

Elementary General Business Vocabulary List. A Selection of 2620 Terms

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**Elementary General Business
Vocabulary List. A Selection of 2620
Terms**

Abbreviations used in this list are the following:

abbrev	abbreviation
adj	adjective
adv	adverb
conj	conjunction
det	determiner
exclam	exclamation
int	interjection
n	noun
phr v	phrasal verb
pl	plural
prep	preposition
prep phr	prepositional phrase
pron	pronoun
sing	singular
v	verb

A

abbreviation (n)
ability (n)
able (adj)
about (adj & prep)
above (adj & prep)
abroad (adv)
absence (n)
absent (adj)
accept (v)
access (n & v)
accident (n)
accommodation (n)
accompany (v)
according to (prep)
account (n)
accountancy (n)
accountant (n)
accounting (n)
accounts (n)
accuracy (n)
accurate (adj)
achieve (v)
acknowledge (v)
acquaintance (n)
acquire (v)
acquisition (n)
across (prep)
act (v)
action (n)
active (adj)
activity (n)
actor (n)
actual (adj)
ad (abbrev) (advertisement or advert)
adapt (v)
add (v)
addition (n)
additional (adj)
address (n & v)
adjust (v)
administration (n)
administrative (adj)
administrator (n)
admire (v)
admission (n)
admit (v)
adult (adj & n)
advance (n)
advanced (adj)
advantage (n)
advert (n)
advertise (v)
advertising (n)
advice (n)
advice note (n)
advise (v)
aeroplane (n)
affair (n)
affect (v)
afford (v)
afraid (adj)
after (prep)
afternoon (n)
after-sales service (n)
afterwards (adv)
again (adv)
against (prep)
age (n)
aged (adj)
agency (n)
agenda (n)
agent (n)
ago (adv)
agree (v)
agricultural (adj)
agriculture (n)
aim (n & v)
air-conditioned (adj)
air-conditioning (n)
airline (n)
airmail (n)
airplane (n)
airport (n)
alarm (n)
alike (adv & adj)
all (adj, adv, det & pron)
allow (v)
allowance (n)
almost (adv)
alone (adv)
along (adv & prep)

aloud (adv)
alphabet (n)
already (adv)
alright (adv/adj)
also (adv)
alternative (n & adj)
although (conj)
altogether (adv)
always (adv)
amazing (adj)
ambassador (n)
ambition (n)
ambitious (adj)
among (amongst) (prep)
amount (n)
amusing (adj)
analyse (v)
analysis (n)
anger (n)
angry (adj)
anniversary (n)
announce (v)
annoy (v)
anyhow (adv)
anyone (pron)
anything (pron)
anyway (adv)
anywhere (adv)
AOB (abbrev) Any Other Business
apart from (prep)
apology (n)
appearance (n)
applicant (n)
application (n)
application form (n)
apply (v)
approach (n & v)
appropriate (adj)
approval (n)
approve (v)
approx. (abbrev) approximate(ly)
approximate (adj)
area (n)
arithmetic (n)
around (adv & prep)
arrange (v)
arrival (n)
arrive (v)
art (n)
article (n)
as (adv & conj)
ASAP (abbrev) as soon as possible
ashamed (adj)
ask (v)
aspect (n)
assembly (n)
assembly line (n)
assembly plant (n)
assembly point (n)
assess (v)
assistant (n)
associate (n & v)
association (n)
assure (v)
at (prep)
at all (prep phr)
at first (prep phr)
at last (prep phr)
at least (prep phr)
at present (prep phr)
at the same time (prep phr)
attach (v)
attack (n & v)
attempt (n & v)
attend (v)
attendance (n)
attention (n)
attitude (n)
attract (v)
attraction (n)
attractive (adj)
audience (n)
audit (v)
author (n)
authorise (v)
authority (n)
automatic (adj)
availability (n)
available (adj)
average (adj & n)
avoid (v)
awake (adj)
award (n & v)

aware (adj)

away (adv)

B

B.Sc. (abbrev) (Bachelor of Science)

back (adv & n)

background (n)

backwards (adv)

bad (adj)

bag (n)

baggage (n)

balance (v & n)

balance sheet (n)

ballpoint (adj & n)

ban (v & n)

bank (n & v)

bank account (n)

bank balance (n)

bank card (n)

bank charge (n)

bank clerk (n)

bank loan (n)

bank manager (n)

bank statement (n)

bank transfer (n)

banking (n)

banknote (n)

bankrupt (v & adj)

bankruptcy (n)

bar (n)

bargain (n & v)

base (n & v)

basement (n)

basic (adj)

basis (n)

basket (n)

battle (n)

bay (n)

be (v)

beat (v)

because (conj)

because of (adv)

become (v)

before (prep)

beg (v)

begin (v)

behave (v)

behaviour (n)

behind (prep & adv)

believe (v)

bell (n)

belong (v)

below (adv & prep)

bend (n & v)

beneath (adv & prep)

benefit (n & v)

bicycle (n)

big (adj)

blank cheque (n)

blind (n)

blue (adj)

board meeting (n)

board room (n)

boat (n)

bonus (n)

booking desk (n)

booking form (n)

booking office (n)

bookkeeping (n)

bookshop (n)

boot (n)

border (n & v)

bored (adj)

boring (adj)

born (adj)

borrow (v)

boss (n)

both (adj & pron)

bottom (n & adj)

box (n)

brain (n)

branch (n)

brand (n)

brave (adj)

break (n & v)

break down (n & phr v)

break in (n & phr v)

break up (phr v)

breakfast (n)

brick (n)

brief (adj)

briefcase (n)

bright (adj)
brilliant (adj)
bring (v)
bring forward (phr v)
broad (adj)
brochure (n)
brush (n & v)
budget (n & v)
buffet (adj & n)
bug (n)
bulk (n)
business card (n)
button (n)
buy (n & v)
by air (prep phr)
by all means (prep phr)
by car (prep phr)
by day (prep phr)
by hand (prep phr)
by land (prep phr)
by mistake (prep phr)
by name (prep phr)
by oneself (prep phr)
by post (prep phr)
by sea (prep phr)
by sight (prep phr)
by train (prep phr)

