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Vocabulary Builder Reference from...

Nadja Yousif: Why you should treat the tech you use at work like a colleague | TED Talk

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

All Words

IMPORTANT

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Session 1: Word List

- hire** v. to give somebody a job
synonym: employ, engage, lease
(1) **hire** a guide, (2) **hire** a car by the hour
We should always be prepared to **hire** talented recruits.
- employee** n. a person who is hired to work for a business or organization in exchange for wages or salary; a worker
synonym: worker, staff, personnel
(1) **employee** benefits, (2) **employee** evaluation
The **employee** handbook outlines the rules and regulations that all employees must follow.
- contract** n. a legally binding agreement between two or more parties, setting out their rights and obligations to each other, typically in writing and enforceable by law
synonym: agreement, deal, arrangement
(1) employment **contract**, (2) **contract** law
The company signed a **contract** with the supplier for the delivery of goods.
- appointment** n. a formal arrangement to meet someone at a particular time and place, especially for a reason connected with

their work; the act of putting a person into a job or position of responsibility

synonym : assignment, selection, commission

(1) **appointment** calendar, (2) take up an **appointment**

We had to reschedule the dentist's **appointment**.

ignore

v. to intentionally not listen or pay attention to

synonym : neglect, disregard, shun

(1) **ignore** her advice, (2) **ignore** a ban

Since independence, the area has been completely **ignored**.

dismiss

v. to regard something or someone as not important and not worth considering; to terminate someone's employment

synonym : decline, disband, dissolve

(1) **dismiss** a person from the office, (2) **dismiss** a matter with a laugh

The committee has decided to **dismiss** the president from the post.

yell

v. to shout in a sudden and loud way

synonym : shout, scream, cry

(1) **yell** for help, (2) **yell** as loud as we can

When I asked my father for more money, he became furious and **yelled** at me.

hotshot

n. a highly skilled or successful person, especially in a competitive field; a show-off or braggart

synonym : ace, expert, superstar

(1) marketing **hotshot**, (2) **hotshot** athlete

The **hotshot** detective quickly solved the case, impressing even his jaded colleagues.

scenario

n. a description of possible actions or events in the future; a written outline of a play, film, or literary work

synonym : plan, scheme, procedure

(1) the worst case **scenario**, (2) number of different **scenarios**

The president prepared several possible **scenarios** for an enemy attack.

exaggeration

n. an overstatement of facts or description; the act of making something seem larger, more important, or more significant than it is

synonym: hyperbole, overstatement, embellishment

(1) sensational **exaggeration**, (2) minimal **exaggeration**

His story was filled with obvious **exaggerations**.

adviser

n. a person who gives advice about a particular subject

synonym: consultant, guide, expert

(1) a medical **adviser**, (2) chief **adviser**

After retiring, he continued to be an **adviser** to politicians.

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.

invest

v. to put money, effort, time, etc. into something to make a profit or achieve a result

synonym: fund, sponsor, support

(1) **invest** in stocks, (2) **invest** capital

The government should view children as national assets and actively **invest** in them.

cancel

v. to decide that a previously scheduled activity will not take place

synonym: abort, invalidate, annul

(1) **cancel** a class, (2) **cancel** a free subscription trial

When customers **cancel** their reservations, they lose the deposit they made.

unreasonable

adj. not fair, sensible, or likely to be true

synonym: unjustified, unfair, excessive

(1) **unreasonable** demand, (2) an **unreasonable** amount of money

It would be **unreasonable** for me to expect you to work overtime without any extra compensation.

genuine

adj. real and exactly; not pretended; sincerely felt or expressed

synonym: actual, honest, unpretending

(1) a **genuine** article, (2) show **genuine** regret

Is this painting **genuine** or forged?

suppose

v. to think that something is likely to be actual or possible

synonym: guess, assume, presume

(1) **suppose** you're right, (2) **suppose** beforehand

What do you **suppose** the culprit's motive was?

software

n. a set of computer programs and associated documentation and data for doing particular computational jobs

synonym: program, system, operating system

(1) **software** architect, (2) copyrighted **software**

The company specializes in both hardware and **software**.

skeptical

adj. doubting that something is accurate or useful

synonym: doubtful, distrustful, suspicious

(1) a **skeptical** attitude, (2) **skeptical** scientists

His religious and philosophical beliefs were utterly **skeptical**.

postpone

v. to delay or reschedule something to a later time or date

synonym: delay, defer, reschedule

(1) **postpone** meeting, (2) **postpone** event

Due to inclement weather, the game has been **postponed** until next week.

shortcut

n. an alternative route shorter or quicker than the usual one

synonym: bypass, cutoff, alternative

(1) take a **shortcut**, (2) keyboard **shortcuts**

There is no **shortcut** to success.

frustrate

v. to hinder or prevent efforts, plans, or desires from doing, succeeding, or being fulfilled; to make someone feel upset or annoyed because they are unable to change or achieve something

synonym: hinder, thwart, dishearten

(1) **frustrate** the advancement, (2) **frustrate** other team members

The coach explained a strategy to **frustrate** the opponent's schemes to the players.

frustration

n. the feeling of being upset or annoyed as a result of being unable to change or achieve something

synonym: disappointment, discouragement, dissatisfaction

(1) **frustration** level, (2) express **frustration**

He felt a deep **frustration** as he realized the project would not be completed on time.

guilt

n. the fact of having committed something illegal; the negative feelings caused by believing or knowing that you have done something wrong

synonym: regret, remorse, blame

(1) criminal **guilt**, (2) feeling of **guilt**

Shame and **guilt** have significant social influences.

rack

n. a framework or support structure used to hold or display objects; a set of interconnected shelves or compartments used for storage; a source of torture, distress, or mental anguish

synonym : shelf, stand, frame

(1) clothing **rack**, (2) spice **rack**

I need to buy a new coat **rack** to organize my winter jackets.

insert

v. to put something inside something else

synonym : introduce, add, embed

(1) **insert** coin, (2) **insert** a graphic

She **inserted** a new chapter into her manuscript.

digital

adj. processing or storing information as a succession of 1 and 0 to show that a signal is present or missing; relating to the use of computer technology, especially the internet

synonym : numerical, computerized, cyber

(1) a **digital** watch, (2) **digital** electronic signature

Sensors convert physical phenomena into **digital** signals.

mindset

n. the established set of attitudes or fixed ideas held by someone

synonym : attitude, ethos, mentality

(1) flexible **mindset**, (2) the **mindset** in an education system

Countries whose goal is economic development often focus on fostering an entrepreneurial **mindset** in each individual.

toy

n. a thing, typically a small model or replica of something that is played with, especially by children

synonym : plaything, game, trinket

(1) **toy** store, (2) **toy** box

He gave his daughter a new **toy** for her birthday.

experiment

n. the scientific test conducted to observe what happens and gain new knowledge

synonym : experimentation, investigation

(1) **experiment** design, (2) series of **experiments**

His **experiments** showed highly positive results.

