

Lesson 1

Content

Meaning: Information or material in a written, visual, or digital form.

Example: The website's content includes articles, videos, and podcasts.

Familiarity

Meaning: The state of knowing something well.

Example: Her familiarity with the software made the project easier to complete.

Jargon

Meaning: Specialized language used by a particular group or profession.

Example: The medical jargon confused the patient who wasn't familiar with the terms.

Punctuation

Meaning: Marks used in writing to clarify meaning (e.g., periods, commas, question marks).

Example: Correct punctuation is essential to make your writing clear and professional.

Tone

Meaning: The attitude or mood conveyed in writing or speech.

Example: The author's tone was humorous, making the article enjoyable to read.

Adapt

Meaning: To change something to suit new conditions or needs.

Example: The teacher had to adapt the lesson for students with different learning styles.

Amend

Meaning: To make changes or improvements, especially in documents or laws.

Example: The company plans to amend its policies to better protect employee rights.

Decide

Meaning: To make a choice or come to a conclusion.

Example: She couldn't decide which university to attend.

Draft

Meaning: A preliminary version of a written work.

Example: He shared the first draft of his essay with the teacher for feedback.

Establish

Meaning: To set up or create something in a lasting way.

Example: The organization aims to establish a new training center next year.

Evaluate

Meaning: To assess or judge the value, quality, or importance of something.

Example: The teacher will evaluate each student's project based on creativity and accuracy.

Link

Meaning: To connect two things together.

Example: The article links poor sleep to decreased productivity.

Concise

Meaning: Expressing something clearly and briefly.

Example: Please keep your answers concise and to the point.

Dynamic

Meaning: Energetic and always changing or progressing.

Example: He is a dynamic speaker who keeps the audience engaged.

Essential

Meaning: Absolutely necessary or extremely important.

Example: Good communication skills are essential in any workplace.

Related

Meaning: Connected or associated with something.

Example: The speaker discussed topics related to environmental conservation.

Relevant

Meaning: Closely connected or appropriate to the current topic.

Example: Make sure your examples are relevant to the question.

Unnecessary

Meaning: Not needed or not essential.

Example: The report included unnecessary details that made it too long.

Absolutely

Meaning: Completely or totally.

Example: I'm absolutely certain that I left my keys on the table.

Specifically

Meaning: In a clear and exact way.

Example: He was asked to explain the problem specifically, not in general terms.

Lesson 2

Chronology

Meaning: The order in which events happen.

Example: The book explains the chronology of ancient civilizations.

Conclusion

Meaning: The final part of something; a judgment or decision.

Example: The essay's conclusion summarized all the key points clearly.

Development

Meaning: The process of growth or progress.

Example: Urban development has transformed the city landscape.

Effect

Meaning: The result or impact of something.

Example: The new law had a positive effect on traffic safety.

Introduction

Meaning: The beginning part of a piece of writing or a speech.

Example: The introduction gives an overview of the topic.

Method

Meaning: A way of doing something, especially systematically.

Example: The scientific method involves careful observation and testing.

Outline

Meaning: A general plan or summary.

Example: She created an outline before writing her report.

Process

Meaning: A series of actions taken to achieve a result.

Example: Learning a language is a gradual process.

Pyramid

Meaning: A structure with a broad base and pointed top; often used metaphorically to show hierarchy.

Example: The food pyramid illustrates a balanced diet.

Report

Meaning: A written or spoken description of a situation or event.

Example: He wrote a report on climate change for his class.

Sequence

Meaning: A particular order in which things happen.

Example: The magician performed his tricks in a specific sequence.

Stage

Meaning: A step or level in a process.

Example: They are in the final stage of the construction project.

Technique

Meaning: A skillful or efficient way of doing something.

Example: She uses a special breathing technique to stay calm.

Brainstorm

Meaning: To generate ideas quickly, usually in a group.

Example: Let's brainstorm ideas for the marketing campaign.

Prioritize

Meaning: To arrange or deal with in order of importance.

Example: You need to prioritize your tasks to meet the deadline.

Propose

Meaning: To suggest an idea or plan.

Example: He proposed a new strategy for increasing sales.

General

Meaning: Broad or not specific; common.

Example: The meeting covered general updates about the project.

Practical

Meaning: Useful and realistic rather than theoretical.

Example: She gave practical advice on saving money.

Promotional

Meaning: Related to advertising or marketing something.

