short-distance flights.
disabled	These seats are reserved for disabled people.	distribute	Please make sure she distributes the leaflets.
disadvantage	There are always advantages and disadvantages when you retire.	distribution	There are five people working in our distribution centre.
disappear	The animals disappeared into the woods.	district	He decided to take his new wife to the Lake District for a mini-holiday.
disappointed	I was very disappointed.	disturb	I am sorry to disturb you, but do you think you could help me with my computer?
disappointing	How disappointing!	dive	They decided to go for a dive this afternoon.
disaster	The melting of the icecap is a natural disaster.	divide	And if you divide 30 by 2 you get ...
disc	You need to take the disc out of the PS3.	dividend	A small dividend will be paid to all shareholders.
discipline	My father was in the army, so discipline was very important in our home.	divorce	More and more couples divorce every year.
disclaimer	Every website must have a disclaimer.	divorced	He got divorced last year.
disco	Japanese businessmen sometimes go to the disco after work.		
disconnect	I am sorry, we've got disconnected.		
discount	We can grant you a discount of 10%.		

do	Do you know the way to the railway station?	downstairs	The kitchen is downstairs.
did, done	I did a bit of shopping after work.	downward	You can see a clear downward trend on the Asian market.
do's and don'ts	The boss has explained the do's and don'ts in the company.	downside	Her enormous success also has some downsides, especially for family life.
dock	There's a dry dock down the road.	dozen	Can you buy me a dozen eggs?
doctor	I had to go to the doctor's because I wasn't feeling very well.	draft	It's just a draft. I still need to work on it.
doctor's note	Please bring a doctor's note when you come back to work.	drain	We need to wait for the water to drain before we can fill the tub again.
document	He had very important documents in his briefcase.	drama	My house has seen a lot of drama lately.
documentary	Last night we watched a documentary about sharks.	dramatic	There has been a dramatic fall in production last year.
dog	Some people bring their dogs to the office – can you imagine!	dramatically	Sales figures in South America have fallen dramatically in the last quarter.
dollar	Can you lend me five dollars?	draw	Did you draw that picture?
domestic	Ask your travel agent about cheap domestic flights.	drew, drawn	Joe is an artist. He drew my son's portrait once.
dominate	She clearly dominates the room. The others are afraid of her.	drawer	It's in the second drawer, on your left.
donate	We donate to charity every year.	draw up	I will ask the HR department to draw up a contract for you.
door	Please make sure the door is locked.	dreadful	He was dressed in such a dreadful manner. I had to tell him to go and change.
door-to-door	Door-to-door selling is not very popular anymore.	dream	I had a strange dream last night.
doorman	Our office building has a doorman.	dream	I dream of becoming a pilot.
doorstep	She left the parcel on your doorstep.	dress	He wore a very dark suit for his job interview.
doorway	Why did you leave him waiting in the doorway?	dressed	Get dressed! Breakfast's ready.
dose	What dose of the medication do I have to take?	dress code	I have never attended a board meeting. Is there a special dress code?
dot	You forgot the dot. You need to end the sentence.	drill	I will bring a drill tomorrow to attach the shelf to the wall.
dot coms	Dot coms were very successful in the late 90s but only a few have survived.	drink	Would you like another drink?
dotted line	The green dotted line shows our sales in China.	drank, drunk	He drank ten glasses of beer and now he's completely drunk.
double	We'd like a double room with shower, please.	drip	I could hear the faucet drip all afternoon.
doubt	There's no doubt about it.	drive	Do either of you drive?
down	The restroom is just down this aisle.	drove, driven	I've never driven that car.
downhill	Since his wife died two years ago, the business has been going downhill.		

driving licence	You need to have a driving licence if you want to work for this company.	earnings	You must declare all your earnings.
driveway	Don't park in the driveway, please.	earth	People used to believe the earth was flat.
drop	Don't drop the mirror, it'll break.	earthquake	The earthquake turned out to be a real disaster for the local population.
drown	The lifeguard saved the swimmer from drowning.	east	The sun rises in the east and sets in the west.
drug	Marijuana is the most widely used illegal drug among young Americans.	Easter	Easter Monday is a public holiday in England.
drum	Can you please stop drumming your fingers on the table. It's distracting me.	Eastern	She is from Eastern Europe.
drunk	She went out and got drunk last night.	easy	It's very easy.
dry	Tomorrow will be sunny and dry.	eat	How about something to eat?
hair drier	It's always a good idea to take a hair drier with you on holiday.	ate, eaten	On my business trip to Japan, I ate sushi for the first time.
dual	Do you have dual citizenship?	echo	While they were trapped in the cave, all they could hear was their echo.
duck	My child likes feeding the ducks on the lake.	economy	The government is trying to improve the economy.
due	Due to a car accident, the road will be closed for another two hours.	economy class	Of course we are flying economy class!
dull	November's usually a dull month.	economic	The country's economic situation is bad.
duplicate	It is not allowed to duplicate these documents.	economical	My new car is very economical.
during	You can sleep during the flight.	economics	I have a degree in economics.
dust	Why is there so much dust in this room? Didn't you just clean it?	economist	After his studies, he will try to find work as an economist.
duty	She's not on duty today.	edge	She is sitting at the edge of the cliff.
duty-free	I bought some chocolates at the duty-free shop.	edit	I would suggest you start editing your essay. It could do with some improvements.
DVD	My boss has ordered a DVD player for the conference room.	educate	A boss can educate his employees by being a good example.
E		education	I want my children to have a good education.
e-commerce	Amazon is an e-commerce company.	effect	It had no effect on her.
each	Each room has a balcony.	effective	The contract is effective as of 1 st January.
each other	They don't really like each other.	efficient	He is very efficient at his job.
ear	The little boy is crying because his ear hurts.	effort	He made a great effort to be on time.
earache	I've got terrible earache this morning.	e. g.	e. g. is the abbreviation for "this means."
early	Is there an early flight to Warsaw?	egg	Would you like some scrambled eggs for breakfast?
earn	Some professional football players earn a lot of money.		

eight	The meeting starts at eight.	unemployed	He has been unemployed for three months now.
either	You can have either red wine or white wine.	employment agency	When you lose your job, you should go to the employment agency as soon as possible.
neither	Neither of us was able to translate the letter.	empty	Your glass is empty. Would you like some more wine?
elbow	His coat had patches over the elbows.	empty	He emptied the waste bin.
elect	The Americans elect their President every four years.	enable	His studies enabled him to find a job quickly.
election	The Labour Party won the last election.	enclose	I enclose our latest catalogue.
electrical	That shop sells electrical goods.	enclosure	The letter has two enclosures: a catalogue and a price list.
electricity	The electricity has been turned off.	encourage	You should encourage her to finish her studies.
electrician	He works as an electrician at the railway company.	encyclopedia	Google has made encyclopedias almost redundant.
electrical current	Can you imagine living without electrical current?	end	Go down to the end of the street.
electronic	The locks are now electronic. You need to use a key card to get in.	end	The assembly ended at around five o'clock.
elegant	Her dress for the charity event was very elegant.	end-user	We don't advertise on TV because we are not selling to end-users.
element	Carbon is just one of the elements in the periodic table.	enemy	He is your friend, not your enemy.
elementary	Her level in German is still elementary.	energy	We should try to save energy in the office.
elevator	The conference centre is behind the elevators on your left.	energetic	He is a very energetic guy.
eleven	They are meeting at eleven o'clock.	engage	She was able to engage me in a very intellectual conversation.
else	What else could she do?	engaged	Your phone was engaged for 30 minutes!
email	She hasn't answered my emails yet.	engagement	I am sorry, I have another business engagement on 4 th April.
embarrassing	I found it quite embarrassing.	engine	There's something wrong with the engine.
embassy	If you have any problems while abroad, do not hesitate to call the embassy.	engineer	She's an engineer at a British company in France.
emergency	In case of an emergency, always call the police.	engineering	She's an electrical engineering student at the University of California.
emotion	He didn't show any emotion, but he must have been very sad.	England	England, Wales and Scotland make up Great Britain.
emphasis	The emphasis in her job has always been on making money.	English	English is my native language, but I also speak Polish and Russian.
employ	The local factory used to employ over five hundred people.	enjoy	Coming to Singapore? Enjoy your stay!
employee	How many employees does the company have?	enormous	He had an enormous sandwich for lunch. I am surprised he managed to finish it.
employer	His employer is willing to pay for him to do an MA.		

enough	There's not enough time.	escape	How did you manage to escape the accident?
enquire (B.E.)/ inquiry (A.E.)	I just wanted to enquire about your Spanish courses.	especially	We used to take a walk along the river, especially on sunny days.
enquiry	Ask at "Enquiries" for the information you need.	essay	We have two essays to write by tomorrow morning.
enrol	She will enrol in a Spanish course next month to improve her language skills.	essential	It is essential that you keep the budget in mind.
ensure	Can you ensure that nobody will open that parcel?	establish	I have established a really good relationship with my colleagues.
enter	Don't forget to hit 'Enter' after you've typed in your password.	estimate	Can you estimate the cost of those items?
entertain	She needs to clean the house. She will be entertaining guests later on.	etc.	He talked about finances, customer support, after-sales service, etc.
enthusiasm	She has never lost her enthusiasm for playing the piano.	ethnic	Her ethnic background shouldn't be a problem for anyone.
enthusiastic	She was very enthusiastic about her new job.	etiquette	The company's dress etiquette forbids us to wear jeans.
entire	I can't believe he ate the entire cake.	euro	The ticket costs € 8.50.
entrance	You go out of the front entrance and turn right up Southport Road.	Europe	The South American market is more volatile than the market in Europe.
entry	How many entries are in your Excel list?	European	The European Union was founded in 1992.
envelope	I need twenty envelopes.	evacuate	Due to the flooding, they had to evacuate the city.
environment	We must do more to protect the environment.	evaluate	How would you evaluate my English?
environmental	We try to use environmentally friendly methods as often as possible.	evaluation	My former boss has given me a written evaluation.
envy	Her red dress made her the envy of everybody at the party.	Eve	They decided not to go out on New Year's Eve.
equal	All people are equal.	even	It's too late to attend the workshop now, even if they arrive in the next fifteen minutes.
equip	My office is equipped with everything I need for my daily work.	evening	Good evening.
equipment	The diving school also rents the equipment.	event	He likes watching sporting events on television.
equivalent	The money he made in one day is equivalent to a month's pay check.	eventually	Well, eventually he came home.
era	We are living in the technology era.	ever	Have you ever been there?
eraser	I must buy a new eraser; I use pencils a lot so I need one.	every	We go for a run every morning.
ergonomic	Our new office chairs are very ergonomic.	everybody	When she came out, everybody was looking at her.
error	There must have been an error somewhere.	everyone	Everyone helped to clean up the room after the party, so it didn't take very long after all.
escalator	They have finally installed new escalators in the railway station.	everything	Fortunately, everything went really well.

everywhere	Everywhere you go, people speak English.	excuse	She had a good excuse for getting home late.
evil	Good and evil is sometimes difficult to distinguish.	executive	The executives in our company earn much more money than I do.
ex	It took him a long time to get over his ex.	exercise	You need to exercise more to keep fit.
exact	I will inform you of the exact date of my arrival soon.	exercise	These grammar exercises are not difficult.
exactly	The two brochures look exactly the same.	exhibit	Can we visit the new Egyptian exhibit at the British Museum?
exaggerate	Don't believe everything he says. He likes to exaggerate his stories.	exhibition	The company will be represented at the exhibition.
examine	The doctor examined his eyes.	exhibitor	The trade fair counted 750 exhibitors from 20 different countries.
examiner	The examiner will ask you some questions.	exhausted	I have worked all night, I am so exhausted.
examination	At the end of the school year, you will have an examination.	exist	I always say: Silly questions don't exist.
exam	How did he do on his exam?	exit	We got out through the exit at the back of the store.
example	Can you give me an example, please?	expand	We need to expand our product range.
for example	For example, if you mix red and yellow, you get orange.	expansion	The new product line expansion was a big success.
exceed	Congratulations! Our sales figures exceed those of last year.	expect	Do you expect the plane to arrive on time?
excellent	The food here is excellent.	expectation	Her performance exceeded my expectations.
except	Except for Tom, everybody had a piece of the cake.	expenditure	The company must watch its expenditure more closely.
exception	I'm afraid we can't make any exceptions.	expenses	Keep a record of your business expenses.
excess	This device does not require excess software or hardware.	expensive	They stayed at the most expensive hotel in town.
exchange	You can always exchange the book for another one.	experience	Her gap year in Australia was an unforgettable experience.
exchange student	We have an exchange student from Korea staying with us.	experienced	He's a very experienced teacher.
exchange rate	Do you know the current exchange rate for the Yen?	experiment	No experiments with the new machine, please!
excited	I was very excited about my first internship.	expert	She's an expert on that subject.
exciting	There was an exciting film on TV last night.	expertise	I need your expertise!
exclude	We can't exclude him from this meeting.	explain	Can you explain that to me?
excluding	The price is US\$ 12.54 excluding shipment.	explanation	Your explanation helped me to understand the problem.
excluded	€ 34,90, tax excluded	explode	If you are not careful with the gas burner, the whole lab will explode.
excuse	Excuse me.		

explore	We wanted to explore the jungle.	failure	His boss thinks he is a failure.
express	She could not express her feelings.	fair	It would be only fair.
express	Please send this document by express.	fair	She's got fair hair.
export	The company works in the export and import business.	fairly	This computer programme is easy to use, so I don't think you'll have any problems.
expression	What's the English expression for that?	faith	I had a lot of faith in his ability to pass the test.
extend	Please can you extend my essay deadline?	faithfully	Yours faithfully, ...
extension	Please call me on extension 56.	good faith	We have signed the agreement in good faith.
extent	The extent of his injuries can't be determined yet.	fall	Careful, don't fall down the stairs.
external	Why don't you buy an external hard drive?	fell, fallen	Mary went with me in case I fell.
extra	Fortunately, he was able to take on some extra work last week.	false	Is the statement true or false?
extract	They extract salt from the ocean.	familiar	I'm not familiar with this neighbourhood.
extraordinary	He was an extraordinary musician.	family	Look! Here's a picture of my family.
extreme	The extreme weather caused the flooding in Australia.	famous	She was very famous for her paintings.
extremely	I'm extremely grateful for your help.	fan	I am not a big fan of team work exercises.
eye	Susan's got light blue eyes.	fan	It was so hot I had to buy an electric fan.
eye-catching	We need some eye-catching elements on our website to attract potential buyers.	fantastic	We had a fantastic time last night.
eyesight	My eyesight is really bad. I need glasses.	far	You can walk. It's not far.
F		further, furthest	I should have gone a few yards further on and then turned left.
FAQ	The website has an FAQ section.	fare	I had to pay the bus fare.
face	All I could see was his face.	farm	They have a small farm in Wales.
face	Next year, we will have to face substantial cuts.	fascinate	Classical architecture just fascinates me.
face-to-face	Let's discuss this face-to-face.	fashion	I went to a fashion show last night.
facilities	The facilities in this hotel are very nice.	fast	How fast were you going when the police stopped you?
fact	That's a fact!	fasten	Fasten your seat belts, please!
in fact	In fact, I won't need it until Monday.	fat	Don't feed the dog from the table. It's not good for him and besides, he'll get fat.
factor	One important factor for this increase is the growing demand for electronic devices.	father	Her father retired last year.
factory	The chocolate factory closed a couple of years ago.	fault	It's not my fault.
fail	Can you believe it? Jonathan failed his driving test.	favour	Could you do me a favour?
		favourite	What's your favourite colour?
		fax	Emails have almost replaced faxes.
		fax machine	Our boss has bought a new fax machine for the office.

fear	I don't know if I can overcome my fear of flying.	film	Have you seen the latest Star Wars film?
feasible	The task wasn't easy but feasible.	filter	I need to filter the information.
feature	This calculator has a lot of features.	filter	The coffee filter broke.
February	She is going away to Spain in February.	final	My decision was final.
federal	Many countries are divided into federal states.	finalise	We must finalise this draft by Wednesday.
fee	She had to pay the university accommodation fees.	finally	They finally arrived just after midnight.
feed	Don't forget to feed the cats tomorrow morning.	finance	I've always been good at finance.
fed up	I'm getting very fed up with my job.	finance department	That's a matter for the finance department.
feedback	She is hoping to get some feedback on her presentation.	financial	He is in charge of financial operations.
feel	I feel happy most of the time.	financial year	Our financial year starts in October.
felt, felt	She felt a little nervous during her job interview.	find	You can find the information on the Internet.
feeling	No, it was a strange sort of feeling walking into that place.	found, found	I found the workshop quite interesting.
fellow	Please help your fellow workers.	fine	The weather is fine today.
female	Female animals will protect their young.	fine-dining	The restaurant is well-known for its fine dining.
fence	They put up a fence in front of their home.	fine	Yesterday, I got a parking fine.
ferry	We took the ferry across to France.	finger	Yesterday, I cut my finger.
festival	This city sponsors many festivals.	finish	Do you want to call me at home when you are finished?
few	There were very few people there.	fire	There was a fire in the centre of town last night.
fiction	She preferred reading fiction to non-fiction.	fire alarm	When you hear the fire alarm, you must leave the office immediately.
field	He is working in a very interesting field of work.	fired	The secretary was fired because she wasn't reliable.
fight	He got in a fight with one of his customers last week.	fire extinguisher	The fire extinguisher is in the basement.
figure	I have finally figured out how to change the toner in our new printer.	fire fighters	I have always wanted to join the fire fighters.
figure	These are our recent sales figures.	fireman	The fireman saved the woman from the burning building.
file	I've got all the information I need in this file.	firm	There's a Rent-a-Car firm at the top of the road.
filing	She hates to do the filing in her office.	firm	She had a firm grasp of mathematics.
filing cabinet	I really need another filing cabinet in my office.	first	This is the first time I talked to the Board.
fill	Can you fill my glass, please?	first name	My first name is Rosemary
fill in	Could you help me to fill in this form?		

first aid kit	There must be a first aid kit in each office.	flood	The flood came so suddenly they couldn't leave in time.
fiscal year	Our fiscal year is from September to August.	floor	The cup fell on the floor and broke.
fish	We had fish and chips for lunch.	floor	My office is on the 3 rd floor.
fisherman	It's a tough life being a fisherman nowadays.	floppy disc	The first computers were used with floppy discs.
fishing	My brother loves to go fishing down by the river.	flour	The bakery buys the flour from Holland.
fit	Oh, it's a long way. I hope you feel fit.	flow	The river flowed around the rocks.
fitness	There's a new fitness club in town. Have you been there yet?	flow chart	The flow chart shows very clearly that our sales figures are down.
five	We're planning to stay for five days.	flower	She picked some flowers from the garden.
fix	Can you fix my car, please?	flu	My husband can't go to work this week. He's got the flu.
fixed costs	We cannot lower our fixed costs.	fluctuate	Prices in this country have fluctuated a lot during the last months.
fixed price	All our prices are fixed prices. You can't bargain.	fluctuations	The exchange rate will see very high fluctuations.
flag	The English flag features St. George's Cross.	fluent	Are you fluent in Italian and Portuguese?
flame	The flames in the fireplace were very colourful.	fluently	Do you speak Spanish fluently?
flash	The camera's flash blinded me.	fluid	She needs to drink more fluids.
flat	She lives in a block of flats in London.	fly	How long have we been flying? We're about halfway there, aren't we?
flat	I couldn't get home, my car had a flat tyre.	flew, flown	I flew with that airline last week.
flatrate	I have found a cheaper flatrate for my mobile phone.	focus	The camera lens was out of focus.
flavour	My favourite flavour of ice cream is chocolate.	fog	There was a lot of fog this morning.
fleet	The company has a very impressive fleet.	foggy	The weather was foggy, so she had to drive very slowly.
flexible	We can be flexible about the starting date for your job.	fold	I learnt to fold napkins when I was a waiter.
flexi-time	She works flexi-time.	folder	I left my folder at home.
flight	Have a good flight!	twofold	This is a twofold increase, it's enormous!
flight attendant	Can you call the flight attendant?	folk	I've always enjoyed listening to folk music.
direct flight	There is no direct flight between Cologne and Shanghai.	follow	I'm sorry, I don't quite follow.
non-stop flight	I have booked a non-stop flight from New York to Rio de Janeiro.	following	Please read the following pages very carefully.
flip chart	Can you write it on the flip chart, please?	follow-up	After a conference, it is important to do a good follow-up
float	The flower floated on the water.	fond	He was quite fond of the cat.