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.

core

n. the most essential or fundamental part of something

synonym : center, basis, heart

(1) the **core** of an apple, (2) **core** business activity

These gas nebulas are merely newborn galactic **cores**.

colleague

n. one of a group of a coworker, especially in a profession or a business

synonym : coworker, associate, fellow

(1) collaborate with **colleagues**, (2) former **colleague**

I decided to seek counseling on the advice of my **colleague**.

medical

adj. relating to the treatment of illness or injuries; relating to the practice of medicine

synonym : health, disease, treatment

(1) a **medical** opinion, (2) temporary **medical** treatment

The **medical** team worked quickly to save the patient's life.

sector

n. a distinct part or division of something often used to refer to a segment of an economy or industry; an area or field of work or activity

synonym : division, department, branch

(1) industrial **sector**, (2) private **sector**

The technology **sector** is constantly evolving and innovating.

structure

n. the way of construction of something and the arrangement of its parts, or a complex thing constructed of many parts

synonym : construction, architecture, establishment

(1) the **structure** of a machine, (2) **structure** and function of the brain

The organizational **structure** of start-ups is often flat and straightforward.

chart

n. a visual display of information such as a diagram, lists of figures, etc.; a map designed to assist navigation by air or sea

synonym: diagram, graph, map

(1) a weather **chart**, (2) a statistical **chart**

This pie **chart** represents our market share.

geek

n. a person who is highly interested and knowledgeable about a particular subject or field, often to the point of being obsessed

synonym: nerd, dork, enthusiast

(1) airplane **geek**, (2) **geek** enthusiast

He was a computer **geek** and spent all his free time coding.

individual

n. a single person or thing, as distinct from a group

synonym: person, being, self

(1) a private **individual**, (2) **individual** freedom

As an **individual**, he had the right to make his own decisions and live his life as he saw fit.

typical

adj. having the usual characteristics or traits of a specific group of things

synonym: characteristic, usual, distinctive

(1) **typical** leader, (2) fairly **typical** symptoms

This artwork is **typical** of her work.

represent

v. to speak, act, or be present on behalf of another person or group; to form or constitute

synonym: depict, express, describe

(1) **represent** by a diagram, (2) the characters that **represent** numbers

We elected him to **represent** us at the international conference.

invisible

adj. impossible or nearly impossible to see

synonym : hidden, imperceptible, unseen

(1) an **invisible** asset, (2) **invisible** stars

The phenomenon is **invisible** at optical wavelengths.

visualize

v. to form a mental image or concept of something; to make something visible

synonym : imagine, picture, envision

(1) **visualize** data, (2) **visualize** flying through space

She tried to **visualize** the layout of the new house in her mind.

coworker

n. a person who works with another in the same company or organization

synonym : colleague, peer, associate

(1) **coworker** relationship, (2) argue with a **coworker**

My ex- **coworker** and I had different working styles but managed to get along.

awkwardly

adv. in a manner that lacks grace or fluidity; in a manner that is uncomfortable or difficult to perform

synonym : clumsily, ungracefully, ineptly

(1) speak **awkwardly**, (2) an **awkwardly** timed joke

She tripped **awkwardly** on the uneven pavement and almost fell.

cater

v. to provide food and service for an event or function; to satisfy the needs or desires of someone

synonym : provide, supply, serve

(1) **cater** for a party, (2) **cater** to the market

The hotel was able to **cater** to all of our needs, providing excellent service and a delicious meals.

interaction

n. the act of connecting with someone, mainly when working, playing, or spending time with them

synonym : dealings, exchange, relations

- (1) the **interaction** between man and his environment,
(2) **interaction** among human beings

The **interaction** of the two groups is good for brainstorming.

internal

adj. of or relating to the inside of something

synonym: interior, inner, domestic

- (1) **internal** organs, (2) the **internal** economy

The prime minister canceled visits to other countries to resolve **internal** disputes.

overlay

- v.* to place or cover something over or on top of something else; to add a layer of functionality or data on top of another (noun) a layer of material placed on top of a surface, typically to protect or decorate it

synonym: cover, superimpose, layer

- (1) **overlay** multiple graphs, (2) **overlay** image

They tried to **overlay** the old map with the new one to compare the changes.

hardware

- n.* durable tools, machinery, and other equipment; the physical and electronic parts of a computer or other electronic systems

synonym: gear, apparatus, gadget

- (1) the **hardware** department, (2) a vast inventory of **hardware**

The mouse and keyboard are essential **hardware** for operating a PC.

amazing

- adj.* extremely surprising, especially in a way that you like or admire

synonym: exceptional, extraordinary, wonderful

- (1) **amazing** advances, (2) the most **amazing** feeling

The golfer recorded an **amazing** distance.

interact

- v.* to communicate or react with somebody

synonym: cooperate, combine, collaborate

(1) **interact** directly with customers, (2) **interact** with one another

He should **interact** more with his colleagues.

relation

n. the way two persons or groups of people feel and act toward one another

synonym: association, linkage, connection

(1) **relation** between cause and effect, (2) **relation** of inclusion

The industrial **relations** laws were passed with little to no alteration.

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**.

basis

n. the most important facts, ideas, or events from which something is developed; the way how things are organized or arranged

synonym: foundation, base, ground

(1) on an equal **basis**, (2) **basis** for calculation

This evidence will form the **basis** for our discussion.

finance

n. the management of money, credit, banking, and investments, especially by a government or commercial organization; the branch of economics that studies the management of money and other assets

synonym: banking, investment, fund

(1) **finance** act, (2) manage my **finances**

Our company decided to hire an advisor who specializes in **finance**.

platform

n. the raised flat space close to the track at a train station where passengers get on or off the train; (technology) a

computational or digital environment in which a piece of software is executed

synonym : stage, podium, forum

(1) an arrival **platform**, (2) a digital **platform** for enterprise
The speaker mounted the **platform** and started to speak.

collaboration

n. the act or situation of working together to create or produce something

synonym : affiliation, alliance, coalition

(1) **collaboration** between companies, (2) **collaboration** platform

The partnership program requires a mutual **collaboration** between both agencies.

tenuous

adj. very weak or slight that it hardly exists

synonym : slight, fragile, slender

(1) **tenuous** relationship, (2) **tenuous** link

Evidence submitted by attorneys is **tenuous** due to a lack of objectivity.

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.

specialize

v. to become an expert in a specific career field, study, or business

synonym : narrow down, particularize

(1) **specialize** in child care, (2) **specialize** in market research

The restaurant has chefs who **specialize** in beef.

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**.

collaborate

v. to work with someone else to produce or achieve something

synonym : cooperate, unite, get together

(1) **collaborate** with the police, (2) **collaborate** on a press release

She agreed to **collaborate** with him in creating new artwork.

overload

v. to put too much a load in or on something

synonym : overfill, excess, weigh down

(1) **overload** the circulatory system, (2) **overload** a muscle

Be careful not to **overload** the laundry machine.

overwhelm

v. to defeat someone or something by using a great deal of force; to have a strong emotional effect on somebody

synonym : conquer, crush, dominate

(1) he was **overwhelmed** with gratitude, (2) **overwhelm** opponents by numbers

Too much variety may **overwhelm** and confuse viewers.

conversation

n. an informal talk between two or more people to exchange their views, ideas, information, etc.

synonym : chat, discussion, dialogue

(1) **conversation** in English, (2) a friendly **conversation**

Your **conversation** reflects your thoughts.

oversee

v. to watch and direct someone or something to make sure that it is being done correctly

synonym : manage, command, supervise

(1) **oversee** the process, (2) properly **oversee** the staff

A committee was appointed to **oversee** a huge budget.

stretch

v. to make or be capable of making anything longer or broader without hurting or breaking

synonym: lengthen, prolong, extend

(1) **stretch** along the coast, (2) **stretch** a story

Some herds have been observed to **stretch** hundreds of kilometers.

inventory

n. a complete list of all the items or goods held in stock by a business or organization; the act of making such a list

synonym: stock, supplies, goods

(1) **inventory** control, (2) annual **inventory**

The store manager took **inventory** of the products on the shelves to know what needed restocking.

chef

n. a cook, especially the chief cook in a restaurant or hotel

synonym: cook, culinary artist, gastronomer

(1) **chef** knife, (2) master **chef**

The **chef** at the restaurant was known for his creative and delicious dishes.

instruction

n. detailed direction, order, etc., on how to do or use something

synonym: education, direction, guidance

(1) individual **instruction**, (2) follow his **instructions**

They needed further **instruction** to perform their duties efficiently.

sideline

n. a secondary or less significant job, interest, or activity; a line on the side of a sports field that players must stay behind; (verb) to remove someone from their position or role, often temporarily or as a result of a setback or failure

synonym: sidestep, periphery, (verb) ignore

(1) **sideline** reporter, (2) lucrative **sideline**

The coach benched the star player after he broke a team

rule, leaving him on the **sideline** for the entire game.

retire

v. to withdraw from one's position or occupation, especially because of age

synonym: relinquish, step down, withdraw

(1) **retire** voluntarily, (2) **retire** after four terms

After working for the company for 30 years, she decided to **retire** from her job.

retiring

adj. withdrawing from a position or activity, or becoming more secluded or reserved

synonym: shy, leaving, quitting

(1) near **retiring** age, (2) a **retiring** pension

The **retiring** CEO passed on the reins to his successor.

