

## Topic vocabulary: Communication

see page 230 for definitions

allege (v)	context (n)	illegible (adj)	rant (v, n)
ambiguous (adj)	contradict (v)	inkling (n)	rave (v)
assert (v)	convey (v)	insist (v)	relevant (adj)
blunt (adj)	declare (v)	jargon (n)	scribble (v, n)
boast (v, n)	denounce (v)	literal (adj)	slang (n, adj)
clarification (n)	disclose (v)	mumble (v, n)	stumble (v, n)
colloquial (adj)	exaggerate (v)	murmur (v, n)	stutter (v, n)
comprehend (v)	flatter (v)	petition (n)	tip (n)
confide (v)	gist (n)	placard (n)	utter (v)
confirm (v)	hint (v, n)	quibble (v)	vague (adj)

## Topic vocabulary: The media

see page 231 for definitions

anchor (v, n)	coverage (n)	manifesto (n)	spine (n)
broadcast (v, n)	critic (n)	novelist (n)	subtitles (n)
caption (n)	footnote (n)	pamphlet (n)	supplement (n)
columnist (n)	ghostwriter (n)	prerecorded (adj)	tabloid (n, adj)
correspondent (n)	handbook (n)	reviewer (n)	trailer (n)

## Phrasal verbs

<b>blurt out</b>	say something suddenly and without thinking about the effect it will have, usually because you are nervous or excited	<b>pass on</b>	give someone something, for example a message, that someone else has given you
<b>catch on</b>	understand; become popular or fashionable	<b>put across/over</b>	explain an idea, belief, etc in a way that is easy to understand
<b>come out</b>	become available to buy or see; become easy to notice; become known; be spoken, heard, or understood in a particular way	<b>set down</b>	write something on a piece of paper so that it will not be forgotten and can be looked at later; state officially how something should be done
<b>come out with</b>	say something suddenly, usually something that surprises or shocks people	<b>shout down</b>	make it difficult to hear what someone says by shouting while they are speaking
<b>dry up</b>	stop talking because you have forgotten what you were going to say	<b>speak out</b>	state your opinion firmly and publicly about something, especially in order to protest against or defend something
<b>get across</b>	make people understand something	<b>talk over</b>	discuss a problem or a plan
<b>get (a)round</b>	if news gets (a)round, a lot of people hear it	<b>talk round</b>	succeed in persuading someone to agree something; discuss something in a general way and without dealing with the most important issues
<b>get through (to)</b>	be connected to a place by telephone; make someone understand what you are trying to say		
<b>let on</b>	talk about something that is intended to be a secret		

## Phrases, patterns and collocations

<b>answer</b>	answer to sb, give sb an answer, answer charges/criticisms, answer a need, answer sb's prayers, answer the description of, (have a lot to) answer for, in answer to	<b>book</b>	read sb like a book, (do sth) by the book, book about/on, a closed book, an open book, in my book, in sb's good/bad books
<b>argument</b>	have / get into an argument (with sb), win/lose an argument, argument about/over, argument for/against, without (an) argument	<b>discussion</b>	(have a) discussion about/on, (have a) discussion with, discussion of, in discussion with, under discussion, heated discussion, discussion group
<b>ask</b>	ask yourself sth, ask sb a favour, ask a lot / too much (of sb), ask sb over/round, ask sb in, for the asking, asking for trouble/it/etc, if you ask me	<b>letter</b>	(get/receive) a letter from, send/write sb a letter, letter of, follow/obey sth to the letter, the letter of the law, letter bomb, letterbox

## Phrases, patterns and collocations

<b>notice</b>	bring sth to sb's notice, come to sb's notice (that), escape sb's notice, take notice (of), at short / a moment's / a few hours' notice, until further notice	<b>speak</b>	speak well/highly/badly/ill of, speak for yourself, speak your mind, speak out of turn, not sth to speak of, so to speak
<b>paper</b>	piece/sheet of paper, (present/write/etc) a paper on, (put sth) on paper, paper over (the cracks), not worth the paper it's written/printed on, paper round, paper qualifications, paperwork	<b>speaking</b>	broadly/generally speaking, on speaking terms, speaking of, speaking as
<b>pen</b>	put pen to paper, the pen is mightier than the sword, pen-pusher, pen friend/pal	<b>talk</b>	talk sb into / out of (doing), talk your way into / out of (doing), talk sense into, talk the same language as, have a talk (with), be all/just talk, the talk of, talk is cheap
<b>print</b>	print on, print in, in print, out of print	<b>tell</b>	tell the truth / a lie, tell yourself (that), tell the difference (between), tell the time, tell it like it is, there's no telling, you're telling me, that would be telling
<b>read</b>	read sb's mind, read sb like a book, read between the lines, read sb's lips, take sth as read, a good/depressing/etc read	<b>understanding</b>	come to / reach an understanding, have an understanding (with sb), an understanding of, on the understanding (that)
<b>record</b>	keep/maintain/compile a record (of), set/put the record straight, on record, on the record, off the record	<b>word</b>	put in a (good) word for sb, (have) a word with sb (about), spread the word, put words in sb's mouth, give/say the word, from the word go, word of mouth, in other words
<b>say</b>	have your say, (have) the final say, go without saying (that), say the word, can't say fairer than that, say your piece, a horrible/stupid/strange/etc thing to say	<b>write</b>	write for a magazine/etc, have sth / be written all over your face, nothing to write home about, writer's block

## Idioms

<b>big mouth</b>	used as a criticism of someone when they say things they should not
<b>come clean (about sth)</b>	tell the truth about something that you have kept secret
<b>get/catch sb's drift</b>	understand the basic meaning
<b>get sth off your chest</b>	talk to someone about something that has been worrying you, so that you feel better about it
<b>get the wrong end of the stick</b>	understand something completely wrongly
<b>give sb your word</b>	promise to do something
<b>(hear sth) on/through the grapevine</b>	the way in which information spreads quickly from one person to another through conversation
<b>keep sb posted</b>	regularly give someone information about something they are interested in, for example how a situation is changing or developing
<b>keep sth under your hat</b>	keep something secret
<b>lay/put your cards on the table</b>	tell people exactly what you are thinking or what you are intending to do
<b>speak volumes</b>	provide a lot of information, especially in an indirect way
<b>tell tales</b>	tell someone in authority about bad things that someone else has done, because you want them to be punished

## Word formation

<b>declare</b>	declaration, (un)declared	<b>speak</b>	spoke, speech, speaker, spokesman/men/woman/women/person/people, outspokenness, (un)spoken, speechless, unspeakable, unspeakably, outspoken(ly)
<b>edit</b>	edition, editor, editorship, (un)edited, editorial(ly)	<b>state</b>	restate, overstate, understate, statement, understatement, overstatement, understated, overstated
<b>exclaim</b>	exclamation, exclamatory	<b>suggest</b>	suggestion, suggestibility, suggested, suggestive(ly), suggestible
<b>express</b>	expression, expressiveness, expressionism, expressionist, expressive(ly), expressionless(ly), expressly	<b>talk</b>	talker, talkie, talkback, talkative
<b>hear</b>	overhear, hearing, hearsay	<b>type</b>	typeset, typecast, typify, typist, typewriter, typeface, typesetting, typesetter, typescript, typewritten, typical(ly)
<b>imply</b>	implicate, implication, implicit(ly)	<b>word</b>	reword, (re)wording, wordplay, wordy, (re)worded, wordless(ly)
<b>insist</b>	insistence, insistent	<b>write</b>	rewrite, (re)wrote, (re)written, writing(s), writer, unwritten
<b>mean</b>	meaning, meaninglessness, meaningless, meaningful(ly)		
<b>phrase</b>	rephrase, paraphrase, phrasing, phraseology		
<b>print</b>	reprint, printing, printer, printout, imprint, printed, (un)printable		
<b>public</b>	publicise, publicity, publication, publicist, publicly		
<b>say</b>	gainsay, saying, unsaid		