font	Our company usually uses the Times New Roman font for letters and contracts.	format	He re-formatted his hard drive.
food	Thank you, especially for the food. It was delicious.	format	The photo is only available in jpg format.
fool	You're a fool for letting her go.	former	The former Prime Minister was an alcoholic.
foot	Are you going on foot or by car?	formula	We learnt a new formula in our chemistry lesson today.
feet	My feet are very cold.	fortnight	I was in Amsterdam a fortnight ago.
feet	He's about six feet tall.	fortunate	You are so fortunate! You have found a new job!
footer	Every page has a header and a footer.	fortunately	Fortunately, there were no other cars on the road at that time.
footnote	Have you also read the footnote?	unfortunately	Unfortunately, we didn't have enough money to buy it.
football	The boys were playing football.	forward	They ran forward to help their friend.
for	I'll just draw it for you.	looking forward	I am looking forward to hearing from you.
for the attention of	The letter is for the attention of the Director.	found	The business was founded in 1886.
forbid	Our boss forbids us to chatter in the office.	foundation	He started a foundation that helps children with disabilities.
forbidden	Don't go there, it's forbidden!	four	They want to have four children.
force majeure	The insurance policy will not cover force majeure.	foyer	The two businessmen met in the foyer of the Four Seasons Hotel.
forceful	Nearly everything can be achieved with a forceful team.	fragile	Be careful. That statue is very fragile.
forecast	The weather forecast says it will rain.	frame	I wanted to hang this picture up. I just need to find an appropriate frame.
foreign	We lose a lot of money by paying in foreign currencies.	franchise	McDonalds is a franchise company.
foreigner	Everyone is a foreigner somewhere.	frank	Please allow me to speak frankly: Your dress is not appropriate for the office.
foreman	Our foreman told us to stop the assembly line.	fraud	We must protect ourselves better against fraud.
forest	They're on holiday in the Black Forest.	free	I'll be free for the next fifteen minutes.
forever	I will stay with you forever.	free	I got a free ticket.
forget	Don't forget to do your homework.	freedom	They had been given complete freedom.
forgot, forgotten	I forgot to buy some more milk. Could you go to the supermarket for me?	free market	China is now a free market.
forgive	Please forgive me for not telling you the truth.	free economy	A free economy is determined by supply and demand.
forgave, forgiven		freelance	She is working on a freelance basis.
fork	Help yourself to a knife and fork.		
form	They'll send you a form to fill in.		
formal	He doesn't like wearing formal clothes.		
informal	She wrote an informal letter.		

freelancer	He enjoys being a freelancer rather than an employee.	fulfil	She wanted to fulfil some of her childhood dreams.
freeze	The lakes in Italy never freeze in winter.	full	The hotel's full this week.
freeze	According to the weather report, it's going to freeze tonight.	full-time	I normally work full-time, but I've only got a part-time job at the moment.
froze, frozen	Sam bought a lot of frozen food at the supermarket.	fun	We had a lot of fun at the party.
freezing	It's freezing! Please close the door.	funny	Did you like the movie? I thought it was really funny.
freezer	The meat's in the freezer.	function	This big room is used for weddings and company functions.
freight	Freight costs are not included in the price.	fund	How exactly are we going to fund the new business?
frequent	They make frequent customer visits.	funding	If you want to establish a new business, you need reliable funding.
fresh	Have some fresh orange juice.	funds	Where did you get the funds for your new business?
Friday	The weekend starts on Friday.	funeral	Her grandmother has died. The funeral is on Tuesday.
fridge	We need a new fridge.	fur	I would never buy a fur coat, would you?
friend	Can a boss and an employee be friends?	furnish	How are you going to furnish your home?
friendly	He had a very friendly manner.	furnished	The flat was nicely furnished.
unfriendly	He spoke to us in a very unfriendly way.	furniture	She's bought some new furniture for the dining room.
fright	My boss gave me such a fright when he asked me to see him in his office.	future	Be more careful in future!
frighten	All sorts of things frighten him, you know.	G	
frightening	The horror movie we saw last night was really frightening.	gain	I would also gain useful experience for the future.
from	We came back from Hong Kong the day before yesterday.	gallery	That's a really interesting place. It's a museum, an art gallery and a leisure centre.
from	The company is closed from 1 st to 22 nd August.	gallon	How many litres are there in a gallon?
front	I went to the front door.	gambling	Gambling is illegal in some countries.
in front of	The station is in front of you.	game	Even at his age, he loves playing computer games.
frost	There was frost on my car roof this morning.	gang	He was surrounded by a gang of teenagers.
fruit	Would you like some fruit juice?	gap	There was a large gap between the two cars.
frustrate	This job really frustrates me.	gap filling	Gap filling exercises are very popular in tests.
fry	Fry the onions and then put the mushrooms in the saucepan.		
fried	I would like the fried beef in mushroom sauce.		
fuel	I think we need more fuel. We won't make it back with the petrol we have.		

garage	I wish I had a garage for the car.	get in	Get in the car so we can leave.
garden	Our office building even has a garden.	get in touch	Mobile phones make it easier for people to get in touch with one another.
gardener	The company employs two gardeners.	get married	I'm getting married in the morning.
garlic	Mmm ... I can smell garlic.	get off	Get off the bus at the station.
gas	Do you know the difference between solids, liquids and gases?	get on	When we got on the plane, they made an announcement.
gasoline (A.E.)	Does your car use gasoline or diesel fuel?	get ready	Get ready! We have to leave in a few minutes.
gate	Go down this road till you see some big iron gates.	get rid of	I had to get rid of my old bike.
gate	The flight to Frankfurt leaves from Gate 8.	get together	We should get together for coffee sometime.
gateway	We have built a new gateway.	get up	So, I got up and went to the door.
GDP	GDP stands for gross domestic product.	get used to	Andrew had to get used to waking up at 7 a. m. when he started work.
gender	What's the gender of this rabbit? Is it a male or a female?	get-together	It was just a nice get-together with our colleagues from overseas.
general	In general, we had a nice time at the Pondview Hotel.	giant	Our company is so small and this big corporation is like a giant.
generally	It was generally very quiet and the weather was excellent.	gift	Companies should not give too expensive gifts.
general manager	Our General Manager will call you personally.	giggle	Tickling her feet makes her giggle.
generate	The radiator doesn't generate enough heat to keep me warm.	girl	They have three children, two boys and a little girl.
generator	There's no heat because the generator is broken.	girlfriend	Jane was Frank's first girlfriend.
generous	He was a generous man who gave lots of money to charity.	give	I hope the company gives me the job.
gentle	Be gentle with the baby.	gave, given	I was able to give him some really good advice.
gentleman	Ladies and gentlemen, ...	give in	He didn't want to, but he finally gave in.
genuine	We work in a genuine multicultural environment.	glad	Glad to see you.
geography	Jenny wants to study Israel's geography.	glance	Even though he was reading, John would occasionally glance at the television.
gesture	He held out his hand as a gesture of friendship.	at a glance	This is our company structure at a glance.
get	How do I get to Kensington Road?	glass	It's made of glass.
got, got	Well, I've still got the other camera.	a glass of	A big glass of orange juice with lots of ice, please.
get back	After lunch, it was time to get back to work.	glasses	She wears glasses for driving.
get better	He was quite ill, but he's getting better now.	globe	We have customers all around the globe.
get dressed	Get dressed! Breakfast's ready.	global	Microsoft is a global corporation.

globalisation	Globalisation has affected each and every country in the world.	government	What do you think of the new government?
glove	Put your gloves on so your hands don't get cold.	GNP	GNP stands for gross national product.
glue	You need scissors, glue and markers for the project.	grade	What grade did you get in your exam?
go	Why don't you go to the park this afternoon?	gradual	The progression from child to adult is a gradual one.
went, gone	He went to Rome last summer.	graduate	I can't wait to graduate from university.
go away	Go away!	graduation	He started his job right after graduation.
go home	I'm going home soon.	gram (A.E.) gramme (B.E.)	There are about 450 grammes to a British pound.
go off	The food has gone off.	grammar	Look it up in your grammar book.
go on	Go on then, put the fruit in here.	grand	The view from the balcony was grand.
go out	I don't want to go out tonight.	grandchild grandchildren	They've got four grandchildren.
go over	Let's go over the figures again.	granddaughter	Judy spends a lot of time with her granddaughter.
go shopping	Pamela likes to go shopping.	grandfather	Chuck is the ideal grandfather for little Timmy.
go to sleep	Sarah wouldn't go to sleep as it was still light.	grandparents	I don't know how we would manage without the grandparents.
go up	The prices have gone up 3% in the last twelve months.	grant	We can grant you a discount of 5%.
go through	I must go through this document again to make sure I understand everything correctly.	grant	She received a grant to continue her research.
go with	The shirt goes well with those trousers.	grape	She loves grapes with cheese.
goal	Our goal is to sell 150 units per month.	graph	You can see the figures in the graph on page five.
gold	It's made of gold.	graphic	He wanted to become a graphic designer.
gold	The sign was written in gold letters.	graphic designer	A good sales brochure should be done by a graphic designer.
golf	We play golf at least twice a week.	grass	Keep off the grass.
good	Good idea!	grateful	She was very grateful for the opportunity she had been given.
better – best	That's a nice bag, but I like the blue one better.	grave	This is the grave they buried my grandmother in.
good at	My daughter is very good at maths.	great	Yeah, that movie was great.
for good	He is going to America for good.	green	Oh, I want the green umbrella.
good-looking	He's good-looking.	greet	The secretary left the office to greet the customers.
Good Friday	This year my birthday will fall on Good Friday.	greetings	I never send greeting cards.
goodbye	I'm afraid it's time to say goodbye.	grey	The sky is grey and cloudy today. My hair is starting to turn grey.
goods	The goods must be insured.		
goose	We're having goose for dinner.		
gossip	There is a lot of gossip in our office.		
govern	He gets paid a lot of money to govern the country.		

grief	Her grief was understandable. She had just found out her son had been killed.
grill	Greg loves hamburgers cooked on a grill.
grocery	She goes grocery shopping every week.
gross	My gross income is US\$ 3,500.
ground	It fell to the ground and broke.
ground floor	Our office is on the ground floor.
ground staff	The ground staff at the airport are currently on strike.
group	A group of children has just arrived.
grow	It grows quickly.
grew, grown	She grew tomatoes in her garden last summer.
grow up	I grew up in the city.
guarantee	Ryan was sure that his results would guarantee him a promotion.
guard	Because of the death threats they had to hire more guards.
guess	Guess what he earns per month!
guest	He is a guest at the hotel.
guest house	They found a nice little guest house near Halifax.
guide	We had a charming guide on our tour.
guided	We went on a guided tour of Paris.
guideline	Just follow the guidelines. They are easy to understand.
guilty	He was found guilty of murder and sent to prison.
guitar	Do you still play the guitar?
gum	Adam always chews gum.
gun	They had no guns.
guy	I need a couple of strong guys to help me with this furniture.
gym	He spent every evening training at the gym.
H	
habit	Everybody has got good and bad habits.
hacker	This code can be easily cracked by a hacker.

hair	Mary combed her hair, and then she went to sleep.
haircut	I think I need to get a haircut.
hairdresser	Hairdressers usually don't earn much.
half	The stadium is about half a mile away from here.
half past	The hotel starts serving breakfast at half past six.
hall	He came into the hall through the front door.
ham	Would you like some more ham and cheese salad?
hamburger	I'm afraid I just don't like hamburgers.
hammer	You could hear the wood crack when the hammer hit the nail.
hand	He cut his hand.
at hand	Do you have a calculator at hand?
by hand	We had to wash our clothes by hand.
hand in	Did you hand your homework in on time?
handful	Just a handful of people joined the demonstration on Monday.
hand luggage	The airline only allows one piece of hand luggage on board the plane.
hand out	I will hand out the documents a little later.
hand over	I'll now hand over to Isabel for the presentation.
handouts	For your presentation, you should distribute a few handouts.
second-hand	We've bought the computer second-hand.
shake hands	It is not very common to shake hands in Asia.
handbag	Someone stole her handbag.
handbook	The new printer was delivered without the handbook.
handset	The new telephone comes with a handset.
handshake	A handshake is as good as a written agreement.
handicap	You can only park in that space if you have a handicap.

handicapped	A friend of mine has got a handicapped daughter.	have a look	Maybe we'll go there tomorrow and have a look.
handle	Don't worry, let me handle the problem.	have got	Well, I've got the other version with me.
handsome	He was a tall, dark, handsome man.	have got to	You've got to pay for this one but the other brochures are free of charge.
handy	Having a driver comes in handy sometimes.	have to	I have to stay near the phone.
handwriting	Doctors sometimes have terrible handwriting.	had better	I'd better leave now.
handwritten	Our company always sends out handwritten Christmas cards.	he	He gave us his word.
hang	The picture is hanging on the wall.	head	He hurt his head when he fell.
hung, hung	My boss has hung the picture there, but I don't like it very much.	headache	I've got a terrible headache.
hang on	Hang on, please. I don't understand what you mean.	head of department	Mr Brown is the new head of department.
hang up	He hung up the phone.	head office	Our head office is in Frankfurt.
hanger	He always takes his own hangers with him for his suits on business trips.	headline	I wonder what tomorrow's headline will read?
happen	Whatever happens, we will have to keep it secret.	headquarters	The company's headquarters are in San Francisco.
happy	They look so happy together.	heal	It will take some time for that broken leg to heal.
happy birthday	Happy Birthday!	health	The children are all in good health.
harbour	There was a sigh of relief when the boat finally pulled into the harbour.	healthy	She's hardly ever ill. She is very healthy.
hard	They're trying too hard to please everybody.	unhealthy	Smoking is very unhealthy.
hard-boiled	You wanted the egg hard-boiled, didn't you?	health insurance	Everybody must have health insurance.
hardly	The old man could hardly walk any more.	health & safety	He works in the health & safety department.
hardware	Computer hardware has become a little less expensive.	health system	Health systems can differ a lot from country to country.
harm	Make sure he doesn't come to any harm.	hear	I didn't hear a thing.
harsh	That was a bit harsh, don't you think?	heard, heard	Well, I'd never heard that before.
harvest	We hold a festival to celebrate harvest time.	heart	It broke her heart.
hat	It's cold outside. You'd better put a hat on.	heat	She could feel the heat of the fire from across the room.
hate	I hate milk.	heating	Do you think the heating will be fixed by Wednesday?
have	I just don't have the time.	heavy	Your suitcase is very heavy.
had, had	I had a meeting with my boss.	heel	While walking down the street, she broke the heel on one of her shoes.
have breakfast	Well, you can have breakfast with me.	height	It's 2.5 cm in height.
		helicopter	The CEO flew in by helicopter.
		hello	Hello Chris, how are you today?

helmet	Remember to wear your helmet when you ride your bike.	by himself	He is all by himself in his new office.
help	Can I help you?	hint	I have no idea! Can you give me a hint?
help	You've been a great help.	hip	She hurt her hip when she fell on the ice.
helpful	The instructions weren't very helpful.	hire	We hired a car in Valencia and toured along the Costa Blanca as far as Alicante.
helpdesk	I will contact the helpdesk.	history	History was my favourite subject at school.
helpline	If you have trouble with the computer, please call the helpline.	hit	Unemployment usually hits people badly.
her	He'd never seen her.	hit, hit	He hit my car as he was backing out of his parking spot.
hers	It's not mine. It's hers.	hobby	John has got quite a lot of interesting hobbies.
herself	She looked at herself in the mirror.	hockey	Jason enjoys a game of hockey after work.
by herself	She installed the machine all by herself.	hold	Can you hold this for me, please?
herb	You should add some chopped herbs to your dish.	held, held	He held a glass in his hand.
here	Can you come up here for a minute?	hold on	Hold on, please. I am trying to connect you.
here your are	Here you are. Your cup of tea.	hold up	He was held up in a traffic jam.
hero	The soldiers that came back from the war are considered heroes.	hole	He fell into a deep hole.
hesitate	He hesitated before entering the house.	holiday	October 3 rd is a public holiday in Germany.
hi	Hi! How are you?	on holiday	I will be on holiday from 10 th to 30 th August and have no access to my emails.
hide	She decided to hide the chocolate from her small children.	holidays	When do the school holidays begin?
hidden	I hope the contract doesn't have any hidden information.	home	I was taking the children home when the car crash happened.
hierarchy	Fortunately, our company has a very flat hierarchy.	at home	I've left my purse at home in my shopping bag.
hi-fi	We've just bought some new hi-fi equipment.	home-made	Home-made jam sells very well.
high	The prices are not very high, are they?	homepage	Please refer to our homepage for details.
highlight	Can you highlight the relevant section?	homework	She has no maths homework for tomorrow.
highway	They've built a new highway around the city.	honest	To be honest, I have no idea.
hill	The castle is on top of the hill.	honestly	Honestly, I can't help you.
hilly	Hilly areas are nice for sledding in the winter.	honesty	I have to talk to you in all honesty.
him	I went to see him after work.	honey	Sheila loves milk with honey.
his	Is it your car? – No, it's his.	honour	He received a medal of honour for his bravery.
himself	He hurt himself when he fell.		

hope	Oh, it's a long way. I hope you feel fit.	hug	You shouldn't write "hugs and kisses" in a business email.
hope	There was no hope for them.	huge	She did me a huge favour when she bought me the book.
hopefully	Hopefully it'll be a nice day.	human	He is a decent human being.
hopeless	She will never manage to speak French, it's hopeless.	human rights	She used to work for a human rights organisation in Africa.
horrible	These working conditions are horrible. Something must be done against them.	humanitarian	The company donates money to several humanitarian projects.
horror	I don't enjoy watching horror movies.	human resources	The human resources department deals with that matter.
horse	He was seen riding a horse.	humour	He's got a good sense of humour.
hospital	Last night, my best friend finally got out of the hospital.	hundred	Can you lend me one hundred pounds?
hospitality	Thank you very much for your kind hospitality.	hundreds	Hundreds of people have come to hear the president talk.
host	Harry is a very good host, he makes his guests feel at home.	hunger	Our organization is committed to fighting world hunger.
hot	It's going to be a hot day today.	hungry	No, I'm getting quite hungry now, actually.
hot	I wouldn't recommend the hot curry. Try a mild one.	hurry	I'm in a hurry.
hotspot	This coffee shop doesn't have a hotspot. Let's go somewhere else.	hurry up	Hurry up! It's getting late.
hotel	Our hotel was near the airport.	hurt	Is this the tooth that hurts?
hour	Can you meet me in an hour?	hurt, hurt	It was a miracle he wasn't hurt in the accident.
quarter of an hour	That takes about a quarter of an hour.	husband	So we thought she could come over with her husband.
half an hour	I waited for half an hour.	hut	When they went to Uganda, they stayed in a hut.
hourly rate	We paid an hourly rate for the consultation.	hygiene	He knows how important oral hygiene is.
house	Is that a private house?	hype	The Harry Potter books have caused a real hype for fantasy stories.
household	How many children are in your household?	hyphen	Do you spell co-operation with a hyphen or in one word?
househusband	He really enjoys being a househusband.	I	
housekeeping	He is really good at housekeeping.	I	I'll do the driving, I like driving.
housewife	You still hear people say: "She's only a housewife!"	ice	I'd like some orange juice with lots of ice.
how	Can you tell me how to get to this place?	icon	Click on the "International Business" icon to find our partners overseas.
how about	How about going for a swim?	ID	I have no ID on me.
how much	How much does that cost?	identity card	Could you show me your identity card, please?
how old	How old were the children?		
how do you do	Nice to meet you. How do you do?		
however	The market is almost saturated. However, we will try and find our niche.		