Example: The company launched a promotional video for their new product.

Steadily

Meaning: In a stable, continuous way.

Example: His health has been improving steadily over the past month.

Lesson 3

Attachment

Meaning: A file sent with an email or included with a document.

Example: Please check the attachment for the meeting agenda.

Bullet points

Meaning: Symbols (•) used to list items clearly in a document.

Example: She used bullet points to organize her main arguments.

Caution

Meaning: Care taken to avoid danger or mistakes.

Example: Use caution when handling hot objects.

Discretion

Meaning: The ability to make careful choices or keep something confidential.

Example: We trust you to handle this matter with discretion.

Emphasis

Meaning: Special importance or attention given to something.

Example: The teacher placed emphasis on understanding the key concepts.

Salutation

Meaning: A greeting in a letter or email.

Example: "Dear Mr. Kim" is a formal salutation.

Signature

Meaning: A person's name written in their own handwriting, often at the end of a letter or document.

Example: Please add your signature at the bottom of the form.

Carbon copy (CC)

Meaning: A duplicate copy of an email sent to someone else.

Example: I sent the message to the client and added my manager as a carbon copy (CC).

Forward

Meaning: To send something received (like an email) to another person.

Example: I will forward the email to the rest of the team.

Present

Meaning: To show or offer something formally.

Example: She will present the final report to the board tomorrow.

Adequate

Meaning: Enough in quantity or quality to meet a need.

Example: The hotel provided adequate space for the conference.

Confidential

Meaning: Meant to be kept private or secret.

Example: The documents contain confidential information.

Consistent

Meaning: Always acting or happening in the same way.

Example: His performance has been consistent throughout the year.

Dear

Meaning: A common word used in greetings, especially in letters.

Example: Dear Ms. Lee, thank you for your message.

Private

Meaning: Belonging to or intended for one person or group; not public.

Example: The conversation was kept private between them.

Sensitive

Meaning: Requiring careful handling due to its importance or potential impact.

Example: Please be careful with this sensitive data.

Standard

Meaning: A level of quality or rule that is generally accepted.

Example: All products must meet safety standards.

Updated

Meaning: Brought up to date with the latest information or changes.

Example: We need an updated version of the software.

Varying

Meaning: Changing or different in size, amount, or degree.

Example: The results showed varying levels of improvement.

Legally

Meaning: In a way that relates to the law.

Example: The contract is legally binding for both parties.

Lesson 7**Appendix**

Meaning: A section at the end of a document that includes additional information.

Example: The detailed financial reports are included in the appendix.

Budget

Meaning: A plan for how to spend a set amount of money.

Example: The marketing team prepared a \$10,000 budget for the campaign.

Bullet Points

Meaning: Dots or symbols used to organize lists clearly.

Example: The presentation summarized key ideas using bullet points.

Executive Summary

Meaning: A brief overview of the main points in a longer report.

Example: The executive summary highlights the project's goals, timeline, and outcomes.

Figure

Meaning: A diagram, chart, or illustration in a document.

Example: Figure 3 shows the increase in sales over the last quarter.

Font

Meaning: The style and size of printed letters and characters.

Example: Please use Times New Roman font in 12-point size.

Heading

Meaning: A title or caption at the top of a section.

Example: The heading "Research Methods" starts the third chapter.

Indentation

Meaning: The space at the beginning of a paragraph.

Example: Each paragraph should begin with an indentation of half an inch.

Investigation

Meaning: A detailed examination or study of something.

Example: The investigation revealed several issues with the product design.

Recommendation

Meaning: A suggestion or proposal for the best course of action.

Example: The report ends with a recommendation to expand the service globally.

Scope

Meaning: The extent or range of something's coverage or activity.

Example: The scope of the project includes all departments in the company.

Size

Meaning: The physical dimensions or amount of something.

Example: Reduce the size of the image to fit the page.

Table

Meaning: A structured arrangement of data in rows and columns.

Example: Refer to Table 2 for the comparison of annual revenues.

Title

Meaning: The name of a document, section, or piece of work.

Example: The title of her thesis is "Sustainable Urban Planning."

Justify

Meaning: To align text evenly along both left and right margins or to give a reason.

Example: Please justify the text in your document for a cleaner appearance.

Update

Meaning: To bring something up to date.

Example: Be sure to update the budget figures before submitting the report.

Alphabetical

Meaning: Arranged in the order of the alphabet.