## Topic vocabulary: Communication

## A Complete using the correct form of the words in the boxes.

boast • contradict • exaggerate • flatter

- 1 I think Dave's ..... the magazine's importance. It actually has a very small readership.
- 2 Caroline said the hotel was fantastic and then Paul immediately ..... her and said it wasn't actually very nice at all.
- 3 I know Suzanne's wealthy but there's no need for her to ..... about it to everyone all the time.
- 4 Adam said I could be a professional model but I think he was just ..... me.

allege • assert • insist • utter

- 5 The politician has continually ..... his innocence.
- 6 As your lawyer, I ..... on your telling me the truth.
- 7 Thompson is ..... to have accepted a bribe from a local businesswoman.
- 8 Don't ..... a single word until you've spoken to your lawyer.

confide • confirm • convey • disclose

- 9 You know you can ..... in me at any time, don't you?
- 10 We would like to ..... that your application has been approved.
- 11 Your password will not be ..... to any third party.
- 12 I can't begin to ..... how sorry I am for the trouble I've caused.

mumble • murmur • stumble • stutter

- 13 I could hear the audience ..... but couldn't make out any distinct comments.
- 14 It's so embarrassing when a newsreader ..... over their words.
- 15 I stood there ..... in shock, unable to think of anything sensible to say.
- 16 Please don't ..... when you're talking to me. Open your mouth when you talk!

quibble • rant • rave • scribble

- 17 Linda was ..... about that new sitcom on ITV. She said it's hilarious.
- 18 Stop ..... on the desk!
- 19 There's no point ..... over the bill. It's only a few euros more than we thought it would be anyway.
- 20 When my boss gets in a bad mood, she just ..... at everybody.

clarification • context • gist • tip

- 21 Here's a ..... for all budding writers out there. Never let the truth get in the way of a good story!
- 22 Please do contact me if you require further ..... on any of these issues.
- 23 I understood the ..... of her argument, but I can't say I understood all the fine points.
- 24 They quoted me completely out of ..... I didn't mean that at all.

## B Circle the correct word.

- Are you fed up with complicated (1) **jargon** / **slang** in official documents that's impossible to fully (2) **comprehend** / **contradict**?
  - Do you hear politicians use (3) **vague** / **relevant** and (4) **literal** / **ambiguous** language and realise you haven't got a/an (5) **inkling** / **hint** what they really mean?
  - Do you find doctors' handwriting (6) **colloquial** / **illegible** on prescriptions?
- We (7) **declare** / **denounce** all uses of language that confuse rather than explain.  
Let's be (8) **blunt** / **sharp**. A lot of people in public life could do much better.  
Sign our (9) **placard** / **petition** today and make your feelings clear.

## Topic vocabulary: The media

## C Write a word from the box in each gap.

anchor • broadcast • caption • correspondent • coverage • footnote  
pamphlet • prerecorded • spine • trailer

- 1 The programme doesn't go out live. It's .....
- 2 And now let's go over to our political ....., who's live at Westminster.
- 3 The title of a book is usually printed on the cover and on the .....
- 4 I'd really love to be the main ..... hosting a national, nightly news show.
- 5 There's usually massive media ..... when a celebrity couple splits up.
- 6 I haven't seen the film yet but I saw the ..... ; it looks quite interesting.
- 7 There's no ..... under this photo so I don't know who it's of.
- 8 If you think I need to provide more detail, I'll add a short ..... at the bottom of the page.
- 9 I think they ..... the show live usually, don't they?
- 10 Someone in the street gave me a small ..... about energy conservation at home.

## D Write a word from the box in the correct form in each gap.

columnist • critic • ghostwriter • handbook • manifesto • novelist • reviewer  
subtitles • supplement • tabloid

## Freelance writing

When you're a freelance writer, there are many varied opportunities open to you. You may be working on that great work of fiction and know that within a couple of years you'll be regarded as a hugely successful (1) ....., but until then there are bills to be paid. The Sunday colour (2) ..... are filled with feature articles. They all have to be written, and they're often written by freelancers. Offer your services. Know two languages? Consider doing the (3) ..... for foreign films and TV programmes. They're usually commissioned on a film-by-film basis. Enjoy politics? Offer to help a political party to produce its next (4) ..... – for a small fee, of course. Like technology? Someone has to write the instructions or (5) ..... that comes with every piece of equipment we buy. It could be you! Set yourself up as a gossip (6) ....., film (7) ..... or book (8) ..... for a small local newspaper. Once you've got some pieces behind you, you can move on to a bigger paper, or even a national (9) ..... And when you've made a few contacts and had a few things published, there's a fair amount of work out there for (10) ..... – people who write celebrities' autobiographies for them.



Phrasal verbs

E Write a phrasal verb from the box in the correct form in each gap.

blurt out • dry up • get across • pass on • shout down • speak out • talk over • talk round

- 1 Could you ..... the message to Darren when you see him, please?
- 2 I knew it was supposed to be a secret but I just ..... it ..... before I could stop myself!
- 3 Rudy was really opposed to the idea at the start, but we managed to ..... him ..... in the end.
- 4 I've tried to explain to Sean how I feel several times, but I just can't seem to ..... my point of view .....
- 5 Dave and I ..... the whole thing ..... last night and we've agreed to have separate holidays this year.
- 6 All of us who oppose this new road need to ..... against it as loudly and clearly as we can.
- 7 The Minister was ..... by protestors angry at the government's proposals.
- 8 My speech is okay but I just hope I don't ..... as soon as I get to the podium.

F Write one word in each gap.

- 1 No one's supposed to know yet, so don't ..... on, whatever you do!
- 2 The magazine ..... out every Friday.
- 3 News ..... around very fast in this town!
- 4 I couldn't believe it when Jake ..... out with the news that he was going to move to Australia.
- 5 You'll need to ..... your views across extremely diplomatically otherwise some people might take offence.
- 6 We've ..... down our beliefs and policies very clearly in our latest manifesto.
- 7 Everyone except Meg ..... on immediately that I was only joking.
- 8 I've been trying to explain the situation to Ben for weeks but I just don't seem to be able to ..... through to him.

G Phrasal verbs with down, such as shout down, are sometimes connected to the idea of 'defeating someone or being defeated'. Tick the phrasal verbs which are also connected to a similar idea.

