

BULATS

Business Language Testing Service



BULATS B1 WORDLIST 2



UNIVERSITY of CAMBRIDGE
ESOL Examinations
Authorised BULATS Agent

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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

abbreviation (n)

absence (n)

absolutely (int)

accompany (v)

account (n)

- I'd like to open a bank account.
- Our company has an account at Transport Solutions.

accountancy (n)

accounting (n)

accounts (n)

achieve (v)

acquaintance (n)

acquisition (n)

action (n)

actor (n)

adapt (v)

address (n & v)

- Could I have your email address? (n)
- The CEO addressed the conference. (v)

administrative (adj)

admission (n)

- Admission to the conference is by invitation only.

admit (v)

- He admitted there were production problems.
- This ticket admits two people to the performance.

advise (v)

alarm (n)

- The bank installed a new security alarm.

alike (adv & adj)

- They think alike. (adv)
- The two products are very alike. (adj)

allowance (n)

- a travel allowance

alphabet (n)

alternative (n & adj)

ambassador (n)

amusing (adj)

anger (n)

annoy (v)

annoyed (adj)

antique (adj & n)

anyhow (adv)

apart from (prep)

appeal (n & v)

appetizer (n)

appoint (v)

appropriate (adj)

approx (abbrev) approximately (adv)

architect (n)

arithmetic (n)

arrogant (adj)

aspect (n)

- What aspect of your job do you like most?

assess (v)

assure (v)

at last (prep phr)

at the same time (prep phr)

attendance (n)

attitude (n)

audit (n & v)

auditor (n)

authorize (Am Eng), authorise (Br Eng) (v)

automatic (adj)

average (adj & n)

- Can you find the average of these three numbers?
- He's not a particularly good rep – he's just average.

award (n & v)

- She was awarded the title 'Businessperson of the Year'.
- The court awarded damages of \$50,000.
- Our company won an award for exports.

B

background (n)

- make a back up
- back up your hard drive

backwards (adv)

balance sheet (n)

bank balance (n)

bank loan (n)

bank statement (n)

bank transfer (n)

bar chart (n)

- The bar chart shows sales from last year.

basket (n)

bay (n)

- The city is on the edge of a large bay.
- The factory needs another loading bay.

beat (v)

- We can beat our competitors on quality, but not on price.

behave (v)

- He always behaves in a professional manner.

be into (phr v)

- I'm quite into the travel I need to do for my job.

belong (v)

beneath (prep & adv)

bother (v & adj)

- can't be bothered
- They didn't bother to check the information.

brave (adj)

break down (n & phr v)

- Could you give me a breakdown of last month's sales figures? (n)
- The printer has broken down again. (phr v)

break up (phr v)

- The Lexford Group was broken up into smaller companies. (phr v)
- The glass bottles are broken up before entering the recycling machine. (phr v)

brief (adj & v)

- The CEO made a brief visit to the factory. (adj)
- Here is the news in brief. (adj)

- The company sent a representative to brief us on changes to the procedures. (v)

briefing (n)

bring forward (phr v)

- We'll have to bring the meeting time forward to 10:00am.

broadband (n)

brush (n & v)

bulk (n)

- We have managed to cut costs by buying in bulk.

bureau (n)

- I'll get some US dollars from the exchange bureau.

business (n)

- *He runs a business.* (n)
- *company business* (n)
- *do business* (v + n)
- *be on/in business* (prep phr)
- *get down to business* (phr v + n)
- *go into business* (phr v + n)
- *go out of business* (phr v + n)
- *set up a business* (phr v + n)

button (n)

- The on/off button isn't working.

by accident (prep phr)

by chance (prep phr)

by hand (prep phr)

by name (prep phr)

by sea (prep phr)

C

c (abbrev) circa

cable television (n)

call for (phr v)

- I'll call for you at 3pm.

call center (Am Eng), call centre (Br Eng) (n)

canal (n)

canteen (n)

capacity (n)

cargo (n)

carry on (phr v & adj)

- I'll carry on working till I'm 65.
- *There is a limit for how much carry-on luggage you can take on the plane.*

carry out (a task) (phr v)

- We've just carried out a survey into customer satisfaction.
- Carrying out instructions is part of the job.

cash desk (n)

cash machine (n)

cash sale (n)

catering (n)

cc (abbrev) carbon copy

celebration (n)

cement (n & v)

central bank (n)

