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more than once, just go back in the audio and review as much as you need to until you feel comfortable. Ready to get started?

**Lesson 1**

### Adjectives

**Public.** Belonging to or having to do with people as a whole. Open to everyone.

**Private.** Not known to many people. Known to just yourself.

**Political.** Having to do with *politics*, the science of or actions related to government and people trying to gain and keep control of a government. The *government* is the ruling body of an area.

**Official.** Approved or decided by a *governing*, or ruling, group or person.

**Legal.** In agreement with the *law*. *Laws* are official rules of a country, state, or other place. The phrase *the law* often refers to the whole system of *laws* a place has. The opposite of *legal* is *illegal*.

**Federal.** Having to do with a central government.

**Valid.** Correct. Able to be used.

**Local.** Having to do with a city or other small area, instead of a larger area, state, or country. From someplace nearby.

**Foreign.** Different. Not familiar. From another country.

**Individual.** Of one person or thing. Single or separate.

**Personal.** Private. Belonging to or having to do with you or one individual person.

**Social.** Having to do with people’s relationships and *society*, meaning human beings living together or connected in some way. Having to do with people’s well-being. When describing a person, *social* can mean “friendly” or “outgoing.”

**Romantic.** Having to do with being in love or with loving treatment between people.

**Passionate.** Having a lot of emotion and love for something.

**Pleasant.** Nice to be around. Enjoyable.

**Polite.** Having good manners. Behaving in a way that is socially approved.

**Responsible.** Can be trusted. Being someone who makes good decisions. Being the cause of something. Being in charge or in command of something for which you must deliver a certain result or explain why you didn’t.

**Realistic.** Having to do with real life or with likely results.

**Practical.** Having to do with everyday life or real actions and results. Realistic. Useful.

**Hostile.** Having an angry or mean attitude toward something or someone. Treating someone or something like an enemy.

**Suspicious.** Not to be trusted.

**Lively.** Happy and full of energy.

**Elaborate.** With a lot of careful detail. Showy or fancy.

**Special.** Being set apart. Having some quality different from the rest.

**Formal.** In agreement with rules and traditions. Being a way of dressing that is fancier than everyday clothing and follows a set of customs.

**Casual.** Relaxed. The opposite of *formal*, or *informal*.

**Designed (to).** Planned (to). Made with a purpose or reason in mind.
Automatic. Happening on its own. Not something you choose or decide to do. A machine can also be automatic. An automatic machine can perform an action on its own without something else or a person directing that action.

Electric or electrical. Needing electricity to work.

Electronic. Related to or using computers or information on computers. Made using the ideas of electronics, an area of science.

Efficient. Working well and quickly at the job that’s being done.


Temporary. Not lasting for a long time or forever. Not permanent.

Distinct. Clear. Unique. Different or separated from other things.

Defined. Explained. Described. Set or fixed.

Definite. Exact. Having clearly defined boundaries or limits. Sure.

Common. Not special. Easily seen or found.

Particular. Selected from a group and distinct from the rest.


Specific. Related to a single instance or type of something.

General. Having to do with what is most common. Not specific.

Significant. Large. Having meaning or high importance. Being worth noticing.

Vague. Unclear. Not specific or defined.

Abstract. Not clear or real. Having to do with ideas that are not easily understood.

Complicated. Not simple. Difficult or elaborate.

Colloquial. Used in everyday or informal speech.

Physical. Having to do with the body or with something you can touch and feel. Having to do with contact and activity by the body.

Random. Unplanned. Not following a pattern.

Regular. Happening over and over again at certain, usual times. Normal. Plain.

Typical. Common in a particular place, during a particular time period, or for a particular group of people.

Possible. Could happen, but might not happen.


Original. Happening first or in a unique way. Of the start of something.

**Lesson 2**

**At Work and School**

Principal. The head of a school, but not a university or college.

Interview. A discussion between two people where one person asks most of the questions and the other person answers. A job interview is a meeting to judge if someone is right for a position at a company. Interview can also be used as a verb.

Application. A form you fill out to apply, or ask, for something, such as a job or university admission.

Résumé. A document that tells someone you want to work for about your education and past experience in a field of work, such as teaching.
Contact information. This usually means your name, phone number, address, email address, and fax number if you have one.

Qualifications. The education, experience, and other abilities or skills that make you able to do a certain job or other activity.

Strength. A positive quality or ability that you have.

Degree. A title from a school that acknowledges that you have reached a certain level of knowledge in a particular area of study. A diploma is the paper you get confirming the degree. Also, a diploma is the word commonly used to describe what you get when you finish high school. The word degree is not used in this case.

Credits. Points earned for work accomplished.

To evaluate. To judge how well someone has done.

Grade. An evaluation you get for your work at school. Grades in the U.S. are often expressed using the letters A, B, C, D, or F. A grade point average, or GPA, is the average of all the grade points in all the classes that you have taken over a certain period of time. An A is worth 4.0 grade points and an F is worth zero points. Grade can also be used as a verb.

To pass. To finish satisfactorily. To receive a grade or other evaluation high enough to allow you to get credit or move to the next level of study. Grades A through D are passing grades.

To fail. To not finish satisfactorily. A grade of F is a failing grade.

Syllabus. The schedule of work that will be done for a class.

To hand in. To give a finished assignment or form to someone, such as a teacher.

Deadline. The date by which work must be done.

To graduate. To get a degree or diploma from a school because you completed a program of study.

Internship. A short-term or part-time job meant to help teach you skills for a particular job. Having a part-time job means that you work for less time each day or week than someone who works a full schedule, or full-time. In the U.S., someone who works full-time usually works around forty hours a week at a job, while someone who works part-time may work around twenty hours a week or less.

Instructor. Another word for “teacher.”

Weakness. A quality that you consider a bit negative, an ability that you don’t have, or something that needs to be changed. The opposite of a strength.