- 1 Rose **backed down** when she realised she was wrong. ....
- 2 With my arthritis, it's actually quite difficult to **bend down**. ....
- 3 I almost **broke down** in tears when I heard the news. ....
- 4 If the vote goes the wrong way, it could **bring down** the government. ....
- 5 The council's planning to **clamp down** on youths drinking in the streets. ....
- 6 The Minister was forced to **climb down** in the face of so much evidence against his position. ....
- 7 The government's planning to **crack down** on anti-social behaviour. ....
- 8 I was in such a hurry, I just **gobbled down** my breakfast and left. ....
- 9 Both Jo and I **went down** with food poisoning on the first day of the holiday. ....
- 10 I'll just **jot** a few notes **down** while we talk. ....
- 11 Gareth really **let me down** when he told Andrea what I'd told him in confidence. ....
- 12 Dave didn't want to get married at first, but I've managed to **wear him down**! ....

Phrases, patterns and collocations

H Write one word in each gap.

- 1 Obviously it goes ..... saying that I don't want you to tell anyone else about this.
- 2 Reading ..... the lines, it seems that the government's considering tightening media regulations.
- 3 I'm afraid that book's ..... of print, but I'll see if we can find a second-hand copy for you somewhere.
- 4 I followed your instructions ..... the letter but I still couldn't get the printer to work properly.
- 5 Getting Elaine to edit your article is just asking ..... trouble; you know how pedantic and opinionated she is!
- 6 ..... answer to your question, no, I have never had any business dealings with Mr Partridge.
- 7 Even if you've got a great idea for a novel, it's incredibly hard putting pen ..... paper for the first time.
- 8 Put your ideas down ..... paper and we'll discuss them at the next meeting.
- 9 You've had some good news, haven't you? It's written all ..... your face!

I Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 The adverts look exactly the same as the articles in this magazine. **difference**  
It's impossible ..... the adverts in this magazine.
- 2 I assume you've checked your facts carefully. **read**  
I ..... you've checked your facts carefully.
- 3 You've got to persuade the editor not to publish that story. **out**  
You've got to ..... that story.
- 4 Terry and I started arguing about the situation in the Middle East. **into**  
I ..... about the situation in the Middle East.
- 5 I'm sure we'll be able to agree on this matter. **understanding**  
I'm sure we'll be able to ..... on this matter.
- 6 I'd discuss this with Phil before making a final decision. **discussion**  
I'd ..... before making a final decision.

J For each question, write one word which can be used in all three sentences.

- 1 All of your managers seem to ..... very highly of you.  
There were no problems to ..... of with the printing.  
As an investigative journalist, I'm a bit of a crusader, so to .....
- 2 Do please spread the ..... about my new website.  
I think you should have a ..... with Sue about this.  
I knew from the ..... go this book would be difficult to write.
- 3 Helen and I are barely on ..... terms these days.  
Generally ..... , we liked your screenplay very much.  
Well, ..... as someone who's in the public eye constantly, I must say I do value my privacy.
- 4 Many politicians will only speak to journalists if their comments are off the .....  
I'd appreciate the chance to set the ..... straight on this matter.  
We're trying to compile a ..... of all previous holders of the post.

- 5 When you stop being prime minister, not many people take any ..... of what you think any more.  
The library will be closed until further .....  
They contacted me at very short ..... and said I had to go to South America to report on the elections there.
- 6 No politician ever tells the complete truth in my .....  
Don't break any rules – just do it by the .....  
I always know what Fred's thinking – I can read him like a .....
- 7 Mr Davis has so far refused to ..... the charges that have been levelled against him.  
When you're self-employed, you don't have to ..... to anyone but yourself.  
We believe this new radio show will ..... the needs of all those who wish to take part in current affairs discussions in the afternoon.

Idioms

K Each of the words in bold is in the wrong sentence. Write the correct words on the line.

- 1 Don't tell Irene any of your secrets. She's got a very big **grapevine**! .....
- 2 Keep me **clean** about any developments. ....
- 3 Billy, stop telling **drift** about your sister. ....
- 4 The Minister's disappearance speaks **cards** about his involvement in the corruption scandal.  
.....
- 5 I heard through the **tales** that you and Rick are thinking of splitting up. ....
- 6 Get it off your **word** and tell me exactly what's wrong. ....
- 7 You should just put your **hat** on the table and tell them you're leaving unless they give you a pay rise.  
.....
- 8 Keep it under your **stick**, but Julie's going to have a baby. ....
- 9 I wasn't sure whether to tell you, but then I thought it was best to come **posted** about it myself before you found out from someone else. ....
- 10 I give you my **mouth** that I won't tell anybody. ....
- 11 If I catch your **volumes**, you're saying you're leaving me. Is that right? .....
- 12 Eddie thought I was a football fan – he must have got completely the wrong end of the **chest**.  
.....

Word formation

L Complete the sentences by changing the form of the word in capitals.

- 1 She stood there completely ....., so I had no idea at all what she was thinking. **EXPRESS**
- 2 Film studios spend millions of dollars on ..... for new movies. **PUBLIC**
- 3 That news conference was ..... boring! **SPEAK**
- 4 I'm not very keen on the ..... of this dictionary definition. **WORD**
- 5 The problem with Michael is that he's just so ..... – he never shuts up! **TALK**
- 6 I don't think you should have any ..... marks in your PhD dissertation. **EXCLAIM**
- 7 Any actor who becomes known for one role is in danger of becoming ..... **TYPE**
- 8 Advertising is particularly effective on people who are highly ..... **SUGGEST**
- 9 There are so many swear words in this article that I think it's ..... **PRINT**
- 10 Rose was extremely ..... that we rewrite the introduction. **INSIST**

M The prefix **over-**, as in **overstate**, is used with many nouns, adjectives and verbs to suggest the idea of 'too much'. Which of these words can take **over-** to mean 'too much'?

- |           |           |               |              |
|-----------|-----------|---------------|--------------|
| 1 act     | 6 dressed | 11 protective | 16 step      |
| 2 book    | 7 excited | 12 rate       | 17 stretched |
| 3 cook    | 8 grown   | 13 react      | 18 surprised |
| 4 crowded | 9 heat    | 14 read       | 19 try       |
| 5 do      | 10 priced | 15 spend      | 20 weight    |

N Complete the sentences using words with **over-** in exercise M.

- 1 The rice and sauce were okay, but I thought the chicken was a little ..... and tough.
- 2 Everyone else was in jeans and T-shirts – I felt completely .....
- 3 I've ..... this month and haven't got any money left!
- 4 Calm down! You're getting .....!
- 5 You've really ..... the mark this time. How could you be so thoughtless?
- 6 The house is in good condition, but the garden is completely ..... and needs a lot of work.
- 7 The doctor said I was ..... so she's put me on a diet.
- 8 It's a nice vase, but I think it's a bit ..... Let's find something cheaper.

O Use the word given in capitals at the end of the line to form a word that fits in the space in the same line.

The (1) ..... 'never judge a book by its cover' could not be more true for *Ridiculous Rules* by Marjorie Allen. The cover is completely blank, whereas the book is crammed full of wonderful examples and anecdotes. Allen is an (2) ..... critic of much of what is taught to native and non-native speakers of English, and has issued a (3) ..... of war against textbooks and style books which tell lies.

