



BULATS B1 WORDLIST 1



睿言商英顧問股份有限公司
劍橋大學 ESOL 考試院授權台灣認證中心

INTRODUCTION TO THE BULATS B1 *WORDLIST 1*

The BULATS B1 *WORDLIST 1* is a list of approximately 750 words to help candidates aiming at an B1 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 B1 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 **B1** 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 **B1** 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.

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 candidates 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.

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.

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。

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(考生需要了解的字彙以回應考試問題)。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。

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*).

In keeping with the above, at B1 students should be familiar with the following meanings of *change*:

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，B1 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。

舉例來說，B1 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。

SUMMARY OF POINTS TO BE NOTED 其他說明

- the list does not include every word included in the BULATS examination
- the list covers receptive and productive vocabulary
- the list is designed for students more familiar with American English
- the list includes written and spoken English
- B1 level words are also included in this list and these are italicized
- prefixes and suffixes appropriate to this level are included in Appendix 2

- 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
- 此單字本包含認知和應用字彙
- 此單字本的內容是為更熟悉美式英語的考生所設計編排
- 此單字本包含寫作和口說英語的內容
- A2 程度的單字為斜體字
- A2 程度的字首和字尾包含在附錄 2

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

BULATS VOCABULARY LIST - B1

A

abandon (v)
about to (be about to) (phr v)
absent (adj)
access (n & v)
according to (prep)
account (take account of) (phr)
accountable (adj)
accuracy (n)
accurate (adj)
acknowledge (v)
acquire (v)
action (n)
• The company has reasons for its actions.
• Industrial action has affected production.
• We need to develop an action plan.
ad (abbrev) (advertisement)
add (v)
addition (n)
• In addition, I'd like to order a new printer.
• With his experience, he will be a useful addition to the team.
additional (adj)
adjust (v)
admire (v)
advance (n)
• Many thanks in advance.
• I'd like to make an advance booking.
advanced (adj)
• We need someone with advanced word-processing skills.
airmail (n)
alcohol (n)
allocate (v)
aloud (adv)
alter (v)
• alter an arrangement
altogether (adv)
ambition (n)
ambitious (adj)
analyze (Am Eng), **analyse** (Br Eng) (v)
analysis (n)
anniversary (n)
• The company celebrated its 50th anniversary.
answer phone (n)
anxious (adj)
AOB (abbrev) Any Other Business
apologize (Am Eng), **apologise** (Br Eng) (v)
apology (n)
appearance (n)
applicant (n)
application form (n)
approach (n & v)
• What approach are you going to take? (n)
• We can approach the bank for a loan. (v)
approval (n)
approximate (adj)
argue (v)
• They argued about the marketing budget.
arrangement (n)
ashamed (adj)

assembly (n)
assembly line (n)
assembly plant (n)
assembly point (n)
associate (n & v)
at first (prep phr)
at once (prep phr)
attack (n & v)
attempt (v)
attract (v)
attraction (n)
author (n)
authority (n)
availability (n)
awake (adj)
aware (adj)

B

back up (n & v)
• make a back up
• back up your hard drive
balance (v & n)
• The country's balance of payments is up this month because of increased exports. (n)
• The balance is due within two weeks. (n)
• She spent days trying to balance the company's books. (v)
• Do the books balance? (v)
ban (n & v)
bankrupt (n & v)
bankruptcy (n)
base (n)
• Our customer base is rather weak. (n)
• The base rate is low so more people are borrowing. (n)
• My new job is based in central Europe. (v)
• What did you base the sales projections on?
basis (n)
battle (n)
• There was a battle over strategy.
bear (v)
• Our company will bear all the costs.
• We can't bear to lose her.
• We need to bear that in mind.
beg (v)
• I beg your pardon.
• I begged her not to resign.
behavior (Am Eng), **behaviour** (Br Eng) (n)
bell (n)
bend (n & v)
bossy (adj)
brand (n & adj)
• own brand (n)
• brand name (n)
• brand-new (adj)
branding (n)
break (n & v)
• during the (lunch) break (n)
• What time shall we break for lunch? (v)
break in (n & phr v)

- Some one broke into the factory and stole some equipment. **(phr v)**
- There was a break-in at the company's head office. **(n)**

brick **(n)**

brilliant **(adj)**

broad **(adj)**

broke **(adj)**

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

bug **(n)**

- This software has a bug in it.

