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Cindy Solomon: 5 tips for dealing with meeting overload | TED Talk

https://www.ted.com/talks/cindy_solomon_5_tips_for_dealing_with_meeting_overload

All Words

IMPORTANT

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Session 1: Word List

grueling

adj. extremely tiring or demanding great effort, especially with long duration or intensity

synonym: exhausting, draining, demanding

(1) **grueling** process, (2) a **grueling** campaign

The marathon was a **grueling** test of endurance.

accomplish

v. to finish or achieve something successfully

synonym: achieve, complete, execute

(1) **accomplish** a goal, (2) **accomplish** military operations

Humankind took centuries to **accomplish** true democracy.

recover

v. to return to a former condition, health, mind, or strength

synonym: come back, convalesce, heal

(1) **recover** a loss, (2) **recover** approval ratings

She is still **recovering** from a shot to her shoulder.

corporate

adj. of or relating to a large company

synonym: business, commercial, organizational

(1) **corporate** right, (2) **corporate** environment

The **corporate** office has decided to lay off 10% of the workforce.

react

v. to take action in response to something

synonym: respond, reply, oppose

(1) **react** at a high temperature, (2) **react** against his way of thinking

How did he **react** to your idea?

whim

n. a sudden idea or desire, especially one that cannot be reasonably explained

synonym: fancy, caprice, whimsy

(1) at the **whim** of circumstance, (2) **whim** of youth

He quit his job on a **whim** and moved to a new city.

creep

v. to move slowly, quietly, and carefully, usually to avoid being seen or heard

synonym: crawl, glide, encroach

(1) **creep** along the leaf, (2) **creep** toward the mouse

Aging **creeps** up slowly with time.

inevitable

adj. certain to happen and unavoidable

synonym: inescapable, unavoidable, sure

(1) **inevitable** changes of the seasons, (2) **inevitable** result

In times of recession, an increase in unemployment is **inevitable**.

pandemic

n. an outbreak of a disease that affects many people over a very wide area

synonym: outbreak

(1) flu **pandemic**, (2) global **pandemic**

They fear a **pandemic** of a new type of virus.

implement

v. to put a decision, plan, or system into effect

synonym: execute, enforce, put through

(1) **implement** a corporate strategy, (2) **implement** security measures

The government promised to **implement** a new system to control the financial crisis.

tip

n. the top or extreme point of something slender or tapering, usually a mountain or hill; a piece of advice about something practical; a small amount of money given for services

synonym : edge, advice, gratuity

(1) the **tip** of a paintbrush, (2) give the waiter a **tip** .

I will introduce some **tips** on learning English in this class.

illusion

n. a false idea or belief, especially about somebody or about a situation

synonym : delusion, fallacy, magic trick

(1) optical **illusion**, (2) the **illusion** of being in the forest

He could no longer tell the difference between **illusion** and reality.

process

n. a series of actions or operations performed to achieve a particular outcome or goal; a systematic procedure or approach used to accomplish a specific task or objective; a method of treating milk to make it suitable for consumption or use in other dairy products

synonym : procedure, method, system

(1) **process** improvement, (2) decision-making **process**

The **process** for applying for a visa can be lengthy and complicated.

grab

v. to take hold of something or someone suddenly with a hand, especially in a violent way

synonym : clutch, snatch, grasp

(1) **grab** an audience, (2) **grab** an opportunity

Shall we **grab** a bite to eat?

schedule

n. a list of planned activities, tasks, or things that must be completed showing when they are intended to happen or be done

synonym : agenda, program, itinerary

(1) a heavy **schedule**, (2) arrange my **schedule**

So far, the meeting is going according to **schedule**.

invitation

n. a spoken or written request to participate or be present or take part in something

synonym: request, asking, proposal

(1) a letter of **invitation**, (2) **invitation** of foreign investment

I will be very happy to accept your **invitation**.

verb

n. a word or phrase that describes an action, state, or experience

(1) complex **verb**, (2) an auxiliary **verb**

Use a singular **verb** if the subject is singular.

decide

v. to make up someone's mind about something; to come to a conclusion or judgment after considering options

synonym: choose, determine, settle

(1) **decide** a question, (2) **decide** on a course of action

She couldn't **decide** whether to order the pizza or the pasta for dinner.

deck

n. a flat surface that is usually made of wood or other material and is attached to a building, vehicle, or other structure

synonym: platform, veranda, patio

(1) **deck** chairs, (2) hands on **deck**

She sat on the ship's **deck**, watching the sunset over the ocean.

relate

v. to establish a connection or association between two or more things; to narrate or tell about an event, experience, or relationship; to empathize or feel sympathy with someone or something

synonym: connect, link, associate

(1) **relate** a story, (2) **relate** a message

He tried to **relate** his experience to the group, but they couldn't understand.

