



BULATS A2 WORDLIST 1



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INTRODUCTION TO THE BULATS A2 WORDLIST 1

The BULATS A2 *WORDLIST 1* is a list of approximately 750 words to help candidates aiming at an A2 pass in the Cambridge BULATS exam. It is not expected that candidates at this level will know 100% of the words on the list, but if they can achieve some familiarity with 80% of these items, they will be well placed to reach their target level.

BULATS A2 單字本，內含約 750 個單字，能幫助想參加 BULATS 劍橋博思國際職場英檢，目標為 A2 程度的考生。考生不一定需要完全熟讀所有內容表列的單字，但倘若能掌握八成單字內容的熟析度，那麼達到 A2 程度並非難事。

BACKGROUND TO THE LIST

The list is based in part on the Cambridge ESOL BEC Preliminary Wordlist. However, it includes a broader range of language to cover different types of survival English as well as other topics included in the BULATS exam.

這份單字本的部分內容是從劍橋商務英語認證-中級的單字表中擷取。然而它包含更廣泛的語言範圍，以涵蓋不同類型的生存英語，及會出現在劍橋博思國際職場英檢中的其他主題。

As with the BEC Preliminary Wordlist, the list focuses on high-frequency words in a workplace context and it covers receptive vocabulary (words that the candidate is expected to understand but which are not the focus of the question) as well as productive vocabulary (words the candidate needs to know in order to answer the question). In addition, words common in both written and spoken English have been included, as have words from more formal or informal registers.

在劍橋商務英語認證-中級單字表中，其內容主要著重在工作場所中使用的高頻率單字和它涵蓋了認知字彙(雖然考生知道字彙其意，該字彙並非是考試問題主要重點)和應用字彙(考生需要了解的單字以回應考試問題)。此外，在英語口語和書寫中常見的單字亦包括在內，正式用法及較口語用法的單字皆有涵蓋。

The wordlist does not provide an exhaustive list of all the words that appear in either the BULATS online or paper-based exam. Nor does it attempt to provide all the words necessary for use in the Speaking or Writing exams. Therefore, students should not confine their study to the wordlist alone. 此單字本並非提供出現在劍橋博思國際職場英檢線上測驗或紙筆測驗中的所有單字，也不會表列在口說或寫作測驗中使用的單字。因此建議考生不應該只侷限學習單字本上。

HOW THE LIST IS ORGANIZED

American and British English 美式及英式英語

The list is designed for students more familiar with American English than British English. Where there are minor differences between spellings, the American spelling is listed with the British included alongside: eg *center (Am Eng), centre (Br Eng)*. For words where there is significant difference with the spelling, both spellings are listed with the alternative beside: eg *enquire (Br Eng), inquire (Am Eng) / inquire (Am Eng), enquire (Br Eng)*. Sometimes there are alternative lexical items for the same object or concept and both variants are given with the alternative beside: eg *bill (Am Eng), note (Br Eng) / note (Br Eng), bill (Am Eng)*.

此單字本的內容是為更熟悉美式英語的考生所設計編排，不過美式及英式英語都有包含在內。其兩者拼寫之間有些微的差異，因此在遇到此種字彙時，我們會同時列出美式拼寫和英式拼寫兩種方式：例如 *center(美式拼法)*，*centre(英式拼法)*。或是單字拼寫之間較有差異的兩種版本皆有列在旁邊：例如 *enquire(英式拼法)*，*inquire(美式拼法) / inquire(美式拼法)*，*enquire(英式拼法)*。有時描述物件或概念時，會有多種替代詞彙的說法。而我們將這相似意義的單字表列在旁邊；例如 *bill(美式拼法)*，*note(英式拼法) / note(英式拼法)*，*bill(美式拼法)*。

Exemplification 範例句

Examples are given for some words to highlight important meanings either at this level or in this domain. Examples may also be included to highlight a particular grammatical form (noun, verb adj, etc) which is more common. For example, a candidate at this level would be expected to know the verb form of the word *buy*, though it would not be until B1 that they would be expected to be familiar with *buy* as a noun (*a good buy*).