bullet **(n & v)**

- a bullet point **(n)**
- Please bullet point this list for me. **(v)**

burglar **(n)**

burglary **(n)**

business hours **(n)**

business plan **(n)**

buy **(n & v)**

- We bought 300 units. **(v)**
- It was a good buy. **(n)**

by all means **(prep phr)**

by day **(prep phr)**

by land **(prep phr)**

by post **(prep phr)**

by sight **(prep phr)**

C

cable **(n)**

calculator **(n)**

call in **(phr v)**

- I'll call in and see you next time I'm in town.

campaign **(n & v)**

- The advertising campaign was very successful. **(n)**
- The staff campaigned for better working conditions. **(v)**

cancellation **(n)**

capable **(adj)**

careless **(adj)**

carton **(n)**

cash book **(n)**

cash flow **(n)**

cash price **(n)**

catch up **(phr v)**

- We're getting behind. We need to catch up.

category **(n)**

CBD (abbrev) central business district

ceiling **(n)**

cellar **(n)**

Celsius **(n)**

centigrade **(n)**

central heating **(n)**

chain **(n)**

- a chain of supermarkets

chairman **(n)**

chairperson **(n)**

chairwoman **(n)**

chapter **(n)**

charge **(n & v)**

- His charges are too high. **(n)**
- How much do you charge? **(v)**
- in charge **(of)**

checklist **(n)**

chemical **(adj & n)**

- the chemical industry

chief **(adj & n)**

- the chief problem **(adj)**
- chief executive **(n)**

church **(n)**

civil servant **(n)**

clarify **(v)**

clear **(adj & v)**

- It's all very clear to me now what happened. **(adj)**
- Clear your desk before you go home. **(v)**
- The board decided to sell some assets in order to clear company debts. **(v)**
- The consignment hasn't cleared customs yet. **(v)**
- The bank requires four days to clear the check. **(v)**

climate **(n)**

- Today's economic climate doesn't encourage expansion.

climate change **(n)**

close down **(phr v)**

- The factory has closed down.

club **(n)**

cooperate **(v)**

cooperation **(n)**

cooperative **(adj & n)**

- He is very cooperative. **(adj)**
- This company is a cooperative. **(n)**

coach **(n & v)**

- The company employs a coach. **(n)**
- She coached me through it. **(v)**

collection **(n)**

come down **(phr v)**

- Computers have come down a lot in price recently.

come up **(phr v)**

- Something has come up and I can't make it to the dinner.

comfort **(n & v)**

commence **(v)**

commission **(n & v)**

- to earn commission on a sale **(n)**
- to commission someone to do something **(v)**

committee **(n)**

comparison **(n)**

competitive **(adj)**

complicated **(adj)**

component **(n)**

compromise **(n & v)** – often in Br Eng **(n)**

concern **(n & v)**

- The budget overspend is a matter of concern. **(n)**
- This doesn't concern you. **(v)**

concerned **(adj)**

condition **(n)**

- It's in good condition.
- under these conditions

confidence **(n)**

confirmation **(n)**

- waiting for confirmation of an order

connecting (flight) **(adj)**

conservative **(adj)**

considerable **(adj)**

consignment **(n)**

constant **(adj)**

- constant level

consul **(n)**

consulate **(n)**

consultation (n)

content (adj)

contest (v & n)

contract (n & v)

- He is contracted to work 42 hours per week. (v)
- *The contract is due for renewal.* (n)

control (n & v)

- He cannot control his temper. (v)
- He has lost control of budget decisions. (n)

conventional (adj)

COO (n) Chief Operating Officer

cope (with) (v)

corporate (adj)

- corporate client
- corporate entertainment
- *corporate rate(s)*

corporation (n)

correspond (v)

- correspond by email

correspondence (n)

could do with (phr)

- I could do with a vacation.

courier (n & v)

- *courier service* (n)
- have something couriered (v)

cover (n & v)

- Put the cover on the keyboard. (n)
- My desk is covered with papers. (v)
- insurance cover (n)
- The seminar covered a range of topics. (v)

creation (n)

credit (n)

- on credit
- in credit
- to credit an account
- *credit card*
- credit control

crime (n)

criminal (adj & n)

criterion (n) (criteria pl)

crop (n & v)

curious (adj)

current (adj)

curriculum (n)

customer base (n)

customs (n)

- *go through customs*
- *a customs officer*
- customs duty
- *a local custom*

cut back (n & phr v)

- Further financial cutbacks are expected next year. (n)
- Due to the difficult economic conditions we will need to cut back on the number of staff. (phr v)

cut up (phr v)

- The budget hasn't been cut up fairly.

