

# Englist.me



## Vocabulary Builder Reference from...

*Patty McCord: 4 lessons the pandemic taught us about work, life and balance | TED Talk*

[https://www.ted.com/talks/patty\\_mccord\\_4\\_lessons\\_the\\_pandemic\\_taught\\_us\\_about\\_work\\_life\\_and\\_balance](https://www.ted.com/talks/patty_mccord_4_lessons_the_pandemic_taught_us_about_work_life_and_balance)

### All Words

#### IMPORTANT

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## Session 1: Word List

### corporation

*n.* a large company or group of companies that are controlled together by law as a single unit

*synonym* : business, company, enterprise

(1) a public **corporation**, (2) **corporation** assets

Four companies were amalgamated into a single **corporation**.

### start-up

*n.* a newly established company or business

(1) **start-up** business, (2) early-stage **start-up**

Our company's services are targeted at **start-up** executives.

### convince

*v.* to persuade someone or make someone believe that something is true

*synonym* : persuade, win over, convert

(1) **convince** her to go with us, (2) **convince** an opponent

I am considering what I should do to **convince** him.

### backstage

*adj.* relating to or situated in the area behind the stage of a theater, concert, or other performance venues; relating to the private or hidden aspects of something, such as politics, business, or personal life

*synonym* : behind-the-scenes, offstage, private

(1) **backstage** access, (2) **backstage** crew

The **backstage** preparations for the concert took hours to complete.

## offstage

*adv.* in a location outside of the stage area in a theater or other performance venue; not visible to the audience or spectators

*synonym*: backstage, behind the scenes, off-camera

(1) crack jokes **offstage** during the break, (2) quickly move the props **offstage**

The actors were waiting anxiously **offstage** for their cue to go on.

## inspire

*v.* to make somebody fill with the desire, confidence, or enthusiasm, especially to do something creative

*synonym*: boost, encourage, enlighten

(1) **inspire** a feeling of curiosity, (2) **inspire** him to write a novel

The unique style of this martial arts **inspired** many action film producers.

## regulate

*v.* to control something, especially by means of rules or laws

*synonym*: control, restrain, handle

(1) **regulate** blood sugar levels, (2) **regulate** our conduct

We must manage to **regulate** our expenditure.

## industrious

*adj.* hardworking, diligent, and persistent in effort

*synonym*: diligent, hardworking, assiduous

(1) **industrious** worker, (2) **industrious** student

He was known to be very **industrious** and would often work late into the night.

## nonprofit

*adj.* not established for commercial profit

*synonym*: charitable

(1) a **nonprofit** organization, (2) **nonprofit** agency

Our law firm also focuses on **nonprofit** activities.

## 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.

## suit

*n.* a set of clothes that are made from the same material; a claim or complaint that a person or organization can file in court against another party; (verb) to be fit or acceptable for

*synonym* : clothes, lawsuit, (verb) fit

(1) **suit** and tie restaurant, (2) **suit** at law

Six **suits** are awaiting trial or verdict.

## 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.

## temperature

*n.* the degree of hotness or coldness of a thing or place

*synonym* : climate, warmth, degree

(1) extreme **temperatures**, (2) the atmospheric **temperature**

Cities around the world set records for highest **temperatures** this summer.

## virtually

*adv.* almost completely

*synonym* : almost, basically, nearly

(1) **virtually** all countries, (2) **virtually** identical

**Virtually** all the parties signed the contract.

## innovation

*n.* the creation of a new device or process resulting from study and experimentation

*synonym* : invention, initiation, creation

(1) **innovation** leader, (2) cutting-edge **innovation**

The vegetarian burger was an **innovation** that quickly spread to the United Kingdom.

## flexibility

*n.* the quality of changing or being changed easily according to new conditions or situations

*synonym*: elasticity, adaptability, resilience

(1) mental **flexibility**, (2) the **flexibility** of the body

We dealt with those problems with speed and **flexibility**.

## creative

*adj.* relating to or involving the use of skill and original and unusual ideas to create something

*synonym*: imaginative, innovative, inventive

(1) **creative** writing, (2) barren of **creative** spirit

All the supervisor has to do is assign tasks that make his subordinates more **creative**.

## toddler

*n.* a young child who has recently learned to walk

*synonym*: child, infant, youngster

(1) an active **toddler**, (2) **toddler** in nappy

A **toddler** needs constant supervision and firm control.

## zoom

*v.* to move along very quickly; (noun) the act of rising upward into the air

*synonym*: move quickly, dive, buzz

(1) **zoom** in on a photo, (2) **zoom** lens

He **zoomed** back in time to the soccer game.

## pet

*n.* an animal that you have at home as a companion and treated kindly

(1) a **pet** bird, (2) a teacher's **pet**

I have a parrot as a **pet**.

## diaper

*n.* a soft, absorbent piece of material worn by babies and young children around their waist and between their legs to catch urine and feces

*synonym*: napkin, nappy

(1) **diaper** bag, (2) cloth **diaper**

I need to buy a pack of **diapers** for my baby before we run out.

