

Vocabulary file

Numbers following words indicate which unit the word first appeared in. Words in italics without numbers are extra words for discussion activities.

Business meetings

conference 7
meeting 1
negotiation
presentation 4
trade exhibition 12
trade fair 6
training course 7
video conference

Our company has **formal** and **informal** meetings.

Buying and selling

advertising 1
brand 6
buyer 6
catalogue 6
client
competitor 8
customer 2
deal 6
deliver/delivery 6
deposit 6
discount 6
features 6
free 6
guarantee 6
half price 6
increase profits/sales 6
in/out of stock 6
interest free credit 6
introduce (new products) 6
launch (a product) 6
limited period 6
mail order 6
model 6
offers 6
(place an) order 6
payment 6
price 6
product 6
promote (a product) 6
(special) promotion 6
sample 6
save (money) 6
seller 6
service 8
supplier
target market 6

Clothes

<i>Informal</i>	<i>Informal or Formal</i>	<i>Formal</i>
jeans 1	<i>coat</i>	suit 1
T-shirt 1	<i>dress</i>	<i>tie</i>
casual Friday 11	jacket 1	uniform 11
weekend clothes 11	shoes 1	
	<i>shirt</i>	
	<i>skirt</i>	
	<i>trousers</i>	

Companies, work, people

<i>Places to work</i>	<i>Types of company</i>	<i>Perks</i>	<i>People</i>
department 12	branch 12	coffee/lunch break 2	colleagues 7
department store 5	chain 9	public holidays 11	employees 2
office 1	corporation 2	annual leave 11	personnel 2
company/firm 1	franchise 11	childcare 11	retired 6
factory 9	shop 11	company car 2	sales force 6
hotel 4	store 9	flexible hours 2	<i>staff</i>
health centre 5	<i>outlet</i>	incentive/pension	team 6
restaurant 5	<i>mail order</i>	scheme 6	<i>workers</i>
reception 5			<i>workforce</i>
salon 5			
shop 2			

Types of work

full time
flexible hours 2
overtime 2
part-time 6
permanent position 6
shift work

I work **in** an office /a factory.

I work **for** ICI. I'm **in** finance. He works **in** the computer **industry**.

Our **headquarters** are in Oregon. The company's **head office** is in Beaverton.

They **started/founded/set up** the company in 1989. **It shut down/closed** down in 2004.

We need to **hire** more staff.

We **fired** him because he was rude to customers.

We **train** new employees to do the job.

The **position** offers a **good/high salary**.

Computers and the Internet

Nouns

computer 4	printer 3
dot.com retailers 10	screen
e-commerce 10	search engine 10
keyword 10	software 5
hard copy 10	surfer 10
<i>hard disk</i>	virus 10
the Internet 10	website/site 10
<i>mouse</i>	<i>plug</i>
online 6	

Verbs

build (a website) 10
crash 10
download 10
log on 10
navigate 10
<i>plug in</i>
print 10
rebuild 10
<i>surf</i>
<i>switch on</i>

Countries and nationalities

Country	Nationality	Country	Nationality
Argentina 1	Argentinian	the Netherlands 5	<i>Dutch</i>
Australia 4	<i>Australian</i> 4	Norway 5	Norwegian
Austria 1	Austrian 1	Oman 1	Omani 1
Brazil 1	Brazilian 1	Poland 1	Polish 1
Canada 1	<i>Canadian</i>	Russia 1	Russian 1
China 1	Chinese 1	<i>Scotland</i>	Scottish 1
Egypt 5	<i>Egyptian</i>	Spain 1	Spanish 1
France 1	French 1	Sweden 1	Swedish 1
Germany 1	German 1	Switzerland 1	Swiss 1
Greece 1	Greek 1	Thailand 5	Thai
<i>Hungary</i>	Hungarian 5	Turkey 1	Turkish 1
Iceland 5	<i>Icelandic</i>	the UK (Britain) 1	British 1
India 5	Indian 5	the US (America) 1	American 2
Italy 1	Italian 1		
Japan 1	Japanese 1		
Kuwait 1	Kuwaiti 1		
Mexico 5	Mexican 2		

Continents

<i>Antarctica</i>	<i>Where are you from? I'm from China. /I'm Chinese.</i>
Asia 1	<i>How often do you go abroad?</i>
Africa 8	<i>Each year he makes three trips to Europe.</i>
Europe 2	<i>She often travels overseas.</i>
North America 8	<i>The company director sometimes travels on business.</i>
Oceania/Australia 8	<i>They have international customers.</i>
South America	<i>The company has offices all around the world.</i>

Describing people

Personality

ambitious 7	funny 7
calm 7	hard-working 7
creative 7	helpful 7
efficient 7	intelligent 7
energetic 6	motivating/motivate 7
enthusiastic 6	popular 6
friendly 2	practical 7

punctual 7
relaxed 7
reliable 6
rude 7
sociable 6

Looks

(blue, brown, green, black) eyes
good-looking 7
(black, blonde, brown, grey) hair
short
smart
tall