D

damage (n & v)

date (n & v)

- *What's the date today?* (n)
- *to date a letter* (v)
- It covers my career to date. (adv)

deadlock (n)

- The negotiations reached a deadlock.
- deal in (v)

debit (n & v)

decision-making (n)

decisive (adj)

decline (n & v)

- There's been a sharp decline in the sales of the MK2 model. (n)
- Profits declined sharply. (v)

deduct (v)

defective (adj)

defense (Am Eng), defence (Br Eng) (n)

delegate (n & v)

- You need to delegate more of your responsibilities. (v)
- We hope for a large number of delegates at this year's conference. (n)

delighted (adj)

demanding (adj)

deny (v)

depressed (adj)

- a depressed area/industry

depression (n)

- economic depression

desert (n)

despite (prep)

destroy (v)

determined (adj)

dictate (v)

differentiate (v)

dig (v)

dine (v)

diploma (n)

direct mail (n)

directory (n)

- a telephone directory

disappoint (v)

discover (v)

dismiss (v)

display (n & v)

- It was a good display. (n)
- She displayed her talent. (v)

disturb (v)

division (n)

doable (adj)

documentary (n & adj)

domestic (adj)

- Domestic sales are up.
- Domestic appliances are the company's most profitable line.

dotted line (n)

- Please sign on the dotted line.

down (adj, v & prep)

- Our internet is down. (adv)
- Sales of all our products are down. (adv)
- *Prices have gone down.* (adv)
- *His office is down the corridor on the left.* (prep)
- *He's been feeling down since he lost his job.* (adj)

downward (adj & adv)

drama (n)

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

drug(s) (n)

- a multi-national drug company

dry cleaning (n)

due to (prep phr)

- Shares fell due to loss of confidence.

duplicate (n & v)

DVD (n)

E

eager (adj)

e-book, e-reader (n)

economical (adj)

economics (n)

educate (v)

effort (n)

elementary (adj)

embarrass (v)

emergency (n)

enable (v)

encourage (v)

engaged (adj)

- The phone was engaged.

engagement (n)

- I have a business engagement on that day.

enormous (adj)

ensure (Br Eng), insure (v)

entire (adj)

entrepreneur (n)

envy (n & v)

equip (v)

essential (adj)

estimate (n & v)

- The estimate for repairs was low. (n)
- We estimated the costs. (v)

evaluate (v)

even though (conj)

exact (adj)

- excess capacity

exchange rate (n)

execute (v)

- execute a plan

exhibit (n & v)

expansion (n)

expenditure (n)

experiment (n & v)

- The experiment was interesting. (n)
- They experimented with new ideas. (v)

explanation (n)

explore (v)

express (adj & v)

- an express train (adj)
- express delivery (adj)
- express an idea (v)
- express an opinion (v)
- express interest in (v)

expression (n)

- I could tell from her expression that she wasn't happy.

external (adj)

extraordinary (adj)

F

face (v)

- face a problem

factor (n)

faint (adj)

- a faint line

fall asleep (v)

false (adj)

- a false statement

fasten (v)

favor (be in favor of), favour (be in favour of) (phr)

feedback (n)

feel up to (phr v)

- I don't feel up to such a challenge.

fetch (v)

filing (n)

financial advisor (n)

fire alarm (n)

fit (n, adj & v)

- His skills fit well with our needs. (v)
- Our recent acquisition is a good fit with the rest of our operation. (n)
- She keeps fit. (adj)

fix (v)

- *Could you get the printer fixed today?*
- She fixed the shelf to the wall.
- My PA has fixed the date for the meeting.

fixed-term (adj)

fleet (n)

- a fleet of trucks/cars/ships

flip chart (n)

flood (n & v)

flowchart (n)

focus (n & v)

fold (n & v)

fond (adj)

force (n & v)

- market forces (n)
- I was forced to resign. (v)

foreign exchange (n)

forgetful (adj)

form (n & v)

- *fill in a form (n)*
- *order form (n)*
- to form a committee (v)

former (adj & pron)

fortunate (adj)

founder (n)

free sample (n)

freelance (n)

freight (n & v)

freshen up (phr v)

frustrated (adj)

fulfill (Am Eng), fulfil (Am Eng) (v)

fund (n & v)

funding (n)

furnish (v)

further to (prep phr)

- Further to our phone conversation, I am writing to ...

