

## Chapter 3 Lesson 1

### **Attitude**

Meaning: A settled way of thinking or feeling about something, typically reflected in behavior.

Example: Her positive attitude toward the project helped motivate the entire team.

### **Complexity**

Meaning: The state of being intricate or complicated.

Example: The complexity of the new software made it difficult to use at first.

### **Handout**

Meaning: A printed document or material given to people, usually for free.

Example: The teacher gave out handouts to the students for the class discussion.

### **Impact**

Meaning: The strong effect or influence something has.

Example: The new law will have a significant impact on the environment.

### **Involvement**

Meaning: The act of participating in something or being engaged in it.

Example: His involvement in the community projects has earned him respect.

### **Mannerisms**

Meaning: A distinctive behavioral trait or gesture.

Example: His constant tapping of his foot is one of his nervous mannerisms.

### **Rhythm**

Meaning: A repeated pattern of sounds or movements, especially in music or speech.

Example: The rhythm of the song made everyone want to dance.

### **Conclude**

Meaning: To bring something to an end or decide after consideration.

Example: After careful thought, we conclude that the project should be postponed.

### **Conduct**

Meaning: The manner in which someone behaves or carries out an activity.

Example: The manager praised her for her professional conduct during the meeting.

### **Engage**

Meaning: To involve someone's attention or participate in something.

Example: The speaker engaged the audience with a funny story.

### **Promote**

Meaning: To encourage or support the progress or development of something.

Example: The company plans to promote the new product through social media campaigns.

### **Summarize**

Meaning: To give a brief statement of the main points.

Example: Can you summarize the article in a few sentences?

**Allotted**

Meaning: Given or assigned as a share or portion.

Example: She used the allotted time to finish her assignment.

**Confident**

Meaning: Sure of oneself; having self-assurance.

Example: He was confident in his ability to lead the project.

**Distracting**

Meaning: Something that takes away attention from what should be the focus.

Example: The noise from the construction site was distracting during the meeting.

**Maximum**

Meaning: The greatest or highest amount or degree.

Example: The maximum speed limit on this road is 60 mph.

**Nervous**

Meaning: Feeling anxious or uneasy.

Example: She was nervous about her presentation but did it well.

**Overall**

Meaning: In general; considering everything.

Example: Overall, the event was a success, despite a few minor issues.

**Strategically**

Meaning: In a manner that is planned to achieve a specific goal.

Example: The team placed their resources strategically to gain the upper hand.

**Cover**

Meaning:

To put something over or on top of something else.

To report on or describe a topic in the media.

Example:

She covered the cake with a plastic wrap to keep it fresh.

The journalist was asked to cover the event for the local newspaper.

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## Chapter 3 Lesson 2

**Discourse**

Meaning: Written or spoken communication; a formal discussion of a topic.

Example: The professor's discourse on modern philosophy was both engaging and informative.

**Feature**

Meaning: A distinctive characteristic or aspect of something.

Example: The new phone's most exciting feature is its high-resolution camera.

**Instructions**

Meaning: Detailed directions or orders on how to do something.

Example: Please read the instructions carefully before assembling the furniture.

**Opinion**

Meaning: A personal belief or judgment about something, not necessarily based on fact or knowledge.

Example: In my opinion, the movie was better than the book.

**Product**

Meaning: An item or service that is produced for sale or use.

Example: The new product will be available for purchase next month.

**Rhetoric**

Meaning: The art of persuasive speaking or writing, often using figures of speech and other compositional techniques.

Example: The politician's rhetoric was full of promises but lacked substance.

**Service**

Meaning: A system or activity provided to help others or fulfill a need.

Example: The hotel staff provided excellent service during our stay.

**Utility**

Meaning: The state of being useful, profitable, or beneficial.

Example: This app has great utility for organizing your tasks efficiently.

**Value**

Meaning: The importance, worth, or usefulness of something.

Example: The value of teamwork cannot be overstated in a successful project.

**Argue**

Meaning: To present reasons or evidence in support of or against something.

Example: They argued for hours about the best approach to solving the problem.

**Defend**

Meaning: To protect or support something, especially in the face of criticism.

Example: The lawyer will defend the client in court tomorrow.

**Elevate**

Meaning: To raise something to a higher position or level.

Example: The new policy aims to elevate the standard of education in rural areas.

**Persuade**

Meaning: To convince someone to do or believe something through reasoning or argument.