idea	She just had no idea.	implement	How are you going to implement the pictures in your presentation?
ideal	This house would be ideal for all our needs. I think we should buy it.	implementation	The implementation of our new procedures was more difficult than we thought.
identify	The police were able to identify the thief thanks to your description.	import	What does your country import from the UK?
identical	The two paragraphs are identical. There must be something wrong here.	import duties	The country has introduced new import duties on consumer goods.
idiom	"It's raining cats and dogs" is a typical English idiom.	important	It was important to find out everything.
i. e.	i. e. is the abbreviation for "that is to say".	importance	Never underestimate the importance of a good plan.
if	I just wanted to ask you if you could help me.	unimportant	For my partner, money is relatively unimportant.
if possible	He'll attend the conference, if possible.	impossible	I only have two weeks for this project? That's impossible!
ignore	His arrogance can't be ignored.	impress	They were very impressed by their competitor's sales figures.
ill	He's ill in bed.	impression	You can never change a first impression.
illness	During his last illness, we only saw him once or twice.	impressive	That was an impressive performance.
illegal	Illegal immigration from other parts of the world is increasing from year to year.	improve	We could improve it if you gave us more time.
illiterate	Many older people are computer-illiterate, e.g. they don't know how to use a computer.	improvement	He is showing great improvement.
illiteracy	Illiteracy is one of the major problems in developing countries.	in	I used to live in South Africa.
illustration	That is a good illustration of your point.	in case	In case of emergency, press the red button.
image	Which of these images do you like best?	in charge	Can you tell me who is in charge of customer service?
imagine	Imagine what we could do with more money.	in fact	In fact, I missed my Spanish lesson because of work.
imagination	This country needs politicians with more imagination.	in front of	The station is in front of you.
imitate	We should not just imitate our competitors, but be better.	in debt	The company is deeply in debt.
immediate	This request needs immediate attention.	in difficulties	If we can't finish the report by Friday, we will be in difficulties with the next deadline.
immediately	Come home immediately!	in love	I think she was in love with the young man.
immigrant	The number of immigrants has increased in the last ten years.	in order	He checked the machine carefully, but everything seemed to be in order.
immigration	The government wants to stop illegal immigration.	in order to	In order to succeed, you have to work hard.
impact	The speech had a great impact on the students. It really got them thinking about the future.	in pencil	Please make your comments in pencil first.

in place	I have moved to a new office, and everything is now finally in place.	indoor	The gym even has an indoor swimming pool.
in private	She never meets with her boss in private.	industry	There is a lot of industry in Leeds.
in public	He is very nervous when he has to speak in public.	industrial	Leeds is an industrial town.
in spite of	They went for a walk in spite of the rain.	inflation	Inflation is a big problem in many countries.
in the afternoon	It rained in the afternoon.	influence	Her first boss greatly influenced her.
in the end	In the end, we landed safely.	influence	He has been a great influence on her.
in time	They finished the project in time.	inform	Did you inform your boss of your decision to quit?
in turn	Everybody in turn, please.	information	The information they sent me is not very good.
in writing	Please confirm in writing.	for your information	For your information, please look at the signs behind us.
inadequate	Your proposal is totally inadequate.	information desk	Please go to the information desk if you have questions regarding the seminar.
inadequate packaging	We won't pay for damages in the case of inadequate packaging.	information technology	For older people, it can be difficult to follow all the new information technology.
inbox	There are 20 new emails in your inbox.	informal	This is just an informal meeting.
incentive	The company offers some very good incentives.	initial	Our initial meeting was last week.
inch	The car moved forward inch by inch.	initials	Just sign with your initials.
include	Does the price include service and tips?	inhabitant	New York City has about 18.9 million inhabitants.
incl.	I am sending you our latest catalogue incl. price lists and order forms.	in-house	We will have an in-house presentation for our new products.
included	The price is € 258.00, tax included.	injured	He was injured in an accident.
inclusive	It's all inclusive, isn't it?	injury	Severe injuries should always be treated at a hospital.
income	What is your annual income?	ink	He signs all important documents in ink.
increase	Food prices increased by 10% last year.	inn	They decided to have lunch in the country inn.
increase	There was a large increase in the number of visitors.	innovation	The telephone was one of the greatest innovations ever.
incredible	The King's Speech was an incredible movie.	innovative	He is a very innovative person with brilliant ideas.
indeed	It's been a long day indeed.	inquiry	Can you please deal with this inquiry immediately?
independent	I wanted to be independent and started to work as a freelancer.	inside	Shall we have tea inside or out?
index	You could look for the wordlist in the book's index.	insist	I insisted on seeing the manager.
indicate	Can you indicate the right answer?	insolvency	The company had to declare insolvency.
indication	I am looking for some sort of indication of his talent.		
individual	Instead of working as a team, they were acting like individuals.		

inspect	The tour manager always inspects the rooms.	internship	She applied for an internship at Lloyds.
install	Can you install the new program for me?	internal	This is internal information.
installation	We need a plumber to check the installation.	international	It's an international meeting.
installment	You can pay in five installments.	internet	Many people have access to the Internet.
instant	Instant coffee only needs hot water.	interpret	How would you interpret his words?
instead	I'll buy the blue shirt instead of the red one.	interpreter	My friend works as an interpreter for English and French.
institute	He finished his degree at the technical institute.	interrupt	Don't interrupt me, please, I haven't finished.
institution	The Red Cross is a government institution.	interruption	It's impossible to work here without any interruptions.
instruct	The children must be instructed in road safety.	interval	He had a long interval without any training.
instructions	We've got the instructions now.	interview	She had an interview at 10 a. m.
instrument	She can play a number of musical instruments.	into	There must be another way into town.
insurance	You often get better treatment if you have private health insurance.	introduce	They stopped and introduced us to their daughter.
insurance policy	Please read the insurance policy carefully.	introduction	A speech should always have an introduction, a main part and a conclusion.
insure	Mark decided to insure his apartment against flooding.	invent	NASA invented a machine that could fly to Mars.
intellectual property	The know-how of a company is part of the intellectual property.	invention	Many famous inventions were made in the 19 th century.
intelligent	They're very intelligent students.	invest	He has invested all his money in this company.
intelligence	An IQ test measures people's intelligence.	investment	A new company car can be an important investment.
intend	Do you intend to leave the house today at all?	investor	We need to find an investor for our new campaign.
intention	Her intention was to help Tom.	invite	He invited us to his birthday party.
intercontinental	We must fly economy class on all intercontinental flights.	invitation	Thanks a lot for the invitation to your party.
interest	The tour goes to all the places of interest.	invoice	I will send you the invoice by fax.
interested	I'm interested in this question.	involve	What does his new position involve?
interesting	That's really interesting!	involved	I would like to be involved in your project group.
interests	You don't receive high interest on a current account.	island	It's a big island.
interest rate	This bank offers very attractive interest rates.	issue	Bullying is an important issue in many companies.
intermediate	His level in Russian is intermediate.	IT	IT stands for Information Technology.
intern	Max is our new intern.		

it	It's raining. It doesn't often rain here.
its	London and its museums are said to be very attractive.
itself	Cambridge itself is not a very big town.
item	There are five items on our agenda today.
itinerary	I will send you the exact itinerary for your business trip tomorrow.

J

jacket	What colour's your jacket?
life-jacket	The flight attendant showed them how to use their life-jackets.
jam	We had bread and jam with coffee for breakfast.
traffic jam	He was held up in a traffic jam and arrived late for the meeting.
January	January is the first month of the year.
jar	Marmelade is sold in jars.
jealous	Her colleagues are quite jealous because she earns more than they do.
jeans	Those jeans look rather old.
jet	The company builds jet planes.
jewellery	Linda loves jewellery.
job	I think he's found the right job.
job description	Please refer to our website for a detailed job description.
job interview	They have asked me to come for a job interview.
job satisfaction	For some people, job satisfaction is more important than money.
join	Will you join us for a drink?
joint	The project will need our joint efforts.
joint venture	The two companies formed a joint venture.
joke	Don't worry, it's just a joke!
journal	We always have a few business journals in our office.
journalist	He dreams about being a journalist.
journey	I remember that journey, it was terrible.

joy I get a lot of joy from the work I am doing.

judge Don't judge a book by its cover.

judge He is working as a judge at the legal court.

judgement I appreciate your judgement.

jump Can you jump over that bush?

jump That was a jump of four metres.

July The weather is usually nice in July.

junction Take a left at the next junction.

June June is the sixth month of the year.

junk mail It's incredible how much junk mail we receive every day.

just Just a moment, I'll see if Mary is in.

K

keen He's not so keen on pubs, actually.

keep Keep going straight on, past the station as far as the roundabout.

kept, kept He kept the bottles in the fridge.

keep on Keep on trying! Practice makes perfect!

key We lost our car key somewhere in town.

key factor The key factor is customer satisfaction.

key accounts He is in charge of our key accounts.

keyboard I need a new keyboard for my computer.

kick Children love to kick a football around.

kick-off We will have a first kick-off meeting on Friday.

kid The streets are full of kids because school is over.

kill Millions of people were killed in the Second World War.

kilo I'd like a kilo of fresh strawberries.

kilometre Our hotel was five kilometres out of town.

kiosk Every morning I buy the newspaper at the kiosk near the railway station.

kind That was very kind of you.

what kind of What kind of music does she like?

king	There aren't many European countries that still have kings and queens.	land	They bought some land as an investment.
kiss	In some countries people kiss each other when they meet.	landlady	Mrs. Sonk is our new landlady.
kiss	I gave her a kiss.	landlord	I owe my landlord € 400.00.
kit	Please hand out our new sales kits.	lane	You can't drive in the bus lane. You will get a ticket.
kitchen	Help yourselves to food and drinks in the kitchen.	language	Welsh is my first language.
knee	Have you hurt your knee?	laptop	He takes his laptop with him everywhere.
knife	Mike, help yourself to a knife and fork.	large	There's a large map of Chorley here.
knock	Please knock before you come in.	laser	Laser technology is becoming more and more popular in medicine.
know	Do you know the Hamiltons?	laser printer	We have got a new laser printer for our office.
knew, known	We never really knew how to do it.	last	The play lasted two hours.
know-how	The know-how of your employees is your most important asset.	last	And then we just got the last train back.
knowledge	Their knowledge of mathematics is poor.	last name	And what's her last name?
kph	kph stands for kilometres per hour.	at last	There you are at last.
L		late	Yes, Brian got there late as usual.
label	Read the label before you buy anything.	lately	I haven't seen much of her lately.
lab	Lab is the abbreviation for laboratory.	latest	He's got all the latest software.
laboratory	He is in charge of the new laboratory.	laugh	She laughed at me.
labour	Labour costs in the Western countries are very high.	launch	They have launched a new marketing campaign.
Labour Party	The Labour Party has won 5%.	laundry	It's her cleaning lady who does the laundry.
Labour Day	Labour Day is a holiday in many countries.	lavatory	Where are the lavatories, please?
lack	Our main problem is easy to define: lack of capital.	law	It's against the law, though.
ladder	He has climbed up the career ladder quite quickly.	in-law	John's my son-in-law.
lady	'A nice young lady came to see me', he said.	lawyer	You'll need a good lawyer.
lake	Perhaps we can take a walk around the lake on Sunday evening.	lay	Lay your clothes on the chair.
lamb	There's beef, pork or lamb for lunch.	laid, laid	John has laid the table for us.
lamp	She bought a new lamp for the bedroom.	layout	I don't like the layout of the new catalogue.
land	In the end, the airplane landed safely.	lazy	I've got a colleague who's really lazy.
		lead	He leads groups of children through the forest as part of his job.
		led, led	The guide led us to the entrance.
		leader	Team leaders must have many different skills, for example patience.
		leading	This is a leading brand.
		leadership	Do you think you are qualified for a leadership position?

leaf	In autumn, all the leaves change colour.	lend	Can you lend me some money?
leaflet	Have you seen the leaflet about the new Greek restaurant?	lent, lent	He lent me a pen.
lean	Don't lean on the door.	length	What's the length of his car?
lean	We try to keep our procedures as lean as possible.	less	You should eat less sugar.
lean management	Our company has introduced a new lean management system.	lesson	His company pays for her English lessons.
leap	The dog leapt across the room.	let	She lets me drive her car.
learn	How many languages did you learn at school?	let	This house is to let.
learner	Our trainee is a fast learner.	let, let	Let's go and have a drink.
learning	Our company philosophy supports life-long learning.	letter	She wrote a letter to the company.
lease	Our company leases company cars.	letter box	The secretary always forgets to empty the letter box.
leasing	Leasing can be more favourable than renting or buying.	level	She has a very high level in English.
leasing contract	It's difficult to get out of this leasing contract.	level out	Sales figures have finally started to level out.
least	We chose the least expensive restaurant we could find.	liberal	The Liberal Party is going to lose votes this year.
at least	There were at least 500 people.	library	The library is open from 10 a. m. to 4 p. m.
leave	We'll just leave the car here and go by train.	librarian	She has always wanted to be a librarian.
left, left	He left at 8 o'clock.	licence	He lost his driving licence for three months.
left	There's only one bread roll left.	licensed	Is this enterprise correctly licensed?
LED	LED lamps are much brighter than normal ones.	lie	The paper was lying on the table.
left	Go down here and take the third turning on the left.	lay, lain	The dog lays down in front of the fireplace every night.
lecture	I have a 9 o'clock lecture on Monday.	lie	You should never lie in a job interview.
leg	She broke her leg a year ago.	lie	This is a terrible lie!
legal	At the law faculty, you learn what's legal and illegal.	life	Twenty people lost their lives in the accident.
legal consultant	Every big corporation employs a legal consultant.	lifeguard	Do you know how much a lifeguard earns?
legal department	She has signed her new contract in the legal department.	lift	They had to lift the person onto the plane.
leisure	What do you do in your leisure time?	lift	You can use the lift or the stairs.
leisure industry	The leisure industry has seen a growth of over 50% in the last 50 years.	light	This camera is extremely light.
		lit, lit	She lit a cigarette.
		lights	At the traffic lights at the top of the road you turn right.
		like	I'll do the driving, I like driving.

	like	It was absolutely fantastic. I felt like a VIP.	local	What's their local time?
	likely	There might be some rain, but it's not very likely.	local time	Our Annual Board Meeting takes place in London, 3 rd October, 10 a. m. local time.
	unlikely	He's unlikely to come so late.	locate	The company is rather difficult to locate.
limit		There is a limit to how many pizza slices I can eat.	location	City centres are the best locations for small shops.
	limitation	There are some financial limitations to the new project.	lock	Lock the door so that no one can come in.
limited company		It is a limited company with the main office in London.	lock	I must have left the key in the lock.
line		This page has 30 lines.	locker	Please leave your personal belongings in the locker.
line		Hold the line, please.	login	I need a password for the login.
	land line	I don't have a land line in my new apartment. I can only use my mobile phone.	log out	You don't have to log out everytime you leave the office.
	production line	Cars are produced on a production line.	logistics	Mr. Swan works in logistics.
	product line	The company has introduced a new product line of hair care products.	logo	You can download our logo from our website.
	line manager	He is our new line manager.	lonely	Pat sometimes feels very lonely.
	line up	There is a new department store in town and people had to line up to get in.	long	It was a long journey.
link		Click on the link to find out more.	long ago	How long ago was that?
list		Jane wrote a to-do list for the General Assembly.	long-distance	Our company allows us to fly business class on long-distance flights.
listen		They were just not listening.	long-term	We cannot offer you long-term employment at the moment, I am afraid.
litre		He drinks two litres of water every day.	in the long term	In the long term, her three internships will pay off.
litter		The amount of litter in the street was ridiculous.	look	I like her new look.
little		I've got very little time.	look	Look carefully before you cross the road.
	less, least	I have less time than you.	look after	I've got to manage my money to look after myself in my old age.
	least	It's the least I can do.	look at	I wanted to look at the view.
	a little	Can I have a little sugar?	look for	I'm looking for my glasses.
live		Amey lives in New York.	look forward to	We are looking forward to seeing you tonight.
	living room	You left your book on the couch in the living room.	look into	My parents are looking into that at the moment.
	living standard	Living standards are rising in most East Asian countries.	look like	He looks exactly like my last boss.
live		It's live on TV.	look out	Look out, there's a car coming!
load		Two men were loading the van.	look up	You had better look it up in the dictionary.
loan		He had to go to the bank and ask for a loan.	loose	What are all these loose papers here? Please file them away.

lorry	All the lorry drivers were on strike.
lose	My colleague was nervous that he might lose his job in the cuts.
lost, lost	We lost the game.
get lost	No, I won't get lost this time!
loss	The company made heavy losses last year.
lot	That's a lot, isn't it?
a lot of	There's a lot of information in this leaflet.
lots	There's lots to do this weekend.
loud	People shouldn't play loud music in the commuter trains.
loudspeaker	The computer package also includes loudspeakers.
lounge	Coffee will be served in the lounge.
love	I love the country, I always have.
love	Her great love is music.
love from	Love from Amy.
lovely	It's a lovely colour.
low	This chair is rather low.
lower case	Short messages are usually typed in lower case.
lower	Please lower your voice when you talk to me.
loyal	He has always been a very loyal employee.
loyalty	Customer loyalty is a big issue if you want to keep your sales figures.
luck	I've had a lot of bad luck recently.
lucky	He was very lucky to get the job.
luckily	Luckily they found the lost key.
unlucky	He's been very unlucky in his job search.
lucrative	Great – what a lucrative deal!
luggage	How much luggage are we allowed?
lump	I'll have one lump of sugar in my tea, please.
lunch	What about a nice Sunday lunch in a pub?
lunchtime	The meeting will continue after lunchtime.
luxury	Having your own office is quite a luxury nowadays.