G

gallery (n)

generate (v)

gentle (adj)

get along with (phr v)

- I get along well with my supervisor.

get down (phr v)

- Did you manage to get all that information down?
- I climbed up, but I couldn't get down.

get rid of (phr v)

- Could you get rid of these old files?

give in (phr v)

- He gave in to their demands.
- Have you handed in your monthly report yet? passes .

glance (n & v)

- I've glanced at the figures.

go off (phr v)

- He went off to work in Australia.
- *Suddenly the lights all went off.*
- *The alarm went off.*

go out (phr v)

- The fire has gone out.
- *We're going out with our new supervisor tonight.*

go with (phr v)

- The new design didn't go with the company image.

govern (v)**gradual (adj)****grammar (n)****graphics (n)****gray (Am Eng), grey (Br Eng) (adj)**

- a gray area

greet (v)**groceries (n)****guarantee (n & v)****guided tour (n)****gymnasium (n)**

H

hand in (phr v)

- Could you hand in your report before the end of the week?

handout (n)

- The handouts from the training are quite useful.

handbook (n)**handwriting (n)****hang (v)**

- He decided to hang the calendar on the wall.

have a

- have a go/try
- have a look/think

headline (n)**heart (n)**

- in the heart of the city
- the heart of the problem

height (n)**helpdesk (n)****hesitate (v)**

- please do not hesitate to ...

high-speed rail (n)**hide (v)****history (n)****hold up (phr v)**

- He was held up in heavy traffic.

hospitality (n)**hourly rate (n)****human resource (department) (n)**

I

icon (n)**i.e. (abbrev) in other words****ill (adj)****illness (n)****image (n)****immature (adj)****immigration (n)****importance (n)****in any case (prep phr)****in charge (of) (prep phr)****in debt (prep phr)****in fact (prep phr)****in pieces (prep phr)****in secret (prep phr)****in stock (prep phr)****in time (prep phr)****in turn (prep phr)****inch (n)****incorrect (adj) the index of a book****index (n)****indoors (adv)****inflation (n)****inform (v)****ingredients (n)****in-house (adj & adv)****injure (v)****injury (n)****innovate (v)****innovation (n)****innovative (adj)****insist (v)****install (v)****installation (n)****instance (n)****insurance policy (n)****interact (v)****interactive (adj)****intercultural / inter-cultural (adj)****interpret (v)****intersection (n)****introductory (adj)****invention (n)****invoice (n & v)****iron (n)**

- made of iron

item (n)

- Several items were damaged during transportation.
- The first item for discussion is the recent accident in the plant.

J

jet (plane) (n)

- go by jet

job satisfaction (n)**joint (adj)**

- joint venture

journey (n)**junction (n)**

K

keep to (phr v)

- We need to keep to the plan.

key (n & adj)

- *key to a lock (n)*
- key to success (n)
- This is a key post. (adj)

kiosk (n)**knock down (phr v)**

L

label (n & v)

landlady (n)

landlord (n)

lay (v)

lay off (n & v)

lead (v & n)

- Where does this road lead? (v)
- We lead the market in computer power supplies. (v)
- Other companies have taken our lead in recruiting foreign managers. (n)

lead to (phr v)

- lead to a situation where ...

leaflet (n)

lecture (n & v)

leisure industry (n)

level off (phr v)

- Growth in the economy has leveled off.

liberal (adj)

- a liberal style of management

lie (n & v)

lift (v & n)

- can you give me a lift please (n)
- *please help me lift this box* (v)
- He took the lift to the fifth floor. (Br Eng) elevator (Am Eng) (n)

line (n)

- the production line
- *lines on a page*
- phone line
- *railway line*
- *helpline / customer service line*

link (n & v)

- *internet link* (n)
- The computers are linked to a server. (v)

liter (Am Eng), litre (Br Eng) (n)

locate (v)

logistics (n)

look ahead (phr v)

look up (phr v)

- Look up the meaning of a word in the dictionary.

loss (n)

lost luggage/property (n)

loyal (adj)

luxury (n)

M

mail order (n)

mailshot (n)

maintain (v)

major (adj & n)

make (v)

- *make money*
- make a comparison
- *make a note*

make up (phr v)

- make up the difference
- make up an excuse

management (n)

managing director (MD) (Br Eng) = CEO (n)

manners (n)

margin (n)

market forces (n)

market research (n)

market value (n)

mass (adj)