Notes. A shorter form of what someone said, or what you read, written down in order to help you remember the information later. The activity of writing notes is called taking notes or note-taking.

Quiz. A short test, usually given more frequently than longer tests.

Midterm. A test you take halfway through a class. It measures what you have learned from the beginning until that point.

Candidate. A person who has applied and is being considered for something, such as a job or other position. A candidate is sometimes also called an applicant.

To employ. To bring someone in to do work for money. To hire someone. The word employed is often used as an adjective to talk about your own job (I am employed at a restaurant). A person who is employed is called an employee. The person or business that hires people is called an employer.

References. People who know you and can give information to someone else about your qualities and experience in a program or at a job.

Boss. The person in charge of employees or workers.

Staff. Employees. Another word for staff is personnel.

Department. A division that deals with a particular area of knowledge, work, etc.

Cubicle. A small work space that is separated from other work spaces by low, often temporary walls.

To sign up. To place your name on a list of people interested in doing a certain activity.

To register. To sign up for or enroll in something, such as a class.
Salary. Money paid for a job. Unlike work paid by the hour, salaries are a fixed amount per year. In other words, your salary is decided ahead of time and generally does not change based on the specific number of hours that you have worked.

Extracurricular. In addition to regular schoolwork.

Lesson 3

In Cities and Towns

Transportation. Going from one place to another. The means by which you get from one place to another.

Neighborhood. An area of a city that is distinct from other areas in some way.

Block. When talking about a city or town, a block refers to a small section of the city surrounded by streets. Each block often contains a row of apartment buildings and stores. A block can also mean the distance between one street and the next parallel street, or street that does not cross it.

Pedestrian. A person who is traveling on foot. Someone who is walking.

Crosswalk. A space for pedestrians to use when walking across a street. Crosswalks are often at intersections, or the locations where two or more streets intersect, or meet.

Chore. A small, routine task of everyday life. Chores are usually tasks that you don’t want to do and are done at home.

Errand. A short, necessary trip to do a task. An errand can also refer to the task itself. The phrase to run an errand or to run errands is commonly used to describe the action of doing one or more errands.

Tank. The place where gas is stored in a car or other motor vehicle.

To fill up. To put into a car or other vehicle the greatest amount of gas that it can take.

Laundry. Dirty clothing that needs to be washed. To talk about the action of washing the clothing, you can say you are doing laundry.

Load. The amount of clothing that fits into a single washing machine or clothes dryer.

Stop. A place where you stop or stay. A planned place to stop on a transportation route.

Station. A building located at a stop on a transportation route.

Toll. An amount of money you have to pay to use certain roads, highways, or bridges. A road or highway where you have to pay a toll is known as a toll road or turnpike. A bridge with a toll is known as a toll bridge.

Self-service. Must be done yourself.

Ride. Transportation to or from a place. You can also get a ride somewhere. This means that someone comes to you with his or her vehicle and drives you to where you need to go.

Skyscraper. A very tall building with many floors.

To cut in line or to cut the line. To enter a line in the middle or at the front when you are not supposed to.

Post office. The place where mail is collected, sorted, and organized for delivery. You can also buy stamps and other postage, or money you have to pay to mail something, at the post office.

Subway. A train system that is under the ground.

Platform. The raised section at a station where you get on or off a train or subway.

Delay. Something that causes a stop or lateness in a schedule or itinerary.
To catch something. To take a form of transportation, such as a boat, subway, or bus. To make it to a form of transportation in time to get on it.

Fare. The amount of money you pay to take certain forms of transportation. Children and senior citizens, or people who are around sixty-five years old or older, are often offered a lower price called a child or senior fare.

Taxi, taxicab, or cab. A car that drives you around for a fare. Taxis are usually found in larger cities. If you want to use a taxi to go somewhere, you put your hand out. This is called hailing a cab.

Driver's license. The small plastic card with your picture, address, signature, and other personal information that officially allows you to drive a vehicle. It is often just called a license for short.

Registration. A piece of paper that officially acknowledges that you are the owner of your particular car and that you can drive it on public roads.

Trunk. The back part of a car divided off from the rest of the vehicle and often used by the car's owner to store various items.

To park. To put your car, or other vehicle, in a stopped position where it will stay for a while. Parking or a parking lot is a place where you can park your car, for free or for money.

Traffic. The movement of cars, airplanes, trains, or other vehicles. When vehicles are not moving, or are moving (together) very, very slowly, you can say that there is a traffic jam.

Detour. Another way of traveling to a place, often different from the way you usually go. Detours are frequently set up when conditions on another road are not safe—for example, because of construction or damage to the road.

Lesson 4: Shopping and Money

Purchase. This word refers to any item that you’ve bought. Purchase can also be used as a verb.

Account. A defined relationship with a company, usually involving the exchange, or trade, of money and services. Services are activities provided to you or work done for you, such as tax advice or the maintenance of a bank account. A bank account is a relationship with a bank in which the bank holds and handles an amount of money for a person or company.

Fee. An amount of money that you have to pay for a service.

To owe. To have to pay a certain amount of money.

Payment. An amount of money that is paid. It often refers to an amount of money that is paid regularly for an important item or service.

To pay off. To pay the total amount of money that you owe. To make the last payment in a series of payments for something.

Debt. Money owed. This word is also used in the expression in debt. To be in debt means that you owe more money than the total amount of money you have available.

To be able to afford. To have enough money to buy something.

Transaction. A business agreement or exchange, such as an exchange of money.

Bank teller. A bank employee who handles transactions from behind the bank’s counter.

Balance. The amount of money in your bank account. The amount of money you owe.
**Discount.** A lowering in the amount of money you have to pay for an item. When a discount is offered for an item, you can say that the item is on sale.

**Label.** The small piece of material sewn into an item of clothing that says what company made the clothing, what it's made of, how to clean it, and its size.