CFO (n) Chief Financial Officer

chair (n & v)

- *We need new chairs for the office.* (n)
- Peter is Chair of the meeting this afternoon. (n)
- The finance director chaired the meeting in the CEO's absence. (v)

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)

character (n)

charter (n & v)

- The company chartered a plane. (v)
- a customer charter (n)
- a charter flight (n)

cheerful (adj)

chemist (n)

chilly (adj)

circular (adj)

- a circular email
- a circular table

circulate (v)

claim (n & v)

classify (v)

clerical (adj)

clinic (n)

cloth (n)

clue (n)

coordinate (v)

coordination (n)

coal (n)

combination (n)

combine (v) e down a lot in price recently.

come to (phr v)

- We've all come to the same conclusion.

come up with (phr v)

- We came up with a solution to the problem.

command (v & n)

- *command a high price* (v)
- *command someone to do something* (v)
- *issue a command* (n)

comment (n & v)

commit (v)

- committed to her work
- commit resources to a project

compact (adj)

- a compact disc (CD)
- a compact office

competent (adj)

complaint (n)

compliment (n & v)

composition (n)

concentrate (v)

concentration (n)

conclusion (n)

conduct (v)

- conduct a survey

confidential (adj)

confused (adj)

consequence (n)

consider (v)

considerate (adj)

consist (n)

construct (v)

construction (n)

consultancy (n)

consumer goods (n)

content(s) (n)

continent (n)

contribute (v)

contribution (n)

convenience (n)

- convenience foods

convince (v)
 cooperate (v)
 copy (n & v)

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

 correction (n)
 corridor (n)
 courage (n)
 courier (n & v)

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

 court (n)
 crash (v & n)

- My computer crashed. (v)
- a stock market crash (n)

 credit (n)

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

 crisis (n)
 criticize (Am Eng), criticise (Br Eng) (v)
 cross out (phr v)
 cruel (adj)
 current account (n)
 curve (n & v)
 customer care (n)
 cut (n & v)

- a cut in the number of jobs (n)
- to cut costs (v)
- to cut some paper (v)

 cut down (phr v)

- We need to cut down on spending.

 cut-price (adj)

D

data processing (n)
 deadline (n)
 deal (n & v)

- a business deal (n)
- to make a deal (n)
- deal with someone/something (v)
- deal in (v)

 decimal (adj & n)
 declare (v)
 dedicated (adj)
 defeat (n & v)
 defend (v)
 definite (adj)
 deletion (n)
 demand (n & v)
 demonstrate (v)
 demonstration (n)

- demonstration in support or something
- a demonstration of a new product

 depart (v)
 depth (n)
 despatch (Br Eng - variant of 'dispatch') (n & v)
 dessert (n)
 determine (v)
 dial (n & v)
 differ (v)
 digit (n)
 dip (n & v)

- There was a dip in profits last year. (n)

- Productivity usually dips before lunch. (v)

 direct debit (n)
 direct marketing (n)
 disabled (adj, n & v)

- elevators for disabled people (adj)
- the disabled (n)
- they disabled his account (v)

 disaster (n)
 disc/disk (n)

- compact disc
- hard disk

 dispatch (n & v)
 distant (adj)
 divide (v)
 dizzy (adj)
 documentation (n)
 door-to-door (adj & adv)
 doubt (n & v)
 downturn (n)
 dozen (n)
 dramatic (adj)

- a dramatic increase

 dramatically (adv)

- Sales increased dramatically.

 drop (n & v)

- There's been a big drop in the number of days people are taking off. (n)
- You've dropped your pen. (v)

 drug store (Am Eng) (n)
 due (adj)

- The next payment is due in five days.
- due date
- The plane is due at ...
- The train is due to arrive.

 dull (adj)
 duty (n)

- pay duty on imported goods
- duty-free goods
- office duties

 dynamic (adj)

E

earnings (n pl)
 e-business (n)
 edge (n & v)
 efficient (adj)
 elect (v)
 electrical (adj)
 electricity (n)
 elsewhere (adv)
 embassy (n)
 employment agency (n)
 enclose (v)
 engine (n)
 en-suite (n & adj)
 enthusiasm (n)
 enthusiastic (adj)
 entrée (n)
 environmental (adj)
 equal (adj & v)
 escape (n & v)
 establish (v)
 EU (abbrev) European Union
 even if (conj)
 eventually (adv)
 exceed (v)

excess (n)