## separate

v. to force, take, or pull apart; mark as different

*synonym*: disunite, isolate, ramify

(1) **separate** video into chapter, (2) **separate** cream from milk

We need to **separate** the aspect of his personality from the part of his competence when making an investment decision.

## balance

n. a condition in which everything has the same weight or force; something left after other parts have been taken away

*synonym*: equilibrium, counterpoise, remainder

(1) the **balance** of power, (2) asset on the company's **balance** sheet

Try to keep a **balance** between work and off.

## confuse

v. to mistake one thing for another; to make somebody hard to understand

*synonym*: confound, obscure, disorient

(1) **confuse** the listener, (2) **confuse** fantasy with reality

Her remarks **confused** the debate.

## complexity

n. the state or quality of being complicated or intricate and difficult to understand

*synonym*: intricacy, sophistication, elaboration

(1) cognitive **complexity**, (2) **complexity** theory

The project's **complexity** made it difficult for the team to complete it on time.

## coordination

n. the act of making all the people involved in a plan or activity work together effectively; the ability to control different parts of the body effectively

*synonym*: cooperation, teamwork, collaboration

(1) data **coordination**, (2) loss of muscle **coordination**  
Synchronized swimming needs close **coordination** between six performers.

## recognize

*v.* to acknowledge or realize something or someone; to identify, remember, or become aware of something that was previously known or encountered

*synonym*: acknowledge, identify, admit

(1) **recognize** talent, (2) **recognize** achievement

It's important to **recognize** your strengths and weaknesses.

## responsible

*adj.* answerable or accountable for something within one's power, control, or management

*synonym*: accountable, answerable, liable

(1) **responsible** action, (2) **responsible** for a customer service

She's a **responsible** pet owner who ensures her dog gets enough exercise and a healthy diet.

## obligation

*n.* the state of being morally or legally bound to do or pay something

*synonym*: burden, commitment, debt

(1) a deep **obligation**, (2) pay an **obligation**

You are under no **obligation** to finish the job.

## commit

*v.* to do something illegal or wrong

*synonym*: engage, carry out, execute

(1) **commit** suicide, (2) **commit** mistakes

The military has **committed** an abuse of human rights.

## suite

*n.* a set of rooms designated for a particular purpose or activity, especially a set of rooms in a hotel or private residence used as a living unit; a musical composition of several movements only loosely connected; the group following and attending to some important person

*synonym*: set, series, collection

(1) **suite** room, (2) **suite** of products

The presidential **suite** is the most luxurious room in the hotel.

## operate

*v.* to work in a particular way; to supervise something

*synonym* : work, use, employ

(1) **operate** 24 hours a day, (2) manually **operate** a machine

This machine is too difficult to **operate** for me.

## dumb

*adj.* lacking the power of speech, unable to speak; stupid, or lacking intelligence

*synonym* : mute, speechless, idiotic

(1) **dumb** creatures, (2) struck **dumb**

He made a **dumb** mistake and forgot to submit the report on time.

## strict

*adj.* strongly limiting someone's freedom; allowing no deviation from a standard, rule, belief, etc.

*synonym* : rigorous, inflexible, relentless

(1) **strict** compliance regime, (2) in **strict** secrecy

Too **strict** a regulation for the private sector will stifle innovation.

## coordinate

*v.* to bring the different parts of the activity and the people into an organized, ordered, or efficient relationship; (adjective) of equal importance, rank, or degree

*synonym* : organize, harmonize, ordinate

(1) **coordinate** a special project, (2) a **coordinate** clause

We want to **coordinate** a schedule for the investigation.

## metric

*adj.* using or relating to the meter as a unit of length; a system of related measures that facilitates the quantification of some particular characteristic

*synonym* : metrical, measured

(1) **metric** units, (2) key performance **metrics**

In the **metric** system, measurements are made in meters and liters.

## concept

*n.* an idea or principle associated with something abstract  
*synonym* : idea, notion, vision

(1) learn new **concepts**, (2) **concept** car

One such rapidly growing **concept** is quantum cryptography.

## context

*n.* the circumstances, facts, or conditions that surround a particular event, situation, or statement and that give it meaning

*synonym* : background, setting, environment

(1) historical **context**, (2) legal **context**

It's important to understand the **context** of a situation before making a decision.

## profit

*n.* money that is earned in business or by selling things after deducting the costs involved

*synonym* : earnings, gain, proceeds

(1) gross **profit**, (2) make a **profit**

This business yields little **profit**.

## 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.

## excellence

*n.* the quality of being extremely good

*synonym* : distinction, goodness, superiority

(1) **excellence** in product design, (2) highest standards of **excellence**

He has also won many marketing **excellence** awards.

## relative

*adj.* considered and evaluated through comparison with something else

*synonym* : comparative, proximate, congeneric

(1) a remote **relative**, (2) **relative** factors

Most countries prohibit sexual activity between certain close **relatives**.



