

# Vocabulary list

## UNIT 1 ● 114

car rental office (n)  
check-in counter (n)  
company (n)  
conference (n)  
conference bag (n)  
co-worker (n)  
customer (n)  
driver's license (n)  
elevator (n)  
family name (n)  
fill out (v)  
front desk (n)  
given name (n)  
key card (n)  
name tag (n)  
nickname (n)  
passport (n)  
pleasant (adj)  
put (someone) through (v)  
reservation (n)  
restaurant (n)  
reserve (v)  
spell (v)  
stand for (v)  
stay (n)  
tell (v)  
ticket (n)  
work (v)

## UNIT 2 ● 115

across (prep)  
aisle (n)  
between (prep)  
booth (n)  
busy (adj)  
café (n)  
cell phone (n)  
copy room (n)  
favorite (adj)  
hall (n)  
information desk (n)  
late (adj)  
left (adj)  
line (n)  
location (n)  
look for (v)  
lucky (adj)  
near (prep)  
new (adj)  
next to (prep)  
pardon (me) (v)  
product (n)  
restroom (n)  
right (adj)  
stairs (n)  
trade fair (n)  
unlucky (adj)  
VIP lounge (n)  
Wi-Fi area (n)

## UNIT 3 ● 116

appointment (n)  
arrive (v)  
buffet (n)  
client (n)  
conference call (n)  
department (n)  
demonstration (n)  
dinner (n)  
formal (adj)  
informal (adj)  
lunch (n)  
meeting (n)  
office party (n)  
personnel (n)  
planning (n)  
presentation (n)  
production (n)  
project (n)  
schedule (n)  
section (n)  
session (n)  
speech (n)  
staff (n)  
team (n)  
tour (n)  
visit (n / v)  
weekly (adv)

**UNIT 4** ● 117

address (n)  
 cookie (n)  
 cracker (n)  
 diamond (n)  
 electronic product (n)  
 factory (n)  
 famous (adj)  
 flower (n)  
 head office (n)  
 major (adj)  
 motorcycle (n)  
 nationality (n)  
 paper (n)  
 produce (v)  
 rice (n)  
 solar panel (n)  
 station (n)  
 well-known (adj)  
 wind turbine (n)  
 wine (n)

**UNIT 5** ● 118

acquaintance (n)  
 arrive (v)  
 board (v)  
 code (n)  
 colleague (n)  
 delayed (adj)  
 exchange (v)  
 eye contact (n)  
 family (n)  
 firm (adj)  
 flight (n)  
 floor (n)  
 friend (n)  
 foreign (adj)  
 gate (n)  
 health club (n)  
 manage (v)  
 meet (v)  
 introduce (v)  
 know (v)  
 lobby (n)  
 parking lot (n)  
 room (n)  
 running machine (n)  
 shake (hands) (v)  
 stranger (n)  
 weak (adj)  
 terminal (n)  
 tired (adj)  
 wait (v)

**UNIT 6** ● 119

alarm clock (n)  
 battery life (n)  
 borrow (v)  
 calculator (n)  
 calendar (n)  
 camcorder (n)  
 camera (n)  
 cheap (adj)  
 clear (v)  
 coffee mug (n)  
 cubicle (n)  
 desk (n)  
 electronic dictionary (n)  
 envelope (n)  
 eraser (n)  
 expensive (adj)  
 file (n) (v)  
 flash drive (n)  
 game console (n)  
 glue stick (n)  
 heavy (adj)  
 highlighter pen (n)  
 hole punch (n)  
 keyboard (n)  
 label (n)  
 light (adj)  
 make (n)  
 monitor (n)  
 MP3 player (n)  
 netbook (n)  
 paper clip (n)  
 pencil (n)  
 plant (n)  
 popular (adj)  
 Post-it® (n)  
 projector (n)  
 push pin (n)  
 rubber band (n)  
 ruler (n)  
 shred (v)  
 stapler (n)  
 swivel chair (n)  
 use (v)  
 wastebasket (n)  
 watch (n)