**To fit.** To be the correct size.

**To try on.** To put on a piece of clothing in order to see if it fits or to see how it looks when you're wearing it.

**Dressing room or fitting room.** The place where shoppers try on clothing before they buy it.

**To browse.** To look through something without searching for a specific item. To look casually. When salespeople in a store ask you if you need help, you can say: “Just browsing.” This means you don’t need any help at that time.

**To dress up.** To put on formal or fancy clothing, usually for a special event.

**To dry-clean.** To clean something, such as a piece of clothing, with chemicals and not water.

**Wrinkles.** Creases and folds in clothing where they don’t belong.

**To press or to iron.** To remove wrinkles by applying pressure and heat or steam.

**Bargain.** A good value.

**Accessories.** Items, usually small ones, that a person wears in addition to his or her main pieces of clothing.

**Outfit.** A set of clothing and often accessories that someone wears.
Lesson 5: Food and Cooking

Ingredients. The basic food materials used to make a prepared food.

Dish. Food that is prepared in a special way with a unique combination of ingredients.

Recipe. A set of directions for making a meal or dish. A way of preparing a dish.

Fresh. When referring to food, this means having just been made, having recently come from the earth or sea, or not having been dried or otherwise changed in order to help the food stay good longer.

Produce. Fresh fruits and vegetables. A part of a supermarket where fresh fruits and vegetables are sold together. This is also called the produce section or produce department.

Ripe. Ready. Mature. When fresh fruits and vegetables are at just the right time to be eaten or cooked.

To spoil. To go bad. This happens to fruits and vegetables after they are ripe. They turn brown and become too soft, and can begin to smell bad as well. Milk products and meats can also spoil.

Rotten. Bad. In the state that is produced when food spoils.

To slice. To cut into wide, thin, flat pieces. A slice of food, like pie, might also be in the shape of a triangle.

To serve. To give someone a food, drink, or dish or a portion of a food, drink, or dish. To act as a waiter or waitress.

To stir. To move something around in a circle using a tool, such as a spoon, that is placed within it.

Spice. A part of a plant that is usually dried and used in cooking for its flavor, color, or smell. Spices can also be used to keep something from spoiling and for other purposes.

Herb. A plant or part of a plant used in cooking or medicine for its flavor, color, smell, or health benefits.

To crave. To have a strong desire for something, such as a particular food.

To rinse. To clean with water.

To peel. To remove the outer skin of something, such as a fruit or vegetable.

To boil. To heat something to the point that it bubbles.

Homemade. Made locally or by someone's personal efforts. Not produced in mass quantities.

Sweet tooth. A desire for foods with a lot of sugar in them, such as candy or cake. If you like sweet foods, people say that you “have a sweet tooth.”

Aisle. Long, narrow place to walk between two things. In an airplane, the aisle is the place to walk between seats. In the supermarket or other stores, it is the place between rows of shelves.

Condiments. Sauces and spices used to give extra flavor or texture to food.

Dairy. Of milk. Of products made from milk, such as cheese and butter. In supermarkets, there is usually a section called the dairy department where most dairy products are located.

To freeze. To make something cold to the point of becoming icy or hard. When you freeze something, you say that it is frozen.

To defrost. To make something that is frozen not frozen by heating it a little or by letting it sit outside of the freezer until it is no longer icy or hard.

To preserve. To keep food from spoiling by storing or preparing it in a special way.

To consume. To eat or drink something. To drain or finish up.

To season. To add flavor to food. The things you add, such as spices or herbs, can be referred to as seasonings.
Expiration date. The date by which a food product is no longer good for selling or eating.

To stock up on something. To buy an extra amount or quantity of something.

Coupon. A piece of paper that allows you to get a discount on certain items at a particular store.

Checkout. The place where you pay for your groceries.

Cash register. The machine that calculates how much your purchases cost and holds cash money, checks, and coupons.

To ring up. To enter the prices of the items a customer has bought into the cash register.

Cashier. The person who operates the cash register and who rings you up.

To bag. To put purchases in a bag. When you use two bags at a time, one inside the other, this is called double bagging. You double bag because a single bag might not be strong enough to hold all of your purchases.

Paper or plastic? This is a phrase that people in a supermarket might ask you as they are putting your purchases in bags. They are asking whether you want a paper bag or a plastic bag.

Express lane or express line. The checkout line that only rings up customers who have very few items. There is usually a sign by the line saying how many items you can have, such as ten or twelve.

Reservation. A saving of something, such as seats or places at a restaurant or performance.

To book. To reserve or save.

Host or hostess. At a restaurant, the man or woman who manages reservations and waiting lists, greets customers, and takes them to their table.

Party. A group of people eating together. You use this word to tell a host or hostess how many people are with you. Party can also be used to identify a specific group.

To put your name down. To place your name on a list.

To dine. To eat a meal. When you dine out, you eat a meal in a restaurant.

Crumbs. Tiny, dry pieces of food.

To be in the mood for something. To desire or want something at that particular moment.

To recommend. To give one’s experienced opinion of something.

Server. The person who takes your order and might also bring you your food in a restaurant. A waiter or waitress.

Wine list. A separate menu where a restaurant prints the names of the wines it offers.

By the glass. Sold one glass at a time. This refers to wine that you can buy one glass at a time at a restaurant, instead of having to buy an entire bottle.

Toast. Words spoken to someone right before everyone around takes a drink from his or her own glass at the same time. In a toast you might say good
things about a person and wish that good things happen to him or her in the future.

**Appetizers.** Small dishes eaten at the beginning of the meal.

**Entrées.** Main dishes. Also known as *main courses.*

**Side orders.** Also called *side dishes* or *just sides.* These are foods that go along with the main courses. You often get a choice of a *side* with your entrée.

