

Level 10 Upper Intermediate

Unit 1 Meetings

Vocabulary	Translation / definition	Part of speech	Know this word?
accurate	correct and true in every detail	adj.	✓
agenda	a list of items to be discussed at a meeting	noun	✓
attention	the act of listening to, looking at or thinking about sth/sb carefully	noun	✓
aware	knowing or realizing sth	adj.	✓
budget	the money that is available to a person or an organization and a plan of how it will be spent over a period of time	noun	✓
budget	to be careful about the amount of money you spend; to plan to spend an amount of money for a particular purpose	verb	✓
CEO	chief executive officer (the person with the highest rank in a business company)	abbr.	✓
challenge	a new or difficult task that tests sb's ability and skill	noun	✓
conclude	to come to an end; to bring sth to an end	verb	✓
congratulate	to tell sb that you are pleased about their success or achievements	verb	✓
discuss	to talk about sth with sb, especially in order to decide sth	verb	✓
evaluate	to form an opinion of the amount, value or quality of sth after thinking about it carefully	verb	✓
executive	a person who has an important job as a manager of a company or an organization	noun	✓
fire	to force sb to leave their job	verb	✓
further	to a greater degree or extent	adv.	✓
integrate	to combine two or more things so that they work together; to combine with sth else in this way	verb	✓
involve	if a situation, an event or an activity involves sb/sth, they take part in it or are affected by it	verb	✓
item	one thing on a list of things to buy, do, talk about, etc	noun	✓
merger	the act of joining two or more organizations or businesses into one	noun	✓
morale	the amount of confidence and enthusiasm, etc. that a person or a group has at a particular time	noun	✓
negotiate	to try to reach an agreement by formal discussion	verb	✓
pressure	to persuade sb to do sth, especially by making them feel that they have to or should do it	verb	✓
propose	to suggest a plan, an idea, etc. for people to think about and decide on	verb	✓
purpose	the intention, aim or function of sth; the thing that sth is supposed to achieve	noun	✓
regret	to feel sorry about sth you have done or about sth that you have not been able to do	verb	✓
replace	to remove sb/sth and put another person or thing in their place	verb	✓
resign	to officially tell sb that you are leaving your job, an organization, etc	verb	✓
rumor	a piece of information, or a story, that people talk about, but that may not be true	noun	✓
smoothly	without problems or difficulties	adv.	✓
solve	to find a way of dealing with a problem or difficult situation	verb	✓
task	a piece of work that sb has to do, especially a hard or unpleasant one	noun	✓

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Vocabulary	Translation / definition	Part of speech	Know this word?
attitude	the way that you think and feel about sb/sth; the way that you behave towards sb/sth that shows how you think and feel	noun	✗
change	to make sb/sth different	verb	✗
courteous	polite, especially in a way that shows respect	adj.	✗
equality	the fact of being equal in rights, status, advantages, etc	noun	✗
gender	the fact of being male or female, especially when considered with reference to social and cultural differences, not differences in biology	noun	✗
generational	connected with a particular generation or with the relationship between different generations	adj.	✗
implement	to make sth that has been officially decided start to happen or be used	verb	✗
mission	a task or journey that is very difficult and takes a long time to complete	noun	✗
old-fashioned	believing in old or traditional ways; having traditional ideas	adj.	✗
parking	a space or an area for leaving vehicles	noun	✗
positive	expressing agreement or support	adj.	✗
process	a series of things that are done in order to achieve a particular result	noun	✗
recreation	the fact of people doing things for enjoyment, when they are not working	noun	✗
resistant	opposing sth and trying to stop it happening	adj.	✗
restructure	to organize sth such as a system or a company in a new and different way	verb	✗
revamp	to make changes to the form of sth, usually to improve its appearance	verb	✗
review	to carefully examine or consider sth again, especially so that you can decide if it is necessary to make changes	verb	✗
revise	to change your opinions or plans, for example because of sth you have learned	verb	✗
space	an amount of an area or of a place that is empty or that is available for use	noun	✗
staff	all the workers employed in an organization considered as a group	noun	✗
statement	something that you say or write that gives information or an opinion	noun	✗
storage	the process of keeping sth in a particular place until it is needed; the space where things can be kept	noun	✗
structure	the way in which the parts of sth are connected together, arranged or organized; a particular arrangement of parts	noun	✗
sympathize	to feel sorry for sb; to show that you understand and feel sorry about sb's problems	verb	✗
system	a group of things, pieces of equipment, etc. that are connected or work together	noun	✗
traditional	following older methods and ideas rather than modern or different ones	adj.	✗
transform	to change the form of sth	verb	✗
uncertainty	something that you cannot be sure about; a situation that causes you to be or feel uncertain	noun	✗
yoga	a system of exercises for your body and for controlling your breathing, used by people who want to become fitter or to relax	noun	✗