boom

n. a sudden increase in economic activity, or a sudden happening that brings good fortune; a deep, loud, and

prolonged sound

synonym : roaring, prosperity, boost

(1) **boom** in sales, (2) a sonic **boom**

The high-technology industry is enjoying a **boom**.

agenda

n. a list or outline of things to be done, discussed, or considered

synonym : program, schedule, list

(1) **agenda** setting, (2) ambitious **agenda**

The **agenda** for the meeting includes discussions on the budget and new project proposals.

invite

v. to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place

synonym : ask, request, summon

(1) **invite** guests, (2) **invite** criticism

We want to **invite** you to our annual charity event.

defensive

adj. used or intended to protect someone or something against attack or aggression

synonym : protective, watchful, opposing

(1) assume the **defensive**, (2) **defensive** weapons

Boxing fans often criticize his **defensive** stance.

involve

v. to include or affect someone or something as a necessary part of something else

synonym : implicate, include, engage

(1) **involve** a lot of paperwork, (2) **involve** a high degree of risk

The investigation **involves** several government agencies and is expected to take several months.

cranky

adj. easily irritated or annoyed; bad-tempered; in a state of discomfort or pain, often resulting in irritability or moodiness

synonym : crabby, irritable, grumpy

(1) **cranky** mood, (2) **cranky** toddler

I feel **cranky** today; please forgive me if I seem irritable.

decision

n. the act or process of making up someone's mind about something; a choice or judgment reached after considering options

synonym: choice, determination, judgment

(1) **decision** authority, (2) a selfish **decision**

She was struggling to make a **decision** between two job offers.

grade

n. a particular level of quality, size, importance, etc.

synonym: score, rate, degree

(1) boys in the twelfth **grade**, (2) students at all **grade** levels

Departments may set requirements for a higher **grade** point average.

optimal

adj. the best; most likely to be successful or advantageous

synonym: optimum, desirable, favorable

(1) achieve **optimal** health, (2) **optimal** for intellectual growth

Wild animals need to go forward with the **optimal** action to survive.

decision-maker

n. a person who makes important decisions, especially at a high level in an organization

(1) policy **decision-maker**, (2) act as a **decision-maker**

A wealth of information does not always have a positive impact on **decision-makers**.

inviting

adj. having an attractive or tempting quality that draws people in; encouraging or alluring in a way that makes people want to take part or participate

synonym: attractive, tempting, alluring

(1) **inviting** scent, (2) **inviting** atmosphere

The **inviting** aroma of freshly baked bread drew me into the

bakery.

achieve

v. to successfully complete a task or goal, often through hard work, perseverance, and dedication; to attain or accomplish something that one has set out to do

synonym: accomplish, attain, reach

(1) **achieve** success, (2) **achieve** milestones

I will work hard to **achieve** my goals and realize my dreams.

ditch

n. a long, narrow, and shallow depression or channel that is dug into the ground; (verb) to throw away

synonym: trench, channel, furrow

(1) agricultural **ditch**, (2) **ditch** my career

The farmers used **ditches** to drain water from their fields.

digest

v. to transform food into absorbable substances; break down

synonym: absorb, condense

(1) **digest** information, (2) help **digest** food

Most babies can readily **digest** a wide variety of foods.

breath

n. the air that is taken into and expelled from your lungs; the process of taking into and expelling air from your lungs

synonym: air, puff, whiff

(1) hold your **breath**, (2) **breath** of wind

He bated his **breath** when talking about this affair.

horrible

adj. extremely unpleasant or bad; causing fear or disgust

synonym: dreadful, terrible, awful

(1) **horrible** accident, (2) **horrible** smell

The experience was **horrible** and left a lasting impression.

roll

v. to move in a particular direction by turning over and over or from side to side

synonym: spin, swirl, wheel

(1) **roll** a ball, (2) **roll** down his cheeks

He was exhausted and **rolled** into bed as soon as he got home.

downhill

adv. in a direction that is downward or from a higher to a lower point; in a progressively worse or deteriorating manner

synonym : downslope

(1) ski **downhill**, (2) walk **downhill** to the beach

The family's finances have been going **downhill** since they lost their main source of income.

ego

n. a consciousness of your own identity; a person's sense of self-esteem or self-importance, especially inflated one

synonym : self-esteem, personality, psyche

(1) **ego** defense mechanisms, (2) national **ego**

She was constantly trying to boost her **ego** by talking about her accomplishments.

precious

adj. uncommon and extremely valuable

synonym : adored, cherished, valued

(1) price of **precious** metals, (2) **precious** information

We cannot afford to squander **precious** time.

absolutely

adv. without restriction or limitation; completely or utterly

synonym : completely, utterly, definitely

(1) **absolutely** against, (2) **absolutely** obsessed with the girl

I am **absolutely** opposed to his idea because of morality.

vital

adj. necessary for the success or continued existence of something

synonym : critical, crucial, invigorating

(1) play a **vital** role, (2) **vital** for a healthy society

Perseverance and optimism are **vital** to success.