Take the ridiculous and (4) ..... rule of never ending a sentence with a preposition. The lovely – if famous – story goes, that Winston Churchill, well known for his numerous (5) ..... as well as for being British Prime Minister during the Second World War, received a manuscript back from an ignorant (6) ..... , who had told him rather rudely that he had to (7) ..... a sentence which ended with a preposition. Churchill responded by making the simple yet forceful (8) ..... in the margin: 'This is an impertinence up with which I will not put.' – the (9) ..... being that not to end a sentence with a preposition often sounds ridiculous in English. Sadly, Allen informs us that the story is probably mere (10) ..... , and that Churchill may have actually only written 'rubbish!' in the margin.

- SAY**
- SPEAK**
- DECLARE**
- MEAN**
- WRITE**
- EDIT**
- PHRASE**
- STATE**
- IMPLY**
- HEAR**



- slip** (v) if you slip, your feet slide accidentally and you lose your balance or fall over: *I slipped on the stairs.*
- step** (v) to move by putting one foot down in front of the other: *Would you just step this way, sir?*
- step** (n) a short movement made by putting one foot in front of the other: *You can get a device that counts how many steps you take in a day.*
- step** (n) one of a series of actions you do in order to achieve a particular aim: *What's the next step?*
- stride** (v) to walk with energy and confidence: *The head teacher strode into the room and looked at us.*
- stride** (n) a long confident step: *In a couple of strides, the speaker had crossed the stage and was ready to start.*
- trip** (v) to hit your foot on something and fall down: *I tripped as I was going into the bedroom.*
- velocity** (n) the speed that something moves at in one direction: *Bullets travel at very high velocities.*
- wander** (v) to travel from place to place, especially on foot, without a particular direction or purpose: *I wandered around the art gallery for an hour.*
- wave** (v) to move your hand to say hello or goodbye or as a signal: *We waved to Valerie as the train pulled away.*
- wave** (n) a movement of your hand used for saying hello or goodbye to someone or for giving a signal: *The Queen gave the crowd a quick wave.*

### Transport

- airline** (n) a company that owns aircraft and takes people or goods by plane from one place to another: *I've applied for a job with another airline.*
- cargo** (n) things that are being sent by ship, plane, train or truck: *It took them all morning to load the cargo.*
- carriage** (n) one of the vehicles that are joined together to make a train: *The carriage was practically empty when we got on the train.*
- charter** (v) to hire a boat, plane or bus, especially for use by a group of people: *We decided to charter a plane to take us deeper into the Amazon.*
- commute** (v) to travel regularly to and from work: *I'm getting fed up with commuting every day.*
- destination** (n) the place where someone or something is going: *We were all exhausted when we finally reached our destination.*
- hiker** (n) someone who walks for long distances in the countryside for pleasure: *A group of hikers came over the hill.*
- hitchhiker** (n) someone who travels by asking other people to take them in their car, by standing at the side of a road and holding out their thumb or a sign: *We picked up a hitchhiker outside Oxford.*
- jet lag** (n) the feeling of being very tired and sometimes confused because you have travelled quickly on a plane across parts of the world where the time is different: *Polly was suffering from jet lag for a few days.*
- legroom** (n) the amount of space in front of your seat in which you can stretch your legs: *Let's go business class because you get more legroom.*
- load** (v) to put a load onto or into something such as a vehicle or container: *Load up the van, and then you can get going.*
- load** (n) the goods that a vehicle carries: *Try to spread the load evenly inside the lorry.*
- passerby** (n) someone who is walking past a place, especially when an accident or violent event happens: *The accident was reported to police by a passerby.*
- pedestrian** (n) someone who is walking, especially in a town or city, instead of driving or riding: *Pedestrians need to be particularly careful at this crossing.*
- pier** (n) a structure built out from the land over water and used for getting on and off boats: *We walked along the pier and jumped into the boat.*

- pilot** (v) to fly an aircraft: *I wonder what it's like to pilot a jet.*
- pilot** (n) someone who flies an aircraft: *The pilot announced that we were about to hit bad weather.*
- quay** (n) a hard surface next to a sea or river, where boats can stop: *There were fishing boats all along the quay.*
- return fare** (n phr) the money you pay for a journey to and from a place: *The return fare into town is about a pound.*
- round trip** (n phr) an occasion when you go somewhere and come back to your starting point again: *The round trip took me about four days.*
- steer** (v) to control the direction in which a vehicle moves: *You steer the hang-glider by moving your weight from side to side.*
- steward** (n) a man whose job is to look after the passengers on a plane, train or ship, especially serving them with food and drink: *The steward brought me a blanket.*

## Unit 10

### Communication

- allege** (v) to say that something is true or that someone has done something wrong or illegal even though this has not been proved: *The defence alleges that Jones was beaten up while in police custody.*
- ambiguous** (adj) not clear or definite, capable of being understood in more than one way: *The wording of the law is highly ambiguous.*
- assert** (v) to state firmly that something is true: *He asserted his innocence.*
- blunt** (adj) saying what is true or what you think, even if this offends or upsets people: *It was a frank answer to a blunt question.*
- boast** (n) a statement in which you proudly tell other people what you or someone connected with you has done or can do, or about something you own, especially in order to make them admire you: *For years, their boast was that they were the best club in Europe.*
- boast** (v) to proudly tell other people about what you or someone connected with you has done or can do, or about something you own, especially in order to make them admire you: *He's always boasting of his great sporting achievements.*
- clarification** (n) an explanation that makes something clearer and easier to understand: *Please contact us if you require clarification of any of these matters.*
- colloquial** (adj) used in informal conversation rather than in writing or formal language: *It's a colloquial expression.*
- comprehend** (v) to understand something: *How could you possibly comprehend the difficulties of my situation?*
- confide** (v) to tell someone a secret or discuss your private feelings with them: *I hope you know that you can always confide in me.*
- confirm** (v) to prove that something is true: *The study confirms the findings of earlier research.*
- confirm** (v) to tell someone, usually by writing or telephoning, that something will definitely happen at the time or in the way that has been arranged: *The date of the meeting is still to be confirmed.*
- context** (n) the general situation in which something happens, which helps explain it: *These events are meaningless outside their historical context.*
- context** (n) the words surrounding a particular word that help to give it its meaning: *In this context, 'development' means economic growth.*
- contradict** (v) to say that the opposite of what someone has said is true: *He didn't dare contradict his parents.*
- contradict** (v) if one statement, piece of evidence, story, etc contradicts another, they disagree and cannot both be true: *Her account of the accident contradicts that of the other driver.*
- convey** (v) to communicate ideas or feelings indirectly: *A good photograph can often convey far more than words.*
- convey** (v) to give official information or a formal message to someone: *Please convey my appreciation to your President.*