## independence

*n.* freedom from another's or others' control or influence  
*synonym*: freedom, liberty, autonomy

(1) financial **independence**, (2) **independence** ceremony

There is nothing more valuable than **independence** and freedom.

## critic

*n.* someone who expresses opinions about the quality of books, music, etc.

*synonym*: pundit, analyst, attacker

(1) art **critic**, (2) severe **critic**

Advocates for legal reform hear less harsh words from their **critics**.

## 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.

## waterfall

*n.* a point in a river or stream where water falls from a high place, for example, over a cliff or rock

*synonym*: cascade, falls, rapids

(1) scenic **waterfall**, (2) a **waterfall** with a fall of ten feet

Years of river erosion have formed the uniquely shaped **waterfall** basin.

## heartbeat

*n.* the regular movement or sound of the heart as it sends blood around the body; an animating or vital unifying force

*synonym*: beat, pulse, force

(1) **heartbeat** abnormality, (2) a pounding **heartbeat**

New York is the commercial **heartbeat** of America.

## consistent

*adj.* always behaving or happening in the same way, or having the same thoughts, standards, etc.

*synonym*: coherent, constant, compatible

(1) do on a **consistent** basis, (2) get **consistent** results

You are not **consistent** in your behavior.

## 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.

## discipline

*n.* the practice of training people to obey rules or a code of behavior, using and punishments if these are broken; a region of activity, knowledge, or influence

*synonym*: training, restraint, field

(1) break **discipline**, (2) rigid **discipline**

He quickly learned the military **discipline**.

## 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**.

## automatically

*adv.* without needing a direct human control

*synonym*: mechanically, unconsciously, spontaneously

(1) record driving **automatically**, (2) **automatically** adjusted

Our subscription plan is **automatically** renewed.

## jot

*v.* to write quickly or briefly

*synonym*: note, scribble, write down

(1) **jot** off a letter, (2) **jot** down ideas

I'll **jot** down the address, so I don't forget it.

## in-person

*adv.* taking place with someone physically present together in the same place rather than on the phone, e-mail, or video link:

*synonym* : directly, physically, personally

(1) **in-person** performance, (2) get an **in-person** appointment

The virtual world is quite different from the **in-person** world.

## rethink

*v.* to consider again a plan, idea, etc., especially to change it

*synonym* : reexplore, review, reconsider

(1) **rethink** a marketing plan, (2) **rethink** the role of the manager

We have to **rethink** our company's product lineup for further growth.

## nostalgia

*n.* a sentimental longing or wistful affection for a period in the past

*synonym* : longing, wistfulness, yearning

(1) a warm **nostalgia**, (2) **nostalgia** trip

The ice cream truck's sound brought back **nostalgia** for my childhood.

## approval

*n.* the belief that someone or something is good or acceptable

*synonym* : acceptance, endorsement, permission

(1) a written **approval**, (2) express my **approval**

This project took a lot of time to get the president's **approval**.

## bunch

*n.* a grouping of several similar things which are growing or fastened together

*synonym* : group, assemblage, bundle

(1) a **bunch** of trees, (2) a **bunch** of schoolgirls

One bad apple spoils the whole **bunch**.

## discovery

*n.* the act or process of finding information, a place, or an object, or learning about something that was previously

not known

*synonym*: finding, uncovering, detection

(1) a scientific **discovery**, (2) the great **discovery** of the century

Her research team made an important **discovery**.

## **workforce**

*n.* all the people who work in a company, industry, country, etc.

*synonym*: labor pool, manpower

(1) skilled **workforce**, (2) the **workforce** is on strike

Many companies outsource and hire consultants to keep their **workforce** flexible.

## **excite**

*v.* to make someone feel suddenly enthusiastic or eager

*synonym*: thrill, exhilarate, animate

(1) **excite** the crowd, (2) **excite** rebellion

The news of her promotion **excited** her.

## Session 2: Spelling

- |   |  |
|---|--|
| 1. no_____ia trip                       | <i>n.</i> a sentimental longing or wistful affection for a period in the past  |
| 2. a bu__h of schoolgirls               | <i>n.</i> a grouping of several similar things which are growing or fastened together  |
| 3. highest standards of exc_____ce      | <i>n.</i> the quality of being extremely good  |
| 4. co_____t car                         | <i>n.</i> an idea or principle associated with something abstract  |
| 5. legal co_____t                       | <i>n.</i> the circumstances, facts, or conditions that surround a particular event, situation, or statement and that give it meaning |
| 6. inn_____on leader                    | <i>n.</i> the creation of a new device or process resulting from study and experimentation   |
| 7. learn new co_____ts                  | <i>n.</i> an idea or principle associated with something abstract  |
| 8. manually op_____e a machine          | <i>v.</i> to work in a particular way; to supervise something  |
| 9. early-stage st_____up                | <i>n.</i> a newly established company or business  |
| 10. a bu__h of trees                    | <i>n.</i> a grouping of several similar things which are growing or fastened together  |
| 11. ind_____us worker                   | <i>adj.</i> hardworking, diligent, and persistent in effort  |
| 12. a wa_____ll with a fall of ten feet | <i>n.</i> a point in a river or stream where water falls from a high place, for example, over a cliff or rock                        |