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.

destructive

adj. causing or able to cause tremendous and irreparable damage

synonym: destroying, harmful, disastrous

(1) lead to **destructive** behavior, (2) a habit **destructive** to health

It was the most **destructive** storm in decades.

spark

v. to start something or make it grow, especially suddenly; to emit a tiny piece of fire or electricity

synonym: start, inspire, provoke

(1) **spark** his interest, (2) **spark** a chain reaction

The bankruptcy of the giant conglomerate **sparked** turmoil in the stock market.

energetic

adj. possessing or exerting or displaying energy

synonym : active, animated, lively

(1) **energetic** density, (2) **energetic** dog

This process caused an **energetic** chemical reaction.

consume

v. to spend something, especially fuel, energy, or time, in a large amount

synonym : absorb, ingest, use up

(1) **consume** a large of alcohol, (2) **consume** electricity

A smaller car will **consume** less fuel.

install

v. to fix furniture, a machine, or a piece of equipment into position so that it can be used; put into an office or a position

synonym : establish, inaugurate, lodge

(1) **install** a door, (2) **install** a chairperson

The new president was **installed** immediately after the national election.

expense

n. the money, time, or effort incurred or required for something

synonym : cost, expenditure, outlay

(1) enormous **expenses**, (2) **expense** account

For this project to be successful, we must control **expenses** strictly.

credential

v. to provide someone with certification or verification of their qualifications, usually in a particular field or profession; (noun) a document attesting to the truth of certain stated facts

synonym : certify, verify, (noun) certificate

(1) **credential** themselves by showing their registration,

(2) teaching **credential**

To get the job, I need to **credential** my experience and education.

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.

background

n. the details of a person's social heritage, such as family, vocational or educational experience; past information that is essential to understanding a situation or problem

synonym : ground, experience, backdrop

(1) a **background** color, (2) a criminal **background**

The company's hiring criteria emphasize personality, not a person's **background**.

spirit

n. the part of a person which is the seat of their mind, feelings, and character rather than their physical body; the general atmosphere of a place or situation and the effect that it has on people

synonym : soul, attitude, enthusiasm

(1) **spirit** and the letter of the law, (2) an indomitable **spirit**

Despite their tragic loss, the family is showing great **spirit**.

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.

gossip

n. conversation or discussion about other people's personal affairs, often of a trivial or idle nature involving sharing rumors, hearsay, or speculation about the lives of others

synonym : rumor, chitchat, tittle-tattle

(1) **gossip** magazine, (2) celebrity **gossip**

I heard some juicy **gossip** about our co-worker at the water cooler.

intimidate

v. to make someone fearful or uneasy so that they will do something that you want them to do

synonym: frighten, threaten, terrify

(1) **intimidate** an opponent, (2) effectively **intimidate** a thief

The boss tried to **intimidate** his subordinate with threats.

encourage

v. to give someone support, confidence, or hope; to persuade someone to do or continue to do something by making it easier for them and making them believe it is a good thing to do

synonym: facilitate, persuade, stimulate

(1) **encourage** a sense of affinity, (2) **encourage** antisocial behavior

They **encouraged** customers with a premium for loyal patronage.

ultimate

adj. furthest or highest in degree or order

synonym: highest, maximum, foremost

(1) the **ultimate** goal in life, (2) the **ultimate** luxury

Management must take **ultimate** responsibility for the accident.

technological

adj. based on scientific and industrial progress

synonym: specialized, technical

(1) **technological** advancement, (2) **technological** policy

Technological advances have disrupted many industries.

extended

adj. longer than usual or anticipated

synonym: extensive, prolonged, elongated

(1) **extended** vacation, (2) **extended** payment

The **extended** airport runways may accommodate larger jets.

analyze

v. to think about in-depth and evaluate to discover essential features or meaning

synonym: explore, examine, investigate

(1) **analyze** a chemical compound, (2) **analyze** your real

motives

The teacher attempted to **analyze** the root cause of our mistake.

equivalent

n. having the same value, quality, meaning, purpose, etc.
synonym: equal, counterpart, match

(1) **equivalent** amounts, (2) **equivalent** in meaning

The European Central Bank is Europe's **equivalent** of the Federal Reserve.

rotation

n. the action or process of moving in a circle around an axis or center

synonym: revolution, spin, turning

(1) job **rotation**, (2) a period of **rotation**

The **rotation** of the Earth causes day and night.

recruit

v. to persuade someone to work for a company; to find new members for an organization, the armed forces, etc.

synonym: raise, enroll, enlist

(1) **recruit** a good worker, (2) **recruit** a new hire

The colonial government **recruited** militia support when civil war broke out.

beg

v. to ask for something urgently or earnestly; to appeal to someone to do something

synonym: plead, implore, entreat

(1) **beg** the question, (2) **beg** for help

She **begged** her parents to let her go to the concert.

struggle

v. to make a great effort to do something when it is difficult, or there are a lot of problems; to use force or violence to break away from restraint or constriction

synonym: toil, strive, compete

(1) **struggle** against discrimination, (2) **struggle** to get the job

He could not **struggle** against temptation.

counterintuitive

adj. contrary to what common sense would suggest

synonym : unreasonable, paradoxical, nonsensical

(1) **counterintuitive** results, (2) **counterintuitive** behavior

The **counterintuitive** nature of quantum physics has been a source of confusion for scientists for decades.

embrace

v. to accept something willingly and enthusiastically;

(noun) the act of clasping another person in the arms as in greeting or affection

synonym : grasp, hold tightly, accept

(1) **embrace** an opportunity, (2) a warm **embrace**

The woods **embrace** the house.

algorithm

n. a set of rules or rigorous instructions typically used to solve a specific problem or to perform a computation

synonym : logic, method, rule

(1) the RSA **algorithm**, (2) **algorithm** for image processing

We can evaluate the performance of an **algorithm** in terms of computation time.