**Special.** A dish that is not regularly offered on the menu.

**Vegetarian.** Someone who does not eat any meat or fish. *Vegetarian* can also be an adjective.

**Red meat.** Meat that is red or has a dark color when it is *raw,* or completely uncooked.

**Well-done.** This adjective is used to describe how to cook red meat, like steak, and occasionally also fish, such as tuna or salmon. *Well-done* means the meat is thoroughly cooked all the way through, with no trace of red. *Medium-well* is a related adjective that means that the meat is cooked just until there is no red, with only a small amount of pink color in the center.

**Rare.** This adjective means that the meat is cooked only until the outside is brown, leaving the inside raw and bright red. *Medium-rare* means that the meat is cooked, but still has a red center.

**It’s on me.** This is a way of saying that you are going to pay the entire bill.

**Patron.** A person who buys something at a place. A customer.

**Service.** At a restaurant, hotel, store, or other similar business, this can refer to the way you are treated and how quickly you are helped by the staff. Remember that *service* can also mean an activity provided to you or work done for you.

**Brunch.** A meal usually eaten sometime in the late morning or early afternoon. The word is a combination of the words *breakfast* and *lunch.*

**To hold something.** This expression is an informal way of asking that some ingredient of a dish not be included. So, “*hold* the mayonnaise” means “no mayonnaise, please.”

**A la mode.** With ice cream.

**Leftovers.** The foods that you didn’t eat during a meal, but would like to save for later.

**Doggie bag.** A bag of leftovers, wrapped and boxed so that you can take them home.

**Delivery.** When speaking of food, this means the service of having food brought to your home by a restaurant or other food place. Usually a restaurant’s menu or sign will say if it has *delivery.*

**To go.** For eating somewhere else. This is a common phrase that is not the same as the verb *to go.*

**Takeout.** Food that you order in a restaurant or other food place for the particular purpose of taking it with you and eating it elsewhere.

**On the house.** When a restaurant or other place pays for something that you would normally have had to pay for yourself, such as a *drink* or an appetizer.

**The check or bill.** Usually a piece of paper that tells you how much to pay. The word *check* is only used this way at places where you sit down to eat or drink, such as a restaurant, café, or bar.

**To treat someone.** To pay for someone else. When you want to *treat,* you can say: “*My treat.*”

**To tip.** To leave extra money for someone, such as a taxi cab driver or restaurant server, who has provided you with a service. The money that you leave is called a *tip* or *gratuity.*

**Change.** The amount to be returned to a customer after paying for something if the customer has provided more money in cash than he or she needs to pay. *Change* can also mean money in smaller amounts. Finally, if you include the tip in the amount you give a server, you can say “*I don’t need change* back” or “*I don’t need any change.*” This means that you don’t need any money back.
Lesson 7

Sports and Exercise

**Fitness.** The overall health of your body and its ability to handle exercise and physical activity. Your *health* refers to the general state of your body and whether it has any problems.

**To be in shape.** To be physically well-formed and healthy. When you work and do exercise to become *in shape*, you can say you are *getting in shape*.

**To work out.** To exercise. The act of doing this is called *working out or a workout*.

**Aerobic exercise.** A type of exercise that is done for a long period of time, at a constant level of difficulty.

**Muscle.** Something in the body that is under the skin and responsible for movement. When you exercise to make *muscles* bigger, this is called *building muscle*.

**Abdominals or abdominal muscles.** The muscles from your *abdomen*, or lower stomach. These are also commonly called *abs*. In casual conversation, if you want to say that someone’s *abs* are so developed that you can clearly see their outline, you can say that he or she has a *six-pack*.

**To stretch.** To pull and extend the muscles of your body to prepare them for exercise.

**To warm up.** To prepare your body for a sport or exercise. The activity of doing this is called *warming up*.

**To cool down.** To slowly let your body relax and slow down after exercise or a sport. The activity of doing this is called *cooling down*.

**Weights.** Pieces of metal that each weigh specific amounts, such as five pounds or ten pounds. If you *lift weights*, that means you exercise by carrying *weights* and moving them around.

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**Sit-ups.** A type of exercise done by first laying on your back, then moving to a sitting position by using your abdominal muscles.

**Crunches.** A type of exercise that is like sit-ups. The difference is that you do not sit all the way up, but only halfway up.

**Push-ups.** A type of exercise done by raising and lowering the weight of your body over the ground with your arms.

**Lap.** A completed length of something.

**Treadmill.** An exercise machine that you run on without actually traveling any distance.

**Bench press.** A bench where people lay on their backs and lift weights over their chest. *Bench press* can also be used as a verb.

**Sauna.** A room with dry, hot air, designed to make you sweat and also relax.

**Steam room.** A room with wet, hot air, designed to make you sweat a lot and relax your muscles.

**Membership.** The status of being part of a group or club, usually because of having paid.

**Facility.** A building with a particular purpose.

**To sweat.** To have salty water come out of your skin. The water is called *sweat* and is your body’s way of cooling itself. *Sweat* is also known as *perspiration*.

**Calorie.** A unit of measurement of the energy that a food gives you. Many people work out in order to *burn calories*.

**Fat.** The soft, greasy stuff in your body that is not muscle and can make you heavier in weight. If you want to talk about getting rid of *fat* through exercise, you can say you want to *burn fat*.

**To be fit.** To be physically and/or mentally healthy.

**To jog.** To run slowly and casually.
Goalkeeper or goalie. This is the person who guards the goal, the object or area where the other team scores in sports like soccer or hockey.

To shoot. To aim and move an object toward a goal in order to score.

To foul. To do something that is against the rules of the sport or game. Foul is also a noun.

Referee or ref. The person in a game who makes decisions about fouls, points scored, and how the sport is played.

Lesson 8

Computers and the Internet

Online. Connected to or stored on the internet.