ANSWERS: 1. nostalgia, 2. bunch, 3. excellence, 4. concept, 5. context, 6. innovation, 7. concept, 8. operate, 9. start-up, 10. bunch, 11. industrious, 12. waterfall

13. ex\_\_\_e rebellion *v.* to make someone feel suddenly enthusiastic or eager
14. z\_\_m in on a photo *v.* to move along very quickly; (noun) the act of rising upward into the air
15. the fle\_\_\_\_\_ty of the body *n.* the quality of changing or being changed easily according to new conditions or situations
16. re\_\_\_\_\_ze achievement *v.* to acknowledge or realize something or someone; to identify, remember, or become aware of something that was previously known or encountered
17. com\_\_\_\_\_te well with my advisor *v.* to share or exchange information with others by speaking, writing, moving your body, or using other signals
18. in\_\_\_\_\_e a feeling of curiosity *v.* to make somebody fill with the desire, confidence, or enthusiasm, especially to do something creative
19. no\_\_\_\_\_it agency *adj.* not established for commercial profit
20. su\_\_e of products *n.* a set of rooms designated for a particular purpose or activity, especially a set of rooms in a hotel or private residence used as a living unit; a musical composition of several movements only loosely connected; the group following and attending to some important person
21. asset on the company's ba\_\_\_\_\_e sheet *n.* a condition in which everything has the same weight or force; something left after other parts have been taken away

ANSWERS: 13. excite, 14. zoom, 15. flexibility, 16. recognize, 17. communicate, 18. inspire, 19. nonprofit, 20. suite, 21. balance

22. he\_\_\_\_\_at abnormality *n.* the regular movement or sound of the heart as it sends blood around the body; an animating or vital unifying force
23. 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
24. co\_\_\_\_t mistakes *v.* to do something illegal or wrong
25. crack jokes of\_\_\_\_\_ge during the break *adv.* in a location outside of the stage area in a theater or other performance venue; not visible to the audience or spectators
26. di\_\_\_\_r bag *n.* a soft, absorbent piece of material worn by babies and young children around their waist and between their legs to catch urine and feces
27. ex\_\_\_\_e the crowd *v.* to make someone feel suddenly enthusiastic or eager
28. com\_\_\_\_\_ty theory *n.* the state or quality of being complicated or intricate and difficult to understand
29. break dis\_\_\_\_\_ne *n.* the practice of training people to obey rules or a code of behavior, using and punishments if these are broken; a region of activity, knowledge, or influence
30. skilled wo\_\_\_\_\_ce *n.* all the people who work in a company, industry, country, etc.
31. exc\_\_\_\_\_ce in product design *n.* the quality of being extremely good

ANSWERS: 22. heartbeat, 23. decision, 24. commit, 25. offstage, 26. diaper, 27. excite, 28. complexity, 29. discipline, 30. workforce, 31. excellence

32. ba\_\_\_\_\_ge access *adj.* relating to or situated in the area behind the stage of a theater, concert, or other performance venues; relating to the private or hidden aspects of something, such as politics, business, or personal life
33. s\_\_t at law *n.* a set of clothes that are made from the same material; a claim or complaint that a person or organization can file in court against another party; (verb) to be fit or acceptable for
34. the atmospheric tem\_\_\_\_\_re *n.* the degree of hotness or coldness of a thing or place
35. gross pr\_\_\_\_t *n.* money that is earned in business or by selling things after deducting the costs involved
36. co\_\_\_\_\_e fantasy with reality *v.* to mistake one thing for another; to make somebody hard to understand
37. key performance me\_\_\_\_cs *adj.* using or relating to the meter as a unit of length; a system of related measures that facilitates the quantification of some particular characteristic
38. in\_\_\_\_\_e him to write a novel *v.* to make somebody fill with the desire, confidence, or enthusiasm, especially to do something creative
39. historical co\_\_\_\_\_t *n.* the circumstances, facts, or conditions that surround a particular event, situation, or statement and that give it meaning
40. in st\_\_\_\_t secrecy *adj.* strongly limiting someone's freedom; allowing no deviation from a standard, rule, belief, etc.