- doe** *n.* a mature female of mammals of which the male is called a buck, such as a deer or a rabbit
synonym : rabbit, bunny, hare
(1) **doe** rabbit, (2) buck and **doe**
Hunters use a whistle that makes the **doe** sound to lure stags.
- opportune** *adj.* suitable or happening at a time that is suitable or convenient for a particular purpose
synonym : suitable, timely, practical
(1) **opportune** occasion, (2) an **opportune** remark
The phone rang at the most **opportune** time.
- delegate** *n.* a person sent or authorized to represent others, in particular, an elected representative sent to a conference; (verb) to transfer power to someone
synonym : representative, envoy, agent
(1) **delegate** a routine task, (2) send a **delegate**
The **delegate** from the small country was not allowed to speak at the meeting.
- priority** *n.* something that is more important than other things and should be dealt with first
synonym : importance, precedence, primacy
(1) **priority** call, (2) **priority** seating for elderly
Her **priority** is to be a mother.
- attendance** *n.* the act of being present at an event or gathering; the number of people present at an event or gathering
synonym : presence, participation, appearance
(1) **attendance** sheet, (2) low **attendance**
Attendance at the meeting is mandatory for all employees.
- communicate** *v.* to share or exchange information with others by speaking, writing, moving your body, or using other signals
synonym : convey, share, transmit

- (1) **communicate** his anxieties to the psychiatrist,
(2) **communicate** well with my advisor

Dolphins use sound to **communicate** with each other.

honesty

n. the quality of being truthful, sincere, and morally upright; adherence to moral and ethical principles

synonym: sincerity, integrity, truthfulness

- (1) **honesty** policy, (2) **honesty** box

A culture of **honesty** in the workplace leads to better communication and productivity.

clarity

n. the quality of being coherent and understandable; the quality of transparency or purity

synonym: clearness, translucence, brightness

- (1) lack of **clarity**, (2) sake of **clarity**

The publisher will proofread most of this manuscript for **clarity**.

ruthless

adj. lacking in pity or compassion; willing to do whatever it takes to achieve their goals, regardless of the consequences for others

synonym: heartless, pitiless, merciless

- (1) show **ruthless** behavior, (2) **ruthless** brutality

The dictator was known for his **ruthless** tactics and had no qualms about using violence to maintain power.

flee

v. to leave by running away, especially out of fear or danger

synonym: exit, escape, run away

- (1) **flee** their homes, (2) **flee** abroad

It is a basic instinct to **flee** from a dangerous situation.

attendant

n. a person who is employed to provide a service or perform tasks, often in a public place, such as a flight attendant, parking attendant, or hospital attendant

synonym: assistant, aide, guide

- (1) flight **attendant**, (2) personal **attendant**

The **attendant** at the parking lot directed me to an available parking spot

oxygen

n. the chemical element with the symbol O that is present in air and water and is necessary for people, animals, and plants to live

(1) the hydrogen binds the **oxygen**, (2) lack of **oxygen**

The passenger grabbed for the **oxygen** mask.

mask

v. to conceal something; (noun) a covering that you wear over your face to hide it

synonym: disguise, camouflage, conceal

(1) **mask** body odor, (2) an oxygen **mask**

The politician tried to **mask** the corruption.

interrupt

v. to say or do something that causes someone to stop in their speech or action

synonym: disturb, hinder, break in

(1) **interrupt** a call, (2) abruptly **interrupt**

Her sleep was **interrupted** by recurring pain.

no-fly

n. a situation in which planes are not allowed to take off or land at a particular airport or in particular airspace; a list of individuals who are prohibited from flying due to security concerns

synonym: restricted zone, no-flight zone, denylist

(1) **no-fly** area, (2) **no-fly** list

The airport implemented a **no-fly** zone during the presidential visit.

zone

n. a specific area, region, or section that is marked off or defined in some way

synonym: area, region, territory

(1) time **zone**, (2) **zone** defense

He was reluctant to leave his comfort **zone** and try something new.

vacuum

n. a space empty of matter; a device or tool used for cleaning or removing debris by creating suction

synonym: void, emptiness, gap

(1) **vacuum** cleaner, (2) **vacuum** packing

Please use the **vacuum** to clean up the mess on the floor.

appreciate

v. to value and acknowledge the worth of someone or something; to be grateful for something or someone

synonym: acknowledge, admire, enjoy

(1) **appreciate** her feedback, (2) **appreciate** the value

We would **appreciate** an early reply.

courage

n. the ability to face danger, difficulty, uncertainty, or pain without being overcome by fear or despair; the quality of being brave or courageous

synonym: bravery, valor, fearlessness

(1) mental **courage**, (2) inspire **courage**

It takes a lot of **courage** to stand up for what you believe is right.