Modem. A device that allows a computer to receive or send information through lines of communication, such as telephone lines. For example, dial-up internet access uses a modem and a telephone line to connect to the internet. Dial-up access is usually slower than high-speed access, or broadband, like a cable modem or DSL. DSL is a different way of using phone lines to connect to the internet, and a cable modem uses cable television lines for internet access.

Link. A connection. When talking about computers, a link is a connection between one document or website and another document or website. If you click on a link online, you will be taken to the document or website referred to in the link.

Blog. This is a journal you make and keep online. It can be open to the public to read, or you can allow only certain people to see it. This word is short for web log.
Chat room. An internet location where you can have almost instant communication through typed messages with other users whom you might not know.

To IM. To instant message. To send and receive brief messages from someone or more than one person almost instantly in a conversation-like way over the internet.

Discussion board or forum. A place where you write questions or thoughts, and other users read them and respond.

To post. To make something available for the public to read. Specifically, as related to the internet, it means to put information or questions on a discussion board, forum, blog, etc., for others to read.

(Computer) program. In general, a computer program refers to a part or process on the computer that helps users get things done, such as writing documents or viewing images.

Hardware. The physical parts of the computer, like the keyboard, mouse, and modem.

Software. This word generally refers to all the programs on a computer—both those that the user needs in order to get things done and those that help the computer to work.

To install. To put in place in order to be used.

Icon. A picture that is supposed to stand for a particular computer program.

Desktop. This is the screen you see after your computer has finished turning “on.” You may see various icons here, as well as a list of basic commands like turning the computer “off.”

Shortcut. An icon or text that links you directly to a particular program, document, or other item on your computer.

Cursor. A picture or symbol that shows where your computer mouse is on the screen or shows where you can enter or change text.

To click on something. To hold your mouse’s cursor over something, like an icon, and then press the main button or left button on the mouse. Pressing the button two times quickly is called a double-click. Often, double-clicking on a file, program, etc., opens that item. To right-click means to click the right button on a mouse with two buttons. This usually opens a list of options that you can select from for the particular item you are clicking on.

Inbox. The place where new email messages are stored for you to read.

To log in. To get access to a system or software by identifying yourself using a password and user name. When you want to end access, a program usually has a place to click to log off.

Technical support. Help given by a company for problems related to hardware or software that the company sells. This is also known casually as tech support.

File. Electronic information, such as a document or picture, saved under a specific name.

Folder. A place to store and organize files and other folders that have something in common.

Attachment. A file that you can send along with an email message. When you add a file as an attachment to a message, you can say that you are attaching it to the email.

Menu. A related list of actions that you can choose from on the computer or online. Sometimes one menu can have sub-menus inside of it.

Toolbar. A row of buttons or icons displayed on the screen for easy access. A button is a picture, a small area with text, or both, that does a specific task when you click on it.

Font. A specific style of typed letters.

To upload. To make a file or other information on your personal computer available in a public space, like the world wide web, or to transfer information onto a system or to another computer.

To download. To get a file from some location, like the web or a CD, and put it onto your personal computer.

(Internet) browser. A program designed to help you look at information on the internet. The action of looking through different webpages is called surfing the internet or browsing.
**Window.** A rectangular frame that you can open and close on your computer. It is a smaller part of your display screen and allows you to perform certain actions within its frame.

**To highlight.** To select by displaying in a different color. If you click on a file in a folder, the text and area around it will be highlighted by turning a different color. You can also highlight text in a document by moving your cursor over the word while holding down your mouse's button.

**To scroll down.** To move information, like writing on a webpage, up the screen in order to see what is further down the page. The opposite of scrolling down is scrolling up. A window usually has up and down arrows on the right side for scrolling up and down.

**To pop up.** To appear on the screen. A pop-up usually refers to a new browser window opened automatically by a website or program. On the internet, pop-ups are often advertisements that appear as new windows. There are many programs available that “block” these pop-ups.

**Laptop or notebook (computer).** A computer that has the screen, keyboard, and other hardware combined into one single unit, which is usually small enough to carry easily in a bag.

**Desktop (computer).** A computer made for use on a desk or table. The computer is connected to a separate keyboard and monitor. It is larger than a laptop and not easily carried around.

**To freeze.** A computer freezes when it gets stuck while doing a certain task and you are not able to perform any other action on it. You can also say that the computer hangs or that it stops responding.

**Printer.** The machine that puts words from a computer screen onto physical ink and paper.

**Spam.** Emails you didn’t ask for that advertise or promote something. Also known as junk mail.

**Broadcast.** Information sent over the radio or television. A radio or television program. Broadcast can also be a verb or an adjective.

**Media.** Mass media. All the ways there are of communicating with a large amount of people very quickly, such as radio and television broadcasts, newspapers, and websites. For this meaning of the word, media can generally be used with a singular or a plural form of a verb. However, media is also the plural form of medium, or a method of communication. In this case, media is used with a plural verb.

**Headline.** The title of a newspaper article, written in large letters. Headlines are important news stories.

**Breaking news.** An important news story reported on a news broadcast that is happening now or happened very recently. Breaking news is sometimes considered important enough to interrupt regularly scheduled programming, or what would normally be showing or playing on TV or the radio at that time.

**Anchor or anchorperson.** A person who presents the news on a TV or radio program.

**Journalist.** A person who gets information about the news and then often writes about or broadcasts what he or she has found.

**Reporter.** A type of journalist who focuses on writing and often presenting reports for newspapers, TV, radio, or other media.

**Incident.** Something that has happened. A situation. This term is very general and is frequently used to avoid making a judgment or definite statement about what has happened.

**Commentary.** An explanation or statement of opinions about something.

**Commercial.** A short program or broadcast on the TV or radio in which a product is promoted. A radio, TV, or other video advertisement.
Stock market. A place or organization where people can buy and sell shares, or parts, of businesses and companies. This is also known as a stock exchange.