為了讓考生更明瞭單字的意思或針對單字的詞性(名詞、動詞、形容詞等)，部分字詞會搭配例句呈現。例如，A2 程度的考生應該要知道「buy」這個字的用法，即使不到 B1 的程度的考生，也應該知道「buy」作為名詞的用法。

In keeping with the above, at A2 students should be familiar with the following meanings of *change*:
舉例來說，A2 程度的學生應該熟悉以下各種詞義：

change (n & v)

- It was a big change from my previous job. (n)
- Do you have any small change? (n)
- He changed his mind about the leaving. (v)
- She changed money before going to the airport. (v)

Affixes 字根 (字首、字尾)

A list of prefixes and suffixes appropriate to this level is included in Appendix 2. These may be combined with words on the list as appropriate. Thus *unfriendly* is not included in this list as it is a combination of *friendly* + the prefix *un-*.

此單字本亦附上字首、字尾表，此部分未直接放置在單字列表中，而是獨立寫成附件二資訊。因此像「unfriendly」並不包含在單字表內，而它是「friendly」和字首「un」合併拼寫成的。

Abbreviations used

abbrev	Abbreviation
adj	adjectives
adv	adverb
Am Eng	American English
Br Eng	British English
conj	conjunction
det	determiner
exclam	exclamation
int	interjection
n	noun
phr	phrase
pl	plural
prep	preposition
prep phr	prepositional phrase
pron	pronoun
sing	singular
v	verb

SUMMARY OF POINTS TO BE NOTED

- the list does not include every word included in the BULATS examination
此單字本並沒有所有出現在 BULATS 劍橋博思國際職場英檢中的字彙
- the list covers receptive and productive vocabulary
此單字本包含認知和應用字彙
- the list is designed for students more familiar with American English
此單字本的內容是為更熟悉美式英語的考生所設計編排
- the list includes written and spoken English
此單字本包含寫作和口說英語的內容
- A2 level words are also included in this list and these are italicized
A2 程度的單字為斜體字
- prefixes and suffixes appropriate to this level are included in Appendix 2
A2 程度的字首和字尾包含在附錄 2

BULATS VOCABULARY LIST - A2

A

about (adj & prep)

- The company has about 500 employees. **(adj)**
- The report is about cutting costs. **(prep)**

abroad (adv)

accident (n)

account (n)

- I'd like to open a bank account.

accountant (n)

act (v)

action (n)

- The company has reasons for its actions.

active (adj)

activity (n)

add (v)

administration (n)

administrator (n)

advantage (n)

advice (n)

affect (v)

afraid (adj)

- I'm afraid we can't help you.

afternoon (n)

again (adv)

age (n)

agenda (n)

ago (adv)

aim (n & v)

- His aim was to become CEO. **(n)**
- We aim to increase turnover by 5% this year. **(v)**

airline (n)

airplane (Am Eng), aeroplane (Br Eng) (n)

airport (n)

all (adj, adv, det & pron)

almost (adv)

along (adv & prep)

alright (adv & adj)

although (conj)

a.m. (before noon) (adv)

among (amongst) (prep)

and (conj)

announce (v)

another (det)

any (det, adj & pron)

anyone (n)

anything (n)

anything else (phr)

anywhere (adv)

appear (v)

approve (v)

around (adv & prep)

- arrange a meeting/time

arrival (n)

arrive (v)

- The company buys and sells works of art.

article (n)

- A recent newspaper article criticized the company.

ask (v)

ask for (v + prep)

association (n)

at all (prep phr)

at present (prep phr)

ATM (abbrev) automated teller machine

attend (v)

attractive (adj)

available (adj)

avoid (v)

B

back (adv & n)

- When are you going back to work?
- I gave back the laptop I had borrowed.
- The cables at the back of the computer are not connected.

bag (n)

baggage (n)

bank (n & v)

bank account (n)

bank card (n)

bank charge (n)

bank clerk (n)

bank manager (n)

bar (n & v)

- him. **(v)**

base (n)

- Our customer base is rather weak. **(n)**
- My new job is based in central Europe. **(v)**

basic (adj)

bay (n)

beautiful (adj)

become (v)

before (prep)

behind (prep & adv)

below (prep & adv)

best (adj)

between (adv & prep)

big (adj)

bill (Am Eng), note (Br Eng) (n)

- The taxi driver didn't have change for a hundred-dollar bill.

bill (Br Eng), check (Am Eng) (n)

- We've finished our meal so we'd better get the bill.

birth (n)

- What's the date of her birth? **(n)**

block (n)

- It's opposite the office block at the end of the corner.
- Go to the end of the block and turn left.

board (n v & adv)