Example: She tried to persuade her friend to join the dance team.

**Purchase**

Meaning: To buy something.

Example: I'm planning to purchase a new laptop next week.

**Train**

Meaning: To teach or develop skills through practice.

Example: The company will train all new employees in customer service.

**Commercial**

Meaning: Related to business or commerce, or an advertisement.

Example: The commercial for the new car was aired during the Super Bowl.

**Descriptive**

Meaning: Giving detailed information about something, often to help create a vivid image.

Example: Her descriptive writing helped me imagine every detail of the beautiful landscape.

**Factual**

Meaning: Based on or concerned with facts; accurate and truthful.

Example: The news report was strictly factual, without any opinions.

**Particular**

Meaning: Specific or distinct; focusing on one item or detail.

Example: She had a particular interest in ancient history.

**Preferable**

Meaning: More desirable or suitable.

Example: It's preferable to arrive early for the meeting to secure a good seat.

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## Chapter 3 Lesson 3

**Adapter**

Meaning: A device used to connect two different types of equipment or systems.

Example: I need an adapter to plug my phone charger into this foreign outlet.

**Audio**

Meaning: Related to sound or the reproduction of sound.

Example: The audio quality of the speaker system is excellent.

**Center**

Meaning: The middle point or area of something; a place for specific activities.

Example: The conference will take place at the convention center downtown.

**Curtain**

Meaning: A piece of cloth used to cover or decorate windows, or to block off an area.

Example: The curtain in the living room is a lovely shade of blue.

**Lighting**

Meaning: The arrangement or use of lights in a room or space.

Example: The lighting in the theater is perfect for a dramatic performance.

**Outlet**

Meaning: A place where electricity or resources are provided.

Example: There are multiple outlets around the room to charge your devices.

**Password**

Meaning: A secret word or phrase used to gain access to something.

Example: Please enter your password to access the account.

**Podium**

Meaning: A small platform used by speakers or performers to stand on.

Example: The speaker stood confidently at the podium to begin the presentation.

#### **Pointer**

Meaning: A device or gesture used to direct attention or indicate something.

Example: She used a laser pointer to highlight key points in her presentation.

#### **Stage**

Meaning: A raised platform used for performances, or a phase in a process.

Example: The actors took their positions on the stage before the play began.

#### **Temperature**

Meaning: The measure of heat or cold.

Example: The temperature in the room is a little too hot for my comfort.

#### **Brighten**

Meaning: To make something lighter or more radiant.

Example: The new curtains really brighten up the room.

#### **Dim**

Meaning: To make something less bright.

Example: You can dim the lights in the theater for a more intimate atmosphere.

#### **Draw**

Meaning: To pull or attract something, or to create a picture.

Example: She will draw a portrait of her friend for the art project.

#### **Lower**

Meaning: To move something downward or reduce its level.

Example: Please lower the volume, it's too loud.

#### **Raise**

Meaning: To lift something to a higher position.

Example: We need to raise the flag before the ceremony starts.

#### **Compatible**

Meaning: Able to work together without conflict.

Example: This printer is compatible with both Mac and Windows.

#### **Enough**

Meaning: Sufficient quantity to meet a need.

Example: I have enough food to feed everyone at the party.

#### **Perfect**

Meaning: Completely free from flaws; ideal.

Example: The weather was perfect for a day at the beach.

#### **Easily**

Meaning: Without difficulty.

Example: She passed the test easily because she studied well.

**Aim**

Meaning: A goal or objective that one is trying to achieve.

Example: Her aim is to become a successful entrepreneur.

**Attention**

Meaning: The act of focusing or concentrating.

Example: The teacher asked for the students' attention before starting the lesson.

**Comments**

Meaning: Remarks or observations.

Example: The manager made positive comments about the new proposal.

**Market**

Meaning: A place where goods/services are exchanged, or the group of consumers.

Example: They are trying to expand their market to international customers.

**Section**

Meaning: A part or subdivision.

Example: The book is divided into five sections, each focusing on a different topic.

**Talk**

Meaning: To speak or discuss.

Example: She gave an inspiring talk about leadership at the seminar.

**Topic**

Meaning: The subject of discussion or writing.

Example: The topic of the meeting was how to improve customer service.

**Begin**

Meaning: To start something.

Example: We will begin the project as soon as we receive the approval.

**Comprehend**

Meaning: To understand something.

Example: It took a while for me to comprehend the concept of quantum physics.