- excess capacity

exclude (v)

excluding (prep)

exhausted (adj)

exist (v)

expectation (n)

- We need to meet our customers' expectations.

experienced (adj)

expertise (n)

explode (v)

- Demand for our new product has exploded.

expose (v)

exposure (n)pression that she wasn't happy.

extend (v)

extension (n)

extract (n & v)

- an extract from the report
- extract rare metals from the earth

F

FYI (abbrev) for your information

facing (v & prep)

failure (n)

fair (adj & n)

- *The way of calculating bonus payments is not fair. (adj)*
- The sales figures were fair rather than good. (adj)
- *The trade fair will be in July. (n)*

fall out

- The partners fell out over how to allocate the budget.

fascinating (adj)

favor (Am Eng), favour (Br Eng) (adj)

fed up (with) (phr adj)

feel like (v)

festival (n)

fiction (n)

- sales of non-fiction have increased

finalize (Am Eng), finalise (Br Eng) (v)

financial year (n)

firm (adj & n)

- a firm offer (adj)
- a good firm to work for (n)

fitness (n)

- health and fitness sector

fixed cost (n)

flag (n & v)

flexibility (n)

float (n & v)

flotation (n)

- flotation on the stock exchange

fluctuate (v)

fluctuation (n)

fog (n)

following (adj & prep)

- The following people are needed at the opening. (adj)
- Following the meeting, he made changes to the report. (prep)

forbid (v)

forecast (n & v)

- We forecast a growth in this sector. (v)
- The sales forecast is very positive. (n)

foreman (n)

forgive (v)

format (n & v)

fortnight (Br Eng) (n)

fortune (n)

- make a fortune

fountain (n)

free trade (n)

freeze (n & adj)

frequent (adj)

frighten (v)

fuel (n & v)

function (n & v)

- job function
- This machine has several useful functions.
- a social function
- The machine isn't functioning properly.

furious (adj)

further (adj & adv)

- We will need a further investment of \$1million. (adj)
- We cannot grow further in this market. (adv)

G

gain (n & v)

gallon (n)

generation (n)

geography (n)

get around (phr v)

- How will you get around when you're in Bangkok?
- We managed to get around the problem.

get on with (phr v)

- How are you getting on with the proposal?
- *Do you get on well with your colleagues?*

gift voucher (n)

give out (phr v)

- I've already given out the new security passes.

go for (phr v)

- He went for the job.

go on (phr v)

- The meeting went on till 6pm.
- What's going on?
- *The lights suddenly went on.*

go through (phr v)

- I need to go through last month's sales figures.didn't go with the company image.

golf (n)

grade (n & v)

- We need high-grade materials.
- What grade is the job?
- Staff were re-graded.

gram (n)

grant (n & v)

- He was given a grant to study new management methods. (n)
- The CEO granted his request to attend the conference. (v)

grateful (adj)

great deal of (det)

- a great deal of attention

grilled (adj)

gross (adj)

- gross profit
- gross weight

ground (n)

group (n)

- The group was large. (n & v)
- Trainees are grouped together for discussion activities. (v)

guard (n & v)

guilty (adj)

H

hand (n & v)

- shake hands (n)
- He handed her the book. (v)
- second-hand
- on hand
- in hand
- by hand
- to hand

hand out (phr v)

- Could you hand out the minutes of the meeting?

hand over (phr v)

- He handed over all his responsibilities to his successor.

handle (n & n)

- The door handle is broken. (n)
- Please handle with care. (v)
- He handles all telephone inquiries. (v)
- She handled the situation well. (v)

handy (adj)

hardly (adv)

- There was hardly any time.
- He could hardly wait.

head (n & v)

- at the head of the line (n)
- the head of marketing (n)
- head a committee/group (v)

headquarters (n)

heat (n & v)

- Water retains heat longer than air. (n)
- The economy could overheat. (v)

helicopter (n)

helpline (n)

hi-fi (n & adj)

hidden (adj)

- hidden costs
- hidden agenda

highlight (n & v)

hit (n & v)

- a hit on a website (n)
- hit your sales target (v)

horrible (adj)

host (n & v)

hourly fee (n)

humid (adj)

I

identify (v)

illegal (adj)

illustrate (v)

imagination (n)

immediate (adj)

import duty (n)

impress (v)

impression (n)

impressive (adj)

in case of (prep phr)