- declare** (v) to announce officially that something is true or happening: *Australia declared its support for the agreement.*
- denounce** (v) to criticise someone or something severely in public: *American trade policies have been denounced by some European governments.*
- disclose** (v) to give information to people, especially information that was secret: *Most of the people interviewed requested that their identity should not be disclosed.*
- exaggerate** (v) to describe something in a way that makes it seem better, worse, larger, more important, etc than it really is: *Don't exaggerate! It wasn't that bad!*
- flatter** (v) to praise someone in order to get something you want, especially in a way that is not sincere: *You're trying to flatter me, and it won't work.*
- gist** (n) the main idea or most important point of something that someone has written or said: *I only got the gist of what he was saying.*
- hint** (n) something that you say to show what you are thinking or feeling, without saying it directly: *He seemed so relaxed and gave no hint that anything was wrong.*
- hint** (n) a useful suggestion or piece of advice: *This leaflet is full of handy hints about safety in the home.*
- hint** (v) to say what you are thinking or feeling in an indirect way: *The Prime Minister hinted that the crisis could continue throughout the summer.*
- illegible** (adj) difficult or impossible to read: *Clare's handwriting is completely illegible!*
- inkling** (n) a slight idea or small piece of information that tells you that something might exist or be happening: *The first inkling that something was wrong came on Wednesday.*
- insist** (v) to say very firmly that something must happen or be done: *You must see a doctor immediately; I insist.*
- insist** (v) to keep saying very firmly that something is true, even when other people will not believe you: *The school insists that it is doing everything it can to cooperate.*
- jargon** (n) special words and phrases that are only understood by people who do the same kind of work. This word usually shows that you dislike this type of language: *Why do doctors use so much medical jargon in front of patients?*
- literal** (adj) the literal meaning of a word is its most basic meaning: *He is clearly not using the word 'dead' in its literal sense.*
- mumble** (n) the saying of something in a way that is not loud or clear enough so that your words are difficult to understand: *He started to say something, but all I could hear was a quiet mumble.*
- mumble** (v) to say something in a way that is not loud or clear enough so that your words are difficult to understand: *He mumbled something about not wanting to go to work.*
- murmur** (n) something that is said in a very quiet voice: *'Let's go,' he said in a low murmur.*
- murmur** (n) a quiet continuous sound: *There was a low murmur of voices coming from the back of the room.*
- murmur** (v) to say something in a very quiet voice: *Frances murmured an apology as she left.*
- petition** (n) a document signed by many people that asks someone in authority to do something: *More than 300 villagers have signed a petition against the building project.*
- placard** (n) a large notice in a public place, used for advertising something or carried in order to protest against or support something: *The Minister was surrounded by placard-waving demonstrators.*
- quibble** (v) to argue or complain about things that are not important: *There's no point quibbling about the bill.*
- rant** (n) a long, loud and angry complaint about something: *Dom was on a rant about the cost of eating out.*

- rant** (v) to complain or talk loudly and angrily for a long time, sometimes saying unreasonable things: *Ned paced back and forth, ranting about some imagined injustice.*
- rave** (v) to talk in an angry and uncontrolled way: *The boss was raving about nobody doing any work.*
- rave** (v) to speak or write in a very enthusiastic way about something or someone: *The critics are raving about her performance.*
- relevant** (adj) important and directly connected to what is being discussed or considered: *Once we have all the relevant information, we can make a decision.*
- scribble** (n) untidy writing or something written in an untidy way: *The address was written in a scribble so I found it hard to read.*
- scribble** (v) to write something quickly and carelessly: *Tony scribbled the address on the back of an envelope.*
- scribble** (v) to make marks or drawings with no meaning: *A child had scribbled on the book.*
- slang** (adj) slang words or expressions are very informal and are not considered suitable for more formal situations: *In some areas 'scran' is a slang word for food.*
- slang** (n) words or expressions that are very informal and are not considered suitable for more formal situations: *I picked up a lot of army slang while I was doing my military service.*
- stumble** (n) a mistake while speaking: *He read well, with only a few small stumbles.*
- stumble** (v) to make a mistake when you are speaking: *Children often stumble when reading aloud.*
- stutter** (n) a problem in speaking that causes you to repeat some particular sounds more than you should: *When I was small I spoke with a stutter.*
- stutter** (v) to repeat the sounds of words in an uncontrolled way when you speak because you are nervous or have a speech problem: *Richard stuttered a reply and sat down, his face red.*
- tip** (n) a useful suggestion: *The booklet gives a lot of useful tips on flower arranging.*
- utter** (v) to say something: *As soon as he'd uttered the words he regretted them.*
- utter** (v) to make a sound: *She uttered a sound somewhere between joy and pain.*
- vague** (adj) not clear or complete: *Some aspects of the law were somewhat vague and ill-defined.*

### The media

- anchor** (n) someone who presents the news on a television or radio news programme: *Diane Sawyer is co-anchor of ABC's Prime Time Live.*
- anchor** (v) to present a television or radio programme, especially the news: *The programme has been anchored by McDonald since 2005.*
- broadcast** (n) a programme that is broadcast: *Channel 5's main news broadcast is at 9 pm.*
- broadcast** (v) to send out messages or programmes to be received by radios or televisions: *broadcast (something) on something: The President's speech will be broadcast on all channels at 6.00 this evening.*
- broadcast** (v) to tell people something, especially something that you wanted to be a secret: *You don't have to broadcast my news to the whole world!*
- caption** (n) words printed near or on a picture that explain something about the picture: *What does the caption beneath the photo say?*
- columnist** (n) a journalist who writes a regular series of articles for a particular newspaper or magazine: *She's a columnist for a Sunday newspaper.*
- correspondent** (n) a newspaper or television reporter, especially one who deals with a particular subject or area: *And now, a special report from our political correspondent John Sergeant.*



**coverage** (n) news about something on television or radio or in the newspapers, sometimes used about the amount of attention that television, radio and newspapers give to something, or the way in which something is reported: *Their coverage of the riot was criticised for ignoring its causes.*

**coverage** (n) information about a range of things, for example in a book or course of education: *The course offers good coverage of the subject.*

**critic** (n) someone who does not like something and states their opinion about it: *Critics say the plan is short-sighted and dangerous.*

**critic** (n) someone whose job is to write or broadcast their opinions about things such as books, films or plays: *Michael is the paper's literary critic.*

**footnote** (n) a note at the bottom of a page that gives more detailed information about something on the page: *There's more information on this in the footnote at the bottom.*

**ghostwriter** (n) someone who writes something for someone else whose name will appear on it as the writer: *He didn't really write his autobiography himself – a ghostwriter did it.*

**handbook** (n) a small book that gives information about a subject or instructions about how to use something: *It's a very good handbook for those new to windsurfing.*

**manifesto** (n) a formal statement expressing the aims and plans of a group or organisation, especially a political party: *The Liberal Party has just published its latest manifesto.*

**novelist** (n) someone who writes novels: *Several politicians are also successful novelists.*

**pamphlet** (n) a very thin book with a paper cover, usually given free to people: *The nurse gave me a pamphlet about injections you need before going abroad.*

**prerecorded** (adj) prerecorded messages, music, television or radio programmes have been recorded so that they can be used later: *The Prime Minister's announcement wasn't live – it was prerecorded.*

**reviewer** (n) someone whose job is to write articles in a newspaper or magazine giving their opinion about a new play, book, art exhibition, etc: *Most of the reviewers loved the exhibition.*

**spine** (n) the edge of a book where all the pages are fixed together: *Don't bend the book back – you'll damage the spine.*

**subtitles** (n) a translation of what people are saying in a foreign language film or television programme that appears at the bottom of the screen: *Foreign films in Britain aren't usually dubbed; they have subtitles.*

**supplement** (n) a separate part of a newspaper or magazine: *I love reading the colour supplement that comes with the paper on a Sunday.*

**tabloid** (adj) relating to newspapers with fairly small pages mostly containing stories about famous people and not much serious news: *I'd hate to be a tabloid journalist.*