Session 2: Spelling

1. pr____ty call *n.* something that is more important than other things and should be dealt with first
2. ho____le smell *adj.* extremely unpleasant or bad; causing fear or disgust
3. va____m packing *n.* a space empty of matter; a device or tool used for cleaning or removing debris by creating suction
4. g__b an opportunity *v.* to take hold of something or someone suddenly with a hand, especially in a violent way
5. f__e their homes *v.* to leave by running away, especially out of fear or danger
6. de____ve weapons *adj.* used or intended to protect someone or something against attack or aggression
7. re__t at a high temperature *v.* to take action in response to something
8. de____on authority *n.* the act or process of making up someone's mind about something; a choice or judgment reached after considering options
9. pr____us information *adj.* uncommon and extremely valuable
10. policy dec_____ker *n.* a person who makes important decisions, especially at a high level in an organization
11. vi__l for a healthy society *adj.* necessary for the success or continued existence of something

ANSWERS: 1. priority, 2. horrible, 3. vacuum, 4. grab, 5. flee, 6. defensive, 7. react, 8. decision, 9. precious, 10. decision-maker, 11. vital

12. in_____e a high degree of risk *v.* to include or affect someone or something as a necessary part of something else
13. abs_____ly against *adv.* without restriction or limitation; completely or utterly
14. complex v__b *n.* a word or phrase that describes an action, state, or experience
15. pr_____ty seating for elderly *n.* something that is more important than other things and should be dealt with first
16. decision-making pr_____s *n.* a series of actions or operations performed to achieve a particular outcome or goal; a systematic procedure or approach used to accomplish a specific task or objective; a method of treating milk to make it suitable for consumption or use in other dairy products
17. arrange my sc_____le *n.* a list of planned activities, tasks, or things that must be completed showing when they are intended to happen or be done
18. pr_____s improvement *n.* a series of actions or operations performed to achieve a particular outcome or goal; a systematic procedure or approach used to accomplish a specific task or objective; a method of treating milk to make it suitable for consumption or use in other dairy products

ANSWERS: 12. involve, 13. absolutely, 14. verb, 15. priority, 16. process, 17. schedule, 18. process

19. di__h my career *n.* a long, narrow, and shallow depression or channel that is dug into the ground; (verb) to throw away
20. achieve op_____l health *adj.* the best; most likely to be successful or advantageous
21. ine_____le changes of the seasons *adj.* certain to happen and unavoidable
22. e_o defense mechanisms *n.* a consciousness of your own identity; a person's sense of self-esteem or self-importance, especially inflated one
23. app_____te her feedback *v.* to value and acknowledge the worth of someone or something; to be grateful for something or someone
24. act as a dec_____ker *n.* a person who makes important decisions, especially at a high level in an organization
25. global pa_____ic *n.* an outbreak of a disease that affects many people over a very wide area
26. a letter of inv_____on *n.* a spoken or written request to participate or be present or take part in something
27. gr_____ng process *adj.* extremely tiring or demanding great effort, especially with long duration or intensity
28. op_____ne occasion *adj.* suitable or happening at a time that is suitable or convenient for a particular purpose
29. im_____nt a corporate strategy *v.* to put a decision, plan, or system into effect

ANSWERS: 19. ditch, 20. optimal, 21. inevitable, 22. ego, 23. appreciate, 24. decision-maker, 25. pandemic, 26. invitation, 27. grueling, 28. opportune, 29. implement

30. co_____te environment *adj.* of or relating to a large company
31. price of pr_____us metals *adj.* uncommon and extremely valuable
32. the il_____on of being in the forest *n.* a false idea or belief, especially about somebody or about a situation
33. ac_____e milestones *v.* to successfully complete a task or goal, often through hard work, perseverance, and dedication; to attain or accomplish something that one has set out to do
34. inspire co_____e *n.* the ability to face danger, difficulty, uncertainty, or pain without being overcome by fear or despair; the quality of being brave or courageous
35. flu pa_____ic *n.* an outbreak of a disease that affects many people over a very wide area
36. students at all gr___e levels *n.* a particular level of quality, size, importance, etc.
37. op_____l for intellectual growth *adj.* the best; most likely to be successful or advantageous
38. de___e on a course of action *v.* to make up someone's mind about something; to come to a conclusion or judgment after considering options
39. g__b an audience *v.* to take hold of something or someone suddenly with a hand, especially in a violent way
40. cr___y mood *adj.* easily irritated or annoyed; bad-tempered; in a state of discomfort or pain, often resulting in irritability or moodiness