- mass market
- mass media

mass production (n)

match (n & v)

- The agency matches staff to vacancies. (v)
- It's important to find a job that matches your skills. (v)
- The two companies in the merger are a good match. (n)

mathematics (n)

mature (adj)

- a mature attitude
- mature student
- mature investment
- mature sector of the market

measure (n & v)

- measure the distance (v)
- a drastic measure (n)

membership (n)

mention (n & v)

method (n)

- production methods

middle-aged (adj)

mild (adj)

mind (n & v)

- *His mind was on other things.* (n)
- *Would you mind if I postponed the meeting?* (v)
- Mind your head! (v)

mineral (n & adj)

minus (adj & prep)

misc (abbrev) miscellaneous

miscellaneous (adj)

misunderstand (v)

mobile (n & adj)

- *I need a new mobile (phone).* (n)
- He isn't mobile at the moment. (adj)

monopoly (n)

moody (adj)

motivate (v)

motor (n)

multinational (adj)

- multiply 14 by 3

musical (adj)

musician (n)

N

national (adj)

nature (n)

NE (abbrev) north east

NW (abbrev) north west

negotiable (adj)

negotiate (v)

negotiation (n) (v)

network (n & v)

- to network computers (v)
- *a computer network* (n)
- a network of agents (n)
- networking (n)

newsagent (n)

nightlife (n)

nor (conj)

- neither management nor workers
- Nor do I.

north east (adj, adv & pron)

north west (adj, adv & pron)

notepad (n)

notepaper (n)

nowadays (adv)

nuclear (adj)

O

object (n & v)

observe (v)

obvious (adj)

occupy (v)

- the room is occupied
- occupy a unique position in the market

offend (v)

official (adj & n)

on a journey/trip (prep phr)

on fire (prep phr)

one-way (adj)

opening (n)

- attend an opening

open-minded (adj)

oppose (v)

option (n)

ordinary (adj)

original (adj)

otherwise (adv)

outcome (n)

out of date (prep phr)

out of work (prep phr)

output (n & v)

overdraft (n)

overdrawn (adj)

overheads (n)

oversleep (v)

owe (v)

P

PA (abbrev) Personal Assistant

p/pp (abbrev) page/pages

packet (n)

paid leave (n)

palace (n)

parcel (n)

participant (n)

participate (v)

participation (n)

path (n)

paragraph (n)

pavement (n)

peace (n)

peer (n)

per (prep)

percentage (n)

period (n)

- I will be away for the whole period.
- the beginning/middle/end of the period

permission (n)

permit (v & n)

personal ID number (n)

personnel (n)

pessimistic (adj)

pharmaceutical (adj)

- the pharmaceutical industry

pick (v)

pile (n & v)

pin (n & v)

- pin something to the wall
- drawing pin

pity (n & v)

- *What a pity!* (n)
- I don't pity him. (v)

planner (n)

plant (n & v)

- *The firm has made a huge investment in the new plant.* (n)
- Farmers need to plant crops earlier. (v)
- *These plants certainly brighten up the office.* (n)

plc (abbrev) public limited company

plenty (adj & pron)

plus (prep, adj & n)

PM (n) Project Manager

policy (n)

politician (n)

politics (n)

port (n)

porter (n)

postage (n)

postcode (n)

postpone (v)

pound (n)

PR (abbrev) Public Relations

practice (n)

- *The exercises in this book provide plenty of practice.*
- *out of practice*
- good business practice

precious (adj)

preference (n)

preliminary (adj)

preparation (n)

press (n & v)

prevent (v)

prime minister (n)

printout (n)

probable (adj)

proceed (v)

productivity (n)

proficient (adj)

profitability (n)

profitable (adj)

projection (n)

promising (adj)

- it looks quite promising

prompt (adj & v)

pronunciation (n)

proof (n)

proper (adj)

proposition (n)

prove (v)

PTO (abbrev) please turn over

public opinion (n)

public transport (n)

publicize (Am Eng), publicise (Br Eng) (v)

publicity (n)

punctual (adj)

purchase (n & v)

purely (adv)

put back (phr v)

- The meeting was put back until the end of

the month.

- She put it back once she'd finished with it.

put off (phr v)

- Let's put the meeting off until next week.
- They were put off by the price.

put out (phr v)

- He put out the light.
- The company put out an updated version.

put up with (phr v)

- I can't put up with this noise.