C

C (abbrev) Centigrade, Celsius
c (abbrev) circa
c/o (abbrev) care of
cabinet (n)
cable (n)
cable television (n)
café/cafe (n)
calculate (v)
calculator (n)
calendar (n)
call (n & v)
call centre (n)
call for (phr v)
call in (phr v)
callbox (n)
calm (adj)
camera (n)

campaign (n & v)
can (n & v)
canal (n)
cancel (v)
cancellation (n)
candidate (n)
canteen (n)
capable (adj)
capacity (n)
capital (n)
car (n)
car park (n)
card (n)
cardboard (adj & n)
care (n & v)
career (n)
cargo (n)
carpet (n)
carry (v)
carry on (phr v)
carry out (phr v)
case (n)
cash (n & v)
cash book (n)
cash desk (n)
cash flow (n)
cash machine (n)
cash price (n)
cash register (n)
cash sale (n)
cassette (n)
cassette player/recorder (n)
casual (adj)
catalogue (n)
catch (v)
category (n)
catering (adj)
cause (n & v)
cc (abbrev) carbon copy
CD (n)
CD-ROM (n)
celebrate (v)
celebration (n)
cellar (n)
Celsius (n)
cement (n)

cent (n)
centigrade (adj)
centimetre (n)
central (adj)
central bank (n)
central heating (n)
centre (n)
century (n)
CEO (abbrev) Chief Executive Officer ceiling (n)
certain (adj)
certificate (n)
chain (n)
chair (n & v)
chairman (n)
chairperson (n)
chairwoman (n)
challenge (n & v)
chance (n)
change (n & v)
chapter (n)
character
charge (n & v)
chart (n)
charter (n)
chat (n & v)
cheap (adj)
cheat (v)
check (n & v)
check in (n & phr v)
check out (phr v)
checklist (n)
cheerful (adj)
chef (n)
chemical (adj)
chemist (n)
cheque (n)
cheque card (n)
chief (adj & n)
child (n)
choice (n)
choose (v)
circle (n)
circular (adj)
circulate (v)
city (n)
claim (n & v)
clarify (v)
class (n)
classify (v)
classroom (n)
clean (adj & v)
clear (adj & v)
clerical (adj)
clerk (n)
clever (adj)
client (n)
climate (n)
climb (v)
clock (n)
close (adj & v)
close (to) (adj)
close down (phr v)
cloth (n)
clothes (n pl)
clothing (adj)
club (n)
clue (n)
cm (abbrev) centimetres
Co (abbrev) company
coach (n & v)
coal (n)
coast (n)
coffee (n)
coffee-shop (n)
coin (n)
cold (adj & n)
colleague (n)
collect (v)
collection (n)
colour (n & v)
combination (n)
combine (v)
come (v)
come down (phr v)
comfort (n)
command (n & n)
comment (n & v)
commerce (n)
commercial (n & adj)
commission (n)
commit (v)
committee (n)

communication (n)
commute (v)
compact (adj)
company (n)
compare (v)
comparison (n)
compete (v)
competition (n)
competitive (adj)
competitor (n)
complain (v)
complaint (n)
component (n)
composition (n)
compromise (n & v)
computer (n)
computer program(me) (n)
computer programmer (n)
concentrate (v)
concentration (n)
concern (n & v)
concert (n)
conclusion (n)
condition (n)
confidence (n)
confident (adj)
confirmation (n)
connect (v)
connecting (adj)
connection (n)
conservative (adj)
consider (v)
consignment (n)
consist (v)
constant (adj)
construct (v)
construction (adj)
consul (n)
consulate (n)
consult (v)
consultancy (n)
consultant (n)
consultation (n)
consumer (n)
contact (n & v)
contain (v)
content(s) (n)
contest (n & v)
continent (n)
continue (v)
contract (n & v)
contribute (v)
contribution (n)
control (n & v)
convenience (n)
convenient (adj)
conversation (n)
cool (adj & v)
co-operate (v)
co-operation (n)
co-operative (adj & n)
co-ordinate (v)
co-ordination (n)
copy (n & v)
corner (n)
corporate (adj)
correct (adj & v)
correction (n)
correspond (v)
correspondence (n)
corridor (n)
cost (n & v)
costing(s) (n)
cotton (n)
count (v)
country (n)
countryside (n)
couple (n)
courage (n)
courier (n)
course (n)
court (n)
cover (n & v)
crash (n & v)
create (v)
creation (n)
creative (adj)
credit (n & v)
crime (n)
criminal (n)
criticise (v)
crop (n)

cross (adj, n & v)
cross out (phr v)
crossing (n)
crossroads (n)
crowd (n)
crowded (adj)
culture (n)
cup (n)
cupboard (n)
curious (adj)
currency (n)
current (adj)
current account (n)
curriculum (n)
curriculum vitae/CV (n)
curve (n & v)
custom (n)
customer (n)
customer base (n)
customs (n)
cut (n & v)
cut back (n & phr v)
cut down (on) (phr v)
cut-price (adj)

D

daily (adj & adv)
damage (n & v)
danger (n)
dangerous (adj)
dark (adj & n)
data (n)
data processing (n)
database (n)
date (n & v)
date-stamp (n & v)
day (n)
day off (n)
deadline (n)
deadlock (n)
deal (n & v)
dear (adj & int)
debit (n & v)
debt (n)
decide (v)
decimal (adj & n)

decision (n)
decision-making (n)
declare (v)
decline (n & v)
decrease (n & v)
deduct (v)
deep (adj & adv)
defeat (n & v)
defective (adj)
defence (n)
defend (v)
definite (adj)
degree (n)
delay (n & v)
delegate (n & v)
delete (v)
deletion (n)
delighted (adj)
deliver (v)
delivery (n)
demand (n & v)
demonstrate (v)
demonstration (n)
deny (v)
dep (abbrev) depart(s)
depart (v)
department store (n)
departure (n)
depend (v)
deposit (n & v)
depressed (adj)
depression (n)
Dept (abbrev) department
depth (n)
describe (v)
description (n)
desert (n)
design (n & v)
desk (n)
desktop (adj & n)
despatch (n & v)
despite (prep)
destination (n)
destroy (v)
detail (n)
develop (v)