M

machine	The answering machine has broken down.
machinery	It's difficult to get the machinery working again after the long breakdown.
mad	You must be mad to do that!
madam	Can I help you, madam?
magazine	Is this a women's magazine?
mail	Send the letter by air mail, please.
mail box	Please check your mail box for new messages.
mail order	The goods will be delivered by mail order.
main	And then you're in the main street.
mainly	I am in charge of customer service, mainly for our customers overseas.
mainstream	Their products are very mainstream, nothing special really.
maintain	Good business relationships are hard to maintain.
maintenance	He works in maintenance.
major	Global warming is considered to be a major political issue.
majority	The majority of the workers were against the introduction of the new system.
make	He hardly ever makes mistakes.
made, made	He made it to the bus on time.
made of	It's made of wood.
male	Aiden is a male name.
man	Who is the tall man over there at the reception desk?
men	Why are there more men than women in management positions?
manage	I managed to change the wheel myself.
management	The management has taken a far-reaching decision.
manager	She's the manager of our department.
managing director	He has been appointed managing director.
manual	Read the instruction manual before trying to set up a computer.

manufacture	They manufacture cars in this factory.	mass production	Pens are a typical example of mass production.
manufacturer	We are a manufacturer of office equipment.	match	The shoes and the handbag match perfectly.
manufacturing	The company has dismissed 10 people in the manufacturing department.	match	I was watching the football match on television last night.
many	There are so many nice people around.	mate	My colleague and I are really good mates.
more, most	We need more experts to solve this problem.	material	What sort of material is it?
map	Here's a good map of London.	training material	The new training material will be printed in May.
March	The third month of the year is called March.	raw material	Copper is a raw material.
mark	The route is clearly marked.	maternity	The government's maternity grant was reduced last year.
mark	The teacher gave him a good mark for the test.	maternity leave	Our secretary is on maternity leave for one year.
marker	Don't write with a permanent marker on the whiteboard.	mathematics	I hated studying mathematics at school.
market	There's a market in the centre of town every Wednesday.	maths	Is she good at maths?
market leader	They are the market leader in cosmetics.	matter	It doesn't matter.
market research	Good market research is the basis for launching a new product.	matter	It's an important matter.
market share	Their market share is currently at 21 %.	mature	He is not yet mature enough for so much responsibility.
marketplace	The marketplace for food is highly competitive.	maximum	That's the maximum price I'm willing to pay for that watch.
marketing	They have introduced a new marketing strategy to raise their profits.	May	They got married in May.
marketing department	There are 5 people working in our marketing department.	may	May I use your phone?
marital status	Please indicate your marital status on the form.	maybe	Maybe my birthday will fall on a Saturday next year.
marry	Some girls want to marry footballers.	me	Can you hear me?
married	My sister's getting married next year.	meal	It's difficult to find a good cheap meal.
marvellous	Marvellous, wasn't it?	mean	What does this word mean?
mass	Put the mass in the pan and spread it.	meant, meant	He meant to say yes.
masses	There are masses of people there.	meaning	A word can have two meanings.
mass media	Politicians can hardly escape the mass media.	means	Which are the most frequently used means of communication?
		meanwhile	Matt was talking to the customer. Meanwhile, Karen was looking for the file.
		meantime	In the meantime, why don't you help yourself to some cookies?
		measure	Use a ruler to measure the length of a line.
		measurements	The tailor asked for my measurements for my new uniform.

meat	I don't eat as much meat as I used to.	middle	You'll find it in the middle row of shelves.
mechanic	I took my car to a mechanic to get it fixed.	midnight	And she didn't get home till midnight!
medicine	Don't forget to take your medicine!	might	It might be nice to spend a couple of days in London.
medical	You should take out medical insurance before you go.	mild	The weather has been mild lately.
medication	Don't forget to pack your medication.	mile	Turn right and it's about half a mile down on the left-hand side.
meet	I'll meet you at seven, then.	milestone	The managers discussed important milestones to be reached this year.
meet & greet	Once you are at the airport, please come to the meet & greet counter.	military	Military uniforms are actually very popular among young people.
meeting	There's an important meeting at four in the board room.	milk	Do you want milk in your tea?
melt	The ice cream will melt in this heat.	million	There are millions of them.
member	He's been a member of the golf club for a long time now.	mind	I just can't make up my mind.
membership	You have won a free membership for a book club.	would you mind	Would you mind if I opened the window?
memo	I've sent him a memo about that.	mind	Mind the gap!
memory	My memory is getting worse and worse.	mine	And Emma, a friend of mine, came too.
memories	The visit to my old school brought back lots of memories.	mineral	Can I have mineral water, please?
memory stick	I have my power point presentation on a memory stick.	mini	He looks like a mini version of you.
mend	It takes time to mend a broken heart.	minimum	£200,000 is the minimum amount that we will accept for our house.
mention	Oh no, we haven't mentioned that yet.	minor	It is only a minor problem.
menu	Could I have the menu, please?	minus	Five minus four equals one.
merge	It is very likely that the two companies will merge.	minute	It's thirteen minutes past nine.
merger	The merger of the two banks was heavily discussed in the media.	minutes	Who can take the minutes of this meeting?
merry	Merry Christmas!	mirror	Look at yourself in the mirror.
message	Could you give her a message?	miserable	You look miserable.
metal	No, it's not plastic, it's metal.	miscellaneous	At the end of every agenda you will find the world miscellaneous.
method	That's not a very good method.	misleading	This information was very misleading.
metre	It's about 200 metres from here.	miss	Do you miss the city?
microscope	Our lab really needs a few more microscopes.	miss	I missed the bus.
microwave	I wish we had a microwave oven in our office kitchen.	missing	The missing child was found.
midday	The sun is highest at midday.	Miss	Our new trainee's name is Miss Smith.
		mistake	They've just realised their mistake.
		misunderstand	Make sure you don't misunderstand our clients' needs.
		misunderstanding	Cultural misunderstandings can cause many problems.

mix	Can I have pineapple juice mixed with white wine?	motorcycle	He's always wanted to buy a motorcycle.
mobile	Just call me on my mobile.	motorway	There was a terrible accident on the motorway last night.
model	There is a newer model of that car coming out soon.	mountain	We spent our holidays in the mountains last year.
modem	I need a new modem for my computer.	mouse	You use the left button on the mouse.
modern	It's a very modern building.	mice	Mice are said to love cheese.
moment	And there's a Picasso exhibition on at the moment.	mouth	Open your mouth, please.
momentum	Come on – we cannot afford to lose our momentum in this critical phase.	move	It was so crowded you couldn't move.
Monday	What are you doing this Monday?	move on	Let's move on to the next point on the agenda.
money	Have you got any money on you?	movie	I was thinking of going to a movie, do you want to come?
month	We were in Sydney a month ago.	mph	mph stands for miles per hour.
monthly	Our heads of department meet on a monthly basis.	Mr	Could I speak to Mr Tanaka, please?
monitor	You need to monitor the process carefully.	Mrs	This is Mrs Haak's office.
monitor	The accounting department needs new monitors.	Ms	It's 'Ms', not 'Mrs'.
monopoly	Monopolies are usually forbidden in market economies.	much	He's much happier now.
moon	It must be full moon.	how much	How much was it?
more	That makes it more difficult.	multinational	The big multinationals control the prices on the market.
morning	If you got the earliest train in the morning, you'd arrive by lunchtime.	multiple	The product has to be tested multiple times before it can be launched.
mortgage	They have a very high mortgage on their house.	multiple choice	Multiple choice tasks in a test can be difficult.
most	I wonder which language has got the most words?	multiply	Just multiply the working hours and the salaries and you have the working costs.
most	It's the most expensive hotel in town.	museum	It's a museum and an art gallery.
motel	Motels are more popular in the US than in Europe.	music	What kind of music does she like?
mother	Her mother lives just down the road.	musical	We went to a musical when we were in London.
motivate	The boss doesn't have any new ideas how to motivate his staff.	musician	There are a lot of good musicians in Ireland.
motivation	A lack of motivation will be noticed quickly at your workplace.	must	There must be something interesting on TV tonight.
motor	He had problems with his car this morning. They think it could be the motor.	had to, had to	We had to get used to this.
motorbike	She goes to work on her motorbike.	mutual	The two parties have come to a mutual agreement.
		mutually binding	The contract is mutually binding.
		my	I could borrow my colleagues's car.

myself	I saw myself in the mirror.
by myself	I had to do all the research by myself.
N	
nail	I'll need to hammer in two nails to put up this painting.
name	They named him Thomas.
first name	My first name originally came from Scotland.
last name	Do you know her last name?
surname	What's your surname?
narrow	Some of the roads in Scotland are very narrow.
national	We have got national and international business relations.
nationality	What nationality is he?
native	English is my native language.
native speaker	There are several English native speakers in our company.
nature	I saw an interesting nature programme on TV.
naturally	Well, naturally he would do that, wouldn't he?
navy	He has worked in the navy more than 10 years.
near	We live near Washington Park.
nearest	Where's the nearest telephone?
nearby	There are one or two very nice pubs nearby.
nearly	Are you nearly ready?
necessary	That's okay, it's not necessary.
unnecessary	That was quite unnecessary.
neck	I've got a pain in my neck.
need	The other thing I need is a hot meal.
needn't	You needn't come if you don't want to.
don't need to	You don't need to do that now.
needle	Do you by any chance have a needle and thread?
negative	She was very happy when the results came back negative.
negotiate	We can negotiate the pay.

negotiations	The negotiations got stuck, and no compromise could be reached.
negotiable	Nearly everything is negotiable.
neighbour	What are your neighbours like?
neighbourhood	Some of our competitors are actually located in our neighbourhood.
neither	Neither of us want to go there.
neither do I	She doesn't like him. Neither do I.
nervous	I was very nervous before the interview.
nest	Scientists have observed the birds and their behaviour in the nest.
net	The fisherman threw the fishing net into the water.
net	Prices are net.
net income	When you deduct taxes from your gross income, that's your net income.
netiquette	Have you ever heard about the rules of netiquette?
network	One has to network in the entertainment business.
network	We have a close network of suppliers.
networking	Networking is an important part of running a business.
neutral	I am going to stay neutral in this conflict.
never	Well, I'd never heard that before.
new	I like my new job.
newcomer	He wants to be the boss, but he is a newcomer.
news	Have you heard the news?
newspaper	Can I have a look at your newspaper?
newsletter	We will publish our first newsletter in August.
next	Who is next on the list?
next to	The post office is next to the bank.
nice	He's such a nice person.
niche	The production of highly expensive watches is a niche market.
night	What did you do last night?
good night	Good night! And sleep well.

nil	My football team won their game one-nil last weekend.	three-month-notice	She has been given a three-month-notice before she has to leave the company.
nine	She had to stay at work until nine last week.	November	Her birthday is 22 nd November.
nine-to-five-job	The physician wishes he had a nine-to five-job at an office.	now	Are you ready now?
no	No, it's quite good.	by now	Well, they should have recovered by now.
nobody	I went to the front door, but nobody was there.	nowadays	Nowadays almost everyone has a TV.
no one	No one could see you, could they?	nowhere	Where did you go last night? – Nowhere. We stayed at home.
noise	What a terrible noise!	nuclear	Nuclear energy can hardly be replaced by alternative forms of energy.
noisy	The hotel was so noisy.	nuclear power plant	There was a big demonstration in front of the nuclear power plant.
non-smoker	This office is only for non-smokers.	number	He lives at house number two, the one on the left.
none	None of them are here.	a number of	A number of people left before the end of the play.
nonsense	I don't believe that. That's nonsense.	nurse	She's a nurse at the local hospital.
noon	Don't worry, it will be over by noon.	nursery	She works in the nursery of the state hospital.
nor	I wouldn't do it. – Nor would I.	nut	Would you like some nuts with your wine?
normal	Tuesday is a normal day.	O	
normally	Normally our boss is in the office before we are.	object	I am sorry, but I must object at this point.
north	Oxford is north of London.	object	There are three objects that do not fit in this picture.
north-east	We live north-east of Paris.	objective	Our main objective this year is to increase our profits by 2%.
north-west	The wind is coming from the north-west.	obliged	I would be very obliged if you would consider my application.
northern	He has got a northern accent.	observe	You can learn a lot by observing.
nose	The man had a big nose.	obtain	It's not easy to obtain a pay rise in this company.
not	It's not right.	obvious	His mistakes were totally obvious.
not at all	Do you mind? No, not at all.	obviously	They obviously won't come now.
note	I have a five pound note in my pocket.	occasion	To mark this occasion, I've brought some wine along.
make a note	Make a note of his address, please.	occasionally	I occasionally have a glass of wine with my meal.
note	Could you note it down for me?	occupy	She usually occupies her free time by reading books and going out with friends.
notebook	I couldn't find my notebook anywhere.		
notepad	I have left my notepad somewhere in the meeting room.		
nothing	They had nothing to eat.		
notice	He didn't notice the mistake.		
notice	There is a notice on the wall.		
notice-board	Why don't you look at the notice-board if you are looking for a new apartment?		

occupied	I'm afraid the room is still occupied.	on behalf of	On behalf of our president, I welcome you to the annual meeting.
occupation	What's your occupation? I am a nurse.	on business	He is often away on business.
occur	An error has occurred in the system.	on fire	The house was on fire when the family arrived.
October	I was very surprised to see snow in October.	on foot	Did you really come all this way on foot?
odd	That's very odd. I thought I closed the window this morning.	on holiday	I will be on holiday from 24 th to 31 st March.
of	What's the colour of your new car?	on sale	T-shirts are on sale today.
made of	It's made of metal and is a quite inexpensive.	on the phone	You can't talk to our boss now, he is on the phone.
of course	Could I borrow your pen? – Yes, of course.	on time	We managed to finish the project on time.
off	And Kensington Road's off to the right.	once	Our music lesson is once a week.
turn off	Turn the lights off when you go to bed.	once in a while	How often do you see him? – Once in a while.
be off	A week today I shall be off to Munich.	at once	Please stop it at once!
a day off	He's asked for a day off to accompany his daughter to the doctor.	one	I have one brother and two sisters.
offer	I offered to help.	ones	Well, do you want to have these ones?
offer	I'll make you an offer.	one	One never knows what is for the best, does one?
office	I'm not in the office at the moment.	one-way	I just need a one-way ticket because I am going back by car.
officer	The police officer was very helpful, actually.	ongoing	The ongoing negotiations are very stressful.
official	What's your official title?	online	I will check this online for you.
often	He told me that he'd often done that.	only	The only problem that we've got is carrying the luggage.
OHP	OHP stands for overhead projector.	open	The shops usually open about eleven o'clock.
oil	Does your car use much oil?	open	The door was wide open.
okay	Yeah, that's okay.	opening	What are the opening hours?
OK	It's all OK with me.	opening hours	The opening hours have been extended to 10 p.m.
old	Some buildings were old and some new.	opening session	Welcome to our opening session of the 24 th International Horse Fair.
how old	How old were the children?	operate	The doctor will operate on the patient this morning.
omit	You have omitted a few important facts in your presentation.	operation	She's gone into hospital for an operation.
omission	Your draft is full of errors and omissions.	operating system	She still hasn't understood the operating system in her new company.
on	The office is on the fourth floor.		
turn on	Turn the light on, please.		

operator	Please call the operator and ask to be connected.	out	I got out of the car quickly.
opinion	What's your opinion, John?	out of date	Using a telex is totally out of date.
opportunity	I don't have many opportunities to go abroad.	out of order	The lift is out of order, I'm afraid.
opposite	The hotel is opposite the post office.	out of stock	I am afraid we have run out of stock.
opposite	What's the opposite of 'big'?	out of work	He is out of work at the moment.
option	You have three options.	way out	Is this the way out?
optician	The optician who sold me these glasses was quite unfriendly.	outdoor	Football is an outdoor game.
or	Take the green one or the blue one.	outbox	The document is still in my outbox.
order	Are you ready to order? Put the names in the right order, please.	outlet	There is a new outlet centre near London.
in order to	She's learning English in order to get a better job.	outline	This was just a rough outline of our new strategy.
out of order	The machine is out of order.	output	We must increase our output if we want to remain competitive.
ordinary	It's nothing special, it's just an ordinary computer.	outside	It was really black outside.
organise (B.E.)	Who's organising the meeting?	outside	We were standing outside the hotel.
organize (A.E.)	She's always very well-organized.	oval	The Oval Office is certainly the most famous room in the White House.
organisation (B.E.)	It's a non-profit organisation.	over	On your left you'll see the bridge over the river.
organization (A.E.)	The organization of the company is very important.	over	There were over 200 people in the room.
origin	They are still trying to determine the origin of the letter.	over	When is the meeting over?
original	The original plan was better than this one.	overhead projector	I need an overhead projector for my presentation, please.
originally	I originally come from the south of the country.	overhead transparencies	We need to buy a box of new overhead transparencies for our next meeting.
organigram	Our company structure is shown in this organigram.	overdraft	How come you have such overdrafts?
other	Give me the other number, please.	overdrawn	My account is constantly overdrawn.
each other	They don't see each other very much.	overdue	Payment is overdue.
otherwise	Don't forget to take your umbrella, otherwise you'll get wet.	overestimate	University degrees are often overestimated.
ought	You ought to have done it sooner.	overhear	If you stand at the door, you can overhear them talking.
our	Our hotel was 5 km out of town.	overheard	I overheard them talking about Laura.
ours	Is that their car? – No, it's ours.	overlook	How did you manage to overlook this mistake?
ourselves	We enjoyed ourselves very much.	overnight	I am not sure whether I will be able to stay overnight.
by ourselves	We managed to get out of the elevator by ourselves.	overseas	He is from overseas.

overtake	If I speed up, I might just overtake the car.	paragraph	I have just one more paragraph to write and then I am finished.
overtime	I will try to work overtime this week. I need the money.	parcel	Could you take this parcel to the post office for me?
owe	I owe you lunch. Remind me the next time we go out.	pardon	Pardon? Could you please repeat that?
own	Do you own your house or do you pay rent?	parents	The boy's parents were very angry with him.
own	It's my very own work.	park	It's very difficult to park one's car in the city centre.
owner	Who is the owner of the car outside?	park	The children like playing in the park.
ownership	Ownership always goes along with responsibility.	parking	No parking here.
P		parliament	We had a tour of the Houses of Parliament while we were in London.
p. a.	p. a. means per annum or yearly.	part	What part of London will you be in?
pack	We still have to pack everything.	take part in	I didn't take part in the meeting.
unpack	Have you unpacked yet?	part-time	She works part-time.
package	With every product you buy, you also pay for the package.	participate	I would like to participate in the workshop.
packaging	We have to order new packaging material for our glass vases.	participant	55 participants have registered for the conference.
packet	Can you bring me a packet of biscuits from the supermarket, please?	participation	Your participation was highly appreciated.
page	My text is on page 363.	particularly	That is a particularly difficult question.
pain	I've got a terrible pain in my leg.	partner	We've got business partners all over Europe.
painful	My shoulder is really painful today.	party	We could have a party, couldn't we?
paint	We painted the kitchen ourselves.	party	Which party do you think is going to win the election?
paint	What colour paint do you want?	pass	I've just passed my driving test!
painting	The museum has a lot of modern paintings on show.	pass	Can you pass the salt, please?
pair	I need a pair of black shoes.	pass	The hours passed slowly.
pan	You can put the pan on the cooker now.	security pass	Every employee who works in this company needs a security pass.
paper	I have an ad in the paper so I have to stay near the phone.	password	Passwords should remain secret.
paper	Do you need another piece of paper?	passenger	He said, 'Get in the passenger seat', and drove me to the police station.
paper punch	Can I borrow your paper punch, please?	passport	I need a new passport.
paperwork	Remember to do the paperwork after you finish seeing that patient.	passport control	Passport controls can take a very long time.
paperclip	Where are all my paperclips? I had hundreds of them and they are all gone.	past	The car drove past the window.
		half past	It's half past three.

in the past	That's all in the past.	performance	We were very satisfied with his performance in the meeting.
path	Just follow that path until you reach the end of the park.	perfume	He bought his girlfriend a bottle of perfume for Christmas.
patient	She is a patient of Doctor Smith.	perhaps	Perhaps we could go for a walk around the lake on Sunday.
patient	You're not being very patient. Just wait a bit!	period	He was only here for a short period.
pattern	She bought a new skirt. It has a nice flower pattern.	permanent	The decision is not permanent.
pavement	Stay on the pavement, Jon!	permit	I had to get a permit to work abroad.
pay	Yes, and I could pay you back in cash.	permission	The boss gave her permission to come a little later.
paid, paid	I paid the entire sum at once.	person	The flat will sleep up to eight persons.
payment	They only accept payment by credit card.	in person	The Managing Director came to our meeting in person this week.
paycheque	Wait until I get my paycheque and we can buy a new washing machine.	personal	That's my personal opinion.
payroll	There are too many people on the payroll. We have to cut back on staff.	personally	Personally, I don't believe what he says.
peace	He's done a lot for world peace.	personal assistant	A good personal assistant can easily replace her boss.
peaceful	I love it here. It's so peaceful.	personality	It's in her personality to always question everything.
peak	The graph reaches its peak at 79%.	personnel	The hotel personnel are very friendly.
pear	Can you buy some pears as well?	personnel department	Please contact the personnel department for information.
pedestrian	Our town centre is a pedestrian zone.	persuade	I didn't need much persuading.
pen	Can you lend me your pen?	pet	Pets aren't allowed in this building.
pence	It cost sixty pence.	petrol	How far is it to the nearest petrol station?
pencil	Do you want me to use a pen or a pencil?	petty cash	Some small expenses are paid out of the petty cash.
penny	It's supposed to be good luck if you find a penny.	pdf-file	Please send the document as a pdf-file.
pension	My pension's about 75% of my last salary.	pharmacy	There is a pharmacy right across the street.
pension fund	We have a company pension fund.	pharmaceutical	The pharmaceutical industry is very powerful.
people	Six hundred people live in this village.	phase	The project is currently in a critical phase.
pepper	Could I have the salt and pepper, please?	phone	Thank you for phoning up to invite me. I will definitely be there.
per cent	65 per cent of your employees are women.	phone	I'm going to book four cinema tickets on the phone.
percentage	That is a big percentage of our business.		
perfect	It's a perfect day for a walk, isn't it?		
perform	She will have to perform her song in front of millions of people.		