Kidnapper. Someone who steals people. That person often says he or she will let those people go in exchange for money or other demands. The money the kidnappers ask for is known as the ransom.

Hostage. Someone who has been taken, and held, against his or her will, in order to help someone else get what he or she wants.

Election. A way of choosing someone for a job or position by vote. A vote is an official expression of someone’s choice for something.

Ballot. The place where a voter’s choice of candidate for a position is marked. The process of selecting your vote using a ballot is called casting your ballot.

Race. A race is a competition where you try to arrive at a location before your opponents. A political race is one where the competitors are all politicians trying to win more votes than the other candidates for a position in the government. A politician in a political race for a certain position is said to be running for office.

Political party. A group or organization whose members share ideas about government in common. A political party often supports one of its members in a political race for a certain position in the government.

Activist. Someone who works for social change.

Demonstration. A physical display of public opinion. Demonstrations can be marches or gatherings in the street. There is often singing or shouting by the demonstrators.

Strike. A refusal to work, usually accompanied by a demonstration.

Protest. An expression of disagreement with something, often a government decision or social situation, in the hopes of changing it. Protest can also be used as a verb.

Contract. An agreement between two or more groups that is legally binding. In other words, each group must do what the contract says, or else there are legal consequences.

Forecast. A prediction about what will happen in the near or far future.

Meteorologist. Someone who studies the weather and related subjects. Meteorologists make weather forecasts.

Temperature. How warm or cold something is, usually measured in degrees Fahrenheit or Celsius.

Weather conditions. The type of weather outside, including temperature, wind, etc.

Precipitation. Any water that falls from the sky in liquid or frozen form.

Showers. Light rain that falls for short periods of time. Scattered showers are light rain in different places, and just where, when, and for how long the rain will fall is unknown.

Drizzle. Very light rain.

Flurries. Light snow.

Frost. A thin layer of ice found outside on materials like glass, metal, and tree leaves.

Humid. Very full of water. Humidity in the air, or a high level of water in the air, makes you feel sticky. When it is so humid that the air feels thick and heavy, you say that it is muggy out.

Fog. Clouds that hang low to the ground. Fog makes it hard to see very far in front of you.

Overcast. When clouds make a complete blanket covering the sky.

Low or lows. A way of talking about the lowest possible temperatures for a certain period of time.

High or highs. The highest possible temperatures for a certain period of time.

Hail. Frozen rain that falls in the form of little balls of ice.

To subscribe. To sign up for a series of something, such as a newspaper or magazine, or for access to something, like a website. You often have to pay money in order to sign up. The series or access you have signed up for is called a subscription.
Infection. An illness caused by something harmful affecting your body. The part of your body that is infected might show signs of infection like redness or being swollen or painful.

Diagnosis. The professional opinion of a doctor about what is wrong with you based on the symptoms you have.

Medicine. Something used or consumed to make pain go away, lessen symptoms, or help with a sickness in some way. Another word for this definition of medicine is medication or, informally, drug. Medicine can also refer to the science of dealing with health. Doctors practice medicine. The adjective form of this word is medical.

To treat. To deal with. To provide medical help. A treatment is a method of providing help for an illness or other medical problem. Treatable means that an illness can be affected by medicine.

To cure. To get rid of an illness. To bring someone back to good health.

Disease. An illness. Something wrong with the body.

Results. The outcome of a test or an examination. In health care, results are often given in terms of positive or negative. Usually, a test is done looking for something harmful, so negative results are the ones that you hope for.

Receptionist. The person who schedules appointments and answers the phone in an office.

Virus. A very tiny thing that infects living beings. A virus needs to enter a living thing in order to reproduce.

Bacteria. A kind of simple and common living thing that can cause illness. Bacteria is a plural noun; the singular form is bacterium.

Antibiotic. A type of medicine used to treat diseases caused by bacteria.

Painkiller. A medicine that helps you to not feel pain.

Surgery. A method of treating an illness that involves cutting open the body in some manner. A person who treats patients this way is called a surgeon.
**Operation.** In the field of medicine and health, this refers to a procedure that involves surgery. *Operation* may also be used more generally to refer to any complex, planned procedure.

**Unconscious.** To be physically and mentally asleep. Not *conscious*, or awake and aware.

**Prescription.** An order for medicine from a doctor. When you receive the medication itself, you can say the *prescription* was *filled*.

**Pharmacy.** The place where prescriptions are filled by *pharmacists*, or people trained in measuring out and packaging medicines.

**Refill.** Something given to you to replace the amount that you already used.

**Dosage.** The recommended amount that you should take of something, like medicine. The amount you take at a single point in time is called a *dose*.

**Pill.** A very small object that is made of or filled with medicine. You *swallow pills*.

**Insurance.** A financial arrangement between a person and a company through which the *insurance company* agrees to help pay for specific expenses, such as operations and prescriptions, if certain conditions are met. To talk about whether or not *insurance* will pay, use the verb *cover* or the noun *coverage*.

**Allergy.** Any reaction that is a combination of sneezing, rashes, difficulty breathing, watery eyes, coughing, and/or itching due to coming into contact with something.

**Germ.** A very small living being that causes illness. Bacteria and viruses are types of *germs*.

**Bug.** An informal word for a sickness.

**Runny nose.** The situation where your nose has liquid dripping out of it a lot.

**Side effect.** An additional, usually bad, effect of a medication or other treatment.

**Injection.** The insertion into the body of the contents of a *syringe*, a needle attached to a tube filled with something. Also called a *shot*.

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**Vaccination.** An injection given to prevent disease. The thing injected, called the *vaccine*, is usually a dead or weakened form of the illness that the *vaccine* is meant to prevent.

**Visa.** A stamp, signature, insert, or other official acknowledgement in your passport saying that you are allowed into a different country for a specific period of time.

**To expire.** To no longer be valid or good.

**To extend.** To make something longer. When you want to make the time your visa is good for longer than it originally was, you say you want to *extend your visa*.