diagram (n)
dial (n & v)
diary (n)
dictate (v)
dictation (n)
dictionary (n)
die (v)
differ (v)
difference (n)
different (adj)
difficult (adj)
dig (v)
digital (adj)
dining room (n)
dinner (n)
dip (n & v)
diploma (n)
direct (adj & v)
direct cost (n)
direct debit (n)
direct mail (n)
direct marketing (n)
direction (n)
directory (n)
disappoint (v)
discount (n & v)
discover (v)
discuss (v)
discussion (n)
disk drive (n)
dislike (n & v)
dismiss (v)
dispatch (n & v)
display (n & v)
distant (adj)
distribute (v)
distribution (n)
district (n)
disturb (v)
divide (v)
division (n)
do (v)
doctor/Dr (n)
document (n)
documentary (adj & n)
documentation (n)

domestic (adj)
door (n)
door-to-door (adj)
dotted line (n)
down (adj, adv & prep)
downturn (n)
draw (v)
drawer (n)
dream (n & v)
dress (n & v)
drink (n & v)
drive (n & v)
driving licence (n)
drop (n & v)
drug(s) (n)
dry (adj & v)
dry cleaning (n)
DTP (abbrev) desktop publishing
due (adv & adj)
due to (prep phrase)
dull (adj)
duplicate (n & v)
during (prep)
duty (n)
DVD (n)

E

E (abbrev) east
e.g. (abbrev) for example, for instance either (conj)
each (adj & pron)
eager (adj)
early (adj & adv)
earn (v)
earnings (n pl)
east (adj, adv & n)
eastern (adj)
easy (adj)
eat (v)
e-commerce (n)
economic (adj)
economical (adj)
economics (n)
economy (n)
edge (n)
educate (v)
education (n)

effect (n)
effective (adj)
efficient (adj)
effort (n)
elect (v)
election(n)
electric (adj)
electrical (adj)
electricity (n)
electronic (adj)
electronic mail (n)
electronics (n)
elementary (adj)
else (adv)
email (n & v)
embarrass (v)
embassy (n)
emergency (n)
employ (v)
employee (n)
employment agency (n)
empty (adj & v)
enable (v)
enclose (v)
encourage (v)
end (n & v)
energy
engaged (adj)
engagement (n)
engine (n)
engineer (n)
engineering (n)
English (adj & n)
enjoy (v)
enormous (adj)
enough (adj, adv & n)
enquire (v)
enquiry (n)
enrol (v)
ensure (v)
enter (v)
entertain (v)
enthusiasm (n)
enthusiastic (adj)
entire (adj)
entrance (n)
entry (v)
envelope (n)
environment (n)
environmental (adj)
equal (adj & v)
equip (v)
escalator (n)
escape (n & v)
especially (adv)
essential (adj)
establish (v)
estimate (n & v)
EU (abbrev) European Union
Euro (n)
even (adv)
event (n)
ever (adv)
every(adj)
everybody (n)
everyone (n)
everything (n)
everywhere (adv)
exact (adj)
exam (abbrev) examination
examination (n)
examine (v)
example (n)
exceed (v)
excellent (adj)
except (prep & conj)
excess (n)
exchange (v & n)
exchange (v)
exchange controls (n)
exchange rate (n)
excited (adj)
exciting (adj)
exclude (v)
excluding (prep)
excuse (n & v)
executive (n & adj)
exercise (n & v)
exhibit (n & v)
exhibition (n)
exist (v)
exit (n)

expand (v)
expansion (n)
expect (v)
expectation (n)
expenditure (n)
expense(s) (n)
expensive (adj)
experience (n)
experienced (adj)
experiment (n & v)
expert (n)
explain (v)
explanation (n)
explode (v)
explore (v)
export (n & v)
express (adj & v)
extend (v)
extension (n)
external (adj)
extra (adj & adv)
extraordinary (adj)
extremely (adv)
eye (n)

F

facilities (n pl)
facing (v & prep)
fact (n)
factor (n)
factory (n)
fail (v)
failure (n)
faint (adj)
fair (adj & n)
faithfully (adv)
fall (n & v)
false (adj)
family (n)
famous (adj)
fan (n)
fantastic (adj)
far (adv)
fare (n)
fashion (n)
fast (adj & adv)

fasten (v)
fault (n)
favourite (adj & n)
fax (n & v)
fax machine (n)
fear (n & v)
fee (n)
feedback (n)
feel (v)
feel like (v)
female (n & adj)
ferry (n)
festival (v)
fetch (v)
few (adj)
fiction (n)
field (n)
fight (n & v)
figure (n)
file (n & v)
fill in (phr v)
finalise (v)
financial (adj)
financial advisor (n)
financial year (n)
find (v)
find out (phr v)
finish (n & v)
fire (n & v)
fire alarm (n)
firm (adj & n)
first (adj, adv, n & pron)
first aid (n)
first of all (adv)
fitness (n & adj)
fitness centre (n)
fix (v)
fixed cost (n)
fixed-term contract (n)
flag (n)
flat (adj & n)
fleet (n)
flexibility (n)
flexible (adj)
flight (n)
flip chart (n)

float (v)
flood (n & v)
floor (n)
floppy disk (n)
flotation (n)
flowchart (n)
fluctuate (v)
fluctuation (n)
fly (v)
F° (abbrev) Fahrenheit
focus (n & v)
fold (n & v)
follow (v)
following (adj & prep)
fond (adj)
food (n)
foot/feet (n)
for (prep)
forbid (v)
force (n & v)
forecast (n & v)
foreign (adj)
foreign currency (n)
foreign exchange (n)
foreigner (n)
foreman (n)
forget (v)
forgetful (adj)
forgive (v)
form (n & v)
formal (adj)
former (adj)
fortnight (n)
fortunate (adj)
forward (v)
forward(s) (adv)
founder (n)
free (adj)
free gift (n)
free market (n)
free sample (n)
free trade (n)
freelance (adj & v)
freeze (n & v)
freight (n & v)
frequent (adj)