**Convince**

Meaning: To make someone believe or agree.

Example: I tried to convince him that the new plan would be more efficient.

**Divide**

Meaning: To separate into parts.

Example: We will divide the tasks equally among the team members.

**Examine**

Meaning: To inspect carefully.

Example: The doctor will examine the patient before making a diagnosis.

**Obtain**

Meaning: To get something.

Example: He managed to obtain all the necessary documents for the trip.

**Get Started**

Meaning: To begin.

Example: Let's get started with the meeting; we have a lot to discuss.

**Outline**

Meaning: A general description or plan.

Example: She gave a brief outline of the project during the meeting.

**Split**

Meaning: To divide.

Example: We decided to split the bill evenly between the three of us.

**Take a Look at**

Meaning: To examine briefly.

Example: Can you take a look at this report and let me know what you think?

**Pertinent**

Meaning: Relevant.

Example: The lawyer presented only the most pertinent evidence during the trial.

**Particularly**

Meaning: Specifically or especially.

Example: I particularly enjoy reading mystery novels.

**Roughly**

Meaning: Approximately.

Example: The journey will take roughly three hours, depending on traffic.

## Chapter 3 Lesson 5

**Idea**

*Meaning:*A thought or suggestion about a possible course of action or concept.

*Example:*She had a great idea for improving customer service at the store.

**Point**

*Meaning:*A specific detail or argument, or a location.

*Example:*He made an important point during the discussion about budget cuts.

**Profits**

*Meaning:*The financial gain from business operations, after expenses.

*Example:*The company's profits increased by 20% last year.

**Thoughts**

*Meaning:*Ideas, opinions, or reflections that come to one's mind.

*Example:*My thoughts are with you during this difficult time.

**Come Back To**

*Meaning:*To return to a subject or topic after discussing something else.

*Example:*Let's come back to this issue after we finish the presentation.

**Complete**

*Meaning:*To finish or make something whole.

*Example:*I will complete the report by the end of the day.

**Deal With**

*Meaning:*To manage or handle something or someone.

*Example:*He knows how to deal with difficult customers.

**Digress**

*Meaning:*To temporarily depart from the main subject in a conversation or writing.

*Example:*I digress, but I wanted to mention that the event will start at 6 PM.

**Explore**

*Meaning:*To investigate or examine something in detail.

*Example:*We need to explore all the available options before making a decision.

**Relate**

*Meaning:*To establish or show a connection between things, or share something.

*Example:*She could relate her experience of working abroad to the current situation.

**Return**

*Meaning:*To go back to a previous position or place.

*Example:*After a week of vacation, I will return to the office on Monday.

**Sequence**

*Meaning:*A particular order in which related events or things follow one another.

*Example:*The sequence of events leading to the discovery was remarkable.

**Signal**

*Meaning:*A gesture, action, or sound that conveys information or a message.

*Example:*The green light is a signal to go, while the red light means stop.

**Share**

*Meaning:*To give a portion of something to others, or to tell others about something.

*Example:*She decided to share her lunch with me because I forgot mine.

**Shift**

*Meaning:*A change in position, direction, or focus.

*Example:*The team made a shift in strategy to address the new challenges.

**Turn To**

*Meaning:*To seek help or advice from someone or something.

*Example:*When I have a problem, I usually turn to my friend for advice.

**Final**

*Meaning:*Last in a series or conclusion; not subject to change.

*Example:*The final decision will be made after the meeting tomorrow.

**Additionally**

*Meaning:*In addition to what has been mentioned; also.

*Example:*Additionally, we should consider the environmental impact of the project.

**Concerning**

*Meaning:*About or regarding a particular topic.

*Example:*There were several questions concerning the new company policies.

**Despite**

*Meaning:*In spite of; regardless of.



*Example:* Despite the heavy rain, the event was a success.

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## Chapter 3 Lesson 6

### **Disaster**

*Meaning:* A sudden event that causes great damage or harm.

*Example:* The earthquake was a disaster that left thousands homeless.

### **Improvement**

*Meaning:* The process of making something better or more effective.

*Example:* She made significant improvement in her performance after attending the training sessions.

### **Option**

*Meaning:* A choice or alternative available to someone.

*Example:* You have the option to either take the bus or drive to work.

### **Reality**

*Meaning:* The state of things as they actually exist, rather than as they are imagined.

*Example:* The reality of the situation is much worse than we expected.