- a noticeboard, a wooden board **(n)**
- on board a plane/ship **(adv)**

boarding pass (n)

body (n)

book (n & v)

- I'm reading a book on online marketing at the moment.
- We'd better book our flights early.

bookcase (n)

bookstore (Am Eng), bookshop (Br Eng) (n)

bored (adj)
boring (adj)
borrow (v)
both (det & pron)
box (n)

- We sent three boxes of brochures to our southern office this morning.
- Tick the box.

branch (n)

- The bank has opened branches in major shopping malls.

break (n & v)

- during the (lunch) break (n)

bridge (n & v)
briefcase (n)
bring (v)
budget (v & n)
build (v)
bus (n)
bus station (n)
bus stop (n)
busy (adj)
buy (n & v)

- We bought 300 units. (v)

buyer (n)
by air (prep phr)
by mistake (prep phr)
by train (prep phr)

C

c (abbrev) cents
cabinet (n)

- filing cabinet

calendar (n)
calm (adj)
can (n & v)

- a can of coca-cola (n)
- Can I go now? (v)
- He can speak Japanese very well. (v)

cancel (v)
capital (n)

- the capital (city) of a country
- to raise capital for a business
- capital letters

card (n)

- identity (ID) card
- credit card

care (n & adj)

- We take care of our customers. (n)
- Some customers care more about good quality than price. (v)

carpet (n)
case (n)

- a difficult case
- a case for my laptop
- In that case, ...

cash register (n)
catalog (Am Eng), catalogue (Br Eng) (n)
cause (n & v)
CEO (abbrev) Chief Executive Officer
cell phone (cellular phone) (n)
central (adj)
center (Am Eng), centre (Br Eng) (n & v)
certain (adj)

- to be certain about something
- a certain person

chair (n & v)

- We need new chairs for the office. (n)

chance (n)
charge (n & v)

- How much do you charge? (v)
- in charge (of)

chat (n & v)
cheat (v & n)
check (Am Eng), bill (Br Eng) (n)

- We're done eating. Can we get the check please?

chef (n)
child (n)
choose (v)
city (n)
classroom (n)
clear (adj & v)

- It's all very clear to me now what happened. (adj)

clever (adj)
client (n)
clock (n)
closed (adj)

- Sorry, we are closed.

clothing (n)
cm (abbrev) centimeters (Am Eng) / centimetres (Br Eng)
coast (n)
coin (n)
colleague (n)
color (Am Eng), colour (Br Eng) (n & v)
come from (phr v)

- I come from Vietnam.

commerce (n)
commercial (n & adj)

- a television commercial (n)
- a commercial organization (adj)

commute (v & n)
compare (v)
complain (v)
complaint (n)
computer (n)
computer program (programme – often in Br Eng) (n)
conference (n)
confirm (n)

- confirm an order

congratulations (n & int)
connection (n)
consumer (n)

- consumer confidence

contain (v)
contract (n & v)

- The contract is due for renewal. (n)

conversation (n)
copy (n & v)

- Have you got a copy? (n)
- Copy this letter, please. (v)

copy machine (copier) (Am Eng) (n)
correct (adj & v)

- Is this correct? (adj)
- I will correct it for you. (v)

count (v)
couple (n)
course (n)

- an English course
- of course

create (v)
credit card (adj)

crossing (n)

- a pedestrian crossing
- crossroads (n)

crowded (adj)

cup (n)

currency (n)

custom (n)

customer (n)

customer service (n)

cut (n & v)

- to cut costs (v)
- to cut some paper (v)

D

danger (n)

dangerous (adj)

data (n)

database (n)

day (n)

day off (n)

dear (adj)

- Dear Sir/Madam
- Oh dear!

decide (v)

decision (n)

deep (adj & adv)

- in deep trouble (adj)

deep fried (adj)

degree (n)

- 90 degrees
- (have) a degree in

delete (v)

deliver (v)

delivery (n)

department (n)

department store (n)

depend (v)

- It depends on what you do.

design (n & v)

designer (n)

destination (n)

develop (v)

diary (n)

die (v)

difficult (adj)

dining room (n)

direct (adj & v)

disadvantage (n & v)

discount (n & v)

dish (n)

distance (n)

district (n)

doctor/Dr (n)

dollar (n)

double (adj & v)

- Please book a double room. (adj)

download (n & v)

draw (n & v)

dream (n & v)

drink (n & v)