ANSWERS: 30. corporate, 31. precious, 32. illusion, 33. achieve, 34. courage, 35. pandemic, 36. grade, 37. optimal, 38. decide, 39. grab, 40. cranky

41. optical il____on *n.* a false idea or belief, especially about somebody or about a situation
42. va____m cleaner *n.* a space empty of matter; a device or tool used for cleaning or removing debris by creating suction
43. lack of ox____n *n.* the chemical element with the symbol O that is present in air and water and is necessary for people, animals, and plants to live
44. personal at____nt *n.* a person who is employed to provide a service or perform tasks, often in a public place, such as a flight attendant, parking attendant, or hospital attendant
45. send a de____te *n.* a person sent or authorized to represent others, in particular, an elected representative sent to a conference; (verb) to transfer power to someone
46. assume the de____ve *adj.* used or intended to protect someone or something against attack or aggression
47. inv____on of foreign investment *n.* a spoken or written request to participate or be present or take part in something
48. flight at____nt *n.* a person who is employed to provide a service or perform tasks, often in a public place, such as a flight attendant, parking attendant, or hospital attendant
49. ho____le accident *adj.* extremely unpleasant or bad; causing fear or disgust
50. a sonic b__m *n.* a sudden increase in economic activity, or a sudden happening that brings good fortune; a deep, loud, and prolonged sound

ANSWERS: 41. illusion, 42. vacuum, 43. oxygen, 44. attendant, 45. delegate, 46. defensive, 47. invitation, 48. attendant, 49. horrible, 50. boom

61. ambitious ag___a *n.* a list or outline of things to be done, discussed, or considered
62. sake of cl____y *n.* the quality of being coherent and understandable; the quality of transparency or purity
63. in____ng atmosphere *adj.* having an attractive or tempting quality that draws people in; encouraging or alluring in a way that makes people want to take part or participate
64. the t_p of a paintbrush *n.* the top or extreme point of something slender or tapering, usually a mountain or hill; a piece of advice about something practical; a small amount of money given for services
65. a selfish de____on *n.* the act or process of making up someone's mind about something; a choice or judgment reached after considering options
66. re__t against his way of thinking *v.* to take action in response to something
67. boys in the twelfth gr__e *n.* a particular level of quality, size, importance, etc.
68. de____e a question *v.* to make up someone's mind about something; to come to a conclusion or judgment after considering options
69. abruptly in______pt *v.* to say or do something that causes someone to stop in their speech or action
70. re____r approval ratings *v.* to return to a former condition, health, mind, or strength

ANSWERS: 61. agenda, 62. clarity, 63. inviting, 64. tip, 65. decision, 66. react, 67. grade, 68. decide, 69. interrupt, 70. recover

71. an op_____ne remark *adj.* suitable or happening at a time that is suitable or convenient for a particular purpose
72. d__k chairs *n.* a flat surface that is usually made of wood or other material and is attached to a building, vehicle, or other structure
73. walk do_____ll to the beach *adv.* in a direction that is downward or from a higher to a lower point; in a progressively worse or deteriorating manner
74. a heavy sc_____le *n.* a list of planned activities, tasks, or things that must be completed showing when they are intended to happen or be done
75. cr__p toward the mouse *v.* to move slowly, quietly, and carefully, usually to avoid being seen or heard
76. in___e guests *v.* to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place
77. cr__p along the leaf *v.* to move slowly, quietly, and carefully, usually to avoid being seen or heard
78. com_____te his anxieties to the psychiatrist *v.* to share or exchange information with others by speaking, writing, moving your body, or using other signals
79. ho_____y box *n.* the quality of being truthful, sincere, and morally upright; adherence to moral and ethical principles
80. a gr_____ng campaign *adj.* extremely tiring or demanding great effort, especially with long duration or intensity

ANSWERS: 71. opportune, 72. deck, 73. downhill, 74. schedule, 75. creep, 76. invite, 77. creep, 78. communicate, 79. honesty, 80. grueling