### **Repetition**

*Meaning:* The action of repeating something or the process of doing something more than once.

*Example:* His speech was full of repetition, which made it boring.

### **Solution**

*Meaning:* An answer to a problem or difficulty.

*Example:* We need to find a solution to this traffic issue before it gets worse.

### **Achieve**

*Meaning:* To successfully reach a goal or accomplish something.

*Example:* She worked hard to achieve her dream of becoming a doctor.

### **Articulate**

*Meaning:* To express something clearly and effectively.

*Example:* He was able to articulate his ideas very clearly during the meeting.

### **Contrast**

*Meaning:* The difference between two or more things.

*Example:* There is a stark contrast between the two proposals in terms of budget and timeline.

### **Emphasize**

*Meaning:* To give special importance or attention to something.

*Example:* The teacher emphasized the importance of completing assignments on time.

### **Reiterate**

*Meaning:*To say something again, often for emphasis or clarity.

*Example:*She reiterated her point about the need for more funding during the meeting.

### **Stress**

*Meaning:*To give special attention to something in order to highlight its importance.

*Example:*The manager stressed the importance of teamwork in the success of the project.

### **Absolute**

*Meaning:*Complete and total; without any limitation or condition.

*Example:*He has absolute confidence in his team's abilities.

### **Brilliant**

*Meaning:*Extremely clever or impressive; excellent.

*Example:*Her brilliant performance in the competition won her the first prize.

### **Dramatic**

*Meaning:*Relating to drama or theater, or very striking or impressive.

*Example:*The dramatic change in her attitude was noticeable to everyone.

### **Outstanding**

*Meaning:*Exceptionally good or impressive.

*Example:*His outstanding performance earned him the Employee of the Month award.

### **Remarkable**

*Meaning:*Worthy of attention or praise because of being unusual or extraordinary.

*Example:*The scientist made a remarkable discovery that could change the field of medicine.

### **Basically**

*Meaning:*In the most important or fundamental way; essentially.

*Example:*Basically, we need to cut down on costs in order to stay profitable.

### **Simply**

*Meaning:*In a clear and straightforward way; not complicated.

*Example:*Simply put, the project was a success because of teamwork.

### **Totally**

*Meaning:*Completely or absolutely.

*Example:*I totally agree with you on that decision.

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## Chapter 3 Lesson 7

### **Clarification**

*Meaning:*The act of making something clear or easier to understand.

*Example:*I asked for clarification on the instructions because I didn't understand them.

**Experiment**

*Meaning:*A scientific procedure or test to discover something or to test a hypothesis.

*Example:*The scientist conducted an experiment to study the effects of temperature on plant growth.

**Point of View**

*Meaning:*A particular attitude or way of considering a matter.

*Example:*From her point of view, the project was a success, but others disagreed.

**Rapport**

*Meaning:*A close and harmonious relationship where people understand each other.

*Example:*The teacher developed a good rapport with her students, making them feel comfortable.

**Relationship**

*Meaning:*A connection or association between people, ideas, or things.

*Example:*They have a strong business relationship based on mutual respect.

**Sense**

*Meaning:*A feeling or perception that something is true or exists, or one of the faculties by which humans perceive stimuli (like sight or touch).

*Example:*She had a strong sense of responsibility for her team's success.

**Statistics**

*Meaning:*Numerical data or facts that are analyzed for conclusions.

*Example:*The statistics showed a significant increase in sales last year.

**Acknowledge**

*Meaning:*To accept or admit the existence or truth of something.

*Example:*He acknowledged his mistake and promised to do better next time.

**Afford**

*Meaning:*To be able to pay for something or have the means to do something.

*Example:*I can't afford to buy a new car right now because of my student loans.

**Dwell**

*Meaning:*To live in a particular place, or to think deeply on something, often negatively.

*Example:*Don't dwell on your mistakes; focus on improving for next time.

**Ignore**

*Meaning:*To deliberately pay no attention to something or someone.

*Example:*She chose to ignore the negative comments and stay focused on her goals.

**Lead to**

*Meaning:*To cause something to happen, or to bring about a particular result.

*Example:*Poor planning can lead to unexpected problems in the project.

**Realize**

*Meaning:*To become aware of something or understand it clearly.

*Example:*I didn't realize how much time had passed while I was working on the project.

**Diplomatic**

*Meaning:*Having tact and sensitivity when dealing with others, especially in difficult situations.