Session 2: Spelling

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|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. the st_____re of a machine | <i>n.</i> the way of construction of something and the arrangement of its parts, or a complex thing constructed of many parts |
| 2. lucrative si_____ne | <i>n.</i> a secondary or less significant job, interest, or activity; a line on the side of a sports field that players must stay behind; (verb) to remove someone from their position or role, often temporarily or as a result of a setback or failure |
| 3. so_____re architect | <i>n.</i> a set of computer programs and associated documentation and data for doing particular computational jobs |
| 4. si_____ne reporter | <i>n.</i> a secondary or less significant job, interest, or activity; a line on the side of a sports field that players must stay behind; (verb) to remove someone from their position or role, often temporarily or as a result of a setback or failure |
| 5. st_____le against discrimination | <i>v.</i> to make a great effort to do something when it is difficult, or there are a lot of problems; to use force or violence to break away from restraint or constriction |
| 6. the worst case sc_____io | <i>n.</i> a description of possible actions or events in the future; a written outline of a play, film, or literary work |
| 7. individual ins_____on | <i>n.</i> detailed direction, order, etc., on how to do or use something |

ANSWERS: 1. structure, 2. sideline, 3. software, 4. sideline, 5. struggle, 6. scenario, 7. instruction

- | | | |
|-------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. ov_____ad the circulatory system | <i>v.</i> | to put too much a load in or on something |
| 9. c__e business activity | <i>n.</i> | the most essential or fundamental part of something |
| 10. minimal exa_____ion | <i>n.</i> | an overstatement of facts or description; the act of making something seem larger, more important, or more significant than it is |
| 11. former co_____ue | <i>n.</i> | one of a group of a coworker, especially in a profession or a business |
| 12. b_g for help | <i>v.</i> | to ask for something urgently or earnestly; to appeal to someone to do something |
| 13. sp__k a chain reaction | <i>v.</i> | to start something or make it grow, especially suddenly; to emit a tiny piece of fire or electricity |
| 14. spe_____ze in market research | <i>v.</i> | to become an expert in a specific career field, study, or business |
| 15. master c__f | <i>n.</i> | a cook, especially the chief cook in a restaurant or hotel |
| 16. int_____on among human beings | <i>n.</i> | the act of connecting with someone, mainly when working, playing, or spending time with them |
| 17. ex_____ed vacation | <i>adj.</i> | longer than usual or anticipated |
| 18. keyboard sh_____uts | <i>n.</i> | an alternative route shorter or quicker than the usual one |
| 19. clothing r__k | <i>n.</i> | a framework or support structure used to hold or display objects; a set of interconnected shelves or compartments used for storage; a source of torture, distress, or mental anguish |

ANSWERS: 8. overload, 9. core, 10. exaggeration, 11. colleague, 12. beg, 13. spark, 14. specialize, 15. chef, 16. interaction, 17. extended, 18. shortcut, 19. rack

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|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. the most am_____g feeling | <i>adj.</i> extremely surprising, especially in a way that you like or admire |
| 21. show ge_____e regret | <i>adj.</i> real and exactly; not pretended; sincerely felt or expressed |
| 22. con_____ion in English | <i>n.</i> an informal talk between two or more people to exchange their views, ideas, information, etc. |
| 23. the mi_____t in an education system | <i>n.</i> the established set of attitudes or fixed ideas held by someone |
| 24. follow his ins_____ons | <i>n.</i> detailed direction, order, etc., on how to do or use something |
| 25. the characters that re_____nt numbers | <i>v.</i> to speak, act, or be present on behalf of another person or group; to form or constitute |
| 26. series of exp_____nts | <i>n.</i> the scientific test conducted to observe what happens and gain new knowledge |
| 27. st_____h a story | <i>v.</i> to make or be capable of making anything longer or broader without hurting or breaking |
| 28. cre_____al themselves by showing their registration | <i>v.</i> to provide someone with certification or verification of their qualifications, usually in a particular field or profession; (noun) a document attesting to the truth of certain stated facts |
| 29. art cr____c | <i>n.</i> someone who expresses opinions about the quality of books, music, etc. |
| 30. a vast inventory of ha_____re | <i>n.</i> durable tools, machinery, and other equipment; the physical and electronic parts of a computer or other electronic systems |

ANSWERS: 20. amazing, 21. genuine, 22. conversation, 23. mindset, 24. instruction, 25. represent, 26. experiment, 27. stretch, 28. credential, 29. critic, 30. hardware

31. de____on authority *n.* the act or process of making up someone's mind about something; a choice or judgment reached after considering options
32. cou_____ive results *adj.* contrary to what common sense would suggest
33. the in____al economy *adj.* of or relating to the inside of something
34. ca__r for a party *v.* to provide food and service for an event or function; to satisfy the needs or desires of someone
35. co_____er relationship *n.* a person who works with another in the same company or organization
36. a di_____l watch *adj.* processing or storing information as a succession of 1 and 0 to show that a signal is present or missing; relating to the use of computer technology, especially the internet
37. ig___e a ban *v.* to intentionally not listen or pay attention to
38. t_y box *n.* a thing, typically a small model or replica of something that is played with, especially by children
39. st____h along the coast *v.* to make or be capable of making anything longer or broader without hurting or breaking
40. the RSA al_____hm *n.* a set of rules or rigorous instructions typically used to solve a specific problem or to perform a computation
41. a digital pl_____rm for enterprise *n.* the raised flat space close to the track at a train station where passengers get on or off the train; (technology) a computational or digital environment in which a piece of software is executed

ANSWERS: 31. decision, 32. counterintuitive, 33. internal, 34. cater, 35. coworker, 36. digital, 37. ignore, 38. toy, 39. stretch, 40. algorithm, 41. platform

42. am_____g advances *adj.* extremely surprising, especially in a way that you like or admire
43. in____t coin *v.* to put something inside something else
44. an_____e your real motives *v.* to think about in-depth and evaluate to discover essential features or meaning
45. vi_____ze data *v.* to form a mental image or concept of something; to make something visible
46. flexible mi_____t *n.* the established set of attitudes or fixed ideas held by someone
47. a statistical ch__t *n.* a visual display of information such as a diagram, lists of figures, etc.; a map designed to assist navigation by air or sea
48. 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
49. fi_____e act *n.* the management of money, credit, banking, and investments, especially by a government or commercial organization; the branch of economics that studies the management of money and other assets
50. ov_____ad a muscle *v.* to put too much a load in or on something
51. ambitious ag____a *n.* a list or outline of things to be done, discussed, or considered
52. ca__r to the market *v.* to provide food and service for an event or function; to satisfy the needs or desires of someone

ANSWERS: 42. amazing, 43. insert, 44. analyze, 45. visualize, 46. mindset, 47. chart, 48. schedule, 49. finance, 50. overload, 51. agenda, 52. cater

53. in___t capital *v.* to put money, effort, time, etc. into something to make a profit or achieve a result
54. su_____e you're right *v.* to think that something is likely to be actual or possible
55. temporary me_____l treatment *adj.* relating to the treatment of illness or injuries; relating to the practice of medicine
56. on an equal ba__s *n.* the most important facts, ideas, or events from which something is developed; the way how things are organized or arranged
57. vi_____ze flying through space *v.* to form a mental image or concept of something; to make something visible
58. st_____le to get the job *v.* to make a great effort to do something when it is difficult, or there are a lot of problems; to use force or violence to break away from restraint or constriction
59. properly ov_____e the staff *v.* to watch and direct someone or something to make sure that it is being done correctly
60. the int_____on between man and his environment *n.* the act of connecting with someone, mainly when working, playing, or spending time with them
61. te_____s relationship *adj.* very weak or slight that it hardly exists
62. chief ad_____r *n.* a person who gives advice about a particular subject
63. ig___e her advice *v.* to intentionally not listen or pay attention to

ANSWERS: 53. invest, 54. suppose, 55. medical, 56. basis, 57. visualize, 58. struggle, 59. oversee, 60. interaction, 61. tenuous, 62. adviser, 63. ignore