- dinner and drinks

dry (adj & v)

E

E (abbrev) east

early (adj & adv)

- go to work early (adv)
- in the early 1990s (adj)

east (adj, adv & n)

eastern (adj)

eat (v)

- economic growth
- the economic situation

economy (n)

economy class (n & adj)

effect (n)

effective (adj)

either (det, adv & pron)

elevator (n) (usually 'lift' in Br Eng)

email (n & v)

empty (adj)

energy (n)

English (adj & n)

enough (adj, adv & n)

enroll (Am Eng), enrol (Br Eng) (v)

entertain (v)

entry (n)

environment (n)

equipment (n)

especially (adv)

even (adv)

- He couldn't even do that.

event (n)

everybody (n)

everyone (n)

everything (n)

everywhere (adv)

example (n)

except (prep & conj)

excited (adj)

exciting (adj)

- Excuse me. (v)
- It was just an excuse, not the real reason. (n)

executive (n & adj)

exhibition (n)

- a trade exhibition

expand (v)

expense(s) (n)

- the expense of hiring staff
- to claim for travel expenses

expensive (adj)

expert (n & adj)

export (n & v)

extremely (adv)

F

F (abbrev) Fahrenheit

facilities (n)

- leisure facilities
- staff facilities
- The hotel has excellent facilities.

factory (n)

fair (adj & n)

- The way of calculating bonus payments is not fair. (adj)
- The trade fair will be in July. (n)

fall (n & v)

- There was a sharp fall in profits. (n)
- Share prices have been falling very quickly. (v)

famous (adj)

fantastic (adj)

fare (n)

- The return fare is \$256.

fast (adj & adv)

fax (n & v)

fax machine (n)

fee (n)

female (n & adj)

few (det & pron)

fight (n & v)

file (n & v)

- Could you get me the file on Unicorn Holdings? (n)
- Could you file these papers for me, please. (v)

film (n & v)

finance (n & v)

financial (adj)

find (v)

find out (phr v)

- I must find out when Mr Takaka is arriving.

finish (n & v)

firm (adj & n)

- a good firm to work for (n)

flag (n)

flexible (adj)

floor (n)

folder (n)

food (n)

- Food is becoming more expensive.
- The fast-food sector is growing.

for (prep)

forget (v)

formal (adj)

free (adj)

freezing (adj)

fridge (n)

friend (n)

friendly (adj)

front (adj & n)

fun (n)

funny (adj)

future (adj & n)

G

gap (n)

gas (n)

- She works as an engineer in the oil and gas industry.

gas (Am Eng), petrol (Br Eng) (n)

general (adj)

gentleman (n)

- Ladies and gentlemen

get back (phr v)

- When did you get back from New York?

get in (phr v)

- Can visitors can get in through the staff entrance?

get in touch (phr)

- Please get in touch if you would like my help.

get on (phr v)

- Get your coat on, and we'll leave.

get to (phr v)

- How long does it take to get to the city center from here?

get up (phr v)

- What time did you get up this morning?

girl (n)

glad (adj)

global (adj)

- global market

globalization (Am Eng), globalisation (Br Eng) (n)

go down (phr v)

- Sales went down last year.

go on (phr v)

- The lights suddenly went on.

go up (phr v)

- Prices have gone up a lot.

gold (n)

goodbye (int)

graduate (n & v)

- He's a graduate of a good business school. (n)
- She graduated in 2011. (v)

grammar (n)

grateful (adj)

great (adj)

grey (Br Eng), gray (Am Eng) (adj)

group (n)

- The group was large. (n & v)

growth (n)

guest (n)

guest house (n)

H

hair (n)

hairdresser (n)

hall (n)

hallway (n)

handbag (n)

hand luggage (n)

hang up (v)

- She hung up before the caller had finished.

happy (adj)

hard (adj & adv)

hard-working (adj)

- for hire (n)
- in charge of 'hiring and firing' (n)
- hire more staff (v)
- hire a car (Br Eng), rent a car (Am Eng) (v)

his (adj & pron)

hobby (n)

hole (n)

home (n & adv)

hope (n & v)

hot (adj)

hour (n)

how (adv)

how much/many (adv)

huge (adj)

hundred (n)

hr (abbrev) hour

I

ice (n)

identity (n)

