Elementary General Business Vocabulary List. A Selection of 2620 Terms

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Lisbon Accounting and Business School – LABS – ISCAL - IPL
Abbreviations used in this list are the following:

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<td>v</td>
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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)
counting (n)
accounts (n)
accuracy (n)
accurate (adj)
achieve (v)
acquaint (v)
ad (abbrev) (advertisement or advert)
adapt (v)
add (v)
addition (n)
additional (adj)
address (n & v)
adjust (v)
administration (n)
administrative (adj)
administrator (n)
admir (v)
admire (v)
accept (v)
access (n & v)
ability (n)
able (adj)
about (adj & prep)
above (adj & prep)
abroad (adv)
absence (n)
absent (adj)
accept (v)
access (n & v)
accountancy (n)
accountant (n)
accounting (n)
accounts (n)
accuracy (n)
accurate (adj)
achieve (v)
acquaint (v)
ad (abbrev) (advertisement or advert)
adapt (v)
add (v)
addition (n)
additional (adj)
address (n & v)
adjust (v)
administration (n)
administrative (adj)
administrator (n)
admir (v)
admire (v)
advance (n)
advanced (adj)
advantage (n)
advert (n)
advertise (v)
advertising (n)
advise (v)
aero (n)
aeroplane (n)
affair (n)
affect (v)
afford (v)
afrad (adj)
after (prep)
afternoon (n)
after-sales service (n)
afresh (adv)
again (adv)
against (prep)
age (n)
aged (adj)
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)
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/cafè (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)
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)

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)
der (abbrev) depart(s)
der (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)
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)
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<td>feel (v)</td>
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<td>female (n &amp; adj)</td>
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<td>ferry (n)</td>
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<td>fetch (v)</td>
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<td>fiction (n)</td>
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<td>field (n)</td>
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<td>fight (n &amp; v)</td>
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<td>fill in (phr v)</td>
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<td>finalise (v)</td>
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<td>finish (n &amp; v)</td>
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<td>flip chart (n)</td>
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float (v)
flood (n & v)
floor (n)
floppy disk (n)
flootation (n)
flowchart (n)
fluctuate (v)
fluctuation (n)
fly (v)
Fº (abbrev) Farenheit
focus (n & v)
fold (n & v)
follow (v)
following (adj & prep)
tend (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)
grahual (adj)
grahuate (n & v)
grahuation (n)
grah (n)
grahics (n)
grateful (adj)
great (adj)
green (adj)
greet (v)
grey (adj)
gross (adj)
ground (adj & n)
grround (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)
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<td>in-house (adj &amp; adv)</td>
<td>island (n)</td>
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<tr>
<td>injure (v)</td>
<td>issue (n &amp; v)</td>
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<tr>
<td>injury (n)</td>
<td>IT (abbrev) Information Technology</td>
</tr>
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<td>ink (n)</td>
<td>it (pron)</td>
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<td>item (n)</td>
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<td>its (pron)</td>
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<td>inquiry (n)</td>
<td>itself (pron)</td>
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<td>inside (adv, prep &amp; adj)</td>
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<tr>
<td>insist (v)</td>
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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

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)
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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)
lon (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)
newspaper (n)  
next (adj, adv & pron)  
next to (prep)  
nice (adj & adv)  
night (n)  
nil (n)  
no (adv)  
o no one (n)  
o. (abbrev) number (n)  
nobody (n & pron)  
n (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)  
not (n & v)  
notepad (n)  
notepaper (n)  
nothing (n & pron)  
note (n & v)  
notebook (n)  
notice (n & v)  
notice-board (n)  
now (adv)  
nowadays (adv)  
near (adv)  
n (abbrev) near  
nuclear (adj)  
number (n)  
NW (abbrev) north west  
nylon (adj & n)  
o’clock (adj & adv)  
o (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)  
o (n)  
o (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)  
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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)
rout (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)
seat belt (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)
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)
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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)
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well-known (adj)
well-made (adj)
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wet (adj)
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while (conj)
whiteboard (n)
who, whom (pron)
whole (adj)
wholesale (adj & adv)
wholesaler (n)
whose (pron)
why (adv & conj)
wide (adj & adv)
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willing (adj)
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window (n)
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wire (n)
wise (adj)
wish (n & v)
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within (adv & prep)
without (prep)
witness (v & n)
woman (n)
wonder (v)
wood (n)
wooden (adj)
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word (n)
word process (v)
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work (n & v)
work permit (n)
workforce (n)
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workshop (n)
workstation (n)
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worldwide /world-wide (adj & adv)
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worry (n & v)
worth (adj)
would (d) (v)
wrap (v)
wrap up (v)
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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)
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