- in case of fire
- in case of delays

in danger (prep phr)

in difficulties (prep phr)

in order (prep phr)

in place (prep phr)

in sight (prep phr)

in the end (prep phr)

in town (prep phr)

incentive (n)

inconvenience (n)

indeed (adv)

indicate (v)

indication (n)

infected (adj)

- infected with a computer virus

influence (n & v)

- She was a negative influence on other team members. (n)
- Her boss influenced her a great deal. (v)

information technology (IT) (n)

inhabitant (n)

initiate (v)

initiative (n)

ink (n)

input (n)

inspect (v)

inspection (n)

installment (Am Eng) instalment (Br Eng) (n)

- pay in/by installments

instructor (n)

insure (v)

intermediate (adj)

interpersonal (adj)

interrupt (v)

interval (n)

invent (v)

investment (n)

involve (v)

issue (n & v)

- issue of a magazine (n)
- issues about pay (n)
- issue a statement (v)

J

jealous (adj)

job description (n)

job security (n)

journal (n)

judge (n & v)

K

keen (adj)

- I'm not keen on the new product.
- He's keen to improve our brand image.

keep up (phr v)

- Keep up the good work.
- He has to keep up with new technological developments.

kmph (abbrev) kilometers/kilometres per hour

knock (n & v)

knowledge (n)

L

ladder (n)

- career ladder

laser (n)

laser printer (n)

layer (n)

layout (n)

lay out (phr v)

lb (abbrev) pound weight

leadership (n)

leave out (phr v)

legal (adj)

length (n)

level out (phr v)

- Sales have finally leveled out.

license (v)

lifestyle (n)

limited company (Ltd) (n)

line manager (n)

liquid (n & adj)

load (n)

- The load was too heavy. (n)
- We need to load the goods on to the truck. (v)

locker (n)

long-term / long term (adj & n)

- in the long term (n)
- a long-term strategy (adj)

look out (phr v)

- Look out or you'll have an accident.

loose (adj)

lower (v, adj & adv)

loyalty (n)

M

machinery (n)

mailing list (n)

main course (n)

maintenance (n)

make (v)

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

make the most of (phr)

managerial (adj)

manner (n)

manual (n & adj)

- You will find the information in the manual. (n)
- It's a manual process. (adj)

manufacture (v)

mark (n & v)

market leader (n)

market share (n)

marketplace (n)

mass-produce (v)

master (n, adj & v)

material (n)

- the training material(s)
- construction materials
- raw materials

matter (n & v)

- *Is anything the matter?* (n)
- Thank you for your help with this matter. (n)
- *It doesn't matter.* (v)

meant (be meant to) (phr)

- They were meant to be here by 2pm.
- Use whatever means you like, but make sure it gets done.

member (n)

mend (v)

- mend a faulty machine

merge (v)

microphone (n)

middle management (n)

milestone (n)

mind you (phr spoken)

- It was a difficult time. Mind you, I learned a lot.

minor (adj)

minutes (n)

- the minutes of a meeting

mistake (n & v)

- *It was a mistake.* (n)
- He mistook her for a former employee. (v)

mix (n & v)

model (n & adj)

- It's cheap because it's last year's model. (n)
- She's a model employee. (adj)

mood (n)

mosque (n)

motivation (n)

mph (abbrev) miles per hour

multiply (v)

- multiply 14 by 3

N

narrow (adj)

nationwide (adj & adv)

NB (abbrev) note well

neat (adj)

net (adj & v)

- He has a net income of \$50,000 a year. (adj)
- The company netted a record profit last year. (v)

nevermind (phr spoken)

newsletter (n)

nil (n)

not at all (adv)

noticeboard (n)

nr (abbrev) near

nylon (n)

O

objective (n & adj)

obtain (v)

occasionally (adv)

occur (v)

officer (n)

omit (v)

on a visit (prep phr)

on holiday/vacation (prep phr)

oneself (pron)

opening hours (n)

operate (v)

- They operate from an old warehouse.
- Would you like me to show you how to operate this machine?

operation (n)

operator (n)

optimistic (adj)
order form (n)
organized (Am Eng), organised (Br Eng) (adj)
originality (n)
ought (to) (v)
outlay (n)
out of stock (prep phr)
outlet (n)
overnight (adj & adv)
overtake (v)
owing to (prep)

P

pa (abbrev) per anum
packaging (n)
packing (n)