- identity card

ID (abbrev) identification

imagine (v)

important (adj)

improve (v)

in a hurry (prep phr)

in front of (prep phr)

in half (prep phr)

in private (prep phr)

in touch (prep phr)

- get/be/keep in touch

income (n)

increase (n & v)

individual (adj & n)

industrial (adj)

industry (n)

- the steel industry

information (n)

inquire (Am Eng), enquire (Br Eng) (v)

inquiry (Am Eng), enquiry (Br Eng) (n)

instead (of) (adv)

insurance (n)

intend (v)

internal (adj)

- internal promotion
- internal correspondence

internet (n)

into (prep)

invest (v)

island (n)

it (pron)

its (pron)

itself (pron)

J

job (n)

joke (n & v)

jump (n & v)

K

keep (v)

- Costs keep rising.

key (n & adj)

- key to a lock (n)

kg (abbrev) kilogram

kind (adj & n)

- My boss is a very kind person. (adj)
- What kind of work do you do? (n)

know (v)

L

labor (Am Eng), labour (Br Eng)

- the labor market
- manual labor

lady (n)

- Ladies and Gentlemen

land (n & v)

landing (n)

laptop (n)

last (det, adj, adv & v)

laugh (n & v)

laundry (n)

lawyer (n)

leader (n)

- a strong leader
- market leader

leading (adj)

least (adj & adv)

- the least amount (adj)
- at least (adv)

leave (v)

- leave a message
- leave the industry

leisure (n)

less (adj, adv & pron)

let (v)

level (adj & n)

licence (Am Eng), licence (Br Eng) (n)

life (n)

- shelf life

light (adj, n & v)

likely (adj)

line (n)

- lines on a page
- phone line
- railway line
- customer service line

listen (to) (v)

live (adj & v)

living (adj)

- the cost of living

local (adj & n)

lock (n & v)

log on (phr v)

long (adj & adv)

- It's a long journey. (adj)
- Have you been waiting long? (adv)

look after (phr v)

- He needs to look after his father.
- Who looks after the financial part?

look forward to (phr v)

- I look forward to meeting you.

lose (v)

- lose money
- lose your keys

loud (adj)

love (n & v)

luck (n)

lunch (n)

M

MA (abbrev) Masters degree (in Arts)

mad (adj)

magazine (n)

main (adj)

make it (v + n)

- I'm sorry, I can't make it to your opening.

male (n & adj)

many (adj, det & pron)

market (n & v)

- There's a good market for electronics here. (n)
- She bought some flowers from the market. (n)
- They marketed their goods overseas. (v)
- marketing (n)
- I've applied for a job in marketing.

mate (n)

- a workmate

matter (n & v)

- Is anything the matter? (n)
- It doesn't matter. (v)

may (v)

MBA (abbrev) Masters in Business Administration

meal (n)

mechanic (n)

medicine (n)
meet (v)

- Could we meet on Thursday morning?
- Pleased to meet you.
- have a meeting

memo (abbrev) memorandum

menu (n)

messy (adj)

meter (Am Eng), metre (Br Eng) (n)

middle (n & adj)

might (v)

million (n)

min (abbrev) minimum

mine (pron)

min (abbrev) minute

miss (n & v)

mobile (n)

- I need a new mobile (phone). (n)

moment (n)

- at the moment

month (n)

morning (n)

motorbike (n)

motorcycle (n)

mountain (n)

- a mountain in the north

move (n & v)

movie theater (Am Eng) / theatre (Br Eng) (n)

much (adv, det & pron)

music (n)

my (pron)

N

N (abbrev) north

nationality (n)

near (adv & prep)

need (n & v)

- a negative attitude

neighbor (Am Eng), neighbour (Br Eng) (n)

neighborhood (Am Eng), neighbourhood (Br Eng) (n)

nervous (adj)

never (adv)

news (n)

newspaper (n)

nice (adj)

no (adv & det)

nobody (n)

none (adv & pron)

normal (adj)

not/n't (adv)

nothing (pron)

now (adv & conj)

number (n & v)

O

o'clock (adv)

of (prep)

off (adv & prep)

office (n)

oil (n & v)

old (adj)

on board (prep phr)

on foot (prep phr)

on time (prep phr)

one (n & pron)

one-way (adj)

