

<u>VOCABULARY</u>			
<u>WORD</u>	<u>MEANING</u>	<u>WORD</u>	<u>MEANING</u>
<i>incompatible</i>	Who can't adjust; unsuitable	Heart and soul	Putting full effort
<i>feasible</i>	possible, achievable	jargon	specialized technical terminology characteristic of a particular subject
<i>virulent</i>	harsh in tone;	imbalance	Instability
<i>enigma</i>	a difficult problem; brain-teaser	precedent	preceding in time, order, or significance
<i>Perennial problem</i>	Permanent problem	counterpart	a duplicate copy; twin
<i>benign</i>	kind; favourable;	immoveable	fixed in place;
<i>legacy</i>	inheritance	resolve	To sort out the issue
<i>great job</i>	Commendable job	Holistic approach	Overall approach
<i>that's brilliant</i>	exce	<i>accessible</i>	approachable
<i>Mind blowing</i>	Very good	<i>strategy</i>	Plan
<i>mindboggling</i>	Incredible, unbelievable	<i>ensure</i>	Make sure
<i>Heading to</i>	Moving to		
<i>Figure out</i>	understand	<i>Pull up your socks</i>	Get ready to act fast
<i>Candid</i>	frank	<i>empowerment</i>	Personal power
<i>Precarious</i>	Not sure		
<i>Relentlessly</i>	continuously	<i>Paradigm</i>	pattern or model
<i>Deluge of work</i>	Too much work	<i>accessible</i>	approachable
<i>Inundated(with phone calls)</i>	Too many phone calls	<i>strategy</i>	Plan
<i>Round the clock</i>	Continuously for 24 hours	<i>ensure</i>	Make sure
<i>In the stipulated time</i>	In the time frame	<i>proactive</i>	positive
<i>leverage</i>	Mileage or benefit	<i>mandatory</i>	compulsory
<i>perplexed</i>	confused	<i>Buzz word</i>	Commonly used
<i>conducive</i>	favourable	<i>commitment</i>	dedication
<i>panic</i>	nervous	<i>accountability</i>	Responsibility for success or failure
<i>Convene (meeting)</i>	Called	<i>obligation</i>	Moral binding
<i>Work life balance</i>	Balance between office and personal life	<i>mission</i>	aim
wind-up	close down	white elephant	useless
Ballpark	Is an estimate	Bottom line	the final result
Incentivize	Motivate or to lure	proportionate	relative; corresponding

exempt	free, clear or released	accelerate	hasten, increase, expedite
adapt	adjust	aggressive	determined
backup	copy, help, extra, contingency	bail out	rescue, leave
balloon	expand, swell, enlarge	breakthrough	discovery, development
boost	increase, improve	brief	Instructions;summary
caretaker	custodian	ceiling	limit, restriction
clientele	customers, clients	complimentary	free of charge
counsellor	troubleshooter, advisor	credentials	qualities, experience
decouple	disconnect	deplete	reduce
downgrade	reduce status, reduce value	duress	force
emerge	appear, be disclosed	enable	empower, permit, facilitate
endorse	support, approve	facilitate	make easy, ease
generic	standard, unbranded	gimmick	trick
glitch	problem, fault	hallmark	sign, feature
halo-effect	feelgood factor, positive reflection	hand-holding	Supporting;helping
harmonise	combine, integrate	jettison	reject, eject
keynote	important thing	kudos	prestige, esteem
languish	fail, become weaker	latent	Concealed;hidden
lateral	sideways thinking, different perspective	legible	readable, intelligible, understandable
lure	persuade, entice, tempt	mainstream	usual, normal, main
mindset	attitude, fixed ideas	mushroom	multiply, develop quickly
nosedive	sudden drop or fall	obsolete	outdated
patronage	support, protection	pigeonhole	, put into a particular group, categorise
pitfall	difficulty, danger	plateau	flatten, stabilise
prudence	conservatism, caution	quarantine	protection
recuperate	improve, get money back	redundant	useless
roadmap	plan, vision, milestones	slump	decline, decrease
swindle	cheat, deceive	tactical	carefully planned, strategic
tangible	touchable, existing	unethical	immoral, dishonest
upbeat	positive, enthusiastic,	upsurge	sudden large increase
wake-up call	sudden warning	whistle-blower	informer

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