*Example:*He handled the negotiation in a diplomatic way, ensuring both parties were satisfied.

**Directed**

*Meaning:*To guide or manage something or someone toward a particular goal or purpose.

*Example:*She directed the team to focus on completing the report before the deadline.

**Satisfied**

*Meaning:*Feeling content or happy with a result or outcome.

*Example:*He was satisfied with the results of the project and felt it was a success.

**Sufficient**

*Meaning:*Enough; adequate for a particular purpose.

*Example:*The company provided sufficient resources for the project to move forward.

**Valuable**

*Meaning:*Worth a lot of money or having great worth in terms of usefulness or importance.

*Example:*His advice was incredibly valuable in making the decision.

**Honestly**

*Meaning:*In an honest or truthful manner; with sincerity.

*Example:*Honestly, I think you should reconsider your approach to the project.

**Sincerely**

*Meaning:*In a genuine, heartfelt, or truthful way.

*Example:*I sincerely appreciate your help with the task; it made a huge difference.

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## Chapter 3 Lesson 8

**Chart**

*Meaning:*A graphical representation of data, typically shown as a table, graph, or diagram.

*Example:*The chart displayed the company's growth over the last five years.

**Graph**

*Meaning:*A diagram showing the relationship between variables, often represented by lines or bars.

*Example:*The graph clearly illustrates the increase in sales over the past quarter.

**Peak**

*Meaning:*The highest point or level of something.

*Example:*The company's profits reached their peak in 2020 before declining.

**Plateau**

*Meaning:*A period of little or no change after a period of growth or development.

*Example:*After an initial surge in sales, the company experienced a plateau in its growth.

**Recovery**

*Meaning:*The process of regaining a former or better state, especially after a decline or setback.

*Example:*The economy is showing signs of recovery after the recession.

**Volatility**

*Meaning:*The degree of variation or instability in something, particularly in markets or prices.

*Example:*The stock market has been experiencing high volatility due to global events.

**Decrease**

*Meaning:*To become smaller or lower in amount, size, or intensity.

*Example:*Sales decreased last quarter due to seasonal factors.

**Fall**

*Meaning:*A decline or drop in level or amount.

*Example:*There was a noticeable fall in demand for the product after the price increase.

**Increase**

*Meaning:*A rise in amount, number, or degree.

*Example:*There was a significant increase in traffic to the website after the advertisement campaign.

**Plummet**

*Meaning:*To fall suddenly and steeply.

*Example:*The value of the stock plummeted after the company's poor earnings report.

**Regress**

*Meaning:*To return to a previous or less advanced state.

*Example:*After showing progress for months, the patient began to regress in their recovery.

**Rocket**

*Meaning:*To rise or increase rapidly or sharply.

*Example:*The price of gold rocketed after the announcement of the new economic policy.

**Slump**

*Meaning:*A significant decline in performance, value, or activity.

*Example:*The housing market is facing a slump due to increasing interest rates.

### **Suffer**

*Meaning:*To experience pain, hardship, or difficulty, especially in a negative or harmful way.

*Example:*The company suffered significant losses during the economic downturn.

### **Worsen**

*Meaning:*To become worse or more severe.

*Example:*The weather conditions worsened as the storm approached.

### **Stable**

*Meaning:*Not likely to change, fluctuate, or fall; steady and unchanging.

*Example:*The market remained stable throughout the year despite external pressures.

### **Steady**

*Meaning:*Unchanging, consistent, or not fluctuating.

*Example:*The company's steady growth over the past few years is promising.

### **Gradually**

*Meaning:*Slowly and over time, rather than suddenly.

*Example:*The temperature gradually increased as the day went on.

### **Rapidly**

*Meaning:*Quickly or at a fast pace.

*Example:*Technology is evolving rapidly, with new innovations being introduced every year.

### **Slightly**

*Meaning:*To a small degree or extent.

*Example:*The patient's condition has improved slightly since yesterday.

## **Chapter 3 Lesson 9**

### **Advantage**

*Meaning:* A condition or circumstance that puts one in a favorable position.

*Example:* Speaking multiple languages is a big advantage when traveling.

### **Appearance**

*Meaning:* The way someone or something looks.

*Example:* Her appearance at the party surprised everyone.

### **Attire**

*Meaning:* Clothes, especially formal or special ones.

*Example:* He wore formal attire to the wedding.

### **Boredom**

*Meaning:* The state of being bored or uninterested.