- one-way ticket

- one-way street

only (adj & adv)

open (v & adj)

opportunity (n)

or (conj)

organization (Am Eng), organisation (Br Eng) (n)

organize (Am Eng), organise (Br Eng) (v)

our (adj)

ours (pron)

ourselves (pron)

out of order (prep phr)

over (adv & prep)

overseas (adj & adv)

own (v)

own (adj & pron)

P

page (n)

pair (n & v)

paper (n)

paperclip / paper clip (n)

paperwork (n)

park (n & v)

part-time/part time (adj & adv)

party (n)

passenger (n)

past (adv, n & prep)

pay (n & v)

pay for (v)

pencil (n)

per cent / percent (n, adj & adv)

perform (v)

- The company is performing well.

performance (n)

- a strong performance in the stock market

person (n)

petrol (Br Eng), gas (Am Eng) (n)

phone (n & v)

photo(graph) (n & v)

picture (n & v)

pilot (n)

pity (n & v)

- What a pity! (n)

- I don't pity him. (v)

plan (n & v)

plant (n & v)

- The firm has made a huge investment in the new plant. (n)

- These plants certainly brighten up the office. (n)

play (v & n)

pleased (adj)

- pleased to meet you

pm (adv)

point (n & v)

polite (adj)

poor (adj)

- She is very poor and hardly earns any money at all.

- He has poor interpersonal skills.

population (n)

positive (adj)

post (n & v)

post office (n)

power (n)

- The exercises in this book provide plenty of

- practice.
- out of practice

practice (Am Eng), practise (Br Eng) (v)

prepare (v)

presentation (n)

pretty (adj)

price (n & v)

prison (n)

prize (n)

problem (n)

produce (n & v)

product (n)

production (n)

professor (n)

program (Am Eng), programme (Br Eng) (n & v)

property (n)

propose (v)

- propose an idea

provide (v)

pull (n & v)

push (n & v)

put on (phr v)

- He put on his coat as it was cold.

Q

qualification (n)

quantity (n)

question (n & v)

quiet (adj)

quiz (n & v)

R

radio (n)

raise (n & v)

rather (adv)

re (abbrev) regarding

read (v)

real (adj)

reason (n & v)

receive (v)

question (n & v)

quiet (adj)

quiz (n & v)

R

radio (n)

raise (n & v)

rather (adv)

re (abbrev) regarding

read (v)

real (adj)

reason (n & v)

receive (v)

reception (n)

- the reception desk in a hotel/company

receptionist (n)

red (adj & n)

refer (v)

- refer to something

refund (n & v)

region (n)

relax (v)

remain (v)

rent (n & v)

repair (n & v)

reply (n & v)

request (n & v)

resource(s) (n)

rest (n & v)

result (n & v)

retail (n & v)

return (n, adj & v)

- She returned after everyone had left. (v)

return ticket (Br Eng), round-trip ticket (Am Eng) (n)

ride (n & v)

ring (n & v)

river (n)

role (n)

room (n)

- double/single/twin room

room service (n)

round trip (ticket) (Am Eng), return (Br Eng) (n)

routine (n & adj)

run (n & v)

- run a business (v)

S

sad (adj)

salary (n)

sales (n)

sales assistant (n)

sales representative (rep) (n)

save (v & n)

scared (adj)

school (n)

scissors (n)

sea (n)

season (n)

- busy/quiet season
- winter, spring, etc

sec (abbrev) second

second (adj & n)

secretary (n)

see (v)

seldom (adv)

sell (v)

send (v)

serious (adj)

service (n)

services (n)

- offer a range of services
- set off for work

shall (v)

share (n & v)

- I share an office with the marketing director. (v)

sheet (n)

ship (n & v)

shoe(s) (n)

short (adj)

show (n & v)

shut (adj & v)

sick (adj)

sight (n)

- tourist sight

sign (n & v)

- a traffic sign, a sign on the wall (n)
- Sign here, please. (v)

silk (n & adj)

similar (adj)

since (conj & prep)

single (n & adj)
sit (v)
size (n)
skirt (n)
sleep (v)
small (adj)
smartphone (n)
smile (n & v)
snack (n & v)
sofa (n)
software (n)
solve (v)
soon (adv)
sort (n)
south (adj, adv & n)
spare (adj & v)

- spare cash (adj)
- I can't spare the time to see him. (v)

speaker (n)

- a conference speaker

speech (n)
spend (v & n)

- spend money (v)
- spend time (v)

square (n & adj)

- a square pattern (adj)
- the town square (n)

staff (n & v)
stamp (n)