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

G

gain (n & v)
gallery (n)
gallon (n)
game (n)
gap (n)
garage (n)
gas (n)
gate (n)
general (adj)
generous (adj)
gentle (adj)
gentleman (n)
genuine (adj)
geography (n)
get (v)
get along with (phr v)
get around (phr v)
get back (phr v)
get down (phr v)
get in (phr v)
get into/out of (phr v)
get off (phr v)
get on (phr v)
get on with (phr v)
get rid of (phr v)
get up (phr v)

gift (n)
gift voucher (n)
girl (n)
give (v)
give in (phr v)
give out (phr v)
glad (adj)
glance (n & v)
glass (n & adj)
global (adj)
go (v)
go down (phr v)
go for (phr v)
go off (phr v)
go with (phr v)
gold watch (adj)
govern (v)
gradual (adj)
graduate (n & v)
graduation (n)
graph (n)
graphics (n)
grateful (adj)
great (adj)
green (adj)
greet (v)
grey (adj)
gross (adj)
ground (adj & n)
group (n & v)
grow (v)
growth (n)
guarantee (n & v)
guard (n & v)
guess (n & v)
guest (n)
guest-house (n)
guide (n & v)
guilty (adj)
gymnasium (n)

H

habit (n)
hair (n)
half (adj, adv & n)
hall (n)

hallo/hello (exclam)
hand (n & v)
hand in (phr v)
hand out (phr v)
handbag (n)
handbook (n)
handle (n & v)
handwriting (n)
hang (v)
hang up (phr v)
happen (v)
happy (adj)
harbour (n)
hard (adj & adv)
hardly (adv)
hardware (n)
hate (v)
have (v)
have got (v)
have to (v)
he (pron)
head (n & v)
head office (n)
headline (n)
headquarters (n)
health (n)
health and safety (n)
hear (v)
heart (n)
heat (n & v)
heating (n)
heavy (adj)
height (n)
hello/hallo (exclam)
help (n & v)
helpdesk (n)
helpline (n)
her (adj & pron)
here (adv)
hers (pron)
herself (pron)
hi(gh)-tec(h) (adj)
hidden (adj)
hide (v)
hi-fi (n)
high (adj, adv & n)

hill (n)
him (pron)
himself (pron)
hire (n & v)
his (adj & pron)
history (n)
hit (n & v)
hobby (n)
hold (v)
hold up (n & phr v)
hole (n)
holiday (n)
home (adv & n)
honest (adj)
hope (n & v)
horrible (adj)
hospitality (n)
host (n)
hot (adj)
hotel (n)
hour (n)
hourly fee (n)
hourly rate (n)
house (n)
how (adv)
how do you do? (int)
how much (adv)
however (adv)
hr (abbrev) hour
huge (adj)
human (n & adj)
hundred (n)
hurry (n & v)

I

I (pron)
i.e. (abbrev) that is to say
ice (n)
ID (abbrev) Identity
idea (n)
identity (n)
if (conj)
ill (adj)
illegal (adj)
illness (n)
image (n)

imagination (n)
imagine (v)
immediate (adj)
immigration (n)
import (v)
import duty (n)
importance (n)
important (adj)
impossible (adj)
impress (v)
impression (n)
impressive (adj)
improve (v)
in (adv & prep)
in a hurry (prep phr)
in advance (prep phr)
in any case (prep phr)
in case of (prep phr)
in charge (of) (prep phr)
in danger (prep phr)
in debt (prep phr)
in difficulties (prep phr)
in fact (prep phr)
in front of (prep phr)
in general (prep phr)
in half (prep phr)
in ink (prep phr)
in order (prep phr)
in order to (prep phr)
in pencil (prep phr)
in pieces (prep phr)
in place (prep phr)
in private (prep phr)
in public (prep phr)
in secret (prep phr)
in sight (prep phr)
in stock (prep phr)
in the end (prep phr)
in time (prep phr)
in town (prep phr)
in turn (prep phr)
in(s) (abbrev) inch(es)
incentive (n)
inch (n)
income (n)
inconvenience (n)

inconvenient (adj)
incorrect (adj)
increase (n & v)
indeed (adv)
independent (adj)
index (n)
indicate (v)
indication (n)
individual (adj & n)
indoor (adj)
indoors (adv)
industrial (adj)
industry (n)
inflation (n)
influence (n & v)
inform (v)
informal (adj)
information (n)
information technology (IT) (n)
inhabitant (n)
in-house (adj & adv)
injure (v)
injury (n)
ink (n)
innovation (n)
innovative (adj)
inquiry (n)
inside (adv, prep & adj)
insist (v)
inspect (v)
inspection (n)
install (v)
installation (n)
instalment (n)
instance (n)
instead (adv)
instead of (adv)
instructions (n)
instructor (n)
insurance (n)
insurance policy (n)
insure (v)
intelligent (adj)
intend (v)
interest (n & v)
interest rate (n)

intermediate (adj)
internal (adj)
international (adj)
internet (n)
interpret (v)
interrupt (v)
interval (n)
interview (v)
into (prep)
introduce (v)
introduction (n)
introductory (adj)
invent (v)
invention (n)
invest (v)
invitation (n)
invite (v)
invoice (n & v)
involve (v)
iron (n)
island (n)
issue (n & v)
IT (abbrev) Information Technology it (pron)
item (n)
its (pron)
itself (pron)

J

jealous (adj)
jet (plane) (n)
job (n)
job description (n)
job satisfaction (n)
job security (n)
join (v)
joint (adj)
joke (n)
journal (n)
journalist (n)
journey (n)
judge (n & v)
jump (n & v)
junction (n)
just (adv)

K

keen (adj)

keep (v)
keep on (phr v)
keep up (phr v)
key (n & adj)
key in (phr v)
keyboard (n)
kg (abbrev) kilogram
kilo/kilogram/kilogramme (n)
kilometre (n)
kind (adj & n)
kiosk (n)
kitchen (n)
km (abbrev) kilometer/kilometre
knock (n & v)
knock down (phr v)
know (v)
knowledge (n)
kph (abbrev) kilometres per hour