*Example:* She tried reading a book to escape the boredom of a rainy day.

### **Disadvantage**

*Meaning:* An unfavorable condition or situation.

Example: Living far from school is a disadvantage for students with no car.

### **Gesture**

Meaning: A movement of part of the body to express an idea or feeling.

Example: He made a kind gesture by opening the door for her.

### **Individual**

Meaning: A single person or thing, considered separately.

Example: Each individual has their own strengths and weaknesses.

### **Posture**

Meaning: The way someone holds their body.

Example: Good posture helps prevent back pain.

### **Proposal**

Meaning: A suggestion or plan, especially in writing or speech.

Example: He submitted a proposal to improve the school's lunch program.

### **Stance**

Meaning: A person's opinion or position on an issue; also, the way someone stands.

Example: She took a strong stance against bullying.

### **Augment**

Meaning: To make something greater or increase it.

Example: He took a second job to augment his income.

### **Maintain**

Meaning: To keep something in good condition or at the same level.

Example: It's important to maintain a healthy diet.

### **Prevent**

Meaning: To stop something from happening.

Example: Vaccines help prevent the spread of diseases.

### **Suggest**

Meaning: To offer an idea or recommendation.

Example: I suggest we take a break and continue later.

### **Comfortable**

Meaning: Feeling relaxed and free from pain or stress.

Example: These shoes are really comfortable for walking.

### **Enormous**

Meaning: Very large in size or amount.

Example: The elephant is an enormous animal.

### **Enthusiastic**

Meaning: Showing a lot of excitement and interest.

Example: She was enthusiastic about joining the drama club.

### **Persuasive**

Meaning: Able to convince others to believe or do something.

Example: His speech was very persuasive and changed many minds.

**Risky**

Meaning: Involving the possibility of danger or failure.

Example: Skydiving is a risky sport, but many people love it.

**Superior**

Meaning: Better in quality or rank.

Example: This phone model is superior to the old one in every way.

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## Chapter 3 Lesson 10

**Approach**

Meaning: A way of dealing with something or someone; to come near.

Example: She used a different approach to solve the math problem.

**Catastrophe**

Meaning: A sudden and terrible disaster.

Example: The earthquake was a major catastrophe for the region.

**Moment**

Meaning: A very short period of time.

Example: Please wait a moment while I find your file.

**Strength**

Meaning: The quality of being strong, physically or mentally.

Example: Her greatest strength is her determination.

**Worry**

Meaning: To feel anxious or concerned.

Example: Don't worry, everything will be okay.

**Agree**

Meaning: To have the same opinion as someone else.

Example: I agree with you — we should leave early.

**Cause**

Meaning: Something that makes something else happen.

Example: Smoking is a major cause of lung cancer.

**Overstate**

Meaning: To say something in a way that makes it seem more important than it really is.

Example: He tends to overstate his achievements.

**Perceive**

Meaning: To notice or become aware of something; to understand in a certain way.

Example: She perceived his silence as anger.

**Prefer**

Meaning: To like one thing more than another.

Example: I prefer tea over coffee.



**Balanced**

Meaning: Equal or fair; in a state of balance.

Example: A balanced diet is essential for good health.

**Detached**

Meaning: Not emotionally involved; separate.

Example: He remained detached during the argument.

**Emphatic**

Meaning: Showing something strongly and clearly.

Example: She was emphatic that she would not quit.

**In-depth**

Meaning: Thorough and detailed.

Example: We need to do an in-depth analysis of the report.

**Involved**

Meaning: Taking part in something; complicated or connected.

Example: He was deeply involved in community service.

**Organic**

Meaning: Natural; related to living things or grown without chemicals.

Example: I prefer organic fruits and vegetables.

**Slight**

Meaning: Small in amount or degree.

Example: She has a slight fever but is feeling fine.

**Systematic**

Meaning: Done according to a fixed plan or system; methodical.

Example: They used a systematic method to solve the problem.

**Emotionally**

Meaning: In a way that shows strong feelings.

Example: He spoke emotionally about his late father.

**Naturally**

Meaning: In a natural way; as expected.

Example: She naturally excels in science and math.

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## Chapter 3 Lesson 11

**Demand**

Meaning: The need or desire for something; to ask strongly for something.

Example: There is a high demand for skilled workers in the tech industry.

**Opportunity**

Meaning: A chance to do something or succeed.