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alternative	a thing that you can choose to do or have out of two or more possibilities	noun	✗
average	the result of adding several amounts together, finding a total, and dividing the total by the number of amounts	noun	✗
benefit	an advantage that you get from a company in addition to the money that you earn; money from an insurance company	noun	✗
bill	a piece of paper that shows how much you have to pay for the food and drinks that you have had in a restaurant	noun	✗
borrow	to take money from a person or bank and agree to pay it back to them at a later time	verb	✗
compensation	something, especially money, that sb gives you because they have hurt you, or damaged sth that you own; the act of giving this to sb	noun	✗
contribute	to give sth, especially money or goods, to help sb/sth	verb	✗
debt	a sum of money that sb owes	noun	✗
deduction	the process of taking an amount of sth, especially money, away from a total; the amount that is taken away	noun	✗
drastic	extreme in a way that has a sudden, serious or violent effect on sth	adj.	✗
drop	to become or make sth weaker, lower or less	verb	✗
expense	the money that you spend on sth	noun	✗
generally	in most cases	adv.	✗
gradually	slowly, over a long period of time	adv.	✗
housing	houses, flats/apartments, etc. that people live in, especially when referring to their type, price or condition	noun	✗
include	to make sb/sth part of sth	verb	✗
income	the money that a person, a region, a country, etc. earns from work, from investing money, from business, etc	noun	✗
loan	to lend sth to sb, especially money	verb	✗
option	something that you can choose to have or do; the freedom to choose what you do	noun	✗
owe	to have to pay sb for sth that you have already received or return money that you have borrowed	verb	✗
package	a set of items or ideas that must be bought or accepted together	noun	✗
possibility	one of the different things that you can do in a particular situation	noun	✗
priority	something that you think is more important than other things and should be dealt with first	noun	✗
push	to persuade or encourage sb to do sth that they may not want to do	verb	✗
reasonably	to a degree that is fairly good but not very good	adv.	✗
run	to be at or near a particular level	verb	✗
saving	money that you have saved, especially in a bank, etc	noun	✗
significantly	in a way that is large or important enough to have an effect on sth or to be noticed	adv.	✗
stable	firmly fixed; not likely to move, change or fail	adj.	✗

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Vocabulary	Translation / definition	Part of speech	Know this word?
acquisition	a company, piece of land, etc. bought by sb, especially another company; the act of buying it	noun	✗
candidate	a person who is trying to be elected or is applying for a job	noun	✗
conclusion	the end of sth such as a speech or a piece of writing	noun	✗
continent	one of the large land masses of the earth such as Europe, Asia or Africa	noun	✗
controller	a person who manages or directs sth, especially a large organization or part of an organization	noun	✗
decrease	to become or make sth become smaller in size, number, etc	verb	✗
fall	to decrease in amount, number or strength	verb	✗
free	not restricted or controlled by anyone else; able to do or say what you want	adj.	✗
headquarters	a place from which an organization or a military operation is controlled; the people who work there	noun	✗
hire	a person who has recently been given a job by a company	noun	✗
hold	to keep sth so that it can be used later	verb	✗
however	used to introduce a statement that contrasts with sth that has just been said	adv.	✗
increase	to become or to make sth greater in amount, number, value, etc	verb	✗
main	being the largest or most important of its kind	adj.	✗
market	a particular area, country or section of the population that might buy goods	noun	✗
merge	to combine or make two or more things combine to form a single thing	verb	✗
news	new information about sth that has happened recently	noun	✗
outline	a description of the main facts or points involved in sth	noun	✗
parent	an organization that produces and owns or controls smaller organizations of the same type	noun	✗
particularly	especially; more than usual or more than others	adv.	✗
point	a particular detail or fact	noun	✗
remain	to continue to be sth; to be still in the same state or condition	verb	✗
remind	to help sb remember sth, especially sth important that they must do	verb	✗
steady	developing, growing, etc. gradually and in an even and regular way	adj.	✗
step	one part of a sequence or procedure	noun	✗
subsidiary	connected with sth but less important than it	adj.	✗
summary	a short statement that gives only the main points of sth, not the details	noun	✗
update	a report that gives the most recent information about something	noun	✗
vision	an idea or a picture in your imagination	noun	✗