- packing department

painful (adj)
paragraph (n)
parliament (n)
particular (adj)

- a particular problem

pattern (n)
pause (v)
payroll (n)
peak (phr v)
pension (n)
per annum (adv)
perfect (n)
permanent (adj)
personal computer (n)
personality (n)
persuade (v)
petty cash (n)
phase (n)
pick up (phr v)

- pick someone up at the airport
- pick up a skill
- business picked up in the second quarter

pie chart (n)
pipe (n)

- a water pipe

plain (adj)

- It's plain to me.
- plain blue

planning (n) *inly brighten up the office. (n)*
platform (n)
pleasant (adj)
plug (n)

- electric plug

plug in (v)

- The copier isn't plugged in.

PM (n) Production Manager
point of view (n)
political (adj)
pool (n & v)

- The company sells swimming pools. (n)
- pool of talent (n)
- pool your resources (v)

portable (adj)
possibility (n)
postcard (n)
postman (n)
potential (adj & n)
pour (v)
practical (adj)
praise (n & v)

predict (v)
prediction (n)
premises (n)
prescription (n)
presume (v)
primary (adj)

- of primary importance

principal (n & adj)

- college principal (n)
- principal activity (adj)

priority (n)
procedure (n)
productive (adj)
profession (n)
profile (n)
progress (n & v)
promise (n & v)
promote (v)
promotion (n)
promotional (adj)
pronounce (v)
pronunciation (n)
proofread (v)
proportion (n)
protect (v)
protection (n)
PS (abbrev) postscript
public limited company (Plc) (n)
public relations (PR) (n)
publication (n)
publish (v)
punish (v)
pure (adj)
purpose (n)
put down (phr v)

- She put her name down for the conference.

put through (phr v)

- Could you put me through to the finance director, please?

Q

qualify (v)

- qualify as an accountant
- qualify for a discount

quality control (n)
quay (n)
questionnaire (n)
quotation (n)

- The quotation is higher than expected.

quote (n & v)

- Could you quote us a price for printing 10,000 brochures? (v)
- The quote hasn't come in yet. (n)

R

rail (n)

- Our company ranks in the top five. (v)

rapid (adj)
rate (n & v)
reality (n)
realistic (adj)
reasonable (adj)
reception (n)

- the reception desk in a hotel/company
- a business reception to greet delegates

reckon (v)
record (n, adj & v)

- a record of the meeting (n)
- record profits (adj)
- record a message (v)

recover (v)
recovery (n)
rectangular (adj)
reduction (n)
ref (abbrev) with reference to
refreshments (n)
refuse (v)
regional (adj)

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

regret (n & v)
reject (n & v)
rejection (n)
relative (n & adj)
reliability (n)
relocate (v)
rely (on) (v)
remind (v)
remove (v)
rental (n & adj)
repay (v)
replace (v)
require (v)
research (n & v)
R & D (abbrev) research and development
resident (n)
resign (v)
resignation (n)
respect (n & v)
responsibility (n)
retail price (n)
return (n & v)

- She returned after everyone had left. (v)
- The return on our investment was not what we expected. (n)

revenue (n)
revise (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)
risk (n & v)
rough (adj)
row (n)

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

rubber (n & adj)
rude (adj)
run (n & v)

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

rural (adj)

S

satisfaction (n)
satisfactory (adj)
satisfied (adj)
scan (n & v)
scientific (adj)
seal (v)

season (n)

- busy/quiet season
- peak season
- winter, spring, etc

seasonal (adj)
second-hand / second hand (adj)
secretarial (adj)
sector (n)

- this sector of the economy

seek (v)
selection (n)
selfish (adj)
selling price (n)
senior (adj & n)
sensible (adj)
separate (v & adj)

- Can you separate these for me? (v)
- They work in separate locations. (adj)

servant (n)
server (Am Eng), waiter/waitress (Br Eng) (n)
service charge (n)
session (n)
set off (phr v)

- set off for work

set up (phr v)

- set up a business

several (adj)
shallow (adj)
share (n & v)

- I share an office with the marketing director. (v)
- Our market share has increased. (n)

shares (n)

- shares in the company

shelf (n)
shipping (n)
shortage (n)
short-term / short term (adj & n)
sick of (v)
sign (n & v)

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

significant (adj)
silence (n)
silent (adj)
situate (v)
slight (adj)
slow down (phr v)