81. the hydrogen binds the ox___n *n.* the chemical element with the symbol O that is present in air and water and is necessary for people, animals, and plants to live
82. att_____ce sheet *n.* the act of being present at an event or gathering; the number of people present at an event or gathering
83. r__l a ball *v.* to move in a particular direction by turning over and over or from side to side
84. no___y area *n.* a situation in which planes are not allowed to take off or land at a particular airport or in particular airspace; a list of individuals who are prohibited from flying due to security concerns
85. ac_____e success *v.* to successfully complete a task or goal, often through hard work, perseverance, and dedication; to attain or accomplish something that one has set out to do
86. show ru_____ss behavior *adj.* lacking in pity or compassion; willing to do whatever it takes to achieve their goals, regardless of the consequences for others
87. in_____e a lot of paperwork *v.* to include or affect someone or something as a necessary part of something else
88. in_____ng scent *adj.* having an attractive or tempting quality that draws people in; encouraging or alluring in a way that makes people want to take part or participate

ANSWERS: 81. oxygen, 82. attendance, 83. roll, 84. no-fly, 85. achieve, 86. ruthless, 87. involve, 88. inviting

89. hands on d__k *n.* a flat surface that is usually made of wood or other material and is attached to a building, vehicle, or other structure
90. buck and d_e *n.* a mature female of mammals of which the male is called a buck, such as a deer or a rabbit
91. abs_____ly obsessed with the girl *adv.* without restriction or limitation; completely or utterly
92. in___e criticism *v.* to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place
93. hold your br___h *n.* the air that is taken into and expelled from your lungs; the process of taking into and expelling air from your lungs
94. com_____te well with my advisor *v.* to share or exchange information with others by speaking, writing, moving your body, or using other signals
95. no___y list *n.* a situation in which planes are not allowed to take off or land at a particular airport or in particular airspace; a list of individuals who are prohibited from flying due to security concerns
96. b__m in sales *n.* a sudden increase in economic activity, or a sudden happening that brings good fortune; a deep, loud, and prolonged sound
97. in_____pt a call *v.* to say or do something that causes someone to stop in their speech or action

ANSWERS: 89. deck, 90. doe, 91. absolutely, 92. invite, 93. breath, 94. communicate, 95. no-fly, 96. boom, 97. interrupt

98. im_____nt security measures *v.* to put a decision, plan, or system into effect
99. w__m of youth *n.* a sudden idea or desire, especially one that cannot be reasonably explained
100. d_e rabbit *n.* a mature female of mammals of which the male is called a buck, such as a deer or a rabbit
101. m__k body odor *v.* to conceal something; (noun) a covering that you wear over your face to hide it
102. di____t information *v.* to transform food into absorbable substances; break down
103. agricultural di__h *n.* a long, narrow, and shallow depression or channel that is dug into the ground; (verb) to throw away
104. de_____te a routine task *n.* a person sent or authorized to represent others, in particular, an elected representative sent to a conference; (verb) to transfer power to someone
105. ine_____le result *adj.* certain to happen and unavoidable
106. re____e a message *v.* to establish a connection or association between two or more things; to narrate or tell about an event, experience, or relationship; to empathize or feel sympathy with someone or something
107. at the w__m of circumstance *n.* a sudden idea or desire, especially one that cannot be reasonably explained
108. ag____a setting *n.* a list or outline of things to be done, discussed, or considered

ANSWERS: 98. implement, 99. whim, 100. doe, 101. mask, 102. digest, 103. ditch, 104. delegate, 105. inevitable, 106. relate, 107. whim, 108. agenda

109. ski do____ll *adv.* in a direction that is downward or from a higher to a lower point; in a progressively worse or deteriorating manner
110. ru____ss brutality *adj.* lacking in pity or compassion; willing to do whatever it takes to achieve their goals, regardless of the consequences for others
111. give the waiter a t_p. *n.* the top or extreme point of something slender or tapering, usually a mountain or hill; a piece of advice about something practical; a small amount of money given for services
112. play a vi__l role *adj.* necessary for the success or continued existence of something
113. br____h of wind *n.* the air that is taken into and expelled from your lungs; the process of taking into and expelling air from your lungs
114. f__e abroad *v.* to leave by running away, especially out of fear or danger
115. time z__e *n.* a specific area, region, or section that is marked off or defined in some way
116. lack of cl____y *n.* the quality of being coherent and understandable; the quality of transparency or purity
117. national e_o *n.* a consciousness of your own identity; a person's sense of self-esteem or self-importance, especially inflated one
118. co____te right *adj.* of or relating to a large company

ANSWERS: 109. downhill, 110. ruthless, 111. tip, 112. vital, 113. breath, 114. flee, 115. zone, 116. clarity, 117. ego, 118. corporate

119. acc_____sh military operations *v.* to finish or achieve something successfully
120. z__e defense *n.* a specific area, region, or section that is marked off or defined in some way
121. help di___t food *v.* to transform food into absorbable substances; break down
122. mental co_____e *n.* the ability to face danger, difficulty, uncertainty, or pain without being overcome by fear or despair; the quality of being brave or courageous