L

lab (abbrev) laboratory
label (n & v)
laboratory (n)
labour (n)
lack (n & v)
ladder (n)
lady (n)
lamp (n)
land(n & v)
landlady (n)
landlord (n)
language (n)
laptop (n)
large (adj)
laser (n)
laser disk (n)
laser printer (n)
last (adj, adv & v)
late (adj)
later (adv)
laugh (n & v)
launch (v & n)
laundry (n)
lavatory (n)
law (n)
lawyer (n)
lay (v)
layout (n)
lazy (adj)
lb (abbrev) pound weight
lead (v)
leader (n)
leadership (n)
leading (adj)
leaflet (n)
learn (v)
least (adj & adv)
leave (n & v)
leave out (phr v)
lecture (n & v)
left (n, adj & adv)
legal (adj)
leisure (n)
leisure industry (n)
lend (v)
length (n)
less (adj, adv & pron)
lesson (n)
let (v)
let's (v)
letter (n)
level out (phr v)
liberal (adj)
library (n)
licence (n)
lie (n & v)
life (n)
lifestyle (n)
lift (n & v)
light (adj, n & v)
like (prep & v)
likely (adj)
limit (n & v)
line manager (n)
link (n & v)
liquid (n & adj)
list (n & v)
little (adj & pron)
live (v & adj)
living (adj)
load (n & v)
loan (n)

loan. (v)
local (adj)
locate (v)
lonely (adj)
long-term/long term (adj & n)
look (n & v)
look ahead (phr v)
loss (n)
lost property (n)
lot (n)
lounge (n)
love (n & v)
low (adj, n & adv)
lower (v)
loyal (adj)
loyalty (n)
luck (n)
luggage(n)
lunch (n)
lunchtime (n)
luxury (n & adj)

M

m (abbrev) metre
MA (abbrev) Masters degree
machine (n)
machinery (n)
mad (adj)
madam (n)
magazine (n)
mail (n)
mail order (n)
mailing list (n)
mailshot (n)
main (adj)
maintain (v)
maintenance (n)
major (adj)
majority (n)
make (n & v)
make up (n & v)
male (adj & n)
man (n)
manage (v)
managerial (adj)
managing director (MD) (n)
manner (n)
manual (adj)
manufacture (n & v)
many (adj & pron)
map (n)
margin (n)
mark (n & v)
market (n & v)
market leader (n)
market research (n)
market share (n)
market value (n)
marketing (n)
marketplace (n)
married (adj)
mass (adj)
mass production (n)
mass-produce (v)
master (v)
match (n & v)
mate (n)
material (n)
mathematics (n)
maths (abbrev)
mature (adj)
max (abbrev) maximum
maximum (adj & n)
may (v)
maybe (adv)
MBA (abbrev) Masters in Business
MD (abbrev) Managing Director (n) me (pron)
meal (n)
mean (v)
meaning (n)
means (n)
measure (v)
mechanic (n)
media (n)
medicine (n)
medium (adj)
meet (v)
member (n)
membership (n)
memo (abbrev) memorandum
memorandum (n)
memory (n)

mend (v)
mention (n & v)
menu (n)
merge (v)
message (n)
metal (n)
method (n)
metre (n)
microphone (n)
midday (n)
middle (adj & n)
middle management (n)
middle-aged (adj)
midnight (n)
might (v)
mile (n)
millimetre (n)
min (abbrev) minimum
min (abbrev) minute
mind (n & v)
mine (pron)
mineral (adj)
mineral water (n)
minimum (adj & n)
minor (adj)
minus (conj)
misc (abbrev) miscellaneous
miscellaneous (adj)
miserable (adj)
miss (n & v)
mistake (n)
misunderstand (v)
model (adj & n)
model. (n)
modern (adj)
monopoly (n)
month (n)
more (adj, adv & pron)
morning (n)
most (adj, adv & pron)
motivate (v)
motivation (n)
motor (n)
motorcycle (n)
motorway (n)
mountain (n)

mouse (n)
move (n & v)
mph (abbrev) miles per hour
Mr (n)
Mrs (n)
Ms (n)
much (adj, adv & pron)
multinational (adj & n)
multiply (v)
music (n)
musical (adj & n)
musician (n)
must (v)
my (pron & adj)
myself (pron)

N

N (abbrev) north
name (n & v)
narrow (adj)
national (adj)
nationality (n)
nationwide (adj)
natural (adj)
nature (n)
NB (abbrev) note well
NE (abbrev) north east
near (adv & prep)
neat (adj)
necessary (adj)
need (n & v)
negative (adj)
negotiable (adj)
negotiate (v)
negotiation (n)
neighbour (n)
neighbourhood (n)
neither (adj & pron)
nervous (adj)
net (n & adj)
network (v & n)
never (adv)
new (adj)
news (n)
newsagent (n)
newsletter (n)

newspaper (n)
next (adj, adv & pron)
next to (prep)
nice (adj & adv)
night (n)
nil (n)
no (adv)
no one (n)
no. (abbrev) number (n)
nobody (n & pron)
noise (n)
none (n, adj & pron)
nor (conj)
normal (adj)
north (adj, adv, & n)
north east (adj & n)
north west (adj & n)
not at all (adv)
not/n't (adv)
note (n & v)
notebook (n)
notepad (n)
notepaper (n)
nothing (n & pron)
notice (n & v)
notice-board (n)
now (adv)
nowadays (adv)
nowhere (adv)
nr (abbrev) near
nuclear (adj)
number (n)
NW (abbrev) north west
nylon (adj & n)