Q

quality assurance (n)

quarrel (n & v)

query (n & v)

queue (Br Eng), line (Am Eng) (n)

queue (Br Eng), line up (Am Eng) (v)

R

rank (n & v)

- a taxi rank (n)
- Our company ranks in the top five. (v)

rare (adj)

react (v)

reaction (n)

realize (Am Eng), realise (Br Eng) (v)

rearrange (v)

receiver (n)

- a telephone receiver

recession (n)

recognize (Am Eng), recognise (Br Eng) (v)

recorder (n)

- a digital recorder

recruit (v)

red (adj & n)

- in the red

redundant (adj)

- make someone redundant (Br Eng)

reference (n)

- a reference to something
- a reference from a previous employer

refurbish (v)

regard (n & v)

register (n & v)

- register for unemployment benefit (v)
- on the register (n)

registration (n)

regulations (n pl)

relation (n)

- industrial relations
- public relations

relevant (adj)

relief (n)

- What a relief!

relocation (n)

remain (v & adj)

- remain steady/stable/flat (v)
- the remaining budget (adj)

remit (v)

- remit funds

renew (v)

reorganization (Am Eng), reorganisation (Br Eng) (n)

repetitive (adj)

reputation (n)

rescue (n & v)

reserve (v)

residential (adj)

resolve (v)

respond (v)

response (n)

retail outlet (n)

retain (v)

reveal (v)

revenue (n)

review (n & v)

revise (v)

reward (n & v)

rewarding (adj)

right (n & adj)

- on the right (n)
- That's right. (adj)
- We need to protect our rights. (n)

ring back (phr v)

ring up (phr v)

risk (n & v)

rival (n & adj)

rough (adj)

roundabout (Br Eng), traffic circle (Am Eng) (n)

row (n)

- The seats are arranged in rows.
- It's in the second row of the third column.

RSVP (abbrev) please reply

rubber (n & adj)

rubbish (Br Eng), trash (Am Eng) (n)

rude (adj)

ruin (n & v)

run (n & v)

- run a business (v)
- a run of good luck (n)

run out (of) (phr v)

S

sample (n & v)

scale (n)

- salary scale
- large/small scale

scheme (n)

- training scheme

sea (n)

search (n & v)

- customs search
- a search on the internet

search for (phr v)

seatbelt (n)

secondary (adj)

section (n)

- section head

secure (adj & v)

see off (phr v)

self-employed (adj)

self-service (n)

send for (phr v)

sense (n & v)

- sense a change
- It didn't make sense.
- sense of achievement

sensitive (adj)

series (n)

serve (v)

- The rail network services every region in the country.
- In my last job, I had to serve customers.

- The company serves the interests of its shareholders.

shake (n & v)

shame (n)

- What a shame!

shareholder (n)

sharp (adj)

- a sharp increase
- a sharp rise/drop

shift (n)

- night shift
- shift worker

shock (n & v)

- The news came as a shock.
- It shocked me.

shortcoming (n)

shout (n & v)

sight (n)

- in sight, out of sight
- tourist sight

signal (n & v)

signpost (n & v)

site (n & v)

slide (n & v)

- prepare the slides for your presentation
- his performance has been sliding

smooth (adj)

social (adj)

so far (adv)

solid (adj)

- a solid base
- solid fuelsolution (n)

sort out (phr v)

- Could you sort out my travel arrangements to Berlin?

south east (n & adj)

south west (n & adj)

souvenir (n)

specialize (Am Eng), specialise (Br Eng) (v)

specialist (n)

specialty (n)

speed (n & v)

spill (n & v)

spoil (v)

spot (n & v)

stage (n)

- the final stage of production

standard (adj & n)

starter (Am Eng), entrée (Br Eng) (n)

state (n & v)

- He comes from the state of California. (n)
- Her office was in a very untidy state. (n)
- There are both state and private railways in Japan. (n)
- He stated that he had been unaware of the situation. (v)

statistics (n)

steady (adj & v)

steel (n)

stick (v)

- stick to the schedule

stingy (adj)

storage (n)

stranger (n)

strength (n)

strengthen (v)

strict (adj)

- strict Health and Safety regulations

•

string (n)

- The company was re-structured. (v)

stubborn (adj)

study (n & v)