Example: The files are stored in alphabetical order by client name.

Fixed

Meaning: Not changing; constant or firmly in place.

Example: The table has a fixed position in the layout.

Relative

Meaning: Compared to something else; or dependent on another element.

Example: The image is positioned relative to the text box.

Logically

Meaning: In a way that shows clear, sound reasoning.

Example: The paragraphs are arranged logically to build a strong argument.

Lesson 9**Accomplishment**

Meaning: An achievement or success in completing something.

Example: Her greatest accomplishment was leading the team to victory.

Alma Mater

Meaning: The school, college, or university from which a person graduated.

Example: He returned to his alma mater to give a lecture.

Capability

Meaning: The ability or power to do something.

Example: The software enhances the capability to handle tasks.

Certification

Meaning: The process of validating something as true, often through a professional body.

Example: He earned a certification in project management.

Competency

Meaning: The ability to do something successfully or efficiently.

Example: The job requires high competency in data analysis.

Employer

Meaning: A person or organization that hires people to work.

Example: The employer is responsible for safety at work.

Reference

Meaning: A recommendation from someone who can speak to your qualifications.

Example: She provided references from previous employers.

Spacing

Meaning: The amount of space between elements in a document.

Example: Proper spacing makes the document easier to read.

Template

Meaning: A pre-designed format used to create documents.

Example: Use the resume template provided.

Attract

Meaning: To draw attention or interest.

Example: The ad was designed to attract new customers.

Demonstrate

Meaning: To show or prove something through action.

Example: The candidate demonstrated leadership skills.

Distinguish

Meaning: To recognize or treat as different.

Example: Her presentation style distinguishes her from others.

Employ

Meaning: To hire someone.

Example: The company plans to employ more people.

Tailor

Meaning: To modify something to fit a particular need.

Example: She tailored her resume for the job.

Centered

Meaning: Positioned in the middle.

Example: The title should be centered at the top.

Chronological

Meaning: Arranged in the order of time.

Example: List your experiences in chronological order.

Flawless

Meaning: Without mistakes or imperfections.

Example: Her presentation was flawless.

Irrelevant

Meaning: Not related to the matter at hand.

Example: That detail is irrelevant to the job application.

Well-structured

Meaning: Organized in a clear and effective way.

Example: A well-structured report improves understanding.

Grammatically

Meaning: In a way that follows the rules of grammar.

Example: Make sure the text is grammatically correct.

Lesson 12

Advice

Meaning: A suggestion or recommendation to help someone decide what to do.

Example: My teacher gave me good advice on how to prepare for the exam.

Goods

Meaning: Physical items that are bought and sold.

Example: The store sells household goods like furniture and kitchenware.

Position

Meaning: A place, role, or status in a system or job.

Example: She applied for a managerial position at the company.

Procedure

Meaning: A set of steps to follow in order to do something.

Example: The doctor explained the procedure before the surgery began.

Reputation

Meaning: The opinion people have about someone or something.

Example: The company has a reputation for excellent customer service.

Risk

Meaning: The possibility of loss or harm.

Example: Investing in stocks always involves some risk.

Tense

Meaning: Feeling nervous or unable to relax.

Example: He felt tense before giving his speech.

Analyze

Meaning: To study something carefully to understand it.

Example: Scientists analyze the data before drawing conclusions.

Avoid

Meaning: To keep away from something.

Example: You should avoid eating too much sugar.

Edit

Meaning: To revise or correct text or content.

Example: She edited the essay before submitting it.

Mitigate

Meaning: To reduce the severity or negative impact of something.

Example: The new policy helps mitigate the environmental damage.

Rely on

Meaning: To depend on someone or something.

Example: We rely on technology for communication and work.

Remove

Meaning: To take something away.

Example: Please remove your shoes before entering the house.

Solve

Meaning: To find an answer to a problem.

Example: He finally solved the math problem after several tries.

Countable

Meaning: Able to be counted as individual units.

Example: "Apples" is a countable noun.

Nonessential

Meaning: Not absolutely necessary.

Example: All nonessential travel was canceled during the storm.

Fundamental

Meaning: Basic and important.

Example: Understanding grammar is fundamental to learning a language.

Trained

Meaning: Taught or prepared for a specific task or skill.

Example: The trained staff handled the emergency professionally.

Highly

Meaning: To a great degree.

Example: She is highly respected in her field.

Wrongly

Meaning: In an incorrect or unjust way.