ANSWERS: 32. backstage, 33. suit, 34. temperature, 35. profit, 36. confuse, 37. metric, 38. inspire, 39. context, 40. strict



- |                                  |  |
|----------------------------------|--|
| 41. a no_____it organization     | <i>adj.</i> not established for commercial profit  |
| 42. re_____te our conduct        | <i>v.</i> to control something, especially by means of rules or laws   |
| 43. ind_____nce ceremony         | <i>n.</i> freedom from another's or others' control or influence   |
| 44. ind_____us student           | <i>adj.</i> hardworking, diligent, and persistent in effort  |
| 45. su__e room                   | <i>n.</i> a set of rooms designated for a particular purpose or activity, especially a set of rooms in a hotel or private residence used as a living unit; a musical composition of several movements only loosely connected; the group following and attending to some important person |
| 46. re_____ve factors            | <i>adj.</i> considered and evaluated through comparison with something else  |
| 47. pay an obl_____on            | <i>n.</i> the state of being morally or legally bound to do or pay something   |
| 48. re_____te blood sugar levels | <i>v.</i> to control something, especially by means of rules or laws   |
| 49. a public cor_____on          | <i>n.</i> a large company or group of companies that are controlled together by law as a single unit   |
| 50. vi_____ly all countries      | <i>adv.</i> almost completely  |
| 51. se_____te video into chapter | <i>v.</i> to force, take, or pull apart; mark as different   |
| 52. express my ap_____al         | <i>n.</i> the belief that someone or something is good or acceptable   |

ANSWERS: 41. nonprofit, 42. regulate, 43. independence, 44. industrious, 45. suite, 46. relative, 47. obligation, 48. regulate, 49. corporation, 50. virtually, 51. separate, 52. approval

53. acc\_\_\_\_\_sh military operations      *v.* to finish or achieve something successfully
54. severe cr\_\_\_c      *n.* someone who expresses opinions about the quality of books, music, etc.
55. in\_\_\_\_\_on performance      *adv.* taking place with someone physically present together in the same place rather than on the phone, e-mail, or video link:
56. d\_\_b creatures      *adj.* lacking the power of speech, unable to speak; stupid, or lacking intelligence
57. art cr\_\_\_c      *n.* someone who expresses opinions about the quality of books, music, etc.
58. barren of cr\_\_\_\_\_ve spirit      *adj.* relating to or involving the use of skill and original and unusual ideas to create something
59. a coo\_\_\_\_\_te clause      *v.* to bring the different parts of the activity and the people into an organized, ordered, or efficient relationship; (adjective) of equal importance, rank, or degree
60. acc\_\_\_\_\_sh a goal      *v.* to finish or achieve something successfully
61. the ba\_\_\_\_\_e of power      *n.* a condition in which everything has the same weight or force; something left after other parts have been taken away
62. j\_t down ideas      *v.* to write quickly or briefly
63. 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

ANSWERS: 53. accomplish, 54. critic, 55. in-person, 56. dumb, 57. critic, 58. creative, 59. coordinate, 60. accomplish, 61. balance, 62. jot, 63. communicate

64. op\_\_\_\_\_e 24 hours a day      *v.* to work in a particular way; to supervise something
65. a warm no\_\_\_\_\_ia      *n.* a sentimental longing or wistful affection for a period in the past
66. ba\_\_\_\_\_ge crew      *adj.* relating to or situated in the area behind the stage of a theater, concert, or other performance venues; relating to the private or hidden aspects of something, such as politics, business, or personal life
67. cr\_\_\_\_\_ve writing      *adj.* relating to or involving the use of skill and original and unusual ideas to create something
68. de\_\_\_\_\_on authority      *n.* the act or process of making up someone's mind about something; a choice or judgment reached after considering options
69. quickly move the props of \_\_\_\_\_ge      *adv.* in a location outside of the stage area in a theater or other performance venue; not visible to the audience or spectators
70. mental fle\_\_\_\_\_ty      *n.* the quality of changing or being changed easily according to new conditions or situations
71. rigid dis\_\_\_\_\_ne      *n.* the practice of training people to obey rules or a code of behavior, using and punishments if these are broken; a region of activity, knowledge, or influence
72. a pounding he\_\_\_\_\_at      *n.* the regular movement or sound of the heart as it sends blood around the body; an animating or vital unifying force

ANSWERS: 64. operate, 65. nostalgia, 66. backstage, 67. creative, 68. decision, 69. offstage, 70. flexibility, 71. discipline, 72. heartbeat

73. re\_\_\_\_k a marketing plan *v.* to consider again a plan, idea, etc., especially to change it
74. a deep obl\_\_\_\_\_on *n.* the state of being morally or legally bound to do or pay something
75. the great di\_\_\_\_\_ry of the century *n.* the act or process of finding information, a place, or an object, or learning about something that was previously not known
76. res\_\_\_\_\_le for a customer service *adj.* answerable or accountable for something within one's power, control, or management
77. scenic wa\_\_\_\_\_ll *n.* a point in a river or stream where water falls from a high place, for example, over a cliff or rock
78. st\_\_\_\_up business *n.* a newly established company or business
79. a teacher's p\_t *n.* an animal that you have at home as a companion and treated kindly
80. record driving aut\_\_\_\_\_lly *adv.* without needing a direct human control
81. flu pa\_\_\_\_\_ic *n.* an outbreak of a disease that affects many people over a very wide area
82. cognitive com\_\_\_\_\_ty *n.* the state or quality of being complicated or intricate and difficult to understand
83. re\_\_\_\_k the role of the manager *v.* to consider again a plan, idea, etc., especially to change it
84. make a pr\_\_\_\_t *n.* money that is earned in business or by selling things after deducting the costs involved