- I'm studying Marketing. (v)
- She studied the report. (v)
- The company carried out a study of consumer spending habits. (n)

subsidiary (n & adj)

subtract (v)

substitute (n & v)

successor (n)

sufficient (adj)

sum (n)

supervision (n)

supplies (n pl)

surcharge (n)

survey (n & v)

swing (n & v)

- There has been a swing in public opinion. (n)
- The door swung shut. (v)

T

take over (phr v)

- I have to take over all his responsibilities.
- The CEO plans to take over one of our competitors.

take place (phr v)

- The conference will take place at the end of the year.

takeover (n)

- There have been several very high-profile takeovers in recent months.

talent (n)

talented (adj)

target (n, adj & v)

- our target customers (adj)
- The company's production target is 1000 units per week. (n)
- The company was targeted by protesters. (v)

tasty (adj)

tear (n & v)

technique (n)

telecommunications (n) (also telecom abr)

temporary (adj)

terminal (n)

- a computer terminal
- a terminal at the airport

terrified (adj)

theater (Am Eng), theatre (Br Eng) (n)

- We can take our guests to the theater.
- movie theater

theory (n)

thick (adj)

threat (n)

throughout (adv & prep)

tie (n & v)

- a shirt and tie (n)
- tied with string (v)

timeframe (n)

tin (n)

tip (n & v)

ton(ne) (n)

tower (n)

trade (n & v)

trader (stock, currency) (n)
trading company (n)
traffic circle (Am Eng), roundabout (Br Eng) (n)
tram (n)
transfer (n & v)
transport (n & v)
travel expenses (n)
trend (n)
trick (n & v)
trust (n & v)
try on (v)
tunnel (n)
turn down (phr v)

- turn down the radio
- turn down an offer/application

turn out (phr v)

- *Turn out the lights before you go.*
- In the end, everything turned out alright.

turning (n)

- the first turning on the left

twin (adj & n)

U

unable (adj)

undercharge (v)

underestimate (v)

underline (v)

undo (v)

unit (n)

- unit cost
- factory unit
- industrial unit

unleaded (adj)

unusual (adj)

up-to-date / up to date (adj & adv)

upload (n & v)

upset (adj & v)

upward (adj)

useless (adj)

V

vacancy (n)

valid (adj)

- a valid passport
- a valid argument

van (n)

vary (v)

victory (n)

village (n)

virus (n)

- a computer virus

volume (n)

voyage (n)

W

wake (v)

war (n)

warn (v)

wave (n & v)

wear out (phr v & adj)

- I'm worn out. I need a holiday.
- worn-out clothing/equipment

web (n)

weigh (v)

well-established (adj)

well-made (adj)

whatever (conj, det & pron)

whereas (conj)

wholesale (adj & adv)

wholesaler (n)

willing (adj)

wire (n)

withdraw (v)

witness (n & v)

wool (n)

work out (phr v)

- The companies were too different so the merger didn't work out.

workaholic (n)

workload (n)

workstation (n)

worth (adj)

wrap up (phr v)

X

Y

yard (n)

Z

zone (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, yen, RMB, etc

APPENDIX 2

I

Affixes

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

- mini-** with nouns, sometimes without a hyphen, eg *minibus, mini-tour*
- non-** with nouns and adjectives, eg *non-essential*
- re-** with verbs and their related nouns, usually without a hyphen, eg *rename, rearrange*
- self-** with nouns and adjectives, eg *self-importance, self-confident*
- un-** negative prefix, eg *unsafe, unstable*
- able** with verbs to form adjectives, eg *affordable, likable*
- ed (-d)** with verbs to form adjectives, eg *limited, used*
- er (-r)** with verbs to form nouns, eg *teacher, advertiser, shopper*; also comparative forms, eg *brighter*
- ese** for nationalities, languages, eg *Chinese, Portuguese*
- est** for superlatives, eg *tallest*
- ful** with nouns for amount contained, eg *spoonful*; with nouns to form adjectives denoting characteristics or qualities, eg *painful, useful*
- ing** with verbs for activity or state, eg *selling, satisfying*
- ish** for nationalities or languages, eg *Swedish*; with nouns to form adjectives, eg *selfish*
- ist** with nouns, occupations, eg *chemist, specialist*
- less** with nouns to form adjectives, eg *useless*
- ly** with adjectives to form adverbs, eg *effectively*; with nouns to form adjectives, eg *friendly*
- ment** with verbs to form nouns, eg *announcement, retirement*
- or** with verbs to form nouns, eg *vendor, inventor*
- y** with nouns to form adjectives, eg *sunny*