photo	Do you want to see our wedding photos?	in the pipeline	He has got many new projects in the pipeline.
photocopier	The new photocopier can also print in colour.	pit	Be careful not to fall into that pit.
photocopy	The first thing that trainees learn is how to make photocopies.	pity	That's a great pity.
photograph	Well, I've got the camera, so we can take lots of photographs in the pub.	pixel	The resolution is 660 × 494 pixels.
photography	Photography has always been her hobby.	place	This is a good place to put your suitcase.
physical	If you want to lose weight, you should start doing more physical exercise.	place	Place it here, will you?
physician	A doctor is also called a physician.	take place	The meeting will take place at eight o'clock.
piano	Can you play the piano?	plain	It is a fertile plain.
pick	The little girl was picking some flowers.	plain	Her blouse is plain blue.
pick up	Be ready at ten and I'll come and pick you up.	plan	I'm planning to spend a few days in this area.
picture	I want to hang some more pictures on the wall.	plan	What are your plans for the holidays?
pie	My mother is making an apple pie today.	planning	A new project needs thorough planning.
pie chart	As you can see from the pie chart, we have the second biggest market share.	plane	What time is your plane taking off tomorrow?
piece	I need a clean piece of paper.	planet	He looks as if he is from another planet.
pig	Pigs are actually very clean animals.	plant	Shall I water your plants when you are away?
pile	You've got quite a pile of work there!	plant	We have planted a few trees around our office building.
pill	Take two pills with a glass of water.	plantation	Working on a coffee plantation can be very hard.
pillow	How many pillows do you use, one or two?	industrial plant	Our new industrial plant will be much bigger than the old one.
pilot	This is your pilot speaking.	plaster	I just cut my finger while cooking dinner. I need a plaster.
pin	You can fix it with this pin.	plastic	I don't like plastic cups.
PIN	You need a PIN code to withdraw money online or at the ATM.	plate	Can I have a different plate for the cheese?
pinpoint	Their bad sales figures pinpointed the need for change.	platform	The train to Manchester leaves from platform 5.
pink	I've never liked the colour pink.	play	Yeah, a lot of bands play in pubs, too.
pint	A pint of beer, please.	play	Would you like to see a play by Shakespeare?
pipe	The water is coming down that pipe.	player	He's one of the world's best tennis players.
pipeline	Russia has built a new gas pipeline.	plc	plc stands for "public limited company."
		pleasant	That was a very pleasant evening, thank you!

please	Come in, please!	politics	I never talk about religion and politics.
please	He is trying hard to please his boss.	pollute	Some factories pollute the environment.
pleased	I would be pleased to hear from you soon.	pollution	Some cities in South America suffer from very high pollution.
pleasure	It's been a pleasure to meet you.	pool	Because it's so hot, they decided to take the children to the pool this Saturday.
plenary	Our plenary session is scheduled for 3 p. m.	poor	The people here are very poor.
plenty	Don't worry. We have plenty of time.	popular	He's not very popular with his colleagues.
pliers	We often need pliers to pull jammed paper out of the photocopier.	population	The population of the world totals 7 billion people.
p. m.	Our flight leaves at 4 p. m.	pork	It was sweet and sour pork you said, wasn't it?
plug	Plugs can differ from country to country.	port	The ship couldn't enter the port because of the bad weather.
plug in	The computer will never work if you don't plug it in.	portable	A laptop is a portable computer.
earplugs	I would never travel without my earplugs.	porter	Please ask the porter to help you with your luggage.
plus	He's rich, plus he's talented.	portfolio	Every artist has a project portfolio.
pocket	This coat hasn't got enough pockets.	portion	I've really enjoyed the chocolate pudding. May I have another portion, please?
poem	Have you ever read any poems by Keats?	position	The position is open at the moment.
point	Could you point me in the right direction?	positive	I'm a positive sort of person.
point	He does have a point though. The director did make a mistake.	possess	She possesses such a beautiful voice.
point of view	What's your point of view?	possible	Would it be possible to change my ticket?
police	Luckily for me, the police had seen it happen.	possibly	Could you possibly help me?
police station	They picked him up at the police station.	impossible	It's almost impossible to learn a language if you don't practise every day.
policeman	The policeman stopped me for speeding.	post	Can I post this second class, please?
policewoman	My sister is a policewoman.	by post	Can you send it by post today, please?
policy	The insurance policy is difficult to understand.	postcard	I think I'll send this postcard to Ann.
polite	The shop assistant was very polite.	post code	The post code is HU16 4 HG.
impolite	Is it impolite to eat only with a fork?	postman	Because there was nobody at home, the postman left the parcel with a neighbour.
politeness	Politeness should be the basis of any conversation.	postwoman	My girlfriend is a postwoman.
political	What's your opinion of the main political parties?	post office	The nearest post office is two blocks from here.
politician	He's a real politician. He always tries to avoid answering difficult questions.		

poster	Our company has printed new posters for the trade fair.	premises	The company has bought new premises to build a bigger warehouse.
postpone	I am afraid we have to postpone our meeting.	prepare	I need to prepare for my speech tomorrow.
pot	The pot is full of water.	preparation	An internship is very good preparation for your first real job.
potato	How many potatoes do you want?	present	Did you get a Christmas present from Terry?
potential	This company may be a potential customer for us.	present	He's not in the office at present.
pound	Each ticket costs £ 49 (forty-nine pounds).	present	He presented the topic with a lot of enthusiasm.
pour	Can you pour me a glass of milk, please? Thank you.	presentation	I am giving a presentation at the meeting.
powder	They found white powder in his room and realised it was flour.	president	She's president of the company.
power	Of course, the company director has a lot of power.	press	And then you press the button.
electrical power	There was an electrical power cut because of the storm last night.	press	The press always seems to find out what the politicians are hiding.
nuclear power	A lot of people are against nuclear power.	pretend	This is not you! You need to stop pretending you are something you're not.
powerful	That's a very powerful computer.	pretty	We've got some really pretty flowers in our garden.
PR	PR is the abbreviation for public relations.	prevent	The firemen prevented the fire from spreading.
PR department	Our PR department will send out the brochures.	previous	As mentioned in our previous meeting, we are behind schedule.
practical	My brother's not a very practical person.	price	Prices for milk products have risen considerably.
practice	I'm out of practice.	price list	Please send us your latest catalogue and your price list.
practise	She practises the piano every night.	pride	His pride wouldn't let him apologise.
praise	They praised him for his good work.	priest	I had a word with our local priest after the Sunday service.
pray	Please pray for her swift recovery.	primary	This project is of primary importance.
precious	Precious goods must be shipped with adequate insurance cover.	Prime Minister	Who's the Prime Minister of India?
predict	He predicted a rise in sales, but unfortunately he was mistaken.	prime time	Our commercial spot must be shown at prime time.
prediction	Predictions should be handled with caution.	principal	He is the school principal.
prefer	I prefer coffee to tea.	in principal	We agree with you in principal, but are you sure your theory is going to work out in practice?
preference	Don't mix up your personal preferences with the job requirements.	print	Please print your name in capital letters here.
pregnant	Helen was very happy to find out she was pregnant.	printer	I need a new printer. This one doesn't work properly.
pregnancy	She tried to hide her pregnancy at the office.		
preliminary	This is just a preliminary draft.		

printout	She is distributing the printouts at the meeting.	professor	After his doctor theses, he is attempting to achieve the degree of a professor.
prior	The lunch will be held prior to the meeting.	profit	Her business is going to report a profit at the end of this financial year.
prior notice	The accountant was fired without prior notice.	profit margin	A profit margin of 25 % is acceptable.
priority	Customer satisfaction is our first priority.	profitable	This new product line isn't profitable at all. We have to stop it.
prison	He's been in prison for three years.	profit & loss account	Every company must draw up a profit & loss account.
prisoner	As a social worker I have to visit prisoners in the local prison.	pro-forma	Please find enclosed our pro-forma invoice.
private	Is that a private house or flat?	program	Can you help me program my computer, please?
prize	I won a prize for this photograph.	programme	Finally a computer programme that is easy to use!
probable	It is probable that he will win the competition.	progress	As this work is so boring, I am progressing very slowly.
probability	I don't want to talk about probability but about facts.	progress	Have you made any progress with your project?
probably	You're probably right.	project	She started working on a new project just the other week.
problem	The only problem we've got is how to carry it all.	promise	I promised to finish it by Monday.
no problem	Yeah. Sure. No problem.	promise	Well, she kept her promise.
proceed	If you want to proceed with that course of action, I can't stop you.	promote	They decided to promote Michael as he was a very good employee.
procedure	You have to accept our internal procedures here at the company.	promotion	She has worked hard to earn her promotion.
produce	What kind of machines does the company produce?	pronounce	How do you pronounce your name?
producer	He dreams about being a film producer.	pronunciation	Her pronunciation was very clear.
product	They've come out with a new product.	proof	They have no proof that you stole the files.
product line	The company has broadened their product line and is now selling clothes as well.	proofread	The secretary must proofread her trainee's emails before they are sent out.
product manager	Product manager would be the next step on the career ladder.	proper	That is the proper way to address her.
production	They had to halt the entire production because of the repairs.	properly	I'm afraid it wasn't done properly the first time.
productive	Workers who don't like their work can't be very productive.	property	This stapler is company property. You cannot take it home with you.
productivity	We must raise our productivity if we want to be able to hold our prices.	propose	What would you like to propose, Mr. Chang?
profession	He's got an unusual profession.	proposal	We like your proposal, but we feel that it's too expensive.
professional	It's not very professional to arrive late.		

protect	We need to protect our things while we're on holiday.	punctuality	Punctuality is very important for our new CEO.
protection	In summer I always have to wear sun glasses as protection against the sun.	punish	People should be punished for things like that!
protest	All the neighbours are protesting against the new highway.	punishment	The punishment should fit the crime.
prototype	The first prototype will be launched soon.	purchase	The company purchases the raw material from Brazil and Argentina.
proud	Your mother would be proud of you.	purchases	Her purchases totalled thirty pounds.
proudly	We proudly present the prototype of our new car.	purchasing department	She works in the purchasing department.
prove	That doesn't prove anything.	pure	The restaurant served pure orange juice, which was delicious.
provide	Who's going to provide the food and drinks for the party?	purple	I have always liked the colour purple.
PS	PS: Please have a look at our new website.	purpose	What's the purpose of this?
psychological	Psychological pressure can be very bad for your health.	on purpose	I'm sure you didn't do it on purpose.
psychologist	She sees her psychologist once a week.	purse	I put my tickets in my purse.
pub	Shall we go down to the pub for a drink?	push	Look at the sign. You have to pull the door, not push it!
public	A station is a public building.	put	Please put the batteries into the camera.
public holiday	The 1 st May is a public holiday in Germany.	put, put	He had put it by the window.
public limited company	They founded a public limited company.	put back	Put it back where it was!
public opinion	Public opinion can't be ignored.	put down	I've put my name down for the football team.
public relations	He works as a consultant in public relations.	put off	I'll have to put our meeting off till next week, I'm afraid.
public transport	We had to take a taxi because there was no public transport.	put on	You might want to put your coat on. It's snowing.
publicity	Products would never sell without any publicity.	put through	I'll put you through.
publish	They'll be publishing the book soon.	put up	Can you put us up for the night?
publisher	Publisher and printer must work hand in hand.	puzzle	My wife enjoys doing puzzles.
publishing agency	Please send these catalogue drafts to the publishing agency.	Q	
pudding	I don't think I have any space left for pudding after that meal.	qualify	He is well qualified for the job.
pull	Look at the sign. You have to pull the door, not push it!	qualification	What are your qualifications?
pullover	What a lovely pullover!	quality	This coat is very expensive, but it's very high quality.
punctual	Punctual delivery is appreciated.	quality control	Quality control is the last step in a production cycle.
		quantity	They found a large quantity of bad vegetables on that transport.
		quarrel	She is always having quarrels with her colleague.

quarter	It's about three quarters of a mile to my house.	range	We must stay in a reasonable price range if we want to sell our products.
quarter of an hour	That takes about a quarter of an hour.	rank	Please wait for me at the taxi rank.
quarter past	It's quarter past ten.	rare	It is very rare to see a whale.
queen	The king and the queen went on a fox hunt.	rate	The rate for a double room with private bath is US \$ 89.
query	We sent a query to our customers to find out what they prefer.	rather	It's rather cold this morning, isn't it?
question	Could I ask you a question?	rather than	She said she wants the television over here rather than over there.
out of the question	I'm afraid an extra day off is out of the question.	would rather	I'd rather go to the theatre.
question mark	Just put a question mark after every item you don't understand.	raw	I could not eat the eggs because they were raw and not cooked.
questionnaire	Michelle asked me to fill out a questionnaire.	raw material	Africa's number one export is raw material.
queue	We always have to queue at the canteen.	ray	I woke up and felt a ray of sunshine on my face.
queue	We had to stand in a queue for hours to register for the trade show.	re	The abbreviation "re" can often be seen in the subject line instead of regarding.
quick	That was quick work!	reach	We reached Manchester at 10 o'clock.
quickly	Thanks for phoning back so quickly.	react	How did Gill react to the news?
quiet	It's a nice quiet little village.	reaction	I would love to have seen his reaction when the boss told him that he was fired.
quite	It's quite cheap actually.	read	Please read the instructions carefully.
quiz	She is really good at quizzes.	read, read	Be ready at ten and I'll come and pick you up.
quote	Can you quote me a price, please?	ready	It's not like that in real life.
quotation	I am sending attached our quotation for 250 boxes.	real	The firm has invested in more real estate.
quotation marks	Our company slogan is written in quotation marks.	real estate	There are two new real estate agencies in our street.
R		real estate agency	Real estate agents are paid on a commission basis.
rabbit	She ate her carrot like a rabbit.	real estate agent	I never realised that you made the cakes yourself.
rack	The spices were kept on a rack.	realise	I don't really know who could help you.
race	He won the race.	really	Do you miss the city? – Not really.
radio	Did you hear the news on the radio?	not really	The rear window of the car was broken.
rail	The goods are sent by rail.	rear	She has rearranged her new office to make it more comfortable.
railway	Do you know the way to the railway station?	rearrange	What is the reason for that?
rain	It rained all afternoon.	reason	
rainy	We had a lot of rain at the weekend.		
rainy	It's going to be a rainy day.		
raise	We must try not to raise our prices next year but to keep them stable.		

reasonable	He's quite a reasonable person.	reduce	I want to reduce the number of mistakes I make.
reasonably	It's difficult to find a reasonably priced meal.	reduction	In the last few years there's been a large reduction in taxes.
rebate	They have given us a rebate on the faulty products.	redundant	They are making a lot of people redundant.
receipt	Can I have a receipt, please?	refer	We should refer more clients to our website.
telephone receiver	When the client started to shout at her, she put down the telephone receiver.	reference	Please find attached my CV and some references from my previous employers.
recipient	Who is the recipient of this parcel?	with reference to	With reference to your last email, we are unable to attend the meeting.
recent	In recent times, it hasn't been easy.	reflect	The figures don't really reflect the efforts we made last year.
recently	I recently took my driving test – and passed, of course!	refresh	I had done no algebra since high school, so I had to refresh my memory.
reception	There's a message for you at reception.	refreshments	Please help yourself to the refreshments.
receptionist	She was working as a receptionist.	refridgerator	It would be really nice to have a refrigerator in the office building.
recipe	The soup was delicious. Can you give me the recipe?	refugee	My sister has worked in a refugee camp as a volunteer.
recognize	I'm sure I would recognize her if I saw her.	refund	The dress did not look good so I went back and got a refund.
recommend	The Mitre was recommended as a three-star hotel.	refuse	He refused to come with us to the police station.
recommendation	Can you give any recommendations on hotels in Sao Paulo?	regard	I regard her as the best replacement.
record	I have to work tonight, so we'll have to record the film.	regards	Give him my best regards.
recorder	Cassette recorders are practically obsolete.	kind regards	With kind regards, ...
records	Please keep records of the emails you send out.	regarding	We are writing regarding the procedure changes.
record year	Last year was a record year for the Starbird Group.	region	It's a hilly region, I think.
recover	Have you fully recovered now?	regional	Regional food is always better than imported goods.
recovery	After the dramatic fall in share prices last year, we can now see a recovery on the market.	register	Before I started the course, I had to register.
recruit	The company will recruit 200 more people next year.	registration	We can't find your registration for the conference, I am afraid.
recruitment agency	If you are looking for a job, why don't you contact a recruitment agency?	registration desk	Please proceed to the registration desk.
rectangular	Mobile phones have a rectangular form.	registered letter	Important documents should always be sent by registered letter.
recycle	We try to recycle most of the paper in our office.	regret	We regret any inconvenience.
red	The police have put up a red sign saying "Danger".		

regrets	He has no regrets about leaving the country.	reminder	She has sent out payment reminders for all outstanding payments.
regular	I have a regular nine to five job.	remote	I grew up in a very remote village.
regularly	You won't learn much unless you come to class more regularly.	remote control	The OHP can be switched on with a remote control.
regulation	There are so many rules and regulations these days.	remove	Can you remove your books from my desk, please?
reimburse	Can my travel costs be reimbursed?	renew	We have renewed some relationships with customers who used to buy from us.
relation	Of course she is my relation, she is my father's sister!	renewable energy	Renewable energy sources are becoming very important.
relationship	Good customer relationships are essential for every business.	rent	You can rent a car at the garage.
relative	Fortunately all my relatives live in the south of the country.	rent	How much rent do you have to pay for your flat?
relatively	I found Italian relatively easy to learn.	repair	Can you repair this watch for me, please?
relax	I like to relax by the pool.	repeat	Could you repeat that, please?
relaxing	It'll be quite a relaxing Sunday.	replace	After my necklace broke, I had to go and replace it with another one.
release	He was released from prison early for good behaviour.	replacement	Ingrid is going on maternity leave and we don't have a replacement for her yet.
press release	The president will publish his speech in a press release.	reply	He didn't reply to my question.
relevant	The relevant forms needed to be signed first.	reply	Did you get a reply to your letter?
reliable	He is a very reliable employee.	report	You must report it to your boss.
reliability	Product reliability is our first priority.	report	I read the report in the newspaper this morning.
relief	I felt relief when I saw that he was not ill.	represent	She will represent the company at the trade fair.
relieved	I was relieved when I got the test results.	representative	Our representative will visit you soon.
religion	What is the main religion in your country?	reputation	This agent has ruined the reputation of our company.
religious	Is she a religious person?	request	I had to request a receipt for the suit.
relocate	It's not easy to relocate when you have a family.	request	It's the second time I am sending you this request.
relocation agency	Our company works with a relocation agency to help with the visa procedures.	require	I require a single room.
rely	Some men rely on their wives to help them pack.	requirements	Our products must meet our clients' requirements.
remain	Two questions remain unanswered.	rescue	The lifeguards rescued five people last year.
remark	That wasn't a very nice remark.	research	He is working in research.
remember	Oh, do you remember Helen?	reschedule	We have to reschedule the meeting because of the holidays in India.
remind	Please remind me to phone him.		

research & development	Our new Research & Development department is located on the 5 th floor.	retain	We cannot retain our prices if our competitors are going to lower them.
reserve	Have you reserved a table for tomorrow?	retire	Her father retired last year.
reservation	I telephoned and they said they don't make reservations.	retired	My father's been retired for at least ten years now.
resident	There are no private residents in this industrial area.	retirement	I'd like to take early retirement if I can.
residential	We live in a very nice residential area.	return	Can you please return the book to the library by tomorrow?
resign	I could not stand my job anymore, so I decided to resign.	return a call	She has asked you to return her call, please.
resignation	The boss has accepted his resignation.	returns	Many happy returns of the day!
resist	I could not resist another cupcake.	return ticket	Just a single or a return ticket, Sir?
resistance	She gave up all resistance.	revenue	His annual revenue is much higher than mine.
resource	The greatest resource in the world is oil and it is rapidly running out.	reverse	I put the car in reverse.
respect	It's important to respect your colleagues.	review	The last review has shown that our calculations were not correct.
respond	The best way to respond to someone rude is to be friendly.	revise	This is a revised version of the first draft.
response	My response to her question was to walk away.	reward	The best reward for a teacher is a student's success.
responsible	I am responsible for the people who work for me.	rewarding	Job satisfaction can be more rewarding than money.
irresponsible	It was very irresponsible of Mrs Burns to leave the children alone all weekend.	rice	The baby ate rice for lunch.
rest	When she arrives on Friday, she'll want to rest for a little while.	rich	My manager is very rich, he earns double my salary.
rest	What shall we do for the rest of the day?	ride	I ride my horse every day.
have a rest	I need a rest from all that sightseeing.	ride	It was quite a bike ride!
restaurant	We're thinking about going to the Chinese restaurant at about twelve.	ridiculous	Don't be ridiculous! Of course I understood what he meant!
restore	The mayor decided to restore the old theatre.	right	That's the right answer.
restroom	Where is the restroom, please?	right	My right foot hurts.
result	Have you heard the football results?	on the right	It's the third street on the right.
retail	Is it a retail or a wholesale company?	be right	You are quite right to do that.
retailer	There is a little retailer of electronic equipment just around the corner.	all right	Is everything all right?
retail price	Retail prices went up last year.	ring	Sarah wanted to ring her mother.
		rang, rung	Has the phone rung since I've been gone?
		ring	Why do some people put rings in their ears?
		rise	Food prices seem to rise faster every year.