O

o'clock (adj & adv)
object (n & v)
objective (n)
observe (v)
obtain (v)
occupation (n)
occur (v)
of (prep)
of course (adv)
off (adv & prep)

offer (n & v)
office (n)
officer (n)
official (adj & n)
often (adv)
OHP (abbrev) overhead projector
OHT (abbrev) overhead transparency oil (n & v)
OK/O.K./okay (int, adj & adv)
old (adj)
omit (v)
on (adv & prep)
on a journey (prep phr)
on a visit (prep phr)
on business (prep phr)
on fire (prep phr)
on foot (prep phr)
on holiday (prep phr)
on sale (prep phr)
on time (prep phr)
once (adv or adj)
once (prep phr)
one (n & pron)
oneself (pron)
one-way (adj)
online/on-line (adv & adj)
only (adj & adv)
onto (prep)
open (adj & v)
opening hours (n)
operate (v)
operation (n)
opinion (n)
opportunity (n)
oppose (v)
opposite (adj, n & prep)
option (n)
or (conj)
order (conj, n & v)
order form (n)
ordinary (adj)
organisation (n)
organise (v)
original (adj)
originality (n)
other (adj & pron)
ought (v)

ounce (n)
our (adj)
ours (pron)
ourselves (pron)
out (adv)
out of (prep)
out of date (prep phr)
out of doors (prep phr)
out of order (prep phr)
out of stock (prep phr)
out of work (prep phr)
outdoor (adj)
outdoors (adv)
outlet (n)
output (n & v)
outside (adv, n & prep)
oval (adj)
over (adv & prep)
overall (adj)
overalls (n)
overdraft (n)
overdrawn (adj)
overheads (n)
overnight (adj & adv)
overseas (adj & adv)
overtake (v)
overtime (n)
owe (v)
own (adj & v)
own brand (n)

P

p (abbrev) pence
PA (abbrev) Personal Assistant pa (abbrev) per annum
pack (n & v)
package (n & v)
packaging (n)
packet (n)
packing (n)
page (n)
paid leave (n)
paint (n & v)
pair (n)
paper (n)
paperclip (n)
paperwork (n)

paragraph (n)
parcel (n)
pardon (n)
park (n & v)
parking (n)
parliament (n)
part (n)
participate (v)
participation (n)
particular (adj)
partner (n)
part-time/part time (adj & adv) participant (n)
party (n)
pass (n & v)
passenger (n)
passport (n)
past (adj, n & prep)
path (n)
patient (adj)
pattern (n)
pause (n & v)
pavement (n)
pay (n & v)
payroll (n)
pc (abbrev) personal computer p./pp. (abbrev) page/pages
peace (n)
peak (n & v)
pen (n)
pence (n)
pencil (n)
pension (n)
people (n pl)
per (prep)
per annum (adv)
per cent (%) (adj, adv & n)
percentage (n)
perfect (adj)
perform (v)
performance (n)
perhaps (adv)
period (n)
permanent (adj)
permission (n)
permit (v & n)
person (n)
personal assistant (n)

personal computer (n)
personality (n)
personnel (n)
personnel management (n)
persuade (v)
petrol (n)
petrol station (n)
petty cash (n)
pharmaceutical (adj)
pharmacy (n)
phase (n)
phone (n & v)
photocopier (n)
photocopy (n & v)
photograph (n & v)
photography (n)
pick (v)
pick up (phr v)
picture (n)
piece (n)
pile (n & v)
pilot (n)
pin (n & v)
pipe (n)
pity (n)
place (n & v)
plain (adj)
plan (n & v)
plane (n)
planning (n)
please (int & v)
pleasure (n)
plenty (adj & pron)
plug (n)
plug in (phr v)
plus (conj)
pm (adv)
pocket (n)
point (n & v)
police (n)
police station (n)
policy (n)
polite (adj)
political (adj)
politician (n)
politics (n)
pollution (n)
pool (n)
poor (adj)
popular (adj)
portable (adj)
position (n)
positive (adj)
possibility (n)
possible (adj)
post (n & v)
post office (n)
postage (n)
postcard (n)
postcode (n)
poster (n)
postman (n)
postpone (v)
potential (n & adj)
pound (n)
pour (v)
power (n)
PR (abbrev) Public Relations
practice (n)
practise (v)
praise (n & v)
precious (adj)
predict (v)
prediction (n)
prefer (v)
preference (n)
preliminary (adj)
premises (n)
preparation (n)
prepare (v)
prescription (n)
present (adj, n & v)
presentation (n)
president (n)
press (n & v)
pretty (adj & adv)
prevent (v)
previous (adj)
price (n & v)
price list (n)
primary (adj)
prime minister (n)

principal (n & adj)
print (n & v)
printout (n)
priority (n)
private (adj)
prize (n)
probable (adj)
problem (n)
procedure (n)
process (n & v)
produce (n & v)
product (n)
production (n)
productive (adj)
productivity (n)
profession (n)
professional (adj & n)
professor (n)
profile (n & v)
profit (n)
profitability (n)
profitable (adj)
programme (n & v)
progress (n)
promotional (adj)
prompt (adj)
pronounce (v)
pronunciation (n)
proof (n)
proofread (v)
proper (adj)
property (n)
proportion (n)
proposal (n)
propose (v)
protect (v)
protection (n)
proud (adj)
prove (v)
provide (v)
PS (abbrev) postscript
PTO (abbrev) please turn over
public (adj & n)
public holiday (n)
public opinion (n)
public relations (PR) (n)

publicity (n)
publish (v)
pull (n & v)
punctual (adj)
punish (v)
pupil (n)
purchase (n & v)
pure (adj)
purpose (n & adj)
push (n & v)
put (v)
put away (phr v)
put back (phr v)
put down (phr v)
put off (phr v)
put on (phr v)
put out (phr v)
put through (phr v)
put up (phr v)