*What's he **like**? He's ambitious and hard working.*

*What does he **look like**? He's tall and **he's got** black hair.*

*She's a **team player**. She works well with her **colleagues**.*

Documents

<i>agenda</i>	instructions 3	memo 7
budgets 3	invoice 3	minutes 11
curriculum vitae (CV) 12	letter 12	notes 3
e-mail 3	list 2	paperwork 9
fax 3	(telephone) message 3	report 3
guarantee 3		

*I **receive** 30 e-mails a week and I **send** 15 letters. I don't **get** many faxes.
The **agenda** lists all the things we'll discuss at the meeting.*

Family

<i>Male</i>	<i>Female</i>
husband 1	wife 1
<i>father</i>	<i>mother</i>
son 1	daughter 1
brother 1	sister 1
<i>grandfather</i>	<i>grandmother</i>
<i>uncle</i>	<i>aunt</i>
<i>nephew</i>	<i>niece</i>

*Are you **married**? No, I'm **single**.
Do **you have any** children /brothers and sisters?
My **partner** is an engineer.*

Food and drink

<i>Food types</i>	<i>Drink</i>	<i>Meals</i>	<i>Menu</i>
fish 5	tea 5	breakfast 5	starter 5
meat 5	coffee 5	lunch 5	main course 5
vegetable 5	water 5	dinner 5	dessert 5
fruit 5	wine 5	<i>tea</i>	
pasta 2	milk 5	<i>supper</i>	
salad 2		snack 8	

***Can I have** the menu/the bill /some water /a dessert, please?
Are there any **vegetarian dishes** on the menu?
We often go for a **meal** in a restaurant.
Would you like **still** or **sparkling** water?
How much do you **tip** the waiter or waitress?
Do you like **Italian/Japanese/Indian** food?
I usually eat in the **cafeteria** at work.*

Jobs and departments

Jobs

accountant 1	housewife 1
analyst 1	lawyer 1
air traffic controller 12	maid 5
architect 1	manager 1
astronaut 1	nurse 12
buyer 5	optician 1
camera operator 2	personal assistant (PA) 1
cashier 1	<i>police officer</i>
cab/taxi driver 5	pilot 1
CEO 1	photographer 2
chairperson / chairman 2	porter 5
consultant 1	postal worker 12
dentist 5	production assistant 2
designer 1	producer 2
director 1	<i>publisher</i>
doctor 1	receptionist 1
<i>electrician</i>	sales assistant 1
engineer 1	sales representative 6
executive 1	salesperson 6
financial analyst 1	teacher 12
fire fighter 12	technician 1
graphic designer 1	telephone operator 1
hairdresser 5	trainee 1
	waiter/waitress 5

Departments

<i>administration</i>
advertising 1
customer service 5
<i>design</i>
finance 1
human resources 1
marketing 1
<i>payroll</i>
production 1
<i>public relations</i>
research and development (R&D) 9
sales 3
securities 2
<i>shipping</i> (US)
<i>transport</i> (UK)

What's your job?/What do you do? I'm a manager/an accountant.

Who do you report to? The financial director.

She's my boss. (informal) **She's my manager.** (formal)

Do you go to meetings and presentations in your job?

Leisure

play golf 2, tennis 2, football 2

do exercise 2, aerobics 12

go to the cinema 2, gym/fitness centre 2

go walking 2, skiing, swimming 2, running 2, biking 2

watch TV

listen to CDs 2, the radio

What do you do in your free time?

I'm interested in the cinema.

I'm keen on walking.

I like / enjoy travelling.

Places to live, rooms

Places to live

home

house

apartment 3

flat

Rooms

hall

kitchen 3

lounge

dining room

bathroom 3

bedroom

Where do you live?

How many rooms does the apartment have?

It's 6 o'clock; I'm going home.

Markets

Types of market

mass 8
niche 8
luxury 8
export 8
home 8

Describing a market

+
new 8
mature 8
growing 8
profitable 8
big 8
attractive 8

–
declining 8
unprofitable 8
unattractive 8

The office

air conditioning 3
briefcase
chair
coffee machine 3
cupboard
desk

door
fax machine 3
filing cabinet
laptop 2
lift 3

personal computer (PC) 2
phone/mobile phone 2
printer 3
walls 3
windows 3

Problems

missing instructions 3
an incorrect invoice 3
a lost document 3
a broken machine 3

a delayed train 3
a crowded office 3
no car parks 3
not enough money

cash flow 3
high rent 3
dangerous areas
noisy streets

We pay a lot of **rent** for an office in the city centre.
Our office is too **crowded**. We need a more spacious office.

Products

beauty products 8
bicycles 8
CDs 8
camera 8
clothes 8
computers 8
cosmetics 8
designer good 8

electrical goods 7
fashion accessories 7
food 7
furniture 7
holidays abroad 7
kitchen equipment

luuggage 8
perfume 8
laptop computers 8
self-help books 8
sporting goods
sports cars 8
toys
video phones 8
watches 8

Our company **makes** / **manufactures** furniture.
We **introduce** / **launch** five new products each year.
Autotech **provides** components for the car industry.
Green Fingers **supplies** products to the gardening industry.