**UNIT 7** ● 120

agenda (n)  
 air conditioner (n)  
 appointment (n)  
 attend (v)  
 boutique hotel (n)  
 call center (n)  
 check (v)  
 close (v)  
 copy (n)  
 correspondence (n)  
 connect (v)  
 deal with (v)  
 delete (v)  
 design (v)  
 engineer (n)  
 insurance (n)  
 lock (v)  
 machine (n)  
 make (a copy) (v)  
 message (n)  
 office worker (n)  
 open (v)  
 operator (n)  
 problem (n)  
 print (v)  
 receptionist (n)  
 recycle (v)  
 report (n)  
 run (v)  
 screen (n)  
 security company (n)  
 set up (v)  
 shred (v)  
 telemarketer (n)  
 train (v)  
 turn off (v)  
 turn on (v)  
 unlock (v)

**UNIT 8** ● 121

advertising (n)  
 can't make it (v)  
 catalog (n)  
 client (n)  
 come up (v)  
 contract (n)  
 date (n)  
 energy (n)  
 expenses (n)  
 less (adj)  
 month (n)  
 overtime (n)  
 same (adj)  
 save (v)  
 schedule (v)  
 talk about (v)  
 topic (n)  
 vacation (n)

**UNIT 9** ● 122

bookstore (n)  
 bottle (of whiskey) (n)  
 bouquet (n)  
 box (of chocolates) (n)  
 bracelet (n)  
 can (of tea) (n)  
 carry-on bag (n)  
 cash (n)  
 check (n)  
 corner (n)  
 credit card (n)  
 debit card (n)  
 drugstore (n)  
 electronics store (n)  
 expensive (adj)  
 gas station (n)  
 gift (n)  
 gift-wrapped (adj)  
 intersection (n)  
 jewelry store (n)  
 movie theater (n)  
 necklace (n)  
 optician (n)  
 park (n)  
 pay (v)  
 perfume (n)  
 police station (n)  
 post office (n)  
 retirement (n)  
 shoe store (n)  
 souvenir mug (n)  
 subway station (n)  
 T-shirt (n)  
 toy store (n)  
 wedding (n)

**UNIT 10** ● 123

automatic (adj)  
 change (v)  
 cheap (adj)  
 child seat (n)  
 class (n)  
 compact (adj)  
 convenient (adj)  
 depart (v)  
 diesel (adj)  
 double (room) (n)  
 economy (adj)  
 fire escape (n)  
 friendly (adj)  
 GPS (n)  
 luxurious (adj)  
 manual (adj)  
 night (n)  
 outside table (n)  
 passenger (n)  
 premium (adj)  
 quiet (adj)  
 relaxed (adj)  
 request (n)  
 return (v)  
 single (room) (n)  
 special (adj)  
 traditional (adj)  
 view (n)  
 window (n)

**UNIT 11** ● 124

advice (n)  
 answer (v)  
 clean up (v)  
 discount (v)  
 document (n)  
 download (v)  
 drawer (n)  
 entertainment (n)  
 figures (n)  
 finish (v)  
 get (v)  
 heater (n)  
 install (v)  
 junk mail (n)  
 lend (v)  
 package  
 prepare (v)  
 printer cartridge (n)  
 remember (v)  
 repair (v)  
 replace (v)  
 sandwich (n)  
 slide (n)  
 software (n)  
 update (v)

**UNIT 12** ● 125

accept (v)  
 amazing (adj)  
 arrange (v)  
 caffè latte (n)  
 cappuccino (n)  
 croissant (n)  
 Danish pastry (n)  
 departure lounge (n)  
 difficult (adj)  
 drink (v)  
 eat (v)  
 espresso (n)  
 excellent (adj)  
 exciting (adj)  
 fantastic (adj)  
 fascinating (adj)  
 golf (n)  
 great (adj)  
 herbal (adj)  
 iced (coffee / tea) (adj)  
 idea (n)  
 interesting (adj)  
 invite (v)  
 like (v)  
 nice (adj)  
 refuse (v)  
 regards (n)  
 safe (adj)  
 terrific (adj)  
 trip (n)  
 wonderful (adj)