**tabloid** (n) a newspaper with fairly small pages mostly containing stories about famous people and not much serious news: *Never believe anything you read in a tabloid!*

**trailer** (n) an advertisement for a film or television programme that shows a short part of that film or programme: *Did you see the trailer for the new Samuel L. Jackson movie?*

## Unit 12

### Chance

**approximate** (v) to calculate something in a way that is not exact: *The journey was approximated to take about seven hours.*

**approximate** (adj) not exact, but close to an exact amount, number, time, etc: *The approximate time of the incident was 7.30.*

**ascribe** (v) to believe something is the cause of something else: *The failure of the business was ascribed to events beyond anyone's control.*

**assign** (v) to send someone to a particular place, especially in order for them to work there: *I've been assigned to the office in Manchester.*

**attribute** (v) to believe that something is the result of a particular situation, event or person's actions: *Police attributed the accident to the bad weather.*

**blow** (n) an event that causes you to feel very sad, disappointed or shocked: *Failing to get into university was a real blow.*

**cause** (v) to make something happen, usually something bad: *What caused the building to collapse?*

**cause** (n) an event, thing or person that makes something happen: *The cause of the fire still hasn't been found.*

**coincidence** (n) a situation in which separate things happen by chance at the same time or in the same way: *It's just a coincidence that Sandra and I were both in New York at the same time.*

**curse** (v) to use magic powers to make bad things happen to someone: *I have such bad luck that sometimes I think I've been cursed.*

**curse** (n) a bad situation or event caused by someone's deliberate use of their magic powers: *They say that there's a curse on whoever steals anything from the pyramids.*

**deliberate** (adj) intended, not done by chance or by accident: *I'm sure what she did wasn't deliberate.*

**determine** (v) to calculate something or discover it by examining evidence: *Investigators have determined that the crash was the result of human error.*

**fate** (n) a power that some people believe controls everything that happens in their lives: *I like to just leave things to fate.*

**fluctuate** (v) to change frequently: *The price of gold has fluctuated quite a lot in recent months.*

**foresee** (v) to see or know something that will happen in the future: *We don't foresee any problems.*

**freak** (n) something with very unusual features that make it very different from other things of its type: *People think I'm a bit of a freak because I like silent films.*

**freak** (adj) extremely unusual and unexpected: *Some people were injured in a freak storm.*

**gamble** (v) to risk money or something valuable in the hope of winning more if you are lucky or if you guess something correctly: *I never gamble what I can't afford to lose.*

**haphazard** (adj) done in a way that does not seem to be carefully planned or organised: *The town seems to have grown in quite a haphazard way.*

**hazard** (n) something that could be dangerous or cause damage or accidents: *Dad suddenly braked because he saw a hazard in the road.*

**inadvertent** (adj) not deliberate: *Not inviting William was entirely inadvertent, I assure you.*

**instrumental** (adj) involved in an important way in making something happen: *He was instrumental in saving the company.*

**jinxed** (adj) someone or something that is jinxed has a lot of bad luck: *You must be jinxed if you've been hit by lightning three times.*

**likelihood** (n) how certain it is that something will happen: *The likelihood of success is quite low.*

**lucky charm** (n phr) something that people believe brings them luck: *I always take my lucky charm into the exam with me.*

**meander** (v) to move slowly without a particular direction or purpose in mind: *We meandered around the park.*

**mishap** (n) a minor mistake or accident: *We had a few mishaps on the way, but at least we're here now.*

**mutate** (v) to become physically different from other plants or animals of the same type as a result of a genetic change: *Radiation has caused plants in the area to mutate.*

**odds** (n) the chances of something happening: *What are the odds on winning the lottery?*

**pick** (v) to choose someone or something from a group: *Mrs Kay picked me to help her give out the books.*

**pick** (n) choice: *We've got lots of different bikes for sale, so take your pick.*

**pot luck** (n phr) a situation in which you do not know what to expect, but you hope that it will be good: *You can't predict the weather in Britain in the summer, so it's just pot luck what it'll be like for our holiday.*

**random** (adj) chosen or happening without any particular method, pattern or purpose: *Think of a random number.*

**sign** (n) a piece of evidence that something is happening or that something exists: *There were signs that someone had been there before us.*

**speculate** (v) to consider or discuss why something has happened: *He refused to speculate on what might happen.*

**spontaneous** (adj) happening in a natural way without being planned or thought about: *Leaving my job was a spontaneous thing.*

**startle** (v) to make a person or animal feel suddenly frightened or surprised by doing something they do not expect: *Liam startled me when he suddenly appeared next to me.*

**statistics** (n) a group of numbers that represent facts or describe a situation: *But the statistics simply don't support that view.*

**stray** (v) to move away from the correct place or path: *Little Red Riding Hood's grandmother warned her not to stray from the path.*

**stray** (adj) lost or without a home: *The number of stray dogs is becoming a real problem.*

**stray** (n) a pet that is lost or has left its home: *There are too many strays around here.*

**superstition** (n) a belief that things such as magic or luck have the power to affect your life: *You don't believe that old superstition about the number 13, do you?*

**superstitious** (adj) believing in the power of magic or luck: *I'm quite superstitious, so I never walk under ladders.*

**transpire** (v) to happen: *Perhaps we will never know what transpired that night.*

**uncertainty** (n) the fact that something is not known or has not been decided: *The passengers began to get angry because of the uncertainty.*

**wobble** (v) to rock slightly from side to side, or to make something do this: *The statue wobbled and then fell over.*

### Nature

**agriculture** (n) the work, business or study of farming: *I'm thinking of studying agriculture.*

**appreciate** (v) to understand the true nature of a situation, and realise why it is important or serious: *I'm not sure you appreciate how important this is.*

**appreciate** (v) to be grateful for something: *I really appreciate your help.*

**catastrophe** (n) an event that causes a lot of damage or makes a lot of people suffer: *Many people lost their lives in the catastrophe.*

**crop** (n) a plant grown for food, usually on a farm: *Coffee is an important crop in Brazil.*

**drought** (n) a long period of time when there is little or no rain and crops die: *The drought means that there's an increased risk of fire.*

**evacuate** (v) to leave a building or other place because it is not safe: *When the alarm went off, everyone evacuated the building.*

**exploit** (v) to use natural resources such as trees, water or oil so that you gain as much as possible: *We could make a lot of money if we exploit our natural resources in the right way.*

**exploit** (v) to treat someone unfairly in order to get some benefit for yourself: *In some countries, children are exploited in factories.*

**famine** (n) a serious lack of food that continues for a long time and causes many people in a country to become ill or die: *We're raising money to help victims of the famine.*

**flood** (v) if water floods a place, it covers it: *The river flooded the whole city.*

**flood** (n) a large amount of water that covers an area that was dry before: *The flood caused millions of euros of damage.*

**fossil fuels** (n phr) fuels such as coal or oil, made from decayed material from animals or plants that lived many thousands of years ago: *Burning fossil fuels gives off carbon dioxide.*

**global warming** (n phr) an increase in the average temperature of the Earth: *It's difficult to deny that global warming is really happening.*

**greenery** (n) green plants that are growing somewhere or used as decoration: *I like living here because there's quite a lot of greenery.*