Example: He was wrongly accused of stealing.

Lesson 13

Clause

Meaning: A group of words with a subject and verb, part of a sentence.

Example: "Because it was raining" is a dependent clause.

Decision

Meaning: A choice made after thinking.

Example: She made the decision to study abroad next year.

Disbelief

Meaning: Inability or refusal to accept something as true.

Example: He stared at the lottery ticket in disbelief.

Explanation

Meaning: A statement that makes something clear.

Example: The teacher gave a simple explanation of gravity.

Irony

Meaning: When something happens that is the opposite of what is expected.

Example: It's irony that the fire station burned down.

Possession

Meaning: The state of owning something.

Example: The ring was her most valuable possession.

Ownership

Meaning: The legal right to possess something.

Example: He claimed ownership of the land.

Sarcasm

Meaning: A sharp, mocking, or ironic remark meant to hurt or criticize.

Example: "Nice job!" she said with sarcasm after he spilled the drink.

Contract

Meaning: A formal agreement between people or groups.

Example: They signed a contract to build the new bridge.

Enclose

Meaning: To surround or put inside something.

Example: Please enclose your resume with the application.

Express

Meaning: To show thoughts or feelings with words or actions.

Example: He expressed his gratitude with a heartfelt thank-you.

Introduce

Meaning: To present someone or something for the first time.

Example: Let me introduce you to my colleague, Sarah.

Offset

Meaning: To counterbalance or reduce the effect of something.

Example: The benefits offset the high cost of the program.

Punctuate

Meaning: To use punctuation marks in writing.

Example: Don't forget to punctuate your sentences correctly.

Separate

Meaning: To divide into parts or move apart.

Example: They separated the recyclable items from the trash.

Correlated

Meaning: Closely connected or related.

Example: High stress levels are often correlated with poor sleep.

Exact

Meaning: Precise and accurate.

Example: She knew the exact time the train would arrive.

Introductory

Meaning: Serving as an introduction; basic or initial.

Example: We took an introductory course in psychology.

Reported

Meaning: Told or written about something that happened.

Example: The news reported a rise in fuel prices.

Closely

Meaning: In a close or detailed way.

Example: He watched the experiment closely to record every change.

Lesson 14

Correspondence

Meaning: Written communication, especially letters or emails.

Example: All correspondence with the client must be saved for records.

Guideline

Meaning: A rule or instruction that helps direct behavior or decisions.

Example: The company issued new guidelines for remote work.

Jargon

Meaning: Specialized language used by a particular group or profession.

Example: Computer jargon can be confusing for beginners.

Party

Meaning: A person or group involved in an agreement or legal case.

Example: Each party must sign the contract to make it official.

Preparation

Meaning: The act of getting ready for something.

Example: Good preparation leads to better performance on tests.

Terminology

Meaning: The set of technical or special words used in a field.

Example: She learned medical terminology during her training.

Approximate

Meaning: Close to the actual number or amount, but not exact.

Example: The approximate time of arrival is 3 p.m.

Assume

Meaning: To accept something as true without proof.

Example: Don't assume he knows the answer—ask him directly.

Coordinate

Meaning: To organize people or activities to work together.

Example: They coordinated the meeting schedule with both teams.

Draft

Meaning: A preliminary version of a written document.

Example: She submitted the first draft of her report yesterday.

Speculate

Meaning: To guess or form a theory without firm evidence.

Example: Experts speculate that the market will improve soon.

Strengthen

Meaning: To make stronger or more effective.

Example: Regular exercise strengthens your immune system.

Supervise

Meaning: To oversee or manage the work of others.

Example: The manager supervises five employees in the department.

Appropriate

Meaning: Suitable or fitting for a particular situation.

Example: Wear appropriate clothing for the weather.

Colloquial

Meaning: Informal, everyday language or expressions.

Example: "Gonna" is a colloquial way of saying "going to."

Concise

Meaning: Short and to the point, without unnecessary words.

Example: Her presentation was clear and concise.

Necessary

Meaning: Required or essential.

Example: A passport is necessary for international travel.

From scratch

Meaning: Starting from the beginning, without anything pre-made.

Example: He built his business from scratch.

Intuitively

Meaning: Based on instinct or natural understanding.

Example: She intuitively understood what her friend needed.

Logically

Meaning: In a clear, reasoned, and rational way.

Example: The argument was well-structured and logically sound.