Example: This job offers a great opportunity for growth.

**Partnership**

Meaning: A relationship where people or organizations work together.

Example: The two companies formed a partnership to develop new products.

**Target**

Meaning: A goal or an object you aim at; to aim at something.

Example: Our target is to increase sales by 10% this year.

**Advise**

Meaning: To give suggestions or recommendations.

Example: My teacher advised me to study harder for the exam.

**Appoint**

Meaning: To officially choose someone for a job or position.

Example: She was appointed as the new team leader.

**Appreciate**

Meaning: To recognize the value of something or someone; to be thankful.

Example: I really appreciate your help with the project.

**Approach**

Meaning: A method or way of doing something; to come near.

Example: We need a new approach to solve this problem.

**Expand**

Meaning: To make something larger or more extensive.

Example: The company plans to expand into international markets.

**Forge**

Meaning: To develop something strong, like a relationship or path.

Example: The leaders forged a strong alliance.

**Formulate**

Meaning: To carefully create or develop a plan or idea.

Example: They formulated a new strategy to win the competition.

**Leave**

Meaning: To go away from a place or person.

Example: She will leave for Paris tomorrow.

**Located**

Meaning: Situated in a specific place.

Example: The hotel is located near the beach.

**Recommend**

Meaning: To suggest something as a good option.

Example: I highly recommend this book — it's fantastic!

**Sum up**

Meaning: To briefly state the main points.

Example: Let me sum up what we've learned today.

**Overseas**

Meaning: In or to a foreign country, especially across the sea.

Example: He studied overseas for two years.

**Wonderful**

Meaning: Very good or impressive.

Example: We had a wonderful time at the party.

**Attentively**

Meaning: In a way that shows you are paying close attention.

Example: The students listened attentively to the teacher.

**Briefly**

Meaning: For a short time; using few words.

Example: She briefly explained the rules before we started.

**Therefore**

Meaning: As a result; for that reason.

Example: It was raining, therefore we canceled the picnic.

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## Chapter 3 Lesson 12

**Area**

Meaning: A particular space, region, or subject.

Example: This area is known for its beautiful parks.

**Criticism**

Meaning: The act of judging or pointing out faults.

Example: She welcomed criticism as a chance to improve.

**Degree**

Meaning: The level or amount of something; also a unit for temperature or academic title.

Example: He earned a degree in engineering.

**Extent**

Meaning: The range or scope of something.

Example: We don't yet know the full extent of the damage.

**Field**

Meaning: An area of study or a piece of land.

Example: She works in the medical field.

**Liberty**

Meaning: Freedom or the right to act as one chooses.

Example: People fought for liberty and justice.

**Allow**

Meaning: To permit something to happen.

Example: They don't allow pets in the building.

**Make clear**

Meaning: To explain or show something so that it is easily understood.

Example: He made it clear that he didn't agree with the plan.

**Mention**

Meaning: To say or refer to something briefly.

Example: She didn't mention the problem during the meeting.

**Point out**

Meaning: To indicate or highlight something.

Example: I'd like to point out a small mistake in the report.

**Certain**

Meaning: Specific, sure, or definite.

Example: I'm certain that he will come.

**Complex**

Meaning: Complicated or hard to understand.

Example: The instructions were too complex for beginners.

**Difficult**

Meaning: Hard to do or understand.

Example: That was a very difficult decision to make.

**Fair**

Meaning: Just, reasonable, or impartial.

Example: It's only fair that everyone gets a chance to speak.

**Glad**

Meaning: Happy or pleased.

Example: I'm glad you could make it today!

**Interesting**

Meaning: Something that catches your attention or curiosity.

Example: That was a really interesting documentary.

**Beyond**

Meaning: Further than; outside the limits of something.

Example: The problem is beyond my control.

**Correctly**

Meaning: In the right or accurate way.

Example: She answered all the questions correctly.

**Fully**

Meaning: Completely or entirely.

Example: I fully agree with your opinion.

**Partially**

Meaning: In part, not completely.

Example: The road is partially closed due to construction.

## **Chapter 3 Lesson 13**

**Analysis**

Meaning: A detailed examination of something to understand it better.

Example: The scientist conducted an analysis of the water samples.

**Animation**

Meaning: The process of making movies or images appear to move; also, liveliness

or energy.

Example: She spoke with such animation that everyone paid attention.

### **Dress Code**

Meaning: A set of rules about what clothing is appropriate.