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|--------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------|
| 64. a warm em_____e | v. | to accept something willingly and enthusiastically; (noun) the act of clasping another person in the arms as in greeting or affection |
| 65. the ha_____re department | n. | durable tools, machinery, and other equipment; the physical and electronic parts of a computer or other electronic systems |
| 66. re____e voluntarily | v. | to withdraw from one's position or occupation, especially because of age |
| 67. argue with a co_____er | n. | a person who works with another in the same company or organization |
| 68. an in_____le asset | adj. | impossible or nearly impossible to see |
| 69. express fru_____on | n. | the feeling of being upset or annoyed as a result of being unable to change or achieve something |
| 70. h__e a guide | v. | to give somebody a job |
| 71. po_____ne meeting | v. | to delay or reschedule something to a later time or date |
| 72. a sk_____al attitude | adj. | doubting that something is accurate or useful |
| 73. the c__e of an apple | n. | the most essential or fundamental part of something |
| 74. a re_____ng pension | adj. | withdrawing from a position or activity, or becoming more secluded or reserved |
| 75. the ul_____te goal in life | adj. | furthest or highest in degree or order |
| 76. ag____a setting | n. | a list or outline of things to be done, discussed, or considered |

ANSWERS: 64. embrace, 65. hardware, 66. retire, 67. coworker, 68. invisible, 69. frustration, 70. hire, 71. postpone, 72. skeptical, 73. core, 74. retiring, 75. ultimate, 76. agenda

77. re_____t a new hire *v.* to persuade someone to work for a company; to find new members for an organization, the armed forces, etc.
78. take up an app_____nt *n.* a formal arrangement to meet someone at a particular time and place, especially for a reason connected with their work; the act of putting a person into a job or position of responsibility
79. re_____on of inclusion *n.* the way two persons or groups of people feel and act toward one another
80. en_____ge a sense of affinity *v.* to give someone support, confidence, or hope; to persuade someone to do or continue to do something by making it easier for them and making them believe it is a good thing to do
81. y__l as loud as we can *v.* to shout in a sudden and loud way
82. ov_____y image *v.* to place or cover something over or on top of something else; to add a layer of functionality or data on top of another (noun) a layer of material placed on top of a surface, typically to protect or decorate it
83. criminal gu__t *n.* the fact of having committed something illegal; the negative feelings caused by believing or knowing that you have done something wrong
84. tec_____cal advancement *adj.* based on scientific and industrial progress
85. teaching cre_____al *v.* to provide someone with certification or verification of their qualifications, usually in a particular field or profession; (noun) a document attesting to the truth of certain stated facts

ANSWERS: 77. recruit, 78. appointment, 79. relation, 80. encourage, 81. yell, 82. overlay, 83. guilt, 84. technological, 85. credential

86. te____s link *adj.* very weak or slight that it hardly exists
87. di____s a matter with a laugh *v.* to regard something or someone as not important and not worth considering; to terminate someone's employment
88. ho____t athlete *n.* a highly skilled or successful person, especially in a competitive field; a show-off or braggart
89. exp____nt design *n.* the scientific test conducted to observe what happens and gain new knowledge
90. re____e after four terms *v.* to withdraw from one's position or occupation, especially because of age
91. de____e a question *v.* to make up someone's mind about something; to come to a conclusion or judgment after considering options
92. number of different sc____ios *n.* a description of possible actions or events in the future; a written outline of a play, film, or literary work
93. an unr____ble amount of money *adj.* not fair, sensible, or likely to be true
94. spice r__k *n.* a framework or support structure used to hold or display objects; a set of interconnected shelves or compartments used for storage; a source of torture, distress, or mental anguish
95. ba__s for calculation *n.* the most important facts, ideas, or events from which something is developed; the way how things are organized or arranged

ANSWERS: 86. tenuous, 87. dismiss, 88. hotshot, 89. experiment, 90. retire, 91. decide, 92. scenario, 93. unreasonable, 94. rack, 95. basis

96. ind_____us worker *adj.* hardworking, diligent, and persistent in effort
97. h__e a car by the hour *v.* to give somebody a job
98. in_____ry control *n.* a complete list of all the items or goods held in stock by a business or organization; the act of making such a list
99. a habit des_____ve to health *adj.* causing or able to cause tremendous and irreparable damage
100. a medical ad_____r *n.* a person who gives advice about a particular subject
101. ov_____y multiple graphs *v.* to place or cover something over or on top of something else; to add a layer of functionality or data on top of another (noun) a layer of material placed on top of a surface, typically to protect or decorate it
102. re_____nt by a diagram *v.* to speak, act, or be present on behalf of another person or group; to form or constitute
103. in_____l a chairperson *v.* to fix furniture, a machine, or a piece of equipment into position so that it can be used; put into an office or a position
104. in_____le stars *adj.* impossible or nearly impossible to see
105. private se____r *n.* a distinct part or division of something often used to refer to a segment of an economy or industry; an area or field of work or activity

ANSWERS: 96. industrious, 97. hire, 98. inventory, 99. destructive, 100. adviser, 101. overlay, 102. represent, 103. install, 104. invisible, 105. sector

106. collaborate with co_____ues *n.* one of a group of a coworker, especially in a profession or a business
107. in_____ct directly with customers *v.* to communicate or react with somebody
108. a friendly con_____ion *n.* an informal talk between two or more people to exchange their views, ideas, information, etc.
109. b_g the question *v.* to ask for something urgently or earnestly; to appeal to someone to do something
110. annual in_____ry *n.* a complete list of all the items or goods held in stock by a business or organization; the act of making such a list
111. go___p magazine *n.* conversation or discussion about other people's personal affairs, often of a trivial or idle nature involving sharing rumors, hearsay, or speculation about the lives of others
112. ca___l a class *v.* to decide that a previously scheduled activity will not take place
113. em_____e an opportunity *v.* to accept something willingly and enthusiastically; (noun) the act of clasping another person in the arms as in greeting or affection
114. in_____ct with one another *v.* to communicate or react with somebody
115. the ul_____te luxury *adj.* furthest or highest in degree or order
116. an indomitable sp___t *n.* the part of a person which is the seat of their mind, feelings, and character rather than their physical body; the general atmosphere of a place or situation and the effect that it has on people

ANSWERS: 106. colleague, 107. interact, 108. conversation, 109. beg, 110. inventory, 111. gossip, 112. cancel, 113. embrace, 114. interact, 115. ultimate, 116. spirit

117. employment co_____ct *n.* a legally binding agreement between two or more parties, setting out their rights and obligations to each other, typically in writing and enforceable by law
118. severe cr____c *n.* someone who expresses opinions about the quality of books, music, etc.
119. in_____l a door *v.* to fix furniture, a machine, or a piece of equipment into position so that it can be used; put into an office or a position
120. co_____e a large of alcohol *v.* to spend something, especially fuel, energy, or time, in a large amount
121. su_____e beforehand *v.* to think that something is likely to be actual or possible
122. en_____ic density *adj.* possessing or exerting or displaying energy
123. c__f knife *n.* a cook, especially the chief cook in a restaurant or hotel
124. di_____s a person from the office *v.* to regard something or someone as not important and not worth considering; to terminate someone's employment
125. in___e criticism *v.* to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place
126. an aw_____ly timed joke *adv.* in a manner that lacks grace or fluidity; in a manner that is uncomfortable or difficult to perform
127. fr_____te other team members *v.* to hinder or prevent efforts, plans, or desires from doing, succeeding, or being fulfilled; to make someone feel upset or annoyed because they are unable to change or achieve something

ANSWERS: 117. contract, 118. critic, 119. install, 120. consume, 121. suppose, 122. energetic, 123. chef, 124. dismiss, 125. invite, 126. awkwardly, 127. frustrate