Q

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

R

R & D (abbrev) Research and Development
race (n & v)
radio (n)
railway (n)
raise (n & v)

range (n & v)
rank (n & v)
rapid (adj)
rare (adj)
rate (n)
rather (adv)
Rd (abbrev)
re (abbrev)
reach (v)
react (v)
reaction (n)
read (v)
ready (adj)
real (adj)
realise (v)
rearrange (v)
reason (n)
receipt (n)
receive (v)
receiver (n)
recent (adj)
reception (n)
receptionist (n)
reclaim (v)
recognise (v)
recommend (v)
recommendation (n)
record (n, adj & v)
recorder (n)
recover (v)
recovery (n)
recruit (n & v)
red (adj & n)
reduce (v)
reduction (n)
redundant (adj)
ref (abbrev)
refer (v)
refreshment(s) (n)
refrigerator (n)
refund (v & n)
refurbish (v)
refuse (v)
region (n)
regional (adj)
register (v)
registration (n)
regret (v)
regular (adj)
regulations (n pl)
reject (v)
rejection (n)
relation (n)
relax (v)
relevant (adj)
reliability (n)
reliable (adj)
relief (n)
relocate (v)
relocation (n)
rely (v)
remain (v)
remember (v)
remind (v)
remove (v)
renew (v)
rent (n & v)
reorganisation (n)
rep (abbrev) representative
repair (n & v)
repay (v)
repeat (n, v & adj)
replace (v)
reply (n & v)
report (n & v)
report (n)
represent (v)
representative (n)
reputation (n)
request (n & v)
require (v)
research (n & v)
residential (adj)
resign (v)
resignation (n)
resources (n)
response (n)
responsibility (n)
responsible (adj)
rest (n & v)
restaurant (n)
result (n & v)

retail (n & v)
retail outlet (n)
retail price (n)
retain (v)
retire (v)
return (n)
revenue (n)
review (n & v)
revise (v)
reward (n & v)
rich (adj & n)
ride (n & v)
right (adj, adv & n)
ring (n & v)
ring back (v)
ring up (v)
rise (n & v)
risk (n & v)
rival (n & adj)
river (n)
road (n)
roof (n)
room (n)
rough (adj)
round (adj, adv & prep)
roundabout (n)
route (n)
routine (n)
row (n)
RSVP (abbrev) please reply
rubber (adj & n)
rubbish (n)
ruin (n & v)
rule (n & v)
run (v)
run out of (phr v)

S

S (abbrev) south
sad (adj)
SAE (abbrev) stamped addressed envelope
safe (n & adj)
safety (n)
salary (n)
sale (n)
sales (n)

same (adj & pron)
sample (n)
satisfaction (n)
satisfactory (adj)
satisfied (adj)
save (v)
say (v)
scale (n)
schedule (n & v)
scheme (n)
school (n)
science (n)
scientific (adj)
scissors (n)
screen (n & v)
screw (n & v)
sea (n)
seal (v)
search (n & v)
search for (v)
season (n)
seasonal (adj)
seat (n & v)
seatbelt (n)
sec (abbrev) second
second (adj & n)
second-hand/second hand (adj & adv) secondary (adj)
secret (n & adj)
secretarial (adj)
secretary (n)
section (n)
sector (n)
secure (v & adj)
security (n)
see (v)
seem (v)
seldom (adv)
select (v)
selection (n)
self-employed (adj)
self-service (adj)
sell (v)
selling price (n)
seminar (n)
send (v)
send for (v)

senior (adj)
sensible (adj)
sentence (n)
separate (adj & v)
series (n)
serious (adj)
servant (n)
serve (v)
service (n & v)
service station (n)
services (n pl)
set off (phr v)
set out (phr v)
set up (phr v)
settle (v)
several (adj)
shake (n & v)
shall (v)
shallow (adj)
shame (n)
shape (n & v)
share (n & v)
shareholder (n)
shares (n & pl)
sharp (adj)
she (pron)
sheet (n)
shelf (n)
shift (n)
shine (v)
ship (n & v)
shipping (n)
shock (n)
shop (n & v)
short (adj)
shortage (n)
short-term/short term (adj & n)
should (v)
shout (n & v)
show (n & v)
shower (n)
shut (adj & v)
shy (adj)
sick (adj)
side (n)
sight (n)
sightseeing (n)
sign (n & v)
signal (n & v)
signature (n)
significant (adj)
signpost (n)
silence (n)
silent (adj)
silk (n & adj)
silver (n & adj)
similar (adj)
simple (adj)
since (conj & prep)
sincerely (adv)
single (n & adj)
Sir (n)
sit (v)
site (n)
situate (v)
situation (n)
size (n)
skill (n)
skilled (adj)
sky (n)
sleep (n & v)
slight (adj)
slim (adj)
slow (adj)
slow down (phr v)
small (adj)
smart (adj)
smell (n & v)
smile (n & v)
smoke (n & v)
smooth (adj)
snack (n)
so (adv & conj)
so that (conj)
social (adj)
society (n)
soft (adj)
software (n)
sole (adj)
solid (adj)
solution (n)
solve (v)

some (adj & adv)
somebody (n & pron)
someone (n & pron)
something (n & pron)
sometimes (adv)
somewhere (adv)
soon (adv)
sorry (adj)
sort (n & v)
sort out (phr v)
so-so (adj)
sound (n & v)
south (adj, adv & n)
south east (n & adj)
south west (adj, adv & n)
souvenir (n)
space (n)
spare (adj & v)
speak (v)
speaker (n)
special (adj)
specialise (v)
specialist (n)
speciality (n)
specifications (n pl)
speech (n)
speed (n)
spell (v)
spend (v & n)
spill (v)
spite (n)
sponsor (n & v)
sport(s) (n)
spy (n & v)
square (n & adj)
St (abbrev) street
staff (n)
stage (n)
stairs (n pl)
stamp (n)
stand (v & n)
standard (n & adj)
staple (n)
stapler (n)
start (n & v)
start-up (adj)
state (n & v)
station (n)
stationery (n)
statistics (n)
stay (n & v)
stay behind (phr v)
steady (adj)
steal (v)
steam (n)
steel (n & adj)
steep (adj)
step (n & v)
still (adv)
stock (n & v)
Stock Exchange (n)
stocks (n)
stone (n)
stop (v & n)
storage (n)
store (n & v)
storeroom (n)
storey (n)
storm (n)
story (n)
straight (adj & adv)
strange (adj)
stranger (n)
strategy (n)
street (n)
strength (n)
strengthen (v)
stress (n & v)
strict (adj)
strike (n & v)
string (n)
strong (adj)
structure (n & v)
student (n)
studies (n)
study (n & v)
stupid (adj)
subject (n)
subsequently (adv)
subsidiary (n & adj)
subtract (v)
subway (n)

succeed (v)
success (n)
such (adj)
sudden (adj)
suffer (v)
sufficient (adj)
suggest (v)
suggestion (n)
suit (n & v)
suitability (n)
suitable (adj)
suitcase (n)
suite (n)
sum (n)
sum up (phr v)
supermarket (n)
supervise (v)
supervision (n)
supper (n)
supplies (n pl)
supply (n & v)
support (n & v)
suppose (v)
surcharge (n)
sure (adj)
surname (n)
surplus (n)
surprise (n, v & adj)
survey (n)
sweep (v)
swing (n & v)
switch (n & v)
system (n)