Example: The company's dress code requires employees to wear formal attire.

### **Factor**

Meaning: Something that contributes to a result.

Example: Price was a major factor in their decision to buy the house.

### **Hierarchy**

Meaning: A system where people or things are ranked one above the other.

Example: In the military hierarchy, generals outrank colonels.

### **Interaction**

Meaning: Communication or direct involvement with someone or something.

Example: There was little interaction between the two departments.

### **Interruption**

Meaning: A break in continuity or a disturbance.

Example: The speaker was annoyed by the constant interruptions.

### **Lack**

Meaning: The state of not having enough of something.

Example: There's a lack of clean drinking water in the region.

### **Personality**

Meaning: The combination of characteristics that form a person's distinctive character.

Example: Her friendly personality made her popular at school.

### **Pocket**

Meaning: A small pouch in clothing used to carry things; also used metaphorically for a small area or group.

Example: He reached into his pocket for his phone.

### **Precision**

Meaning: The quality of being exact and accurate.

Example: The surgeon performed the operation with great precision.

### **Sloppiness**

Meaning: Carelessness or lack of attention to detail.

Example: His sloppiness in writing reports led to many errors.

### **Spontaneity**

Meaning: The quality of being natural and unplanned.

Example: Her spontaneity made the trip more exciting.

### **Consider**

Meaning: To think about carefully.

Example: Please consider my application for the job.

### **Contribute**

Meaning: To give or add something to help achieve a result.

Example: Everyone is expected to contribute ideas during the meeting.

**Favor**

Meaning: To support or prefer something.

Example: The teacher seems to favor students who participate more.

**Negative**

Meaning: Not positive; harmful or pessimistic.

Example: She always has a negative attitude toward change.

**Reserved**

Meaning: Quiet and restrained in behavior or emotions.

Example: He's very reserved and rarely shares his feelings.

**Rigid**

Meaning: Not flexible; strict or unchanging.

Example: The rules are too rigid to allow creativity.

**Strict**

Meaning: Demanding that rules be followed exactly.

Example: The school has a strict no-cheating policy.

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## Chapter 3 Lesson 14

**Audio**

Meaning: Sound, especially when recorded or transmitted.

Example: The audio in the video was so low that I couldn't hear anything.

**Factor**

Meaning: Something that contributes to a result or outcome.

Example: Stress was a key factor in his illness.

**Handout**

Meaning: A printed document given to people to provide information.

Example: The teacher gave each student a handout with important notes.

**Idea**

Meaning: A thought, suggestion, or plan.

Example: She had a brilliant idea for a new business.

**Mannerisms**

Meaning: Unique ways someone behaves, especially gestures or habits.

Example: His nervous mannerisms made it obvious he was lying.

**Podium**

Meaning: A small platform where someone stands to speak or perform.

Example: The speaker approached the podium confidently.

**Point**

Meaning: A specific idea, argument, or detail.

Example: That's a good point—let's discuss it further.

**Section**

Meaning: A part or subdivision of something larger.

Example: This section of the book explains the main theory.

**Talk**

Meaning: To speak or give a presentation; a discussion or lecture.

Example: She gave a talk on climate change at the conference.

**Temperature**

Meaning: The degree of heat or cold.

Example: The temperature dropped suddenly after sunset.

**Conclude**

Meaning: To finish or bring something to an end.

Example: He concluded his speech with a powerful quote.

**Cover**

Meaning: To deal with or include something in discussion, writing, or teaching.

Example: The book covers all the major events of the war.

**Emphasize**

Meaning: To give special importance or attention to something.

Example: The coach emphasized teamwork over individual performance.

**Ignore**

Meaning: To deliberately pay no attention to something.

Example: She tried to ignore the noise and focus on her work.

**Outline**

Meaning: A general description or plan showing the main points.

Example: He gave an outline of the project before diving into the details.

**Recommend**

Meaning: To suggest something as useful or good.

Example: I recommend this book to anyone interested in history.

**Summarize**

Meaning: To give a brief statement of the main points.

Example: Can you summarize the article in one paragraph?

**Dramatic**

Meaning: Very noticeable or emotional; theatrical.

Example: There was a dramatic change in her attitude.

**Fully**

Meaning: Completely or entirely.

Example: He wasn't fully prepared for the interview.

**Honestly**

Meaning: Truthfully and sincerely.

Example: Honestly, I didn't think the movie was that good.