ANSWERS: 119. accomplish, 120. zone, 121. digest, 122. courage

Session 3: Fill in the Blanks

1. We would _____ an early reply.
 - v. to value and acknowledge the worth of someone or something; to be grateful for something or someone

2. The publisher will proofread most of this manuscript for _____.
 - n. the quality of being coherent and understandable; the quality of transparency or purity

3. The passenger grabbed for the _____ mask.
 - n. the chemical element with the symbol O that is present in air and water and is necessary for people, animals, and plants to live

4. How did he _____ to your idea?
 - v. to take action in response to something

5. The _____ from the small country was not allowed to speak at the meeting.
 - n. a person sent or authorized to represent others, in particular, an elected representative sent to a conference; (verb) to transfer power to someone

6. He was reluctant to leave his comfort _____ and try something new.
 - n. a specific area, region, or section that is marked off or defined in some way

7. The _____ for the meeting includes discussions on the budget and new project proposals.
 - n. a list or outline of things to be done, discussed, or considered

8. The farmers used _____ to drain water from their fields.
 - n. a long, narrow, and shallow depression or channel that is dug into the ground; (verb) to throw away

ANSWERS: 1. appreciate, 2. clarity, 3. oxygen, 4. react, 5. delegate, 6. zone, 7. agenda, 8. ditches

9. She was constantly trying to boost her ____ by talking about her accomplishments.
- n.* a consciousness of your own identity; a person's sense of self-esteem or self-importance, especially inflated one
10. Perseverance and optimism are _____ to success.
- adj.* necessary for the success or continued existence of something
11. The marathon was a _____ test of endurance.
- adj.* extremely tiring or demanding great effort, especially with long duration or intensity
12. We cannot afford to squander _____ time.
- adj.* uncommon and extremely valuable
13. The family's finances have been going _____ since they lost their main source of income.
- adv.* in a direction that is downward or from a higher to a lower point; in a progressively worse or deteriorating manner
14. Departments may set requirements for a higher _____ point average.
- n.* a particular level of quality, size, importance, etc.
15. The dictator was known for his _____ tactics and had no qualms about using violence to maintain power.
- adj.* lacking in pity or compassion; willing to do whatever it takes to achieve their goals, regardless of the consequences for others
16. The high-technology industry is enjoying a _____.
- n.* a sudden increase in economic activity, or a sudden happening that brings good fortune; a deep, loud, and prolonged sound

ANSWERS: 9. ego, 10. vital, 11. grueling, 12. precious, 13. downhill, 14. grade, 15. ruthless, 16. boom

17. He quit his job on a _____ and moved to a new city.
- n.* a sudden idea or desire, especially one that cannot be reasonably explained
18. I will work hard to _____ my goals and realize my dreams.
- v.* to successfully complete a task or goal, often through hard work, perseverance, and dedication; to attain or accomplish something that one has set out to do
19. So far, the meeting is going according to _____.
- n.* a list of planned activities, tasks, or things that must be completed showing when they are intended to happen or be done
20. She sat on the ship's _____ watching the sunset over the ocean.
- n.* a flat surface that is usually made of wood or other material and is attached to a building, vehicle, or other structure
21. Hunters use a whistle that makes the _____ sound to lure stags.
- n.* a mature female of mammals of which the male is called a buck, such as a deer or a rabbit
22. I will introduce some _____ on learning English in this class.
- n.* the top or extreme point of something slender or tapering, usually a mountain or hill; a piece of advice about something practical; a small amount of money given for services
23. The politician tried to _____ the corruption.
- v.* to conceal something; (noun) a covering that you wear over your face to hide it
24. Please use the _____ to clean up the mess on the floor.
- n.* a space empty of matter; a device or tool used for cleaning or removing debris by creating suction

ANSWERS: 17. whim, 18. achieve, 19. schedule, 20. deck, 21. doe, 22. tips, 23. mask, 24. vacuum

25. Her _____ is to be a mother.

n. something that is more important than other things and should be dealt with first

26. The _____ at the parking lot directed me to an available parking spot

n. a person who is employed to provide a service or perform tasks, often in a public place, such as a flight attendant, parking attendant, or hospital attendant

27. The _____ aroma of freshly baked bread drew me into the bakery.

adj. having an attractive or tempting quality that draws people in; encouraging or alluring in a way that makes people want to take part or participate

28. The _____ for applying for a visa can be lengthy and complicated.

n. a series of actions or operations performed to achieve a particular outcome or goal; a systematic procedure or approach used to accomplish a specific task or objective; a method of treating milk to make it suitable for consumption or use in other dairy products