Travel

aisle/window seat 4
alarm call 4
bill 4

check-in desk 4
check out 4
gate 4
reservation 4

single/double room 4
stopover
ticket office 4

by plane, train, bus, car, taxi **on** foot
at the airport, railway station, hotel **in** a taxi **on** a plane
Can I have an **economy class** / **a business class** ticket to Melbourne?

Single or **return**?

Are there any **direct flights** to Zurich tonight?

What time does the train **arrive** / **leave**?

What **terminal** does the flight leave from?

What **platform** does the train leave from?

Can I help you with your **suitcases** / **hand luggage**?

I can **pick** you **up** from the station.

Numbers (1 – 1,000,000,000)

1	one	15	fifteen	100	a hundred
2	two	16	sixteen	101	a hundred and one
3	three	17	seventeen	110	a hundred and ten
4	four	18	eighteen	115	a hundred and fifteen
5	five	19	nineteen	225	two hundred and twenty-five
6	six	20	twenty	1,000	a thousand
7	seven	21	twenty-one	3,500	three thousand five hundred
8	eight	30	thirty	10,000	ten thousand
9	nine	40	forty	125,000	a hundred and twenty-five thousand
10	ten	50	fifty	250,000	two hundred and fifty thousand
11	eleven	60	sixty	500,000	five hundred thousand (half a million)
12	twelve	70	seventy	1,430,000	one million, four hundred and thirty thousand
13	thirteen	80	eighty	500,000,000	five hundred million (half a billion)
14	fourteen	90	ninety	1,380,000,000	one billion, three hundred and eighty million

Numbers (1st, 2nd etc)

1st	first	11th	eleventh	20th	twentieth
2nd	second	12th	twelfth	21st	twenty-first
3rd	third	13th	thirteenth	30th	thirtieth
4th	fourth	14th	fourteenth	40th	fortieth
5th	fifth	15th	fifteenth	50th	fiftieth
6th	sixth	16th	sixteenth	60th	sixtieth
7th	seventh	17th	seventeenth	70th	seventieth
8th	eighth	18th	eighteenth	80th	eightieth
9th	ninth	19th	nineteenth	90th	ninetieth
10th	tenth				

Times

10:00	ten o'clock
10:05	five past ten (<i>AmE</i> five after ten)
10:15	quarter past ten / ten fifteen
10:20	twenty past ten / ten twenty
10:30	half past ten / ten thirty
10:40	twenty to eleven / ten forty
10:45	quarter to eleven / ten forty-five
10:55	five to eleven (<i>AmE</i> five of eleven) / ten fifty-five
12 a.m.	= midnight
3 a.m.	= 3 in the morning
12 p.m.	= noon / midday
6 p.m.	= 6 in the evening

What time is it, please? **It's** half past two. / **It's** two thirty.

When is the meeting? / **What time** is the meeting?

It's **at** nine thirty in the morning.

9:15 = **early** 9:30 = **on time** 9:45 = **late**

When do you **start** / **finish** work? What time does the bank **open** / **close**?

Days, months, seasons, dates

Days	Months	Seasons
Monday 2	January 2	Spring 2
Tuesday 2	February 2	Summer 2
Wednesday 2	March 2	Autumn 2
Thursday 2	April 2	Winter 2
Friday 2	May 2	
Saturday 2	June 2	
Sunday 2	July 2	
	August 2	
	September 2	
	October 2	
	November 2	
	December 2	

16/3/2004 = the sixteenth of March, two thousand and four (BrE)

3/16/2004 = March sixteenth, two thousand four (AmE)

in spring, in January, on Monday, on Tuesday 18th August

Prices and percentages

*How much **is** it? / How much **does it cost**?*

dollars, cents: \$230 = two hundred and thirty dollars

95¢ = ninety-five cents

\$12.50 = twelve dollars and fifty cents / two dollars fifty

euros, cents: €120 = a hundred and twenty euros

€9.20 = nine euros twenty / nine euros and twenty cents

pounds, pence: £31.40 = thirty-one forty / thirty-one pounds and forty pence

*What **percentage** of businesses use the Internet?*

75% = seventy-five percent

2.5% = two point five percent

Weight, volume, dimension

Weight	Volume	Dimension
92g = ninety-two grams	50ml = fifty millilitres	80mm = eighty millimetres
25kg = twenty-five kilos	3l = three litres	10cm = ten centimetres
		5m = five metres

*How **heavy** is it? How **big** is it? How **big** is it?*

*How much does it **weigh**? What's the **volume**? What are the **dimensions**?*

15m x 10m x 8m = fifteen metres by ten metres by eight metres

*15m **long**, 10m **wide**, 8m **high***

***length** 15m, **width** 10m, **height** 8m*