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advantage	a positive aspect of something	noun	✗
affect	to produce a change in sb/sth	verb	✗
analysis	the detailed study or examination of sth in order to understand more about it; the result of the study	noun	✗
benefit	a positive aspect of something	noun	✗
cause	the person or thing that makes sth happen	noun	✗
challenge	a new or difficult task that tests sb's ability and skill	noun	✗
dilemma	a situation which makes problems, often one in which you have to make a very difficult choice between things of equal importance	noun	✗
downside	a negative aspect of something	noun	✗
drawback	a negative aspect of something	noun	✗
effect	a change that sb/sth causes in sb/sth else; a result	noun	✗
evaluate	to form an opinion about something after careful thinking	verb	✗
generate	to produce or create sth	verb	✗
minus	a negative quality; a disadvantage	noun	✗
miss	to fail to be or go somewhere	verb	✗
obstacle	a situation, an event, etc. that makes it difficult for you to do or achieve sth	noun	✗
opportunity	a time when a particular situation makes it possible to do or achieve sth	noun	✗
plus	an advantage; a good thing	noun	✗
predicament	a difficult or unpleasant situation, especially one where it is difficult to know what to do	noun	✗
result	a thing that is caused or produced because of sth else	noun	✗
setback	a difficulty or problem that delays or prevents sth, or makes a situation worse	noun	✗
solution	something that can be done to fix a problem	noun	✗
strength	a quality or an ability that a person or thing has that gives them an advantage	noun	✗
sympathetic	kind to sb who is hurt or sad; showing that you understand and care about their problems	adj.	✗
threat	the possibility of trouble, danger or disaster	noun	✗
unacceptable	that you cannot accept, allow or approve of	adj.	✗
upside	a positive aspect of something	noun	✗
weakness	a weak point in a system, sb's character, etc	noun	✗

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achieve	to succeed in reaching a particular goal, status or standard, especially by making an effort for a long time	verb	✗
against	opposing or disagreeing with sb/sth	prep.	✗
ambitious	needing a lot of effort, money or time to succeed	adj.	✗
annual	happening or done once every year	adj.	✗
atmosphere	the feeling or mood that you have in a particular place or situation; a feeling between two people or in a group of people	noun	✗
attainable	that you can achieve	adj.	✗
become	to start to be sth	verb	✗
career	the series of jobs that a person has in a particular area of work, usually involving more responsibility as time passes	noun	✗
consistent	in agreement with sth; not contradicting sth	adj.	✗
decision	a choice that is made after some consideration	noun	✗
development	the process of producing or creating sth new or more advanced; a new or advanced product	noun	✗
goal	something that you hope to achieve	noun	✗
intend	to have a plan, result or purpose in your mind when you do sth	verb	✗
involved	taking part in sth; being part of sth or connected with sth	adj.	✗
lead	to be in control of sth; to be the leader of sth	verb	✗
objective	something that you are trying to achieve	noun	✗
play	to have an effect on sth	verb	✗
proactive	controlling a situation by making things happen rather than waiting for things to happen and then reacting to them	adj.	✗
realistic	sensible and appropriate; possible to achieve	adj.	✗
realize	to understand or become aware of a particular fact or situation	verb	✗
responsibility	a duty to deal with or take care of sb/sth, so that you may be blamed if sth goes wrong	noun	✗
role	the degree to which sb/sth is involved in a situation or an activity and the effect that they have on it	noun	✗
satisfaction	the good feeling that you have when you have achieved sth or when sth that you wanted to happen does happen; sth that gives you this feeling	noun	✗
set	to arrange or fix sth; to decide on sth	verb	✗
specific	detailed and exact	adj.	✗
submit	to give a document, proposal, etc. to sb in authority so that they can study or consider it	verb	✗
supportive	giving help, encouragement or sympathy to sb	adj.	✗
survey	an investigation of the opinions, behaviour, etc. of a particular group of people, which is usually done by asking them questions	noun	✗
wonder	to think about sth and try to decide what is true, what will happen, what you should do, etc	verb	✗