rose, risen	The cost of coffee has risen every year.	royal	Everybody is preparing for the royal wedding.
rise	She is expecting a pay rise next year.	rubber	Rubber is the main raw material for tyres.
risk	He's always risking his life for other people.	rubbish	Did you take the rubbish out?
risk	You shouldn't take so many risks, it's not worth it.	rude	My boss can be so rude sometimes.
risky	That's a bit risky, isn't it?	rug	They bought two Persian rugs for their bedroom.
rival	I don't want to be your rival but your friend.	ruin	Don't ruin her chances of getting the job.
river	How deep is the river here?	ruin	The castle is just a ruin now.
road	Turn right at the end of the road.	rule	Not many people understand the rules of cricket.
roast	Are we having a roast dinner today?	ruler	I can't draw a straight line without a ruler.
rob	Do you think he robbed his neighbour?	rumour	Don't listen to all the rumours you hear.
rock	How far did you throw that rock?	run	We went for a run in the woods.
rocket	They were very excited about launching the rocket.	ran, run	I need to run to the store. Do you need anything?
role	What is his role in the play?	run	How often do the trains to Oxford run?
roll	We got rolls with jam and honey for breakfast.	run	My brother runs a small computer firm in Holland.
Rome	Rome was the capital of the Roman Empire.	run over	I nearly ran over someone on the way here.
roof	They didn't fix the roof properly so now it's leaking.	run out	I ran out of money last month.
room	I'd like a room with a shower.	rural	She lives in a rural area.
root	The roots of the tree are very deep.	rush hour	I would avoid the rush hour if I were you.
rope	There are many ropes on every ship.	rust	There was rust all over her tools.
roses	My parents' garden is full of roses.	S	
rotate	They rotate shifts every two weeks.	sack	I bought a sack of potatoes at the store.
rough	Sandpaper is very rough.	sad	I was very sad to hear that your mother is seriously ill.
round	You go round the left-hand bend and follow the signs for Dover.	safari	Many African countries offer safari tours for tourists.
round trip	It costs \$560 for a round trip.	safe	Is it safe here?
turn round	He turned round when he heard his name.	safely	In the end we landed safely.
route	That is the route he takes to work every day.	safety	Safety first!
routine	His normal routine includes one hour at the gym every Saturday.	sail	I like to sail on the ocean.
row	We managed to get tickets for the front row.	salad	What kind of salad would you like?

salary	Do you receive a salary or a wage for the work you do?	savings	Many people don't consider it important to have some savings.
sale	Are there any clothes on sale right now?	savings account	I also have a savings account with HSBC.
sales	I work in the sales department.	saw	You need an axe and a saw to work with this wood.
sales department	Our sales department has a lot of work at the moment.	say	It says in my book that the train's quite cheap.
salesman	We are an old family of salesmen.	said, said	They said they wouldn't take any reservations.
salesperson	I was hoping the salesperson could find me that dress in a smaller size.	have a say	The boss will have a say in this matter.
sales representative	Our new sales representative has already achieved a good turnover.	scale(s)	She always uses kitchen scales when she bakes.
saleswoman	Being a saleswoman hasn't been her dream job, but she has accepted it.	large-scale	We have decided to launch a large-scale advertising campaign.
on sale	Let's go to the outlet centre. They have many famous brands on sale.	scan	You can scan the documents and email them to me.
salmon	I always enjoy grilled salmon.	scanner	The photocopier can also be used as a scanner.
salt	Would you pass the salt, please?	scandal	The president quit his job because of the scandal.
same	Are you thinking of going back on the same train as me?	scar	He has a small scar on his wrist from when he was a little boy.
same to you	Look after yourself! – Same to you.	scare	Little children are sometimes scared by Halloween costumes.
all the same	All the same, I think you'd better take a taxi.	scary	I found that TV film really scary, didn't you?
sample	I've only seen a sample of her work. I would like to see more of her paintings.	scenario	I experienced a funny scenario at the park yesterday.
sandwich	I wasn't very hungry, so I just had a sandwich at lunchtime.	scene	The third scene of the play was very sad.
satisfied	I'm not very satisfied with his work.	schedule	Let's schedule the marketing meeting for Friday.
satisfaction	He has worked to my complete satisfaction.	schedule	Jason has the same schedule every day.
satisfactory	Her results are satisfactory but not outstanding.	scheme	Their scheme lets you go to school and earn money at the same time.
saturated	The market for energy drinks is saturated.	training scheme	They have introduced a new training scheme for the IT department.
Saturday	He works in a call centre and always has the shift on Saturday.	school	My daughter goes to a private school.
sauce	I'll have the chicken in mushroom sauce.	science	I never liked science at school.
saucer	We need one more cup and saucer.	scientific	I have to read scientific literature for my job in research & development.
sausage	How many sausages would you like?	scientist	There are not very many jobs for scientists at the moment.
save	We have to save a lot of money if we want to visit our friends in Australia.		

scissors	Be careful when you use scissors. You could hurt somebody.	secret	This is secret information. Don't tell anyone else.
screw	There is a loose screw on my shelf here. Can you fix it?	secretary	I can never find a thing when my secretary's on holiday.
screw driver	Have you got a screw driver?	secretarial	Secretarial work has changed over the last 100 years.
scholarship	He won a scholarship for the technical institute.	section	There are five sections in the book. I have read two.
score	The score is one:nil.	sector	Salaries in the public sector are usually lower than in the private sector.
Scotland	Scotland, Wales and England are all part of Great Britain.	secure	Prisons are usually secure buildings.
scramble	I wanted to eat scrambled eggs this morning but I didn't have any eggs.	security	The security guard wouldn't let me go into the building.
scrap	I just need a scrap of paper.	security check	Every passenger must go through the security check at the airport.
scream	Your boss didn't scream at you, did he?	see	I see him every day at work.
screen	She is sitting too close to the computer screen.	saw, seen	You should have seen the station in front of you.
screw	Be careful. The screws are loose on that chair.	I see	Oh, now I see what you mean.
script	For his creative writing class he had to write a movie script.	seem	The answer seems to be twenty-five, but I'm not certain.
sea	Do you live near the sea?	seldom	I have seldom seen such a beautiful house.
seaside	We spent the weekend at the seaside.	select	Select the green button to start and the red button to stop the program.
seal	The certificate had a seal and a stamp on it.	selection	We will offer a selection of 10 different flavours.
search	An online search found 46 websites.	self-	The bookstore has many self-help books.
search for	I am searching for our old catalogues. Have we kept some copies?	self-employed	He prefers being self-employed and his own boss.
season	Autumn is my favourite season of the year.	self-service	Is this a self-service restaurant?
seasonal	The construction industry employs many seasonal workers.	sell	Is there a shop round here that sells foreign newspapers?
seat	The train is usually quite full so it is a good idea to book a seat.	sold, sold	Have you sold anything today?
seat belt	Fasten your seat belt, please.	seller	Buyer and seller have come to an agreement.
second	The phone rang just a few seconds later.	selling price	The difference between the purchase and the selling price can sometimes be 30%.
second-class	Please give me a second-class stamp.	sold out	I am sorry, the peanut butter is sold out.
secondhand	I never buy new cars, I always get them secondhand.	semi-	The chairs in the conference room are arranged in a semi-circle.
secondary	Job satisfaction is secondary, my first priority is the money.		

seminar	There is an interesting seminar at the museum tomorrow evening. Would you like to go with me?	session	One driving session usually lasts one and a half hours.
send	I think they'll send you a form.	set	The sun sets at 9.00 tonight.
sent, sent	I sent it first class.	set, set	
sender	The envelope must include addresses of the sender and the recipient.	set up	We are finally ready to set up our own business.
senior	As a senior citizen he can travel on public transport free of charge.	settle	They travelled all over the world but decided to settle in Japan.
senior manager	You will never be appointed senior manager if you keep your bad habits.	settlement	Settlement of the invoice is due by 31 st August.
sense	She has a good sense of humour.	seven	The dinner date is at seven o'clock.
sensible	It wouldn't really be sensible to wait much longer.	several	There were several people there that I hadn't met before.
sensitive	Have you got anything for sensitive skin?	severe	There might be severe storms this afternoon.
sentence	I didn't quite understand that last sentence.	sew	Do you know how to sew? There is a button missing on my shirt.
separate	My brother and his wife separated last month.	sewing machine	This sewing machine was produced in Thailand.
separate	Can we have a separate plate for the cake?	sex	There's too much sex on TV nowadays.
September	I am attending a sales seminar in September.	sexy	She was wearing a very sexy dress.
series	Did you see the television series that was on last week?	shade	That is a very nice shade of green.
serious	He had a serious accident a few years ago.	shadow	I don't know who it was. I could only see a shadow.
seriously	He was seriously injured in the accident.	shake	When do you normally shake hands?
serve	Could you serve the meal, please? I am hungry!	shook, shaken	The whole plane shook and a few people started shouting.
servant	My brother's a civil servant. He works for the local council.	shall	It's warm in here. Shall I turn the heating down?
service	The service is very good here.	shame	Oh, what a shame!
service agreement	We have signed a new service agreement with our internet provider.	shape	That's a strange shape, isn't it?
service charge	Some restaurants add a service charge to their prices.	share	Let's share this bottle of wine, shall we?
service industry	Service industries are becoming more and more important.	share	Here you are. This is your share.
service station	Can you tell me where the next service station is?	shareholder	Shareholders sometimes help make decisions about companies.
customer service	Low prices are good, but reliable customer service is much more important.	shares	Employees can buy company shares at a lower price.
		shareholder	There will be a shareholder meeting in November.
		shareprices	Shareprices rose at the New York Stock Exchange.
		sharp	The red line shows a sharp increase in gas prices last month.
		sharpener	Where is my pencil sharpener?

shave	Do you shave every day?	shopping bag	I've left my purse at home in my shopping bag.
shaver	He bought an electric shaver.	shore	They were very excited to see the shore line.
she	I was speaking to Betty and she told me the news.	short	I saw him a short time ago.
sheep	We saw lots of sheep while driving through Scotland.	short of	I'm a bit short of money at the moment.
sheet	Have you got a clean sheet of paper?	short-term contract	I can only offer you a short-term contract.
sheets	The hotel changed the sheets every second day.	shortage	Civil war usually causes a severe food shortage.
shelf	Put the book back on the shelf, please.	shorts	Men shouldn't wear shorts in the office.
shell	The children had a great time collecting shells at the beach.	should	That's what we should do.
shelter	They couldn't find shelter before it started to rain.	shoulder	I need a shoulder to cry on.
shift	She is working the morning shift today.	shout	He shouted "Stop!"
shine	The sun shines almost every day in Italy.	shovel	They needed a shovel to plant the tree.
shone, shone	We were lucky. The sun shone for most of our holiday.	show	There was a good show on TV last night.
ship	She is afraid of water so she will never go on a ship.	showed, shown	I showed my passport at the border.
shipping	We offer free shipping costs for our winter sales.	shower	I had a shower when I got home.
shipping agency	This shipping agency has very high rates. We should look for another one.	rain shower	The weather report says there will be rain showers this evening.
shipping costs	Shipping costs are not included in the price.	shredder	All these documents go in the shredder, please.
shipping department	We need more staff for our shipping department.	shut	Shut the door, please.
shirt	I need a clean shirt.	shut, shut	Ouch! I've shut the door on my hand!
shock	His death was a shock to us all.	shy	Tom is always shy when meeting new people.
shocked	When the police officer came to my house, I was a bit shocked.	sick	Five people from our department are sick at the moment.
shoe	Take your shoes off, please, before you come into the house.	sick leave	He is on sick leave at the moment.
shoot	Take the gun and shoot the deer!	sick note	Please send a sick note if you can't come to the office.
shot, shot	A man was shot outside the theatre last night.	side	Turn right and the post office is about half a mile down on the left-hand side.
shop	I got it at a little bottle shop in the city called City Wines.	side entrance	For delivery, please use the side entrance of the restaurant.
shop assistant	Ask the shop assistant to help you.	sigh	You only sigh when something is bothering you. What is the problem?
shopping	I need to do a bit of shopping before I go home.	sight	She is very afraid of losing her sight when she gets older.

sights	We went to Rome last year to see the sights.	sister	Have you heard of the Brontë sisters?
sightseeing	If you go to Paris, you should start with a sightseeing tour.	sit	I'll go and sit in a café.
sign	Would you sign here, please?	sat, sat	
sign	sign Why can't the traffic signs be the same in all countries?	sit down	Sit down ... Are you all right now?
signal	When you see the signal, just go in. They will be ready for you.	site	He spent his summer holidays digging at an archaeological site.
signature	His signature is difficult to read.	website	Our website is www.info-london.co.uk.
significant	They showed significant improvement in their test results.	situate	The shop is situated next to the train station.
silence	She can't study if she is surrounded by silence. She can concentrate better with background noise.	situation	The situation seems to be getting worse.
silent	Be silent, please, when you enter the church.	six	He bought six pairs of black socks.
silk	The factory receives the silk from Thailand and China.	size	What size do you wear?
silly	He was acting very silly. I don't know what happened.	skate	I have always wanted to skate.
silver	The knives and spoons are made of silver.	skiing	Do you do a lot of skiing?
similar	We both have similar interests.	skill	Computer skills are becoming more and more important.
similarity	The similarity is striking!	skilful (B.E.), skillful (A.E.)	My father's very skilful with a camera.
simple	This computer is quite simple to use.	skilled worker	This job is for a skilled worker.
simply	Well, she went to the office simply because she wanted to meet her colleagues.	skin	I've got very sensitive skin.
sin	Lying is considered a sin.	skirt	She bought a new skirt for the wedding.
since	I haven't seen him since Monday.	sky	There was a clear sky last night.
sincere	I want to offer you my sincere apologies. I didn't mean to insult you.	sleep	The director had so much work to do, he decided to sleep in the office.
sincerely	Yours sincerely, ...	slept, slept	I slept really well last night. How about you?
sing	Jenny used to sing in a pop group.	slice	Can I have a slice of toast with jam for breakfast?
sang, sung	Everyone sang "Happy Birthday".	slide	I have 20 power point slides for my presentation.
singer	I'd love to be a professional singer.	slight	I think there has been a slight misunderstanding.
single	Are you still single?	slim	You look very slim in that dress.
single parents	There are more and more single parents today.	slip	She slipped on the ice and broke her leg.
single room	I want to reserve one single room from 5 th to 7 th November.	slippery	Be careful! The floor is very slippery.
sink	Go and wash your face in the sink.	slogan	A marketing slogan should be clear and to the point.
sir	Dear Sir,...	slot	Time slots for meetings and conferences can be booked online.

slow	Because of the traffic, it was a very slow journey.	social network	Young people spend about three hours per day in social networks.
slowly	Could you speak a little more slowly, please?	social security	In some countries, social security is not granted by the government.
slow down	Sales are slowing down a little bit at the moment.	society	British society changed a lot during the eighties.
small	It's just a small company but a very successful one.	socket	I'll use this socket and plug my computer in.
small talk	Small talk is much more important than some people think.	sofa	I wish we had a sofa in our office to relax during lunch break.
smart	He has always been a smart guy.	soft	The bed was so soft, I couldn't sleep very well.
smell	Mmm ...I can smell garlic.	software	I need some new software for my computer.
smell	There was a terrible smell coming	soft drinks	No alcohol during meetings – only soft drinks, please!
smile	Don't forget to smile at the camera.	solar	Solar energy could be used much more than it is at present.
smile	She has a very nice smile.	soldier	The government has fewer soldiers than in the past.
smoke	Please don't smoke in this part of the restaurant. It's a no-smoking area.	sole	He is their sole agent.
smoke	There was a lot of smoke from the factories.	solid	He hasn't been able to eat any solid foods for two days now. I am very concerned.
smoker	There were so many smokers in the room, I had to go out and get some fresh air.	solution	Tom thinks he has found the solution to your problem.
non-smoker	I wish there were more restaurants for non-smokers.	solve	Do you think you can solve this problem?
smoke alarm	The smoke alarm went off and everybody had to leave the building.	solvent	Please try to find out if the customer is solvent enough to buy our expensive equipment.
smooth	The surface of the desk was very smooth.	solvency	You are welcome to check our solvency at the Chamber of Commerce.
snack	I try to avoid having snacks between meals.	some	Would you like some more coffee?
snack bar	Is there a good snack bar round here?	somebody	Somebody sent for an ambulance.
snail mail	Snail mail is slower than email.	somehow	Somehow I don't understand what he's talking about.
snow	It's been snowing all night.	someone	Is there someone here who could help me?
snow	There hasn't been much snow this year.	something	There's something else I wanted to ask you.
so	I don't think so.	sometimes	Sometimes you don't have time to unpack all your luggage when you arrive.
soap	There was no soap in the bathroom.	somewhat	That news was somewhat of a surprise.
social	We still have to solve a large number of social problems.		
sociable	He is a very sociable person. He makes friends very easily.		
social facilities	The social facilities include a cafeteria and a gym.		

somewhere	There is a nice restaurant somewhere near here.	spare	I wish I had more spare time for my hobbies.
son	Her son is twenty-five years old.	spare	I always have a spare pair of glasses in the car.
song	I heard a lovely song on the radio this morning.	spare parts	The manufacturing department has run out of spare parts for their machines.
soon	See you soon!	speak	How many languages do you speak?
as soon as	Let me know as soon as you're ready.	spoke, spoken	Have you spoken to the manager about it?
sooner	The sooner the better.	speaker	The speaker at the marketing conference was a little boring, I think.
sooner or later	Sooner or later we'll find a cheaper flat.	spokesman	We will appoint you spokesman of our team.
sore	I've got a sore throat.	special	It was a special offer.
sorry	I'm sorry, I can't come this evening.	specialise (B.E.)	He specialised in business procedures.
sort	Aubrey was the sort of person who would help anybody in trouble.	specialize (A.E.)	The small company specializes in Indian crafts.
sort of	It was sort of boring, actually.	specialist	My doctor sent me to see a specialist.
sort	Please sort these letters into private and official.	speciality	This dish is a speciality of the restaurant.
sort out	We have to sort out the papers that can still be used.	specific	He gave me very specific directions. I don't think we will get lost.
sound	We heard a strange sound.	specifications	He is not yet familiar with all the technical specifications.
sound	Turn the sound up, I can't hear the news.	spectacular	That was a spectacular show. I really enjoyed it.
soup	We started the meal with chicken soup.	speculate	Let's not speculate about the problem, let's wait until we know for certain.
sour	I'll have sweet and sour pork.	speech	The Prime Minister made an important speech last night.
source	The source of the river is further north.	speed	There's a speed limit of 50 mph on this part of the road.
source out	The company is going to source out many jobs to Eastern Europe.	spell	How do you spell Loescher, is it L-O-E-S-C-H-E-R?
south	Our village is just south of Nottingham.	spelt, spelt	How is this word spelt again?
southern	Our neighbours have gone to live in southern Germany.	spell check	Please use the spell check in letters and emails.
south-west	Please come through the south-west entrance.	spend	We are spending too much money on marketing material at the moment.
south-east	He went to South-East Asia on business.	spent	The company spent a large amount of money on advertising.
souvenir	I brought several souvenirs back from my trip.		
space	Space travel may be quite normal in the 21 st century.		
parking space	It's difficult to find a parking space in town.		
spam	Your email has gone into the spam filter, I'm afraid.		