29. The experience was _____ and left a lasting impression.

adj. extremely unpleasant or bad; causing fear or disgust

30. He could no longer tell the difference between _____ and reality.

n. a false idea or belief, especially about somebody or about a situation

31. The airport implemented a _____ zone during the presidential visit.

n. a situation in which planes are not allowed to take off or land at a particular airport or in particular airspace; a list of individuals who are prohibited from flying due to security concerns

32. Aging _____ up slowly with time.

v. to move slowly, quietly, and carefully, usually to avoid being seen or heard

ANSWERS: 25. priority, 26. attendant, 27. inviting, 28. process, 29. horrible, 30. illusion, 31. no-fly, 32. creeps

33. I will be very happy to accept your _____.
- n.* a spoken or written request to participate or be present or take part in something
34. The investigation _____ several government agencies and is expected to take several months.
- v.* to include or affect someone or something as a necessary part of something else
35. In times of recession, an increase in unemployment is _____.
- adj.* certain to happen and unavoidable
36. The government promised to _____ a new system to control the financial crisis.
- v.* to put a decision, plan, or system into effect
37. Humankind took centuries to _____ true democracy.
- v.* to finish or achieve something successfully
38. I am _____ opposed to his idea because of morality.
- adv.* without restriction or limitation; completely or utterly
39. _____ at the meeting is mandatory for all employees.
- n.* the act of being present at an event or gathering; the number of people present at an event or gathering
40. Use a singular _____ if the subject is singular.
- n.* a word or phrase that describes an action, state, or experience

ANSWERS: 33. invitation, 34. involves, 35. inevitable, 36. implement, 37. accomplish, 38. absolutely, 39. Attendance, 40. verb

41. Boxing fans often criticize his _____ stance.
adj. used or intended to protect someone or something against attack or aggression
42. It takes a lot of _____ to stand up for what you believe is right.
n. the ability to face danger, difficulty, uncertainty, or pain without being overcome by fear or despair; the quality of being brave or courageous
43. It is a basic instinct to _____ from a dangerous situation.
v. to leave by running away, especially out of fear or danger
44. She couldn't _____ whether to order the pizza or the pasta for dinner.
v. to make up someone's mind about something; to come to a conclusion or judgment after considering options
45. They fear a _____ of a new type of virus.
n. an outbreak of a disease that affects many people over a very wide area
46. Most babies can readily _____ a wide variety of foods.
v. to transform food into absorbable substances; break down
47. A culture of _____ in the workplace leads to better communication and productivity.
n. the quality of being truthful, sincere, and morally upright; adherence to moral and ethical principles
48. Her sleep was _____ by recurring pain.
v. to say or do something that causes someone to stop in their speech or action
49. Dolphins use sound to _____ with each other.
v. to share or exchange information with others by speaking, writing, moving your body, or using other signals

ANSWERS: 41. defensive, 42. courage, 43. flee, 44. decide, 45. pandemic, 46. digest, 47. honesty, 48. interrupted, 49. communicate

50. Wild animals need to go forward with the _____ action to survive.
adj. the best; most likely to be successful or advantageous
51. She was struggling to make a _____ between two job offers.
n. the act or process of making up someone's mind about something; a choice or judgment reached after considering options
52. She is still _____ from a shot to her shoulder.
v. to return to a former condition, health, mind, or strength
53. Shall we _____ a bite to eat?
v. to take hold of something or someone suddenly with a hand, especially in a violent way
54. The _____ office has decided to lay off 10% of the workforce.
adj. of or relating to a large company
55. A wealth of information does not always have a positive impact on _____.
n. a person who makes important decisions, especially at a high level in an organization
56. I feel _____ today; please forgive me if I seem irritable.
adj. easily irritated or annoyed; bad-tempered; in a state of discomfort or pain, often resulting in irritability or moodiness
57. The phone rang at the most _____ time.
adj. suitable or happening at a time that is suitable or convenient for a particular purpose

ANSWERS: 50. optimal, 51. decision, 52. recovering, 53. grab, 54. corporate, 55. decision-makers, 56. cranky, 57. opportune

58. He bated his _____ when talking about this affair.

- n.* the air that is taken into and expelled from your lungs; the process of taking into and expelling air from your lungs

59. We want to _____ you to our annual charity event.

- v.* to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place

60. He tried to _____ his experience to the group, but they couldn't understand.

- v.* to establish a connection or association between two or more things; to narrate or tell about an event, experience, or relationship; to empathize or feel sympathy with someone or something

61. He was exhausted and _____ into bed as soon as he got home.

- v.* to move in a particular direction by turning over and over or from side to side

ANSWERS: 58. breath, 59. invite, 60. relate, 61. rolled