128. int_____te an opponent *v.* to make someone fearful or uneasy so that they will do something that you want them to do
129. a weather ch__t *n.* a visual display of information such as a diagram, lists of figures, etc.; a map designed to assist navigation by air or sea
130. col_____ion platform *n.* the act or situation of working together to create or produce something
131. job ro_____on *n.* the action or process of moving in a circle around an axis or center
132. po_____ne event *v.* to delay or reschedule something to a later time or date
133. enormous ex_____es *n.* the money, time, or effort incurred or required for something
134. a private ind_____al *n.* a single person or thing, as distinct from a group
135. a criminal bac_____nd *n.* the details of a person's social heritage, such as family, vocational or educational experience; past information that is essential to understanding a situation or problem
136. he was ov_____lmed with gratitude *v.* to defeat someone or something by using a great deal of force; to have a strong emotional effect on somebody
137. res_____le for a customer service *adj.* answerable or accountable for something within one's power, control, or management
138. g__k enthusiast *n.* a person who is highly interested and knowledgeable about a particular subject or field, often to the point of being obsessed

ANSWERS: 128. intimidate, 129. chart, 130. collaboration, 131. rotation, 132. postpone, 133. expense, 134. individual, 135. background, 136. overwhelm, 137. responsible, 138. geek

139. 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
140. em_____ee evaluation *n.* a person who is hired to work for a business or organization in exchange for wages or salary; a worker
141. fr_____te the advancement *v.* to hinder or prevent efforts, plans, or desires from doing, succeeding, or being fulfilled; to make someone feel upset or annoyed because they are unable to change or achieve something
142. ind_____us student *adj.* hardworking, diligent, and persistent in effort
143. a period of ro_____on *n.* the action or process of moving in a circle around an axis or center
144. col_____te with the police *v.* to work with someone else to produce or achieve something
145. in_____al organs *adj.* of or relating to the inside of something
146. sp__k his interest *v.* to start something or make it grow, especially suddenly; to emit a tiny piece of fire or electricity
147. in___t in stocks *v.* to put money, effort, time, etc. into something to make a profit or achieve a result
148. airplane g__k *n.* a person who is highly interested and knowledgeable about a particular subject or field, often to the point of being obsessed

ANSWERS: 139. schedule, 140. employee, 141. frustrate, 142. industrious, 143. rotation, 144. collaborate, 145. internal, 146. spark, 147. invest, 148. geek

149. 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
150. equ_____nt in meaning *n.* having the same value, quality, meaning, purpose, etc.
151. an_____e a chemical compound *v.* to think about in-depth and evaluate to discover essential features or meaning
152. take a sh_____ut *n.* an alternative route shorter or quicker than the usual one
153. y__l for help *v.* to shout in a sudden and loud way
154. ex_____e account *n.* the money, time, or effort incurred or required for something
155. co_____ct law *n.* a legally binding agreement between two or more parties, setting out their rights and obligations to each other, typically in writing and enforceable by law
156. lead to des_____ve behavior *adj.* causing or able to cause tremendous and irreparable damage
157. sk_____al scientists *adj.* doubting that something is accurate or useful
158. st_____re and function of the brain *n.* the way of construction of something and the arrangement of its parts, or a complex thing constructed of many parts
159. a ge_____e article *adj.* real and exactly; not pretended; sincerely felt or expressed
160. fairly ty_____l symptoms *adj.* having the usual characteristics or traits of a specific group of things

ANSWERS: 149. decide, 150. equivalent, 151. analyze, 152. shortcut, 153. yell, 154. expense, 155. contract, 156. destructive, 157. skeptical, 158. structure, 159. genuine, 160. typical

161. industrial se___r *n.* a distinct part or division of something often used to refer to a segment of an economy or industry; an area or field of work or activity
162. tec_____cal policy *adj.* based on scientific and industrial progress
163. in___t a graphic *v.* to put something inside something else
164. a me_____l opinion *adj.* relating to the treatment of illness or injuries; relating to the practice of medicine
165. 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
166. feeling of gu___t *n.* the fact of having committed something illegal; the negative feelings caused by believing or knowing that you have done something wrong
167. re_____t a good worker *v.* to persuade someone to work for a company; to find new members for an organization, the armed forces, etc.
168. col_____ion between companies *n.* the act or situation of working together to create or produce something
169. in___e guests *v.* to ask someone to come or join; to offer an opportunity or possibility for something to happen or take place
170. manage my fi_____es *n.* the management of money, credit, banking, and investments, especially by a government or commercial organization; the branch of economics that studies the management of money and other assets

ANSWERS: 161. sector, 162. technological, 163. insert, 164. medical, 165. decision, 166. guilt, 167. recruit, 168. collaboration, 169. invite, 170. finance

171. unr_____ble demand *adj.* not fair, sensible, or likely to be true
172. en_____ic dog *adj.* possessing or exerting or displaying energy
173. near re_____ng age *adj.* withdrawing from a position or activity, or becoming more secluded or reserved
174. a bac_____nd color *n.* the details of a person's social heritage, such as family, vocational or educational experience; past information that is essential to understanding a situation or problem
175. ty_____l leader *adj.* having the usual characteristics or traits of a specific group of things
176. re_____on between cause and effect *n.* the way two persons or groups of people feel and act toward one another
177. marketing ho_____t *n.* a highly skilled or successful person, especially in a competitive field; a show-off or braggart
178. ca____l a free subscription trial *v.* to decide that a previously scheduled activity will not take place
179. ov_____e the process *v.* to watch and direct someone or something to make sure that it is being done correctly
180. an arrival pl_____rm *n.* the raised flat space close to the track at a train station where passengers get on or off the train; (technology) a computational or digital environment in which a piece of software is executed
181. co_____e electricity *v.* to spend something, especially fuel, energy, or time, in a large amount

ANSWERS: 171. unreasonable, 172. energetic, 173. retiring, 174. background, 175. typical, 176. relation, 177. hotshot, 178. cancel, 179. oversee, 180. platform, 181. consume

182. cou_____ive behavior *adj.* contrary to what common sense would suggest
183. app_____nt calendar *n.* a formal arrangement to meet someone at a particular time and place, especially for a reason connected with their work; the act of putting a person into a job or position of responsibility
184. res_____le action *adj.* answerable or accountable for something within one's power, control, or management
185. effectively int_____te a thief *v.* to make someone fearful or uneasy so that they will do something that you want them to do
186. em_____ee benefits *n.* a person who is hired to work for a business or organization in exchange for wages or salary; a worker
187. ind_____al freedom *n.* a single person or thing, as distinct from a group
188. spe_____ze in child care *v.* to become an expert in a specific career field, study, or business
189. copyrighted so_____re *n.* a set of computer programs and associated documentation and data for doing particular computational jobs
190. t_y store *n.* a thing, typically a small model or replica of something that is played with, especially by children
191. sp____t and the letter of the law *n.* the part of a person which is the seat of their mind, feelings, and character rather than their physical body; the general atmosphere of a place or situation and the effect that it has on people

ANSWERS: 182. counterintuitive, 183. appointment, 184. responsible, 185. intimidate, 186. employee, 187. individual, 188. specialize, 189. software, 190. toy, 191. spirit