spend time	Would you like to spend some time at our subsidiary in Vancouver?	stand	Does your company have a stand at the exhibition?
spider	She has always been very afraid of spiders.	standard	That is just their standard answer.
spill	Be careful in the kitchen. Michael	standards	Our new products line has different standards than our old one.
spilt or spilled	spilled a glass of milk and I have yet to clean it.	standardised (B.E.)	telc creates standardised tests.
splendid	This is just splendid news. I can't wait to tell the others.	standardized (A.E.)	We have standardized procedures at our production plant in England.
split	We will split up into four teams.	staple	I like these colourful plastic staples a lot better than the metallic ones.
split, split		stapler	Have you seen my stapler?
spoil	Grandparents often spoil children.	star	It was too cloudy to see the stars last night.
spoilt, spoilt	The weather spoilt our day.	three-star	The Pondview was recommended as a good three-star hotel.
sponsor	The sports team has a new sponsor.	start	What time do you start work in the morning?
spontaneous	He was very spontaneous and booked a last-minute trip.	start	Well, that was a good start to the year, wasn't it?
spoon	Waiter, could you bring me a clean spoon, please?	start-up	It can be very interesting to work for a small start-up company.
sport	Do you do much sport?	starter	Mmh, are you going to have a starter?
spot	There is a spot on your shirt.	state	The law states that you cannot smoke in public buildings.
spread	The news about the bankruptcy spread within minutes.	state	State schools should get just as much money as private schools.
spread sheet	I will put all the numbers into a spread sheet for you.	state	The kitchen's in a terrible state.
spring	Spring is my favourite season.	statement	The president made an important statement in front of the press.
square	We only have square tables in our canteen. I would prefer round ones.	States	The United States of America is often called the States.
squeeze	When he gave me a hug, he squeezed me very tightly.	station	Do you know the way to the railway station?
stable	Prices remained stable last year.	police station	The accident happened in front of the police station.
staff	The staff are very friendly. I am sure they will help you if you have a problem.	petrol station	Excuse me, is there a petrol station near here?
stage	The president went up to the stage and gave his speech.	stationery	The company has bought some new stationery for every office.
final stage	The project is in its final stage.	statistics	The statistics show that sales have gone up.
stairs	He's just gone up the stairs.	status	What is your marital status?
staircase	They had a wooden staircase installed in their house.	stay	I have to stay near the phone.
stamp	Make sure that all envelopes are clearly stamped with our address.	stay	I hope you have enjoyed your stay in our hotel.
stamp	Can I have a second class stamp, please?		
stand	He was standing outside the building.		
stood, stood			
stand still	Production stood still during the strike.		

steady	He's had a steady rise to the top.	stormy	It was a very stormy night.
steak	How would you like your steak?	story	He told us the story about his uncle.
steal	Thieves steal things and then often resell them.	straight	Go straight down this road and turn right at the lights.
stole, stolen	My wallet's been stolen.	straight away	I'll do it straight away.
steam	Thomas Newcomen invented the steam engine.	straight on	You have to go left and then straight on.
steel	My husbands works in the steel industry.	straightforward	That was a very straightforward answer.
steep	The graph shows a steep rise.	strange	No, it was a strange sort of feeling walking into that place.
step	Every project starts with a first step.	strangely	Strangely enough, I met the same people again the following year.
stew	Mother cooked a stew for lunch.	stranger	Sorry I can't help you, I'm a stranger here myself.
stiff	I got a stiff neck from sitting near the open window.	strategy	What's your strategy for finding a good job?
still	Are you still working for this company?	street	Have you got a street map of Chorley?
stipulate	The agreement stipulates each party's rights.	strength	Sometimes he doesn't know his own strength.
stipulations	There are a few stipulations in the contract that we cannot agree with.	stress	A lot of people complain about stress at work.
stock	How many books are in stock?	stressful	Sorry to hear your life is so stressful.
stocks	He is trading in stocks and shares.	stretch	Office workers should do some stretching exercises from time to time.
stock exchange	The New York Stock Exchange is located in Wall Street.	strict	The company has very strict rules.
stock market	The stock market is very volatile at the moment.	strike	The teachers haven't been on strike for a long time.
stomach	My brother suffers from stomach problems.	strike	We couldn't get home last night because of the rail strike.
stomachache	He has a stomachache at the moment.	string	Many cats like to play with string.
stone	He tried to move the big stone but he couldn't.	stripe	Striped clothes are back in fashion.
stop	The rain has stopped, thank goodness.	strong	I need a couple of strong men to help me carry this furniture.
bus stop	I waited for him at the bus stop.	structure	My presentation is structured in three parts: an introduction, a main body and a summary.
store	The company can't store all their products. They don't have enough space.	structure	The structure of that building is unstable. It could fall down at any minute.
storage	Storage can cost companies a lot of money.	struggle	He is struggling to get all the figures together for the new statistics.
storeroom	Files are kept in a storeroom.	struggle	Going to work every day can be a struggle.
store	There's a new department store in the centre of town.		
storey	The building has three storeys.		
storm	The road was closed because of the storm.		

studio	She was very excited to go to the recording studio.	sufficient	Those answers should be sufficient for us to make a decision.
study	What did you study at university?	sugar	Pass the sugar, would you?
studies	He has enrolled in a business studies course.	suggest	I suggest you see a doctor.
student	How many students were there on the course?	suggestion	Do you have any suggestions for the project, Tina?
stuff	You can find a lot of unusual stuff at a garage sale.	suit	Tuesday would suit me fine.
stupid	That's a stupid idea.	suit	That's a nice suit you're wearing.
style	I don't like the style of that jacket. Can you show me another one, please?	suitable	I don't think they've found a suitable flat yet.
subject	How many subjects did you take at school?	unsuitable	He is unsuitable for that position. I am not even sure why he applied for it.
subscribe	They all subscribed to the new policy.	suitcase	My suitcase got lost somewhere between London and Chicago.
subsidiary	The company has opened a new subsidiary in Las Vegas.	suite	There is a single room or a suite still available. Which one would you like?
subsidy	She got a government subsidy to help pay for the cost of going to school.	sum	You need to find the sum of the two numbers.
substance	I don't recognise that substance.	sum up	I would like to sum up what we have decided on so far.
substantial	The UK has a substantial debt. It is very large.	summarise (B.E.)	Let me summarise the findings of our last meeting.
subtotal	The subtotal amounts to US\$ 24,000.	summarize (A.E.)	I summarized the results in my report.
suburbs	We now live in the suburbs.	summary	You will need to write a summary of what you have read.
sue	The customer threatened to sue them if they didn't deliver in time.	summer	We always go to the beach during the summer.
subway	Business people prefer to take taxis to the subway.	sun	We went south this year to enjoy a holiday in the sun.
succeed	I am sure she will succeed. She is very skilled.	sunshine	We had a wonderful holiday with lots of sunshine every day.
success	The course was a great success.	sunrise	He works from sunrise to sunset.
successful	He wasn't very successful at his job.	sunset	We decided to watch the sunset on the beach.
unsuccessful	His bid was unsuccessful.	sunny	Christmas Day was quite sunny.
such	I've never heard such nonsense.	Sunday	I always rest on Sundays.
such as	I like foreign food, such as curries and stuff like that.	super	What a super idea! Thanks a lot.
sudden	There was a sudden thunderstorm.	superb	We had a superb dinner last night.
suddenly	Suddenly there was a loud noise.	superior	He acts like he is superior to everybody else.
suffer	My brother suffers from stomach problems.	supermarket	I bought the red wine at our local supermarket.

supervise	I always have to supervise their work.	survive	Luckily, all passengers survived the plane crash.
supervision	From now on, you will work under my supervision.	suspect	He was the prime suspect in the murder.
supervisor	She doesn't get along well with her new supervisor.	survey	According to our last survey, most of our customers are pleased with our products.
supper	Would you like to come to supper with me tonight?	swallow	The pill was very big so I had problems swallowing it.
supplement	He takes vitamin supplements every day.	swan	I have always wanted to see 'Swan Lake'.
supply	They supply the car industry with tyres.	swear	I swear I had no idea that he had stolen the money.
supplier	We will have to change our supplier if the problems continue.	sweat	Whenever she goes to the gym she sweats a lot.
supplies	I am sorry, but we have run out of supplies and can only deliver next week.	sweep	She asked the cleaning lady to sweep the floor.
support	Which political party do you support?	sweet	I'll have sweet and sour pork with rice, please.
support	I offered my support for his plans.	swim	What if we want to go for a swim?
suppose	I suppose we were about 50 miles out.	swimming pool	Is there a swimming pool near here?
supposed to	I was supposed to go to the doctor's this morning.	swimsuit	Don't forget to bring your swimsuit.
surcharge	They had added a surcharge for the delivery.	switch	Where's the switch for the lamp?
sure	Yes, sure. No problem at all.	switch on	Switch on the TV. It's time for the news.
be sure	I'm not sure it's worth visiting.	switch off	I can't wait to switch off my computer and go home.
make sure	Can you make sure that the door has been locked?	switchboard	Please call the switchboard. They will put you through.
surely	Surely you're not going to wear jeans at the congress, are you?	symbol	These flowers are a symbol of my love for you.
surf	Why don't you surf the Internet if you want to know more?	sympathy	You should show her some sympathy. Her cat died yesterday.
surface	The work surface was very dirty. They had to clean it before they started work.	symptom	High fever seems to be the only symptom at the moment.
surname	I'm sorry, can you spell your surname for me?	system	Our entire computer system broke down last Friday.
surplus	The company made a surplus of US\$ 150,000.	systematic	You have made some systematic mistakes in your calculation.
surprise	It was a nice surprise to see them again.	T	
surprised	I was very surprised to get a letter from him.	table	Good evening, I've booked a table for four. The name's Brown.
surprising	It was surprising how easy it was to find a new job.	round table	Let's hold a round table and discuss the problem together.
		table	Can you please present the figures in the form of a table?

tablet	You just need to take one tablet every 4 hours.	tax	Are taxes high in your country?
tabloid	There is an interesting advert in the tabloid magazine.	taxable income	Every freelance worker must declare his or her taxable income.
tag	How much is the t-shirt? – I don't know. Check the tag.	taxation	Taxation is a serious issue once you earn your own money.
tail	All I managed to see was the cat's tail.	tax consultant	Are you a tax consultant? Could you help me with my taxes?
tailor	Good tailors are rare today.	taxpayer	Last Friday, taxpayers demonstrated against the new tax system.
tailor-made	We can submit a tailor-made offer if you indicate your exact requirements.	income tax	Income tax can be up to 40% in some countries.
take	Are you taking the later train?	tax office	I spent a whole afternoon at the tax office.
take time	Don't hurry, take your time.	tax-free	You can buy tax-free products at the airport.
take a message	I'm afraid she's not here at the moment. Can I take a message?	taxi	We had to take a taxi because there was no public transport to our hotel.
take a photo	How many photos did you take at the wedding?	taxi driver	Taxi drivers need to know the city very well.
take off	Take off your shoes before you go into the house.	taxi rank	Where is the next taxi rank, please?
take out	You had better take out insurance for this expensive car.	tea	Can I offer you a cup of tea?
take over	I'd like to ask Mr. Gordon to take over, please.	teach	Jane likes to teach young children.
take part in	We didn't take part in the discussion.	taught, taught	Who taught you to swim?
take place	The meeting will take place at eight o'clock.	teacher	What do you think of our new teacher?
take the minutes	Who can take the minutes of this meeting?	team	I like working in a team.
takeaway	There's an Indian takeaway round the corner.	teampayer	He is not a good teampayer, unfortunately.
take-off	Ready for take-off!	teamwork	Teamwork is essential if you want to succeed.
talent	She clearly has talent. She is an amazing singer.	tear	I need a piece of paper. I'll tear a page out of your notebook.
talk	Can I talk to you for a moment?	technical	We need a technical expert to help us solve this problem.
talk	We listened to a talk on social problems.	Technical English	I've just started a course in Technical English.
tall	He's very tall compared to me.	technician	Technicians can earn a lot of money nowadays.
tap	Can I please have some tap water? Thank you.	technique	There is a certain technique to making dumplings.
tariffs	Export tariffs vary from country to country.	technology	He works in the field of space technology.
task	She had to do some difficult tasks during the job interview.	teen (A.E.)	He's a teen now. You can't reason with him.
taste	This soup has a strange taste.	teenage	She has two teenage sons.
taste good	This tastes good. What is it?		

teenager (B.E.)	When I was a teenager, I had lots of energy.	term	My son is in his first term at university.
tele-communications	There has been a lot of progress in the telecommunications industry recently.	on terms	The colleagues are on good terms.
teleconference	Teleconferences make travel more and more unnecessary.	terminal	He is flying from Terminal 5.
telegram	Why don't you send a telegram to Namibia instead of a registered letter?	terminate	The programme has crashed, we have to terminate it.
telephone	Is there a public telephone near here?	terms	Please read our terms and conditions carefully.
phone	I'll phone you tomorrow.	terrace	Since the weather is nice, they have decided to eat their dinner on the terrace.
telephone marketing	Telephone marketing should not be allowed.	terrible	The weather's been terrible so far this year.
telephone number	My telephone number is 415 485 32 54.	terribly	I'm terribly sorry.
television	What's on television tonight?	terrific	That outfit looks terrific.
TV	We've just bought a new TV.	territory	This is a totally new territory for us. So be careful when launching the product.
tell	Can you tell me how to get to this place?	test	I passed my driving test last week. – Congratulations!
told, told	He can tell really good jokes.	text	I can't understand this text.
teller	He works as a teller in a bank.	textile	The textile industry is making very high profits.
automatic teller machine	Automatic teller machines are usually called ATMs.	than	I thought it would cost more than that.
temperature	What's the temperature today?	thank	I have to thank him again in writing.
template	You can use my old presentation file as a template.	thank you	Thank you. Here's your receipt.
temple	The ancient Greeks built temples to worship the gods.	thanks	Many thanks in advance.
temporary	It's just a temporary solution.	that	That's the young lady that came to see me.
ten	She has ten books she wants to read this summer.	that one	No, you have that one.
tenant	The tenant forgot to pay the rent.	the	The shop is closed.
tend	He tends to forget names.	theatre	The theatres are closed generally on Sundays.
tender	The meat is very tender. It just melts in your mouth.	theft	They reported the theft as soon as they noticed it.
tennis	There's a tennis match on TV this afternoon.	their	They parked their car in front of the office.
tense	I never know whether to use the present or the past tense.	theirs	We'll take our car and they can take theirs.
tension	You can feel the tension in the meeting room when the director comes in.	them	Yes, the children like them very much.
tent	I hate sleeping in tents.	themselves	They didn't believe me until they had seen it themselves.

theme	We decided on an "old Hollywood movies" theme for our annual Christmas party.	as though	You look as though you've been on holiday.
then	First I talked to my boss and then I called you.	even though	I'd still like to go for a walk even though it's raining.
theory	They don't know exactly what happened. They only have theories.	thousand	They received a thousand applications for the job.
therapy	After the accident she had to go to therapy.	threat	Wildfires are always a threat in hot, dry areas.
there	There you are.	three	They have three beautiful children.
there is	There's something else I wanted to ask you.	thrill	Rollercoasters always give me a thrill.
therefore	She was ill and therefore not able to work.	through	The windows are so dirty you can't look through them any more.
thermometre	We urgently need new thermometers for the lab.	throughout	I can meet him anytime throughout the day.
these	How much do these cost?	throw	Can I throw all the old catalogues away?
they	They need a credit card number to book the tickets.	thumb	He almost cut his thumb in the machine.
thick	The coat is really thick. It will be wonderful for the winter.	thunder	Suddenly there was the sound of thunder.
thief	They were able to catch the thief in time.	thunderstorm	Did you hear the thunderstorm last night?
thin	Is your father ill? Hes got very thin.	Thursday	They are having a lunch meeting on Thursday to discuss the project.
thing	What's this thing called in English?	thus	Thus, the product must be replaced.
sort of thing	You mustn't bother about this sort of thing.	tick	Please tick the correct answer.
think	Sorry, but I think they just left, Judy.	ticket	I'm going to book four cinema tickets.
thought, thought	I thought that you had already gone to the shops!	tide	Ships need the tide to leave the harbour.
think of	What do you think of the new Financial Director?	tidy	I wish I could keep my desk tidy.
thirsty	Are you thirsty? Do you want a drink?	untidy	My children are so untidy. They never clean up their rooms.
thirteen	People are usually superstitious about the number thirteen.	tie	I like your new tie!
thirty	He is turning thirty tomorrow.	tied up	I am tied up in a meeting all day today.
this	Can I post this second class, please?	tight	These trousers are much too tight.
this morning	I don't think I can make it this morning.	tights	Even in summer, female office employees should wear tights.
thorough	They have been very thorough with their research. They didn't miss anything.	tile	They changed the tiles in the bathroom.
those	Your new jacket goes well with those trousers.	till	Let's wait till he comes tomorrow.
though	It was quite funny, though.	until	Walk down the road until you come to the bridge.

time	You have enough time to chat with your colleagues during the break.	ton	I can't believe it weighs only one ton.
what time	What time is it, please?	tone	I didn't like his tone of voice.
first time	Was that the first time?	tongue	He bit his tongue this morning.
all the time	He does that all the time.	tonight	What are you doing tonight?
good time	Have a good time!	too	I can speak Spanish, too.
in time	Thanks to you, we arrived at the airport in time for our flight.	too	The car's too expensive, we're going to sell it next month.
on time	Our lessons never start on time.	tool	Can you bring me my tools from the shed?
timetable	Have you got a copy of the bus timetable?	toolbar	The toolbar should always be on the left-hand side of a website.
time difference	The time difference between London and New York is 5 hours.	tooth	My tooth hurts.
times	Five times four equals twenty.	teeth	Do you brush your teeth after every meal?
tin	I bought a tin of chopped tomatoes.	toothache	I've got terrible toothache.
tip	Did you give the waiter a tip?	toothbrush	Don't forget to pack your toothbrush!
tire (A.E.)	He has a flat tire.	toothpaste	I need a tube of toothpaste. Is there a shop near here?
tired	The staff is very tired after such a long conference day.	top	The brochure is on top of this pile.
tissue	Do you have any tissues? I need to blow my nose.	topic	The weather's a favourite topic in England.
title	What's the title of the book you're reading?	torch	The medieval festival was very authentic. They were even using torches.
to	How do I get to Kensington Road?	total	The total comes to fifty-five pounds.
Monday to Friday	The course runs from Monday to Friday.	touch	Please don't touch the stove! It's very hot!
quarter to	– What's the time? – It's about a quarter to seven.	keep in touch	Keep in touch.
ready to	Are you ready to order?	tough	Our new boss is very tough. You can't joke with him.
toast	One piece of toast or two?	tour	How much are the sightseeing tours?
toaster	We must get a new toaster. This one always burns the bread.	tourism	In some countries, tourism is the only source of income.
today	What are you doing today?	tourism industry	The tourism industry saw a boom last year.
toe	He broke his toe playing football.	tourist	We went to the tourist information office to find a suitable hotel.
together	We went on holiday together.	towards	If you walk towards the trees in the park, you will see them.
toilet	Where are the toilets?	towel	I had to ask the receptionist to bring clean towels.
tolerate	It's very hot this summer. I can barely tolerate the heat.	tower	We can see a tower on the horizon.
toll free	Call us toll free on our 800 number.	town	Plymouth is a fairly large town.
tomato	Do you like tomato soup?		
tomatoes	Can I have a pound of those tomatoes, please?		
tomorrow	Maybe we'll go there tomorrow and have a look.		

in town	There is a new department store in town.	transfer	We lost some information during the last data transfer.
outside of town	We're eight miles outside of town.	transform	She was able to transform herself within two years.
toy	Michael received a lot of toys for Christmas.	translate	Could you translate this letter into French for me?
trace	There was no trace of blood after the accident.	translation	This translation is terrible. Who did it?
track	The police can use credit cards to track the movements of criminals.	translator	She works as a translator for a multinational company.
keep track	You must keep track of all the emails you send out.	transmit	Can we transmit the information via satellite?
tractor	Bob had to buy another tractor for his farm.	transport	We had to take a taxi to the airport as there was no public transport.
trade	Trade was very bad last year.	transportation	Public transportation is getting more and more expensive.
trade fair	The book trade fair would actually interest me very much.	travel	What's the best way to travel from London to Edinburgh?
trade union	Have you ever been a member of a trade union?	traveller	Should I take traveller's cheques or use my credit card?
tradition	I wish we could keep more of the old traditions.	travelling	He has to do a lot of travelling in his job.
traditional	What about a nice traditional Sunday lunch in a pub?	travel agency	We book our tickets for all our employees through a travel agency.
traffic	There's a lot of traffic on the road today.	travel expenses	He is getting reimbursed for his travel expenses.
traffic lights	Once you get to the traffic lights, you need to turn right again.	traveller's cheque	You should take some traveller's cheques with you when you go abroad.
tragedy	There has been more than one tragedy in her family this year.	tray	I'll bring the tea and biscuits on the tray.
tragic	They were involved in a very tragic accident. One person died.	treasure	Treasure all your memories.
trail	This park has lots of really nice hiking trails.	treat	She doesn't treat her secretary very well.
trailer	Have you seen the trailer for this director's latest film?	treatment	As an official visitor, I got special treatment.
train	What time does the train to Brussels leave?	tree	Our house is quite dark because of the trees in our neighbour's garden.
by train	Are you going by train?	trend	We have to follow the latest trends if we want to be successful.
train	Can you train your dog to fetch the newspaper?	trial	He will have to stand trial for the theft.
trainee	He is a trainee bank manager.	triangle	Our company logo has the form of a triangle.
trainer	Our language trainer has recommended a language school in the north of Spain.	trick	I can't believe they tricked me into buying this faulty TV.
training	My company has sent me on a new training course.	trick	That was a nasty trick.
tram	How did you get here? By tram?		