ANSWERS: 73. rethink, 74. obligation, 75. discovery, 76. responsible, 77. waterfall, 78. start-up, 79. pet, 80. automatically, 81. pandemic, 82. complexity, 83. rethink, 84. profit

85. 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
86. to\_\_\_\_\_r in nappy *n.* a young child who has recently learned to walk
87. cor\_\_\_\_\_on assets *n.* a large company or group of companies that are controlled together by law as a single unit
88. loss of muscle coo\_\_\_\_\_ion *n.* the act of making all the people involved in a plan or activity work together effectively; the ability to control different parts of the body effectively
89. co\_\_\_\_\_ce her to go with us *v.* to persuade someone or make someone believe that something is true
90. 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
91. res\_\_\_\_\_le action *adj.* answerable or accountable for something within one's power, control, or management
92. get con\_\_\_\_\_nt results *adj.* always behaving or happening in the same way, or having the same thoughts, standards, etc.
93. get an in\_\_\_\_\_on appointment *adv.* taking place with someone physically present together in the same place rather than on the phone, e-mail, or video link:

ANSWERS: 85. schedule, 86. toddler, 87. corporation, 88. coordination, 89. convince, 90. schedule, 91. responsible, 92. consistent, 93. in-person

94. a remote re\_\_\_\_ve *adj.* considered and evaluated through comparison with something else
95. j\_t off a letter *v.* to write quickly or briefly
96. the wo\_\_\_\_\_ce is on strike *n.* all the people who work in a company, industry, country, etc.
97. an oxygen m\_\_k *v.* to conceal something; (noun) a covering that you wear over your face to hide it
98. coo\_\_\_\_\_te a special project *v.* to bring the different parts of the activity and the people into an organized, ordered, or efficient relationship; (adjective) of equal importance, rank, or degree
99. co\_\_\_\_\_e the listener *v.* to mistake one thing for another; to make somebody hard to understand
100. se\_\_\_\_\_te cream from milk *v.* to force, take, or pull apart; mark as different
101. m\_\_k body odor *v.* to conceal something; (noun) a covering that you wear over your face to hide it
102. do on a con\_\_\_\_\_nt basis *adj.* always behaving or happening in the same way, or having the same thoughts, standards, etc.
103. extreme tem\_\_\_\_\_res *n.* the degree of hotness or coldness of a thing or place
104. co\_\_\_t suicide *v.* to do something illegal or wrong
105. financial ind\_\_\_\_\_nce *n.* freedom from another's or others' control or influence
106. st\_\_\_t compliance regime *adj.* strongly limiting someone's freedom; allowing no deviation from a standard, rule, belief, etc.

ANSWERS: 94. relative, 95. jot, 96. workforce, 97. mask, 98. coordinate, 99. confuse, 100. separate, 101. mask, 102. consistent, 103. temperature, 104. commit, 105. independence, 106. strict

107. cutting-edge inn\_\_\_\_\_on *n.* the creation of a new device or process resulting from study and experimentation
108. struck d\_\_b *adj.* lacking the power of speech, unable to speak; stupid, or lacking intelligence
109. an active to\_\_\_\_\_r *n.* a young child who has recently learned to walk
110. aut\_\_\_\_\_lly adjusted *adv.* without needing a direct human control
111. a scientific di\_\_\_\_\_ry *n.* the act or process of finding information, a place, or an object, or learning about something that was previously not known
112. a p\_t bird *n.* an animal that you have at home as a companion and treated kindly
113. a written ap\_\_\_\_\_al *n.* the belief that someone or something is good or acceptable
114. z\_\_m lens *v.* to move along very quickly; (noun) the act of rising upward into the air
115. data coo\_\_\_\_\_ion *n.* the act of making all the people involved in a plan or activity work together effectively; the ability to control different parts of the body effectively
116. s\_\_t and tie restaurant *n.* a set of clothes that are made from the same material; a claim or complaint that a person or organization can file in court against another party; (verb) to be fit or acceptable for
117. re\_\_\_\_\_ze talent *v.* to acknowledge or realize something or someone; to identify, remember, or become aware of something that was previously known or encountered

ANSWERS: 107. innovation, 108. dumb, 109. toddler, 110. automatically, 111. discovery, 112. pet, 113. approval, 114. zoom, 115. coordination, 116. suit, 117. recognize

118. co\_\_\_\_ce an opponent

*v.* to persuade someone or make someone believe that something is true

119. vi\_\_\_\_\_ly identical

*adv.* almost completely

120. me\_\_\_c units

*adj.* using or relating to the meter as a unit of length; a system of related measures that facilitates the quantification of some particular characteristic