- Is there a stamp on the envelope?
- Use the company stamp.

start (n & v)

- the start of the conference (n)
- The meeting started 10 minutes late. (v)

station (n)
steal (v)
step (n & v)

- Steps 1-3 (n)
- take steps to do something (n)
- step forward (v)

stone (n)
store (n & v)

- a department store (n)

story (n)
strange (adj)
stress (n & v)

- There is a lot of stress in this job. (n)

student (n)
study (n & v)

- I'm studying Marketing. (v)
- She studied the report. (v)

subject (n)

- the subject of a discussion
- the subject of a sentence
- a university subject

suburb (n)
success (n)
successful (adj)
sudden (adj)
suit (n & v)
suitable (adj)
sunny (adj)
supervise (v)
supervisor (n)
supplier (n)
supply (n & v)
sure (adj)
surprise (n, adj & v)

switch (n & v)

- light switch
- switch on/off

T

table (n)
take away (phr v)

- He took the printer away.

take out (phr v)

- take out the trash
- take out a loan
- take the visitors out for lunch

tall (adj)
target (n, adj & v)

- our target customers (adj)
- The company's production target is 1000 units per week. (n)

tax (n & v)
tea (n)
team (n)
technician (n)
technology (n)
television (n)
temperature (n)
terrible (adj)
text (n & v)
text message (n)
thank (v)
thank you (int)
the (det)
them (pron)
there (adv & pron)

- Put it over there, please. (adv)
- There are two copy machines in our office. (pron)

these (adv, det & pron)
thin (adj)
think (v & n)
think of/about (v)

- What do you think of the salary?

this (adv, det & pron)
though (adv & conj)
thousand (n)
throw (n & v)
throw away (phr v)

- He threw the receipt away by mistake.

tidy (adj & v)
till (conj & prep)
timetable (n)
to (prep)
together (adv)
tomorrow (adv & n)
too (adv)
top (n & adj)
touch (n & v)
town (n)
traffic (n)
transportation (n)
travel (n & v)
travel agent (n)
trouble (n)
true (adj)
turn (n & v)
turn on (phr v)

- He turned on his computer.

turn up (phr v)

- Could you turn up the air conditioning,

- please?

twice (adv)

U

ugly (adj)
underground (Br Eng), subway (Am Eng) (n)
uniform (n)
until (prep)
up to (phr v)

- What are you up to?

upstairs (adv)
us (pron)
used to (v)
user (n)

V

vacation (n)
variety (n)
very (adv)
visa (n)
vocabulary (n)

W

W (abbrev) west
wait (n & v)
wake up (phr v)

- a wake-up call

wall (n)
want (v & n)
wash (v)
watch (n & v)
way (n)
weak (adj)
wear (v & n)

- sportswear
- footwear

website (n)
website address (n)
welcome (n)
west (n)
what (adv, det, conj, pron & int)
when (adv & conj)
which (pron)
whiteboard (n)
whole (adj)
why (adv & conj)
will (n & v)
window (n)

- window seat

wish (n & v)
without (adv & prep)
wonderful (adj)
word (n)
world (n)
worry (v & n)
would (v)
wrong (adj, n & v)

X

Y

young (adj)
yr (n) year

Z

zoo (n)

APPENDIX 1

I

Word sets

In addition to words in the alphabetical list, BULATS candidates at A2 level are expected to know:

Cardinal numbers

one, two, three, etc

Ordinal numbers

first, second, third, twenty fourth, twenty fifth, etc

Days of the week

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Seasons of the year

Spring, Summer, Winter, Autumn/Fall

Countries, nationalities and languages

Eg, Brazil, Brazilian, Portuguese; Canada/Canadian

Continents/Oceans

Africa, Europe, North & South America, etc
Pacific, Atlantic, etc

Words for email addresses

dot, slash, at (@), etc

Major currencies

dollars, euros, pounds, etc

APPENDIX 2

Affixes

The words on the alphabetical list may be extended by the use of one or more of these affixes:

- un-** negative prefix, eg *unfriendly, uninteresting*
- er (-r)** with verbs and nouns to make nouns nouns, eg *teacher, shopper, worker*
- ing** with verbs to make nouns (activities), eg *selling, shopping*
- ly** with adjectives to form adverbs, eg *slowly, quickly*
- y** with nouns to form adjectives, eg *sunny*