**habitat** (n) the type of place that an animal normally lives in or a plant normally grows in: *The panda is threatened by the disappearance of its habitat.*

**harvest** (v) to collect a crop from the fields: *They were harvesting the grapes when we were in France.*

**harvest** (n) the time when a crop is collected: *Everyone helps during the harvest.*

**hurricane** (n) a violent storm with extremely strong winds and heavy rain: *A hurricane is expected to hit the coast this evening.*

**instinct** (n) a natural tendency to behave in a particular way that people and animals are born with and that they obey without knowing why: *Birds build nests by instinct.*

**natural disaster** (n phr) something very bad that happens and causes a lot of damage or kills a lot of people: *It's not possible to prevent most natural disasters.*

**resource** (n) things such as coal, trees and oil that exist in nature and can be used by people: *The country's main resource is the vast oil fields.*

**scarce** (adj) if something is scarce, there is not very much of it: *Badgers are becoming increasingly scarce in Britain.*

**species** (n) a plant or animal group whose members all have similar general features and are able to produce young plants or animals together: *Scientists have discovered a new species of monkey.*

## Unit 14

### Quantity

**abundant** (adj) existing or available in large quantities: *The country has an abundant supply of fossil fuels.*

**ample** (adj) enough, and often more than you need: *There is ample evidence to prove his guilt.*

**area** (n) a place on the surface of something such as a part of your body: *Be sure to apply sunblock to sensitive areas of your skin.*

**area** (n) the amount of space that the surface of a place or shape covers: *The surface area of the screen should be at least one square metre.*

**average** (adj) around a usual or ordinary level or standard: *He's about average height.*

**average** (adj) not very good: *It was a decidedly average performance.*

**average** (adj) calculated by adding a group of numbers together and dividing the total by the amount of numbers: *The winds had an average speed of 15 miles per hour.*

**average** (n) the amount, level, standard, etc that is typical of a group of people or things: *Incomes here are nowhere near the national average.*

**average** (n) an amount that is calculated by adding several numbers together and dividing the total by the original number of things you added together: *Add 20, 10 and 30 and find the average.*

**batch** (n) a number of things or people that arrive or are dealt with at the same time: *This new batch of students seems very nice.*

**batch** (v) to group things together: *Let's batch these envelopes into piles of 100.*

**bulk** (n) something that is very large, wide and solid: *We looked up at the great dark bulk of the cathedral.*

**bulk** (n) the majority or largest part of something: *Women still undertake the bulk of domestic work in the home.*



**bulk** (n) if something is bought or sold in bulk, it is bought or sold in large quantities: *Supermarkets only buy produce in bulk.*

**considerable** (adj) large in size, amount or degree: *She made a considerable amount of money.*

**countless** (adj) very many, especially more than you think is reasonable: *She's made countless television appearances.*

**dimension** (n) a part of a situation, especially when it influences the way you think about the situation: *Doing voluntary work has added a whole new dimension to my life.*

**dimension** (n) length, height or width: *A hologram represents an object in three dimensions.*

**diminish** (v) to become less: *The intensity of the sound diminished gradually.*

**diminish** (v) to make something become less: *The delay may well have diminished the impact of their campaign.*

**equation** (n) a statement in mathematics that two sets of numbers or expressions are equal: *Solve the equation  $5x - 3 = 27$ .*

**equation** (n) all the different aspects that you have to consider in a situation: *In a choice between the use of rail and car, the question of cost will come into the equation.*

**equidistant** (adj) at the same distance from two places: *The port is conveniently equidistant from the two major manufacturing centres.*

**expand** (v) to become or make larger in size and fill more space: *The water froze inside the pipe, causing it to expand and burst.*

**extent** (n) the importance of a problem or situation: *We were shocked by the extent of the damage.*

**extent** (n) the degree to which something happens or is likely to happen: *The extent to which your diet is successful depends on your willpower.*

**extent** (n) the size or area of something: *Open the table to its fullest extent.*

**finite** (adj) existing only in limited numbers or amounts or continuing only for a limited time or distance: *The world's finite resources must be used wisely.*

**force** (n) physical strength or violence: *They accused the police of using excessive force during the arrest.*

**force** (n) the influence or powerful effect that someone has: *We have convinced people by the force of our argument.*

**force** (n) a power that makes an object move or changes the way it moves: *It fell because of the force of gravity.*

**force** (v) to make someone do something that they do not want to do, for example by using or threatening to use violence: *He claims that police officers forced him to sign a confession.*

**force** (v) to use physical force to move something in a particular direction: *She forced the package through the slot.*

**fraction** (n) a small part or amount of something: *His shares are now worth a fraction of their former value.*

**fraction** (n) a division or part of a whole number, for example  $1/2$  or  $3/4$ :  *$0.5$  can also be written as a fraction:  $1/2$ .*

**heap** (n) a large pile of something, especially an untidy pile: *His clothes were in a crumpled heap on the floor.*

**heap** (v) to make a big untidy pile of things: *Bundles of clothing were heaped on the floor.*

**imbalance** (n) a situation in which the balance between two things is not equal or fair: *There's an increasing social imbalance in recruitment to higher education.*

**immense** (adj) extremely large: *An immense amount of money has already been spent on the project.*

**intensity** (n) strength: *The cross-examination increased in intensity.*

**magnitude** (n) great size, importance or effect: *We hadn't grasped the magnitude of the task we were facing.*

**major** (adj) important, serious, large or great: *Age is a major factor affecting chances of employment.*

**mass** (n) a large quantity or number: *There's a mass of competing antivirus programs you can choose from.*

**mass** (n) the amount of physical matter an object contains: *This rock has a mass of 1 kg.*

**meagre** (adj) smaller or less than you want or need: *There was only a meagre food supply.*

**minor** (adj) not very important in comparison with people or things of the same type: *Some minor changes may be necessary.*

**minute** (adj) very small: *The soil contained minute quantities of uranium.*

**multiple** (adj) involving or consisting of many people, things or parts: *Words can have multiple meanings.*

**multiple** (n) a number that you can divide by a smaller number an exact number of times: *12 is a multiple of four.*

**proportion** (n) a quantity of something that is a part or share of the whole: *Only a small proportion of graduates fail to find employment.*

**quantify** (v) to measure or describe something as a quantity: *The benefits are difficult to quantify.*

**rate** (n) the number of times something happens, or the number of examples of something within a particular period of time: *There's been a dramatic fall in the city's crime rate.*

**rate** (n) the speed at which something happens within a particular period of time: *The population was growing at an alarming rate.*

**rate** (v) to consider that someone or something has a particular quality or has achieved a particular standard or level: *In a recent poll, the environment is rated as the number one issue by 30% of the voters.*

**ratio** (n) a relationship between two things expressed as two numbers or amounts: *The ratio of expenditure to revenue was an alarming 4:1.*

**ration** (n) a limited amount of something, especially food, that you are allowed to have, for example when there is not much available or when someone else is controlling it: *There's a ration of two eggs per person.*

**ration** (v) to control the supply of something such as food so that people are allowed only a fixed amount: *During the strike, petrol had to be rationed.*