- Sales of the X13 model have slowed down.

so that (conj)
society (n)
sole (adj)

- sole agent

solve (v)
source (n & v)
spare (adj & v)

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

special offer (n)
specifications (n)
spend (v & n)

- spend money (v)
- spend time (v)
- Our advertising spend has increased this year. (n)

spite (n)

- in spite of

sponsor (n & v)

spy (n & v)

stand (n & v)

- stand outside (v)
- a stand at a trade fair (n)
- Production stood still due to a strike. (v)
- We stood up to get a better view. (v)
- The factory stands on a new industrial park. (v)

staple (n)

stapler (n)

start-up / start up (adj, v & n)

- Start-up costs have increased. (adj)
- After leaving this company, she started up another. (v)
- He was involved with a new start up. (n)

stationery (n)

stay behind (phr v)

- He stayed behind to finish up his report.

steam (n)

steep (adj)

sticky (adj)

stock (v, n)

- We don't stock that model anymore. (v)
- no longer in stock (prep phr)
- stocks and shares (n)

Stock Exchange (n)

storm (n & v)

- The roof was damaged in the storm. (n)
- a storm of protests (n)
- She stormed out of the meeting. (v)

strategy (n)

- a business strategy

stress (n & v)

- There is a lot of stress in this job. (n)
- He stressed that it was important to be on time. (v)

strict (adj)

- strict Health and Safety regulations

strike (n & v)

- Most workers have gone on strike. (n)
- They're striking for higher wages. (v)

structure (n & v)

- Could you describe the structure of the company? (n)
- The company was re-structured. (v)

studio (n)

subsequently (adv)

substantial (adj)

subordinate (n)

succeed (v)

suffer (v)

suite (n)

sum up (phr v)

- The finance director summed up objections to the proposed strategy.

superior (n)

suppose (v)

surplus (n)

sweep (v)

T

take out (phr v)

- take out the trash
- take out a loan

- take the visitors out for lunch

- take out some of the numbers from the document

take part in (phr v)

- He didn't take part in the discussion.

take up (phr v)

- She took up golf as a way of building her business networks.
- He took up a new position in the company.

takings (n pl)

tap (n & v)

taste (n & v)

taxation (n)

taxpayer (n)

technical (adj)

technological (adj)

temple (n)

tenant (n)

terms (n)

- What are the terms of the agreement?

thermometer (n)

thief (n)

threaten (v)

tick (n & v)

tight (adj)

timeline (n)

tiny (adj)

title (n)

topic (n)

track (n & v)

trade union (n)

tradesman (n)

traditional (adj)

trainee (n)

trap (n & v)

translate (v)

translation (n)

travel arrangements/plans (n)

traveler's checks (Am Eng) (n)

traveller's cheques (Br Eng) (n)

trial (n & adj)

- trial period (adj)
- We will run a trial first. (n)

trunk (Am Eng), boot (Br Eng) (n)

truth (n)

tube (n)

turn around (phr v)

- he turned the company around in two years

turn into (phr v)

- Anna has turned into a competent and efficient manager.

turn up (phr v)

- Could you turn up the air conditioning, please?
- He didn't turn up. I don't know where he was.

turnover (n & v)

- an annual turnover of \$1 million

twin room (n)

U

unbelievable (adj)

undercut (v)

underground (adj)

underpaid (adj)

union (n)

- trade union

universe (n)

unless (conj)

up to (phr v)

- *What are you up to?*
- It's not up to me who gets the position.

upgrade (n & v)

upon (prep)

upturn (n)

urban (adj)

usual (adj)

V

vague (adj)

value (n & v)

various (adj)

venture (n)

- a joint venture
- venture capital

video (n & v)

violent (adj)

visible (adj)

vote (n & v)

W

waiting room (n)

walking distance (n)

warehouse (n)

waste basket (Am Eng) (n)

wastepaper basket/bin (Br Eng) (n)

weakness (n)

weekday (n)

welfare (n)

well-known (adj)

well-paid (adj)

whenever (adv & conj)

whether (conj)

width (n)

wing (n)

- *wing of a plane*
- wing of a building

wise (adj)

within (adv & prep)

wooden (adj)

word processing (n)

work permit (n)

workforce (n)

workshop (n)

world-wide / worldwide (adj & adv)

wrap (v)

write out (phr v)

X

Y

youth (n)

Z

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