T

table (n)
take (v)
take away (phr v)
take off (phr v)
take out (phr v)
take over (phr v)
take part in (phr v)
take place (phr v)
take up (phr v)
takeover (n)
takings (n)

talk (n & v)
tall (adj)
tap (n)
tape (n & v)
target (n & v)
targets. (v)
task (n)
taste (n & v)
tax (n & v)
taxation (n)
taxi (n)
taxpayer (n)
tea (n)
teach (v)
team (n)
tear (n & v)
technical (adj)
technician (n)
technique (n)
technological (adj)
technology (n)
tel (abbrev) telephone number
telecommunications (n)
telegram (n)
telegraph (n)
telephone (n & v)
television (n)
telex (n)
tell (v)
temperature (n)
temporary (adj)
tenant (n)
terminal (n)
terms (n pl)
terrible (adj)
test (n & v)
than (conj)
the (det)
their (adj)
theirs (pron)
them (pron)
themselves (pron)
then (adv)
theory (n)
there (adv & pron)
therefore (adv)

thermometer (n)
these (adj & pron)
they (pron)
thick (adj)
thief (n)
thin (adj)
thing (n)
think (v)
thirst (n)
this (adj & pron)
those (adj & pron)
though (conj)
thought (n)
through (prep)
throughout (prep)
throw (v)
throw away (phr v)
tick (n & v)
ticket (n)
tidy (adj & v)
tie (n & v)
tiger (n)
tight (adj)
till (conj & prep)
tin (n)
tiny (adj)
tip (n)
tired (adj)
title (n)
to (prep)
today (adv & n)
together (adv)
toilet (n)
tomorrow (adv & n)
ton(ne) (n)
tonight (adv & n)
too (adv)
tool (n)
top (n)
topic (n)
total (n)
touch (v & n)
tour (n & v)
tourist (n)
toward(s) (prep)
tower (n)
town (n)
track (n)
trade (n & v)
trade fair (n)
trade union (n)
tradesman (n)
traditional (adj)
traffic (n & v)
traffic jam (n)
traffic light(s) (n)
train (n & v)
trainee (n)
trainers (n)
tram (n)
transfer (n & v)
translate (v)
translation (n)
transport (n & v)
transportation (n)
travel (v)
travel agent (n)
travel expenses (n)
traveller's cheque(s) (n)
trend (n)
trial (n)
trip (n)
trouble (n)
true (adj)
trust (n & v)
truth (n)
try (v)
tube (n)
tunnel (n)
turn (n & v)
turn around (phr v)
turn down (phr v)
turn into (phr v)
turn off (phr v)
turn on (phr v)
turn out (phr v)
turn up (phr v)
turning (n)
turnover (n)
twice (adv)
twin (n)
type (n & v)

typewriter (n)
typical (adj)
typist (n)

U

ugly (adj)
under (prep)
underground (adj & n)
understand (v)
undo (v)
uniform (n)
union (n)
unit (n)
universe (n)
university (n)
unleaded (adj)
unless (conj)
until (prep)
up (adv & prep)
update (n & v)
upgrade (n & v)
upon (prep)
upstairs (adv)
up-to-date/up to date (adj & adv)
upturn (n)
upward (adj)
urgent (adj)
us (pron)
use (n & v)
used to (v)
usual (adj)

V

vacancy (n)
vacation (n)
valid (adj)
valuable (adj)
value (n & v)
van (n)
variety (n)
various (adj)
vary (v)
vehicle (n)
venture (n)
venue (n)
very (adj & adv)
victory (n)

video (n & v)
view (n)
village (n)
virus (n)
visa (n)
visit (n & v)
vocabulary (n)
voice (n)
volume (n)
vote (n & v)
voyage (n)

W

W (abbrev) west
wage(s) (n)
wait (n & v)
waiting room (n)
waitress (n)
wake (up) (v)
walk (n & v)
wall (n)
wallet (n)
want (v)
war (n)
warehouse (n)
warm (adj)
warn (v)
wash (n & v)
waste (adj, v & n)
wastepaper (n)
watch (v & n)
water (n & v)
wave (n & v)
way (n)
we (pron)
weak (adj)
weakness (n)
wealth (n)
wear (v & n)
wear out (v)
weather (n)
web (n)
website (n)
week (n)
weekday (n)
weekend (n)

weigh (v)
weight (n)
welcome (n)
welfare (n)
well (adj, adv & n)
Well done! (exclam)
well-known (adj)
well-made (adj)
west (adj, adv & n)
wet (adj)
what (pron)
whatever (pron)
wheel (n & v)
when (adv & conj)
whenever (pron)
where (adv & conj)
whereas (conj)
whether (conj)
which (pron)
while (conj)
whiteboard (n)
who, whom (pron)
whole (adj)
wholesale (adj & adv)
wholesaler (n)
whose (pron)
why (adv & conj)
wide (adj & adv)
width (n)
will (v)
willing (adj)
win (n & v)
window (n)
window display (n)
wing (n)
wire (n)
wise (adj)
wish (n & v)
with (prep)
withdraw (v)
within (adv & prep)
without (prep)
witness (v & n)
woman (n)
wonder (v)
wood (n)

wooden (adj)
wool (n)
word (n)
word process (v)
word processor (n)
work (n & v)
work permit (n)
workforce (n)
working hours (n)
workman (n)
workplace (n)
workshop (n)
workstation (n)
world (n)
worldwide /world-wide (adj & adv)
worried (adj)
worry (n & v)
worth (adj)
would ('d) (v)
wrap (v)
wrap up (v)
write (v)
write down (phr v)
write out (phr v)
wrong (adj)

Y

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

Z

zero (n)
zone (n)