trip	We are planning a trip to Iceland next summer.	twelve	There are twelve members in our team.
trivial	I am sure they fought over something trivial. It couldn't have been that important.	twenty	She has just turned twenty.
trolley	They had to get a bigger trolley to fit in all the shopping.	twice	I asked my boss twice if I can leave earlier today, but I still have no answer.
trouble	It'll be no trouble to meet you at the airport.	twin	Have you seen Joe's twin sister Theresa?
trousers	I need a new pair of trousers.	twinning	The twinning arrangements were made over ten years ago.
truck	The road was so narrow, we had to follow a truck all the way into town.	two	Can we meet at two o'clock?
truly	His performance is truly remarkable.	twice	He has changed his job twice this year.
trust	I'm afraid I don't trust them.	type	What type of cheese do you want?
true	It's a true story.	type	How fast can you type?
yours truly	Yours truly, ...	typewriter	Can you fill out the form with a typewriter, please?
truth	Why don't you tell her the truth?	typist	My mother used to work as a typist.
try	I tried to call you yesterday, but you were out.	typical	This is not a typical day for me. I usually go to the gym in the morning.
try on	Can I try on this dress?	tyre (B.E.)	I need to buy some new tyres for my car.
try out	She tried out the new software.		
tube	We need to take the Tube into central London.	U	
Tuesday	I have Tuesday off work.	ugly	That was a very ugly dress. I can't believe she bought it.
tumor	They were able to remove her tumor. She is getting better.	unanticipated	We were faced with an unanticipated fall in sales.
tune	I haven't heard that tune before.	umbrella	I'll take an umbrella with me in case it rains.
tunnel	There was a tunnel leading out of the prison.	uncle	We're going to visit my uncle in Spain next week.
turbulence	We expect some turbulence on our flight to Bangkok.	under	It's under the table.
turkey	Would you like a turkey sandwich?	under control	Don't worry, it's all under control.
turn	It's my turn now.	underground	Most big cities now have an underground railway system.
turn	Turn right once you see the Magpie Pub on the corner.	underestimate	Never underestimate a woman's power.
turn on, turn off	Turn the TV on and the main lights off when you go into the sitting room.	underline	Please underline the correct answer on the answer sheet.
turnover	We had a high turnover last year.	undersigned	I, the undersigned, hereby confirm that ...
turning point	We are at a decisive turning point. It's time for action.	understand	I'm sorry, I don't understand.
tutor	Her mother decided to get her an English tutor.	understood, understood	I don't think I understood what you meant in our meeting this morning.
TV	I saw an excellent film on TV last night.		

underscore	My email address is tom underscore smith at hotmail dot com.	upward	There is a clear upward trend in our sales figures for South America.
unemployed	The company shut down and left hundreds of people unemployed.	urban	He lives in an urban environment.
unemployment	Unemployment is an increasing problem in every industrialised country.	urgent	I have an urgent message for Mr Thomas.
unfortunately	Unfortunately, we have to postpone our meeting to Friday afternoon.	urgently	I urgently need your help.
uniform	More and more companies are introducing uniforms for their employees.	us	Could you lend us the car for the weekend?
union	The European Union has passed some new regulations on food.	use	Can I use your dictionary?
trade union	He joined the trade union last summer.	useful	Let me give you some useful advice.
unique	Her necklace is unique. You won't find another one like it.	useless	This software is completely useless.
unit	There are 25 air conditioning units still available.	used	Is this a used book or a new one?
unit price	The unit price is a little higher than the bulk price.	user	The new business forum has already got 1300 users.
universe	Are we alone in the universe?	user name	Put in your user name and your password.
university	She studied engineering at university.	usual	Just print out the letter in the usual way.
unless	Unless you don't like pasta, that's what I'm going to make.		As usual, it was nice to visit my brother in Rome again.
unlike	It's unlike you to be so quiet. Is something wrong?	usually	Well, this is what we usually do.
unlikely	It's unlikely to rain today.		
unskilled worker	This job is also suitable for unskilled workers.	V	
up	Do you need to go up to the fifth floor?	vacancy	The hotel doesn't have any vacancies right now.
up-to-date	A secretary must be up-to-date with the new office applications.	vacation	Many Americans only have two weeks of vacation a year.
update	They call every two weeks to give us an update.	vaccination	Some countries require certain vaccinations for immigration.
upload	Do you have the latest upload of this software?	vacuum	Can you please vacuum the living room?
upon	The statue stands upon the hill.	vague	He only had a vague idea of what he wanted from the meeting.
upper	Your seats are in the upper section of the stadium.	valid	I think I still have a valid ticket.
upset	I was quite upset when I heard the terrible news.	valley	We spent our last holiday in the Rhone Valley.
upstairs	The toilet is upstairs.	valuable	Good staff can be more valuable than money.
		value	This holiday is great value for money. It's ten days in Italy for only £250.
		van	They had to hire a van to help move all of their stuff.
		variety	There was a variety of roses at the flower show.
		various	They have taken various trips to America in the last ten years.

vary	Haircuts can vary in cost. It depends on where you are.	view	We had a beautiful room with a wonderful view of the coast.
vast	A vast landscape lay before them.	village	It's just a little village with about six hundred people.
VAT	VAT is the abbreviation for value added tax.	violent	A violent storm destroyed at least five houses.
vegetable	Would you prefer vegetables or a salad?	violin	He has been playing the violin since he was five.
vegetarian	Do you have a vegetarian menu?	virtual	They designed a virtual plan of the house.
vehicle	They were really excited about trying out the off-road vehicle.	virus	He is feeling quite bad. I am sure he picked up a virus from somewhere.
venue	London is one of the best venues for international trade fairs.	computer virus	A new computer virus has caused a total breakdown of our system.
venture	This is a pretty risky venture.	visa	Barry needs a visa to travel to India.
venture capital	They have founded a venture capital firm.	visible	She has no visible marks on her body from the accident.
joint venture	He was appointed CEO of the new joint venture.	visionary	He seems to have some visionary ideas.
version	There are multiple versions of the story.	visit	Have you ever visited Jamaica?
versus	We plan on watching the game tonight. It's Manchester versus Chelsea.	visit	This is my first visit to London.
vertical	I like the shirt with the vertical stripes.	visitor	Are there many visitors at this time of year?
very	The dress was very expensive.	visual	The movie was a visual masterpiece.
vet	We had to take our dog to the vet.	visual aids	You should use a few visual aids for your presentation.
via	They are travelling to America via Britain.	vital	Water is vital to our survival.
victim	There were no victims in the accident.	vitamin	Oranges are a good source of vitamin C.
Victorian	He lives in a Victoria town house.	vocabulary	She is adding new words to her vocabulary every day.
victory	They had a party to celebrate the victory.	voice	Her voice is really amazing. Every time I hear her sing it makes me cry.
video	She uploaded the video to a web portal.	voice mail	Please leave a message on my voice mail.
video camera	The company has installed a video camera in the entrance hall.	volume	Can you please turn the volume down? The music is too loud.
video conference	He can't take part in the video conference because of the time difference.	voltage	Voltage can differ from country to country.
video recorder	The video recorder in the conference room has broken down.	voltmetre	You need a voltmetre to measure the voltage.
video surveillance	This building is under video surveillance.	voluntary	The training session is done on a voluntary basis. You don't have to go if you don't want to.
video tape	Have you seen the video tape of our last road show?	volunteer	He is a volunteer with the Red Cross.
		vote	How did you vote in the last election?

voter	A lot of voters can't decide which party to vote for.
votes	Team A has received ten votes, team B only four.
voucher	You will receive a voucher for ten pounds.
W	
waffle	I want waffles for breakfast.
wage	The unions are trying to get wage increases for their members.
wait	They stopped and waited for us.
waiter	The service was excellent and we left the waiter a tip.
waitress	The waitress at the restaurant was very friendly.
waiting room	Please stay in the waiting room until we call you.
wake up	Do the children sleep all night without waking up?
woke up, woken up	The storm woke me up last night.
Wales	She is from Wales.
walk	She doesn't like walking.
go for a walk	Christmas Day was quite sunny, so we went for a walk.
walking	We often go walking at the weekend.
wall	Our neighbours have built a high wall around their garden.
wallet	I've lost my wallet. I've no idea where it could be.
wallpaper	She decided to change the wallpaper in her room.
want	Do you want to take the day off?
war	The two countries were at war for ten years.
wardrobe	She had to buy a bigger wardrobe as she has so many clothes.
warehouse	The company warehouse is located three kilometres away from here.
warm	It's warm in here. Shall I turn the heating down?
warn	The policeman warned us not to leave our car there.
warning	There was a warning sign on the wall.

warranty	All our electrical devices come with a warranty.
wash	If you want to wash your hands, the bathroom's at the end of the hall.
washing	When do you do your washing?
washing up	Can you help me with the washing up?
washing machine	I'm afraid our washing machine has broken down.
waste	Don't waste my time!
waste	We produce too much waste these days.
waste paper	We now have containers for waste paper all over town.
waste bin	Please throw all the old leaflets into the waste bin.
watch	Let's watch a video tonight.
watch	What's the time? My watch has stopped.
watchdog	The garage has decided to buy a watchdog.
water	Can I have some mineral water, please?
wave	High waves can even be dangerous for experienced swimmers.
way	Could you tell us the way to the station, please?
the way	I like the way you do your hair.
waybill	Please fill out this waybill to ship the goods to Singapore.
we	Christmas Day was quite sunny so we went for a walk.
weak	She felt very weak after her long illness.
weakness	What are your strengths and your weaknesses?
wealth	She never judges people on their personal wealth.
wealthy	My grandfather was a wealthy man.
wear	I never wear jeans in the office.
wore, worn	The surface of the road is very worn from all the vehicles.
weather	What beautiful weather!
web	You can find everything on the World Wide Web.

website	Our website must be translated into English.	when	When do we arrive?
web designer	He loves to be creative, so he has decided to become a web designer.	where	Where are you going, David?
wedding	I went to four weddings last summer.	whether	I don't know whether this is a good idea.
Wednesday	They have a business meeting on Wednesday.	which	Which book do you want?
week	See you next week!	while	Nothing happened while you were on holiday.
weekday	On weekdays it's not allowed to park on this road.	a while	They let me drive for a while.
weekend	Weekend train tickets are usually a little cheaper.	whiskey (A.E.), whisky (B.E.)	I don't like any alcohol, especially whiskey.
weekly	The marketing team meets on a weekly basis.	white	I'd like a glass of white wine, please.
weigh	How much do you weigh?	whiteboard	Can you put this word on the whiteboard, please?
weight	I would like to lose some weight. Do you know of a good diet plan?	who	Who told you that?
weird	It's weird coming back home after so much time away.	whole	The whole plane shook and a few people started shouting.
welcome	Welcome to Wales!	wholesale	The company works in wholesale and retail.
you are welcome	Thank you. – You're welcome!	wholesaler	He is a wholesaler for industrial machines.
well	I'm very well, thank you.	wholesale price	The wholesale price is without tax.
well done	How do you like your steak? Well done, please.	whose	Whose book is this?
well-being	The cosmetics industry produces hundreds of products for our well-being.	why	Why don't you just come up here for a minute?
well-known	The new president is well-known for his analytical skills.	wide	The river is very wide here.
well-paid	Bank jobs are pretty well-paid jobs.	width	We have to calculate the length and the width.
west	The sun goes down in the west.	wife	I don't think you've met my wife, have you?
western	There will be some snow in the western parts of the country.	midwife	My sister wants to be a midwife.
wet	I forgot my umbrella and got very wet.	wild	The weather was really wild on the coast.
whale	Whales are fascinating animals.	will	He will be happy to hear that.
what	What did you do last night?	won't	He probably won't mind anyway.
what kind of	What kind of work did you do before you came to this company?	willing	We are willing to pay an additional charge for delivery on Saturday.
what about	What about a nice traditional Sunday lunch in a pub?	when	When you see the museum, the hotel will be on your right-hand side.
whatever	Whatever made you say that?	win	Did you win anything in the lottery last week?
wheel	The cart has four wheels.	won, won	I won £5 playing cards last night.
wheelchair	My aunt is ill and needs to use a wheelchair at the moment.	winner	He is the winner of the contest.
		winning team	Never change a winning team.
		wind	There was a strong wind last night.

windy	We had quite a few windy days while we were in France.
wind power	Wind power stations can be found in all northern countries.
window	Just put it by the window.
window cleaner	He never wanted to be a window cleaner, but that's the only job he could find.
window display	We really need new posters in our window display.
window envelope	You can't use a window envelope if the address is not on the letter.
window seat	Can I have a window seat somewhere in the front of the plane?
wine	Would you prefer white or red wine?
wine list	The waiter brought us the menu and the wine list.
winter	We often visit our friends in Austria in the winter.
wipe	Wipe your face, you're still dirty.
wire	There's a wire fence separating the two gardens.
wireless	Do you have a wireless connection in your hotel?
wire transfer	Please pay by wire transfer or direct debit.
wise	I admire my old boss. He really is a wise man.
wisdom	There is a lot of wisdom in this book.
wish	I wish I could help you.
wish	With best wishes, ...
witch	She's always been fascinated about witches and witchcraft.
with	How much money have you got with you?
withdraw	One of the parties has withdrawn from the contract.
within	Do you live within walking distance?
without	A room with or without a bath?
witness	She had been a witness to the accident. She saw the whole thing.
woman	My new boss is a woman. I hope we will get along well.
women	Unfortunately, women's soccer isn't as popular as men's.
wonder	I wonder where we are now?

wonder	It's a wonder he didn't break every bone in his body, isn't it?
wonderful	Looks wonderful, doesn't it?
wood	All the furniture in our house is made of wood.
woods	After lunch we decided to go for a walk in the woods.
wooden	I prefer wooden furniture.
woodwork	That is impressive woodwork. He is very talented.
woollen	The trouble with woollen clothes is that they are difficult to wash.
word	What's the English word for ...?
word processor	I don't need a special word processor, the normal office version is fine.
in other words	He got more than 80% in his test, in other words, he passed.
work	He works for Lloyd's.
work	Do you like this kind of work?
out of work	My brother's been out of work for nearly a year now.
worker	You're a fast worker!
workforce	The whole workforce went on strike.
working conditions	Working conditions in coal mines used to be very bad in the past.
working hours	Our working hours are from 8 to 6.
work permit	You need a work permit if you want to work in Canada.
workshop	She went to a weekend yoga workshop.
world	He thinks he's the best driver in the world.
worldwide	The worldwide economic crisis hits every country hard.
worry	Don't worry, we'll solve the problem.
worried	He's quite worried about his father.
worth	How much is that old lamp worth?
worthless	Your ideas are totally worthless if you can't sell them.
worthwhile	It was worthwhile going there. We found out a lot of interesting things.
would	Would you wait here, please?
would like	Would you like another drink?

wound	Her wound wasn't serious. She didn't even need to go to hospital.	yes	Yes, certainly.
wrap	Could you wrap the present for me, please?	yesterday	I saw him yesterday.
wreck	He wrecked his car in the accident.	yet	They haven't arrived yet.
write	Could you write the address down for me, please?.	you	Ah, there you are, James!
wrote	He wrote a letter to Diane, who was in Europe.	your	Is this your dog?
written	Have you got any written information about these places?	yours	Yours sincerely, ...
wrong	Excuse me. You're going the wrong way.	yourself	Mike, do help yourself to a knife and fork.
wrong number	I am afraid you have the wrong number.	yourselves	Can you boys do it yourselves?
X		young	The organic food industry is a relatively young industry.
X-mas	X-mas stands for Christmas.	youth	The youth travel industry is very innovative.
xerox	A xerox is often used as another word for photocopy.	youth hostel	I think I am too old to stay at a youth hostel.
x-rays	Doctors use x-rays for examination.	youth market	We produce handbags especially for the youth market.
Y		Z	
yard	The house has a small yard instead of a real garden.	zero	It's so cold outside today! The temperature must be below zero.
year	My youngest daughter is five years old.	zone	We are now in Zone 1 and we need to get to Zone 4.
yearly	Our yearly sales conference will take place in September.	zoo	Isn't it lovely to go to the zoo with one's grandchildren?
year-round	The hotel offers year-round service.	zoom	My new camera has a fantastic zoom feature.
yellow	It's dangerous to drive through the traffic lights while they are yellow.	zip	You must zip the file before you send it.
yellow pages	The yellow pages can also be found online.	zip code	The zip code for this town is 54700.

ENGLISH

- C1** telc English C1

- B2-C1** telc English B2-C1 Business*
telc English B2-C1 University*

- B2** telc English B2
telc English B2 School
telc English B2 Business
telc English B2 Technical

- B1-B2** telc English B1-B2
telc English B1-B2 Business*

- B1** telc English B1
telc English B1 School
telc English B1 Business
telc English B1 Hotel and Restaurant

- A2-B1** telc English A2-B1
telc English A2-B1 School
telc English A2-B1 Business

- A2** telc English A2
telc English A2 School

- A1** telc English A1
telc English A1 Junior*

ITALIANO

- B2** telc Italiano B2

- B1** telc Italiano B1

- A2** telc Italiano A2

- A1** telc Italiano A1

ČESKÝ JAZYK

- B1** telc Český jazyk B1

DEUTSCH

- C2** telc Deutsch C2*

- C1** telc Deutsch C1
telc Deutsch C1 Hochschule

- B2** telc Deutsch B2+ Beruf
telc Deutsch B2

- B1** telc Deutsch B1+ Beruf
Zertifikat Deutsch
(telc Deutsch B1)
Zertifikat Deutsch für Jugendliche
(telc Deutsch B1 Schule)

- A2-B1** Deutsch-Test für Zuwanderer

- A2** telc Deutsch A2+ Beruf
Start Deutsch 2
(telc Deutsch A2)
telc Deutsch A2 Schule*

- A1** Start Deutsch 1
(telc Deutsch A1)
telc Deutsch A1 Junior*

ESPAÑOL

- B2** telc Español B2
telc Español B2 Escuela

- B1** telc Español B1
telc Español B1 Escuela

- A2** telc Español A2
telc Español A2 Escuela

- A1** telc Español A1
telc Español A1 Junior*

اللغة العربية

- B1** telc اللغة العربية B1

TÜRKÇE

- C1** telc Türkçe C1

- B2** telc Türkçe B2
telc Türkçe B2 Okul

- B1** telc Türkçe B1
telc Türkçe B1 Okul

- A2** telc Türkçe A2
telc Türkçe A2 Okul

- A1** telc Türkçe A1

FRANÇAIS

- B2** telc Français B2

- B1** telc Français B1
telc Français B1 Ecole
telc Français B1 pour la Profession

- A2** telc Français A2
telc Français A2 Ecole

- A1** telc Français A1
telc Français A1 Junior*

РУССКИЙ ЯЗЫК

- B2** telc Русский язык B2

- B1** telc Русский язык B1

- A2** telc Русский язык A2

- A1** telc Русский язык A1

PORTUGUÊS

- B1** telc Português B1

* coming soon

Free mock examinations can be downloaded at www.telc.net.

HANDBOOK

ENGLISH A2·B1 BUSINESS

telc English A2·B1 Business is a standardised, dual-level examination intended for adults who need English for their jobs. It measures general language competence across two levels of the *Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach.

The *telc English A2·B1 Business Handbook* gives detailed information about all areas unique to the work-oriented version of the exam, including inventories of topics and vocabulary. For an in-depth coverage of the A2·B1 examinations, please also refer to the *telc English A2·B1 Handbook*.