121. global pa\_\_\_\_\_ic

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

122. cloth di\_\_\_\_r

*n.* a soft, absorbent piece of material worn by babies and young children around their waist and between their legs to catch urine and feces

ANSWERS: 118. convince, 119. virtually, 120. metric, 121. pandemic, 122. diaper



## Session 3: Fill in the Blanks

1. Try to keep a \_\_\_\_\_ between work and off.  
*n.* a condition in which everything has the same weight or force; something left after other parts have been taken away
2. It's important to understand the \_\_\_\_\_ of a situation before making a decision.  
*n.* the circumstances, facts, or conditions that surround a particular event, situation, or statement and that give it meaning
3. The project's \_\_\_\_\_ made it difficult for the team to complete it on time.  
*n.* the state or quality of being complicated or intricate and difficult to understand
4. You are under no \_\_\_\_\_ to finish the job.  
*n.* the state of being morally or legally bound to do or pay something
5. The ice cream truck's sound brought back \_\_\_\_\_ for my childhood.  
*n.* a sentimental longing or wistful affection for a period in the past
6. The unique style of this martial arts \_\_\_\_\_ many action film producers.  
*v.* to make somebody fill with the desire, confidence, or enthusiasm, especially to do something creative
7. The \_\_\_\_\_ preparations for the concert took hours to complete.  
*adj.* relating to or situated in the area behind the stage of a theater, concert, or other performance venues; relating to the private or hidden aspects of something, such as politics, business, or personal life
8. Advocates for legal reform hear less harsh words from their \_\_\_\_\_.  
*n.* someone who expresses opinions about the quality of books, music, etc.

ANSWERS: 1. balance, 2. context, 3. complexity, 4. obligation, 5. nostalgia, 6. inspired, 7. backstage, 8. critics

9. We have to \_\_\_\_\_ our company's product lineup for further growth.  
*v.* to consider again a plan, idea, etc., especially to change it
10. One such rapidly growing \_\_\_\_\_ is quantum cryptography.  
*n.* an idea or principle associated with something abstract
11. In the \_\_\_\_\_ system, measurements are made in meters and liters.  
*adj.* using or relating to the meter as a unit of length; a system of related measures that facilitates the quantification of some particular characteristic
12. We must manage to \_\_\_\_\_ our expenditure.  
*v.* to control something, especially by means of rules or laws
13. The virtual world is quite different from the \_\_\_\_\_ world.  
*adv.* taking place with someone physically present together in the same place rather than on the phone, e-mail, or video link:
14. It's important to \_\_\_\_\_ your strengths and weaknesses.  
*v.* to acknowledge or realize something or someone; to identify, remember, or become aware of something that was previously known or encountered
15. The politician tried to \_\_\_\_\_ the corruption.  
*v.* to conceal something; (noun) a covering that you wear over your face to hide it
16. \_\_\_\_\_ all the parties signed the contract.  
*adv.* almost completely
17. Many companies outsource and hire consultants to keep their \_\_\_\_\_ flexible.  
*n.* all the people who work in a company, industry, country, etc.

ANSWERS: 9. rethink, 10. concept, 11. metric, 12. regulate, 13. in-person, 14. recognize, 15. mask, 16. Virtually, 17. workforce

18. Too \_\_\_\_\_ a regulation for the private sector will stifle innovation.

*adj.* strongly limiting someone's freedom; allowing no deviation from a standard, rule, belief, etc.

19. New York is the commercial \_\_\_\_\_ of America.

*n.* the regular movement or sound of the heart as it sends blood around the body; an animating or vital unifying force

20. 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

21. I am considering what I should do to \_\_\_\_\_ him.

*v.* to persuade someone or make someone believe that something is true

22. She's a \_\_\_\_\_ pet owner who ensures her dog gets enough exercise and a healthy diet.

*adj.* answerable or accountable for something within one's power, control, or management

23. He made a \_\_\_\_\_ mistake and forgot to submit the report on time.

*adj.* lacking the power of speech, unable to speak; stupid, or lacking intelligence

24. Her remarks \_\_\_\_\_ the debate.

*v.* to mistake one thing for another; to make somebody hard to understand

25. Six \_\_\_\_\_ are awaiting trial or verdict.

*n.* a set of clothes that are made from the same material; a claim or complaint that a person or organization can file in court against another party; (verb) to be fit or acceptable for

ANSWERS: 18. strict, 19. heartbeat, 20. communicate, 21. convince, 22. responsible, 23. dumb, 24. confused, 25. suits