**shrink** (v) to become or make something smaller in size: *Do you think this dress will shrink if I handwash it?*

**sufficient** (adj) as much as is needed: *Bedside lighting alone is not sufficient for most bedrooms.*

**sum** (n) an amount of money: *He was fined a sum of £1,000.*

**sum** (n) a simple calculation: *John's just starting to do sums at school.*

**uneven** (adj) not regular in terms of size, length, quality or quantity: *The economy has prospered, but growth has been uneven.*

**vast** (adj) extremely large: *We found ourselves on a vast empty plain.*

**volume** (n) an amount of something: *The total volume of trade has reached £800 million.*

**volume** (n) the amount of space something takes or can be filled with: *The petrol tank has a volume of over 20 gallons.*

**widespread** (adj) happening or existing in many places, or affecting many people: *The project has received widespread public support.*

**Money**

**benefit** (n) money or other help that the government gives people who need financial help, for example because they do not have a job: *There has been an increase in the number of people claiming benefit.*

**benefit** (n) an advantage you get from a situation: *The new sports centre will bring lasting benefit to the community.*

**benefit** (v) to get help or an advantage from something: *Thousands of households could benefit under the scheme.*

**compensation** (n) money that someone receives because something bad has happened to them: *Victims of the world's largest industrial accident were paid \$470 million compensation.*

**damages** (n) money that a court orders you to pay someone because you have harmed them or their property: *The jury awarded damages of over \$9 million to the victims.*

**debt** (n) an amount of money that you owe: *By this time we had debts of over £15,000.*

**deduct** (v) to take an amount or number from a total: *Nothing will be deducted from your pay without your consent.*

**deposit** (n) a first payment that you make when you agree to buy or rent something expensive such as a car or house: *She paid a £500 deposit, and agreed to pay the balance within six months.*

**deposit** (n) an amount of money that you pay into a bank account: *He made a £2,000 cash deposit on 5<sup>th</sup> April.*

**deposit** (v) to pay money into a bank account: *Billions of dollars are deposited in banks every day.*

**direct debit** (n phr) an order to a bank to regularly pay money from your account to a person or organisation: *I pay all my bills by direct debit.*

**dividend** (n) a share of the profits of a company, paid once or twice a year to the people who own the company's shares: *The company will not be paying shareholders a dividend this year.*

**down payment** (n phr) a first payment that you make when you are buying something and are going to pay the rest later: *She made a £500 down payment, and agreed to pay the balance within six months.*

**finance** (n) decisions on how money is spent or invested: *He's now studying international banking and finance.*

**finance** (n) money that is used to pay for something such as a large project: *The college has had to close due to lack of finance.*

**finance** (v) to pay for something such as a large project: *The scheme is being financed by the Arts Council.*

**insurance** (n) an arrangement in which you regularly pay an insurance company or other organisation an amount of money so that they will give you money if something you own is damaged, lost or stolen, or if you die or are ill or injured: *You have to take out building and contents insurance as a condition of the mortgage.*

**interest** (n) money that a person or institution such as a bank charges you for lending you money: *You will repay the money with interest, as agreed in the contract.*

**investment** (n) money used in a way that may earn you more money, for example money used for buying property or shares in a company: *Her investments were mainly in technology stocks.*

**investment** (n) the process of spending money in order to improve something or make it more successful: *Lack of investment had led to a decline in public services.*

**lump sum** (n phr) money in a single large payment rather than small separate payments: *Are you going to pay the whole amount in one lump sum?*

**mortgage** (n) a legal agreement in which you borrow money from a bank in order to buy a house. You pay back your mortgage by making monthly payments: *On my present salary I can't get a mortgage.*

**overdraft** (n) an agreement with your bank that allows you to spend money when you have no money left in your account: *Hefty fines are payable for those who exceed their overdraft limit.*

**pension** (n) an amount of money that someone who no longer works because of their age or an illness, etc is paid regularly, either by a company they once worked for or by the government: *He started drawing his pension last year.*

**share** (n) one of the equal parts of a company that you can buy as a way of investing money: *The scheme allows employees to buy shares in the company.*

**speculate** (v) to take the risk of investing your money in a company in the hope that you can make a big profit later by selling the shares you buy: *Have you been speculating on the stock market?*

**withdraw** (v) to take money from a bank account: *You can withdraw cash at any of our branches.*

## Unit 16

### Materials

**block** (v) to stop something from moving through or along something else: *A large rock blocked our way.*

**block** (n) a solid piece of wood, stone, ice, etc with straight sides: *Have you ever seen someone make a swan out of a block of ice?*

**brittle** (adj) a brittle substance or object is hard and can easily break into pieces: *The plastic had gone brittle from sitting in the sun.*

**chip** (v) if something hard chips, or you chip it, a small piece of it breaks off: *I've chipped a tooth.*

**chip** (n) a small piece of something such as wood or glass, especially when it has broken off something: *Be careful because there might be chips of glass on the floor.*

**compact** (v) to make something smaller or firmer by pressing it, or to become smaller or firmer like this: *Some places compact rubbish so it doesn't take up so much space.*

**compact** (adj) smaller than most things of the same kind: *Our flat is quite compact.*

**concentrate** (v) make a solution of something in water stronger: *You can concentrate the solution by heating it.*

**crack** (v) to damage something so that a line or long narrow hole appears on its surface, but it does not break into pieces: *Who cracked the window?*

**crack** (n) a line on a surface where something is beginning to break apart: *How long has that crack in the ceiling been there?*

**crumb** (n) a very small piece that falls off a dry food such as bread or cake: *Don't get crumbs on the carpet.*

**crush** (v) to hit or press something so hard that you damage it severely or destroy it, especially by making its shape flatter: *Crush the can and put it in the recycling bin.*

**crush** (n) a crowd of people all extremely close together in an area that is too small for them: *There was quite a crush in the club last night.*

**dense** (adj) a dense substance is very heavy in relation to its size: *Lead is a very dense metal.*

**dilute** (v) to make a liquid less strong by adding water or another liquid: *I find orange juice a bit strong, so I usually dilute it.*

**dilute** (adj) a dilute liquid has been mixed with another liquid to make it less strong: *Use dilute bleach to clean the table.*

**dissolve** (v) if a solid substance dissolves in a liquid, it is mixed into the liquid so that it becomes included in it: *Salt dissolves quite easily in water.*

**fabric** (n) cloth, especially when it is used for making things such as clothes or curtains: *We need to choose the fabric we want for the curtains.*

**firm** (adj) solid but not hard: *When the cake feels firm, remove it from the oven.*

**flake** (v) to come off a surface in small flat pieces: *The paint on the door is beginning to flake.*

**flake** (n) a small flat piece of something: *The floor was covered in flakes of paint from the old walls.*

**fragile** (adj) easy to break or damage: *Be careful with that ornament because it's very fragile.*

**friction** (n) the physical force that makes it difficult for one surface to move over another: *If you rub your hands together, friction makes them get warm.*

**grain** (n) a very small individual piece of a substance such as sand, salt or sugar: *Each grain of salt is really a tiny cube.*

**gravity** (n) the force that makes something fall to the ground: *How do they measure gravity?*

**grind** (v) to break something into very small pieces or powder, by using a machine or by crushing it between two hard surfaces: *I often grind my own spices.*

**hollow** (adj) empty inside: *I was surprised to find that the tree was hollow.*