192. speak aw_____ly *adv.* in a manner that lacks grace or fluidity; in a manner that is uncomfortable or difficult to perform
193. sensational exa_____ion *n.* an overstatement of facts or description; the act of making something seem larger, more important, or more significant than it is
194. en_____ge antisocial behavior *v.* to give someone support, confidence, or hope; to persuade someone to do or continue to do something by making it easier for them and making them believe it is a good thing to do
195. celebrity go____p *n.* conversation or discussion about other people's personal affairs, often of a trivial or idle nature involving sharing rumors, hearsay, or speculation about the lives of others
196. col_____te on a press release *v.* to work with someone else to produce or achieve something
197. ov_____lm opponents by numbers *v.* to defeat someone or something by using a great deal of force; to have a strong emotional effect on somebody
198. al_____hm for image processing *n.* a set of rules or rigorous instructions typically used to solve a specific problem or to perform a computation
199. equ_____nt amounts *n.* having the same value, quality, meaning, purpose, etc.
200. ex_____ed payment *adj.* longer than usual or anticipated
201. di_____l electronic signature *adj.* processing or storing information as a succession of 1 and 0 to show that a signal is present or missing; relating to the use of computer technology, especially the internet

ANSWERS: 192. awkwardly, 193. exaggeration, 194. encourage, 195. gossip, 196. collaborate, 197. overwhelm, 198. algorithm, 199. equivalent, 200. extended, 201. digital

202. fru_____on level

n. the feeling of being upset or annoyed as a result of being unable to change or achieve something

ANSWERS: 202. frustration

Session 3: Fill in the Blanks

1. Management must take _____ responsibility for the accident.
adj. furthest or highest in degree or order
2. The mouse and keyboard are essential _____ for operating a PC.
n. durable tools, machinery, and other equipment; the physical and electronic parts of a computer or other electronic systems
3. It was the most _____ storm in decades.
adj. causing or able to cause tremendous and irreparable damage
4. My ex-_____ and I had different working styles but managed to get along.
n. a person who works with another in the same company or organization
5. We can evaluate the performance of an _____ in terms of computation time.
n. a set of rules or rigorous instructions typically used to solve a specific problem or to perform a computation
6. The _____ nature of quantum physics has been a source of confusion for scientists for decades.
adj. contrary to what common sense would suggest
7. The store manager took _____ of the products on the shelves to know what needed restocking.
n. a complete list of all the items or goods held in stock by a business or organization; the act of making such a list

ANSWERS: 1. ultimate, 2. hardware, 3. destructive, 4. coworker, 5. algorithm, 6. counterintuitive, 7. inventory

8. The European Central Bank is Europe's _____ of the Federal Reserve.
n. having the same value, quality, meaning, purpose, etc.
9. Advocates for legal reform hear less harsh words from their _____.
n. someone who expresses opinions about the quality of books, music, etc.
10. The colonial government _____ militia support when civil war broke out.
v. to persuade someone to work for a company; to find new members for an organization, the armed forces, etc.
11. The teacher attempted to _____ the root cause of our mistake.
v. to think about in-depth and evaluate to discover essential features or meaning
12. The company's hiring criteria emphasize personality, not a person's _____.
n. the details of a person's social heritage, such as family, vocational or educational experience; past information that is essential to understanding a situation or problem
13. It would be _____ for me to expect you to work overtime without any extra compensation.
adj. not fair, sensible, or likely to be true
14. He was a computer _____ and spent all his free time coding.
n. a person who is highly interested and knowledgeable about a particular subject or field, often to the point of being obsessed
15. 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

ANSWERS: 8. equivalent, 9. critics, 10. recruited, 11. analyze, 12. background, 13. unreasonable, 14. geek, 15. decide

16. The _____ detective quickly solved the case, impressing even his jaded colleagues.

n. a highly skilled or successful person, especially in a competitive field; a show-off or braggart

17. Our company decided to hire an advisor who specializes in _____.

n. the management of money, credit, banking, and investments, especially by a government or commercial organization; the branch of economics that studies the management of money and other assets

18. They _____ customers with a premium for loyal patronage.

v. to give someone support, confidence, or hope; to persuade someone to do or continue to do something by making it easier for them and making them believe it is a good thing to do

19. A committee was appointed to _____ a huge budget.

v. to watch and direct someone or something to make sure that it is being done correctly

20. Too much variety may _____ and confuse viewers.

v. to defeat someone or something by using a great deal of force; to have a strong emotional effect on somebody

21. This artwork is _____ of her work.

adj. having the usual characteristics or traits of a specific group of things

22. His _____ showed highly positive results.

n. the scientific test conducted to observe what happens and gain new knowledge

23. The _____ team worked quickly to save the patient's life.

adj. relating to the treatment of illness or injuries; relating to the practice of medicine

ANSWERS: 16. hotshot, 17. finance, 18. encouraged, 19. oversee, 20. overwhelm, 21. typical, 22. experiments, 23. medical

24. The speaker mounted the _____ and started to speak.
- n.* the raised flat space close to the track at a train station where passengers get on or off the train; (technology) a computational or digital environment in which a piece of software is executed
25. I heard some juicy _____ about our co-worker at the water cooler.
- n.* conversation or discussion about other people's personal affairs, often of a trivial or idle nature involving sharing rumors, hearsay, or speculation about the lives of others
26. The restaurant has chefs who _____ in beef.
- v.* to become an expert in a specific career field, study, or business
27. We should always be prepared to _____ talented recruits.
- v.* to give somebody a job
28. We elected him to _____ us at the international conference.
- v.* to speak, act, or be present on behalf of another person or group; to form or constitute
29. Sensors convert physical phenomena into _____ signals.
- adj.* processing or storing information as a succession of 1 and 0 to show that a signal is present or missing; relating to the use of computer technology, especially the internet
30. I decided to seek counseling on the advice of my _____.
- n.* one of a group of a coworker, especially in a profession or a business
31. I need to buy a new coat _____ to organize my winter jackets.
- n.* a framework or support structure used to hold or display objects; a set of interconnected shelves or compartments used for storage; a source of torture, distress, or mental anguish

ANSWERS: 24. platform, 25. gossip, 26. specialize, 27. hire, 28. represent, 29. digital, 30. colleague, 31. rack

32. The phenomenon is _____ at optical wavelengths.

adj. impossible or nearly impossible to see

33. The coach explained a strategy to _____ the opponent's schemes to the players.

v. to hinder or prevent efforts, plans, or desires from doing, succeeding, or being fulfilled; to make someone feel upset or annoyed because they are unable to change or achieve something

34. The new president was _____ immediately after the national election.

v. to fix furniture, a machine, or a piece of equipment into position so that it can be used; put into an office or a position

35. 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

36. She _____ her parents to let her go to the concert.

v. to ask for something urgently or earnestly; to appeal to someone to do something

37. This process caused an _____ chemical reaction.

adj. possessing or exerting or displaying energy

38. 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

39. The coach benched the star player after he broke a team rule, leaving him on the _____ for the entire game.

n. a secondary or less significant job, interest, or activity; a line on the side of a sports field that players must stay behind; (verb) to remove someone from their position or role, often temporarily or as a result of a setback or failure

ANSWERS: 32. invisible, 33. frustrate, 34. installed, 35. invite, 36. begged, 37. energetic, 38. decision, 39. sideline

40. The company specializes in both hardware and _____.
- n.* a set of computer programs and associated documentation and data for doing particular computational jobs
41. These gas nebulas are merely newborn galactic _____.
- n.* the most essential or fundamental part of something
42. She _____ a new chapter into her manuscript.
- v.* to put something inside something else
43. We had to reschedule the dentist's _____.
- n.* a formal arrangement to meet someone at a particular time and place, especially for a reason connected with their work; the act of putting a person into a job or position of responsibility
44. The _____ handbook outlines the rules and regulations that all employees must follow.
- n.* a person who is hired to work for a business or organization in exchange for wages or salary; a worker
45. The _____ of the two groups is good for brainstorming.
- n.* the act of connecting with someone, mainly when working, playing, or spending time with them
46. The bankruptcy of the giant conglomerate _____ turmoil in the stock market.
- v.* to start something or make it grow, especially suddenly; to emit a tiny piece of fire or electricity
47. Despite their tragic loss, the family is showing great _____.
- n.* the part of a person which is the seat of their mind, feelings, and character rather than their physical body; the general atmosphere of a place or situation and the effect that it has on people

ANSWERS: 40. software, 41. cores, 42. inserted, 43. appointment, 44. employee, 45. interaction, 46. sparked, 47. spirit

48. Your _____ reflects your thoughts.

- n.* an informal talk between two or more people to exchange their views, ideas, information, etc.