**To renew.** When talking about visas and passports, it means to make them valid again.

**Immigration.** The act of someone leaving his or her country, traveling to a new country, and making it his or her new home. *Immigration* is also a short way to refer to the *department of immigration* in the U.S., which keeps track of *immigrants* in the country. The official name of this department is the USCIS, or U.S. Citizenship and Immigration Services.

**Offense.** An action that *breaks*, or goes against, a rule or law. An *offense* may break a rule of any organization, not necessarily a law of a country, state, or town.

**Crime.** An act that breaks the law and for which there is a punishment. A person who commits, or does, a *crime* is called a *criminal*. 

**Lesson 11**

*Law and Government*
Misdemeanor. A less serious crime.

Felony. A serious crime that is worse than a misdemeanor.

Fine. Money paid as punishment for breaking a rule or law.

Case. A situation that must be investigated, or looked into, to determine what happened.

Accused. Said to have committed a crime.

Guilty. Having done something that you are accused of. If you are asked “How do you plead?” you say, “I plead guilty” if you did do what you are accused of and want to admit that you did it.

Innocent. Not having done something that you are accused of. If you are asked “How do you plead?” you say, “I plead innocent” or “I plead not guilty” if you did not do what you are accused of.

Trial. An event where a person’s guilt or innocence is officially determined.

Court. A place where trials are held and official opinions on cases are given. The building where court is held is called a courthouse.

Alleged. Supposed, or said but not proven.

To convict. To find someone guilty of a crime.

Sentence. The punishment given to someone convicted of a crime. Sentence can also be a verb.

Judge. A person chosen to evaluate and decide on something. In law, it is the person who is officially allowed to hear and decide cases for the government.

Jury. A group of people chosen randomly to listen to the facts of a case and decide whether someone is guilty or innocent of a crime. A person on a jury is called a juror. The jury’s final decision is called a verdict.

To arrest. To take and hold an alleged criminal and not allow him or her to leave when he or she wants, by power of the law. You can also say to take into custody.

Jail. A place where you are locked up and lose your freedom, due to a crime or alleged crime that you have committed. Another word for jail is prison.

Bail. Money you can pay so that you do not have to wait in jail until you have a trial or other appearance in court. The money is a legal promise that you will return for the appearance.

Rights. What is owed to you based on the law, such as freedom of speech and the ability to vote.

Officer or police officer. Someone in charge of making sure the law is followed. A policeman or policewoman. Also informally called a cop.

Duty. An obligation or responsibility to do something. The phrase on duty is used to describe a police officer during the hours he or she is officially working—you say that he or she is on duty.

Handcuffs. Two metal rings connected by a chain that are put around the wrists of someone who has been arrested.

Ticket. A piece of paper that says you must pay money and/or appear in court for breaking a minor law, such as driving too fast down a street.

Citation. A type of summons, which is a piece of paper telling you that you have to appear in court for an offense you are accused of committing. Citations are given to you by the police at the time you break the law. A ticket is a type of citation.

Witness. Someone who has seen something happen, especially a crime.

Bill. A proposal for a law. When a bill is approved, you say that it passed.

Lawsuit or suit. A legal process started by one person claiming that someone else has broken the law and wanting justice in the form of payment, an official order that the other person stop doing something, etc. If you make this claim against someone, you say that you are suing that person.

To defend. To present reasons or facts that show that someone is innocent of doing something.

Charge. An accusation of having done something usually illegal. When you take someone to court for something he or she did that hurt you and is illegal, this is called pressing charges.
**Lawyer.** Someone who is allowed to practice law, either in the courts or elsewhere. In the U.S., another word for lawyer is **attorney.**

**Citizen.** A person who is legally a member of a country, state, or town. He or she has certain rights and responsibilities that visitors to that place do not have.

**Resident.** Someone who lives in a specific place. A **permanent resident** in the U.S. is someone who is not an American citizen but can legally live and work in the country.

**Alien.** A foreigner.

**Work permit.** A document that allows someone to work in a place. Most often this phrase refers to a document that allows a person to work in a country where he or she is not a citizen.

**To deport.** To send a foreign person out of the country, usually to his or her home country.

**Cookie sheet.** A wide, flat metal pan used for baking cookies or other similar items in the oven.

**Measuring cup.** A cup or container that tells you how much of something it is holding. It is used in cooking and baking in order to put together the correct amount of each food.

**Measuring spoons.** A collection of spoons that measure amounts in small quantities like “one teaspoon.” **Measuring spoons** are often placed together on a ring.

**Appliance.** An electric machine used for some purpose around the house.

**Utensil.** A non-electric tool used for a specific purpose in the kitchen. When people use the plural word **utensils,** they are often referring specifically to forks, spoons, and knives.

**Dish.** A plate or shallow bowl. A **dish** can also refer in general to anything you eat or drink from at the table. **To do the dishes** means to wash any food containers you may have used.

**Silverware** or **flatware.** Utensils you eat with. This is a more specific word for referring to forks, knives, and spoons.

**Duct tape.** A very strong tape made of fabric. It is wide and typically silver or black in color.

**Masking tape.** A kind of tape that you can’t see through. It is tan in color and weaker than duct tape.

**Counter.** In a kitchen, this is the wide, flat surface on which you prepare food and often place large appliances. You can also say **countertop.**

**To store.** To put away the things you don’t use, or use only rarely, so that you can still get to them in the future. The place where you keep all your things while you are not using them is called **storage.**

**Cabinet.** A place to store items such as dishes. It normally has doors and shelves.

**To renovate.** To fix something and make it new or up-to-date.

**To repair.** To fix.
Plastic wrap. Clear, thin, sticky, plastic paper sold in rolls. It is used for wrapping up or saving food and for other purposes.