26. We dealt with those problems with speed and \_\_\_\_\_.
- n.* the quality of changing or being changed easily according to new conditions or situations
27. Most countries prohibit sexual activity between certain close \_\_\_\_\_.
- adj.* considered and evaluated through comparison with something else
28. Our company's services are targeted at \_\_\_\_\_ executives.
- n.* a newly established company or business
29. There is nothing more valuable than \_\_\_\_\_ and freedom.
- n.* freedom from another's or others' control or influence
30. Synchronized swimming needs close \_\_\_\_\_ between six performers.
- n.* the act of making all the people involved in a plan or activity work together effectively; the ability to control different parts of the body effectively
31. The actors were waiting anxiously \_\_\_\_\_ for their cue to go on.
- adv.* in a location outside of the stage area in a theater or other performance venue; not visible to the audience or spectators
32. Years of river erosion have formed the uniquely shaped \_\_\_\_\_ basin.
- n.* a point in a river or stream where water falls from a high place, for example, over a cliff or rock
33. One bad apple spoils the whole \_\_\_\_\_.
- n.* a grouping of several similar things which are growing or fastened together
34. This project took a lot of time to get the president's \_\_\_\_\_.
- n.* the belief that someone or something is good or acceptable

ANSWERS: 26. flexibility, 27. relatives, 28. start-up, 29. independence, 30. coordination, 31. offstage, 32. waterfall, 33. bunch, 34. approval

35. Humankind took centuries to \_\_\_\_\_ true democracy.  
*v.* to finish or achieve something successfully
36. They fear a \_\_\_\_\_ of a new type of virus.  
*n.* an outbreak of a disease that affects many people over a very wide area
37. The presidential \_\_\_\_\_ is the most luxurious room in the hotel.  
*n.* a set of rooms designated for a particular purpose or activity, especially a set of rooms in a hotel or private residence used as a living unit; a musical composition of several movements only loosely connected; the group following and attending to some important person
38. 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
39. You are not \_\_\_\_\_ in your behavior.  
*adj.* always behaving or happening in the same way, or having the same thoughts, standards, etc.
40. We want to \_\_\_\_\_ a schedule for the investigation.  
*v.* to bring the different parts of the activity and the people into an organized, ordered, or efficient relationship; (adjective) of equal importance, rank, or degree
41. The news of her promotion \_\_\_\_\_ her.  
*v.* to make someone feel suddenly enthusiastic or eager
42. A \_\_\_\_\_ needs constant supervision and firm control.  
*n.* a young child who has recently learned to walk

ANSWERS: 35. accomplish, 36. pandemic, 37. suite, 38. schedule, 39. consistent, 40. coordinate, 41. excited, 42. toddler

43. 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
44. I'll \_\_\_ down the address, so I don't forget it.  
*v.* to write quickly or briefly
45. Our subscription plan is \_\_\_\_\_ renewed.  
*adv.* without needing a direct human control
46. Four companies were amalgamated into a single \_\_\_\_\_.  
*n.* a large company or group of companies that are controlled together by law as a single unit
47. This business yields little \_\_\_\_\_.  
*n.* money that is earned in business or by selling things after deducting the costs involved
48. I have a parrot as a \_\_\_\_\_.  
*n.* an animal that you have at home as a companion and treated kindly
49. He \_\_\_\_\_ back in time to the soccer game.  
*v.* to move along very quickly; (noun) the act of rising upward into the air
50. He was known to be very \_\_\_\_\_ and would often work late into the night.  
*adj.* hardworking, diligent, and persistent in effort
51. All the supervisor has to do is assign tasks that make his subordinates more \_\_\_\_\_.  
*adj.* relating to or involving the use of skill and original and unusual ideas to create something

ANSWERS: 43. decision, 44. jot, 45. automatically, 46. corporation, 47. profit, 48. pet, 49. zoomed, 50. industrious, 51. creative

52. He quickly learned the military \_\_\_\_\_.

- n.* the practice of training people to obey rules or a code of behavior, using and punishments if these are broken; a region of activity, knowledge, or influence

53. The vegetarian burger was an \_\_\_\_\_ that quickly spread to the United Kingdom.

- n.* the creation of a new device or process resulting from study and experimentation

54. I need to buy a pack of \_\_\_\_\_ for my baby before we run out.

- n.* a soft, absorbent piece of material worn by babies and young children around their waist and between their legs to catch urine and feces

55. The military has \_\_\_\_\_ an abuse of human rights.

- v.* to do something illegal or wrong

56. This machine is too difficult to \_\_\_\_\_ for me.

- v.* to work in a particular way; to supervise something

57. He has also won many marketing \_\_\_\_\_ awards.

- n.* the quality of being extremely good

58. Our law firm also focuses on \_\_\_\_\_ activities.

- adj.* not established for commercial profit

59. We need to \_\_\_\_\_ the aspect of his personality from the part of his competence when making an investment decision.

- v.* to force, take, or pull apart; mark as different

ANSWERS: 52. discipline, 53. innovation, 54. diapers, 55. committed, 56. operate, 57. excellence, 58. nonprofit, 59. separate

60. Cities around the world set records for highest \_\_\_\_\_ this summer.

*n.* the degree of hotness or coldness of a thing or place

61. Her research team made an important \_\_\_\_\_.

*n.* the act or process of finding information, a place, or an object, or learning about something that was previously not known

ANSWERS: 60. temperatures, 61. discovery