49. The _____ airport runways may accommodate larger jets.

- adj.* longer than usual or anticipated

50. He was known to be very _____ and would often work late into the night.

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

51. They needed further _____ to perform their duties efficiently.

- n.* detailed direction, order, etc., on how to do or use something

52. This evidence will form the _____ for our discussion.

- n.* the most important facts, ideas, or events from which something is developed; the way how things are organized or arranged

53. The golfer recorded an _____ distance.

- adj.* extremely surprising, especially in a way that you like or admire

54. For this project to be successful, we must control _____ strictly.

- n.* the money, time, or effort incurred or required for something

55. This pie _____ represents our market share.

- n.* a visual display of information such as a diagram, lists of figures, etc.; a map designed to assist navigation by air or sea

56. 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

ANSWERS: 48. conversation, 49. extended, 50. industrious, 51. instruction, 52. basis, 53. amazing, 54. expenses, 55. chart, 56. responsible

57. When customers _____ their reservations, they lose the deposit they made.

v. to decide that a previously scheduled activity will not take place

58. A smaller car will _____ less fuel.

v. to spend something, especially fuel, energy, or time, in a large amount

59. His religious and philosophical beliefs were utterly _____.

adj. doubting that something is accurate or useful

60. To get the job, I need to _____ my experience and education.

v. to provide someone with certification or verification of their qualifications, usually in a particular field or profession; (noun) a document attesting to the truth of certain stated facts

61. He should _____ more with his colleagues.

v. to communicate or react with somebody

62. The partnership program requires a mutual _____ between both agencies.

n. the act or situation of working together to create or produce something

63. The woods _____ the house.

v. to accept something willingly and enthusiastically; (noun) the act of clasping another person in the arms as in greeting or affection

64. After retiring, he continued to be an _____ to politicians.

n. a person who gives advice about a particular subject

65. What do you _____ the culprit's motive was?

v. to think that something is likely to be actual or possible

ANSWERS: 57. cancel, 58. consume, 59. skeptical, 60. credential, 61. interact, 62. collaboration, 63. embrace, 64. adviser, 65. suppose

66. Shame and _____ have significant social influences.
n. the fact of having committed something illegal; the negative feelings caused by believing or knowing that you have done something wrong
67. The technology _____ is constantly evolving and innovating.
n. a distinct part or division of something often used to refer to a segment of an economy or industry; an area or field of work or activity
68. When I asked my father for more money, he became furious and _____ at me.
v. to shout in a sudden and loud way
69. _____ advances have disrupted many industries.
adj. based on scientific and industrial progress
70. The _____ at the restaurant was known for his creative and delicious dishes.
n. a cook, especially the chief cook in a restaurant or hotel
71. His story was filled with obvious _____.
n. an overstatement of facts or description; the act of making something seem larger, more important, or more significant than it is
72. As an _____ he had the right to make his own decisions and live his life as he saw fit.
n. a single person or thing, as distinct from a group
73. The industrial _____ laws were passed with little to no alteration.
n. the way two persons or groups of people feel and act toward one another
74. Some herds have been observed to _____ hundreds of kilometers.
v. to make or be capable of making anything longer or broader without hurting or breaking

ANSWERS: 66. guilt, 67. sector, 68. yelled, 69. Technological, 70. chef, 71. exaggerations, 72. individual, 73. relations, 74. stretch

75. The hotel was able to _____ to all of our needs, providing excellent service and a delicious meals.

- v. to provide food and service for an event or function; to satisfy the needs or desires of someone

76. Be careful not to _____ the laundry machine.

- v. to put too much a load in or on something

77. The government should view children as national assets and actively _____ in them.

- v. to put money, effort, time, etc. into something to make a profit or achieve a result

78. He felt a deep _____ as he realized the project would not be completed on time.

- n. the feeling of being upset or annoyed as a result of being unable to change or achieve something

79. The company signed a _____ with the supplier for the delivery of goods.

- n. a legally binding agreement between two or more parties, setting out their rights and obligations to each other, typically in writing and enforceable by law

80. 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

81. He could not _____ against temptation.

- v. to make a great effort to do something when it is difficult, or there are a lot of problems; to use force or violence to break away from restraint or constriction

ANSWERS: 75. cater, 76. overload, 77. invest, 78. frustration, 79. contract, 80. agenda, 81. struggle

82. She tried to _____ the layout of the new house in her mind.
v. to form a mental image or concept of something; to make something visible
83. There is no _____ to success.
n. an alternative route shorter or quicker than the usual one
84. The prime minister canceled visits to other countries to resolve _____ disputes.
adj. of or relating to the inside of something
85. Evidence submitted by attorneys is _____ due to a lack of objectivity.
adj. very weak or slight that it hardly exists
86. The organizational _____ of start-ups is often flat and straightforward.
n. the way of construction of something and the arrangement of its parts, or a complex thing constructed of many parts
87. The _____ CEO passed on the reins to his successor.
adj. withdrawing from a position or activity, or becoming more secluded or reserved
88. Due to inclement weather, the game has been _____ until next week.
v. to delay or reschedule something to a later time or date
89. The boss tried to _____ his subordinate with threats.
v. to make someone fearful or uneasy so that they will do something that you want them to do
90. They tried to _____ the old map with the new one to compare the changes.
v. to place or cover something over or on top of something else; to add a layer of functionality or data on top of another (noun) a layer of material placed on top of a surface, typically to protect or decorate it

ANSWERS: 82. visualize, 83. shortcut, 84. internal, 85. tenuous, 86. structure, 87. retiring, 88. postponed, 89. intimidate, 90. overlay

91. After working for the company for 30 years, she decided to _____ from her job.

v. to withdraw from one's position or occupation, especially because of age

92. The president prepared several possible _____ for an enemy attack.

n. a description of possible actions or events in the future; a written outline of a play, film, or literary work

93. The _____ of the Earth causes day and night.

n. the action or process of moving in a circle around an axis or center

94. She tripped _____ on the uneven pavement and almost fell.

adv. in a manner that lacks grace or fluidity; in a manner that is uncomfortable or difficult to perform

95. 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

96. Is this painting _____ or forged?

adj. real and exactly; not pretended; sincerely felt or expressed

97. The committee has decided to _____ the president from the post.

v. to regard something or someone as not important and not worth considering; to terminate someone's employment

98. Countries whose goal is economic development often focus on fostering an entrepreneurial _____ in each individual.

n. the established set of attitudes or fixed ideas held by someone

ANSWERS: 91. retire, 92. scenarios, 93. rotation, 94. awkwardly, 95. schedule, 96. genuine, 97. dismiss, 98. mindset

99. He gave his daughter a new ____ for her birthday.

- n.* a thing, typically a small model or replica of something that is played with, especially by children

100. Since independence, the area has been completely _____.

- v.* to intentionally not listen or pay attention to

101. She agreed to _____ with him in creating new artwork.

- v.* to work with someone else to produce or achieve something

ANSWERS: 99. toy, 100. ignored, 101. collaborate