Lesson 13

Activities and Interests

Spare time. Time that is free from work in which you can do what you want. The phrase free time is also commonly used and has the same meaning.

Hobby. An interest you have or an activity you do for fun whenever you have spare time. It is not something you do for work.

Pastime. Something someone does for fun.

Abroad. Having to do with foreign countries.

Fiction. Something that is not true or is not based on fact. A story that is invented. A category of literature, or writing, that includes invented stories and other works.

Novel. A long work of fiction with a complicated story about specific characters.

Poetry. A type of writing or speech that is set in short lines and often uses a rhythm, or beat.

Imagination. The ability to imagine, or to create something in your mind that does not exist.

Board game. A type of game played on a hard board with pieces that must be moved around.
**Artistic.** Having the ability to make art. Being interested in art.

**Creative.** Being original in your thoughts or using your imagination to invent new things.

**Amateur.** Someone who does an activity for fun and not for money. *Amateur* can also be an adjective meaning “done as or by an amateur” or “not skilled, inexperienced.”

**Professional.** Someone who does an activity to make money to live on. *Professional* can also be an adjective meaning “done as or by a professional” or “expert, skilled.”

**To have in common.** To share a similar personal quality or interest with another person.

**Loyal.** Being someone that you can trust or depend on. Dedicated. Faithful.

**Collector.** Someone who keeps many examples of one type of object.

**To sketch.** To draw in a simple, rough way without trying to be exact.

**To get along with someone.** To have a good relationship with someone. To like someone enough to be able to spend time with him or her.

**Video game.** An electronic game played by looking at a screen and moving the characters or something else on the screen using buttons on a device designed for the game.

**Handheld.** Something that is made small enough to carry around with you and that you can hold in your hands. *Handheld* can also be an adjective.

**Arts and crafts.** The activity of making things by hand and also making useful items more beautiful.

**To knit.** To use yarn, or thread, and two thin sticks called *needles* to make clothing or other items.

**Pottery.** The activity of making containers or other items out of clay.

**To flirt.** To act in a way that flatters someone and makes him or her think you have romantic interests. *To flirt* means to say or do things that make someone feel good about himself or herself.
Talented. Having many different abilities or an especially good ability in a particular area.


Sensitive. Easily affected by the emotions of others.

Lesson 14

Having Fun with Friends

To socialize. To spend time with people. To do social activities.

To go out. To leave your home, usually in order to socialize or go on romantic dates.

To hang out with someone. To spend time with someone.

To meet up with someone. To get together with someone.

To set someone up with someone else. To arrange for two people to meet each other for a romantic date.

Blind date. A romantic date where the two people do not know each other beforehand.

Party animal. An informal phrase for a person who likes to go out a lot and really enjoys parties, especially wild ones.

Drunk. This describes the condition of someone who has had so much to drink that he or she is physically and mentally weakened or slow. Drunk can be a noun or an adjective; the noun refers to a person who is drunk a lot of the time.

Entertainment. Amusement, or an activity or performance you watch for fun. Also, a group of such activities.

Nightlife. Entertainment that happens only during evening and night hours, such as that found at nightclubs, bars, theaters, and so on.

Musical. A play with songs and music.

Stage. The place where actors perform. It is usually a raised platform.

Audience. The group of people who watch a show or performance.

Balcony. In a theater, this is a higher level of seating for the audience, often on the second or third floor.

Orchestra. A group of musicians that play together or the place in a theater where this group of musicians plays. Also, the lowest level in a theater where the audience can sit. It is usually more expensive to sit in the orchestra than the balcony.

Debut. The first performance of something or someone.

Tickets. The paper pieces that confirm that you have paid to enter a party, concert, play, or other event.

Box office. The place where tickets are sold for a show.

Sold out. Not having any more tickets. When a show is sold out, there are no more tickets available.

Scalper. A person who buys tickets for a show, then sells them at a higher price on the street or elsewhere, especially to people who were unable to buy tickets at the box office.

Company. The presence of someone else. A common expression is “to keep someone company,” which means “to stay or hang out with someone.” Company can also refer to a group of people or a business organization.

To see someone. To have a romantic relationship with someone. To get together with someone.

To go out with someone. To date someone romantically. To see someone regularly as boyfriend or girlfriend. If you are not talking about a romantic
interest, then the phrase refers to the other meaning of *to go out*: to leave home and hang out with someone.

**To catch up with someone.** To talk to a friend about the things that have happened in your lives since the last time you saw each other.

**To stand someone up.** To not arrive to meet someone as planned and to not call to say that you were not going to come.

**To break up with someone.** To tell a boyfriend or girlfriend that you do not want to have a romantic relationship with him or her anymore. The expression *to break it off* is often also used in this case.

**To applaud.** To *clap* your hands together to show that you liked a show or performance. The act of doing this is called *applause*.

**Standing ovation.** Enthusiastic applause done while the audience is standing up. Also called a *standing O* for short.

**Encore.** An audience’s demand for another song, performance, etc., by applause or by shouting “*Encore!*” *Encore* can also refer to the extra performance itself. *Encore* is a word borrowed from French that means “again.”

**Intermission.** A break or rest period in the middle of a performance.

**To go clubbing.** To go to nightclubs.

**DJ.** *DJ* stands for *disc jockey*. A *disc jockey* is the person in charge of selecting and playing music at parties, bars, nightclubs, or other places of entertainment.

**Cover charge.** Money you have to pay to enter a place, such as a bar or nightclub. Often bars and clubs only charge a *cover charge* or *cover* when they have live entertainment. Sometimes the *cover* also includes the cost of one or more drinks.

**Bar tab.** An account to which the cost of drinks from a bar is added.

**The classics.** Any songs, shows, movies, or other works that are well-known and considered to be the best examples of a *genre*, or category of entertainment.

That brings us to the end of *Easy English Vocabulary*. For more English programs from Living Language, go to www.livinglanguage.com.