

索引

a

aboard	120
absolutely	122
abundant	212
access	167
accessible	211
acclaim	234
accommodate	98
accomplish	58
accordingly	183
according to	24
accountant	96
accumulate	78
accurately	24
acknowledge	168
acquaintance	152
acquire	46
acquisition	217
across from	260
adapt	57
additional	29
address	168
adequately	127
adhere to	174
adjacent to	237
adjust	104
administration	50
admit	38
adopt	45
advance	137
advanced	70
adversely	245
advertisement	43
affect	62
affiliated company	211
affluent	211
affordable	116
a fraction of	202
afterwards	92
agenda	189
agreement	91
ahead of schedule	203
aid	48
ailing	233
airfare	56
aisle	232
alleviate	246
allocate	242
allow	102
along with	96
alter	152
alternative	190
altogether	179
amazing	155
ambassador	66
amendment	233
amount	55
analyze	18
anniversary	42
anticipate	142
a pile of	263
apology	80
apparent	110
appear	63
appetizer	131
application	103
appoint	160
appreciation	79
appropriate	141
approval	44
approximately	150
architect	43
arise	119
article	34
ascend	255
a series of	42
aside from	226
as long as	132
assessment	246
asset	160
assignment	128
assume	233
assure	73
a total of	87

attach	90
attempt	60
attend	11
attire	237
attorney	237
attribute	187
audience	258
auditor	187
allow	194
author	35
authorize	210
autobiography	147
automatically	21
available	89
a variety of	34
avoid	59
award	24
aware	49
a wide range of	146

b

balance	65
bankruptcy	70
banquet	157
barely	119
be accompanied by	150
bear	217
be associated with	216
be bound for	59
be capable of	43
be comparable to	121
be eager to	114
be eligible to	71
be engaged in	113
be entitled to	201
be expected to	136
be filled with	258
beforehand	143
behavior	14
behind schedule	56
be in charge of	35
be liable for	247
be likely to	58
belongings	34

benefit	79
be open to	202
be parallel to	259
be poised to	221
be responsible for	25
be satisfied with	56
be subject to	89
be supposed to	80
beverage	55
beyond control	47
bid	149
bill	48
board of directors	119
bond	149
book	81
boost	111
bother	115
branch office	50
brand	58
brief	100
briefly	140
brochure	81
browse	258
budget	30
bulletin board	57
burden	135
business contact	137
business performance	135
by chance	156
by hand	83

c

candidate	38
capital	104
career	55
carry out	57
cashier	84
cast	254
catering	224
ceiling	135
celebrate	43
certification	99
certified	220
chair	128

challenging	179
charge	160
checkup	121
cite	249
claim	210
clarify	180
clarity	191
classified ad	110
classify	140
clause	109
clerk	123
close to	42
clue	154
code	153
coincide with	202
collaborate	198
collapse	150
colleague	76
comfort	101
comfortable	35
commemorate	192
commence	193
commitment	161
committee	52
commute	99
compensate	117
competent	198
competitive	88
competitor	73
complain	29
complaint	48
complete	24
complicated	49
complimentary	190
comply	245
component	173
compose	100
comprehensive	73
compromise	130
concern	49
concerning	86
concisely	127
conclude	46
conference	46

confident	50
confidential	95
confirm	35
conflict	55
confront	123
congested	217
congratulate	14
conscious	52
consecutive	74
consent	94
consequence	105
conservation	76
consider	39
considerable	125
consistent	121
consist of	82
constitute	210
constrain	229
consult	44
consumer	85
consumption	140
contain	53
content	51
convene	205
conveniently	99
convention	49
convince	62
cooperation	47
cordially	207
correction	17
correspondence	140
cost	33
courier	175
courtesy	229
coverage	224
coworker	37
criticize	61
crop	116
crowd	261
cultivate	108
curb	268
currency	116
currently	78
custom	65

customer 26
customize 129

d

deadline 10
deal 179
debt 182
decade 151
declare 121
decline 93
decrease 36
dedicate 145
deduct 153
defect 161
deficit 184
define 184
definitely 207
degree 75
delay 30
deliberately 105
deliberation 185
delighted 51
deliver 39
demand 39
dentist 60
department 62
departure 52
dependable 22
depend on 12
deposit 77
describe 33
deserve 63
designate 175
desirable 96
despite 141
destination 77
detailed 82
deteriorate 229
determine 119
device 171
devote 170
diagnosis 244
dig 264
disappointing 46

discouraging 44
dish 256
dismiss 214
dispatch 237
dispose of 225
dispute 186
distinct 236
distinguished 192
distribute 81
district 63
diverse 182
dividend 249
division 198
domestic 134
dominant 161
donation 122
downtown 29
draft 199
drawer 255
draw up 176
due 194
duplicate 150
durable 151
duration 225
during 23
duty 168

e

earnings 78
edition 175
editor 91
effective 25
efficient 51
electrical appliance 138
electrician 133
electricity 15
element 152
eliminate 153
embassy 236
emerge 191
emergency 136
emphasize 99
employment 26
enclose 78

encourage 44
enforce 187
enhance 186
enlarge 187
enrollment 206
ensure 182
enthusiastic 195
environment 56
equipment 107
essential 106
establish 110
established 199
estimate 72
evacuate 190
evaluate 72
exceed 172
exception 123
exceptional 173
exchange 84
exchange rate 208
exclusive 217
exclusively 169
excursion 225
executive 122
exempt 229
exhausted 151
exhibition 25
exit 107
expand 36
expectation 37
expenditure 134
expense 134
experienced 14
experiment 61
expertise 206
expire 169
explore 106
extend 141
extension 71
extensive 172

f

face 142
face to face 258

facilitate 228
facility 167
faculty 203
fairly 211
fare 37
fasten 45
feasible 243
feature 166
fee 166
feedback 174
feel free to 209
fee schedule 200
figure 174
file 243
fill in 39
finally 36
finance 141
financial statement 228
findings 179
fine 196
firm 12
fiscal year 249
fix 57
flaw 246
float 264
flood 265
fold 261
following 166
forecast 116
foresee 212
former 111
formerly 178
found 137
fountain 265
fragile 249
freight 216
fuel 164
fund 163
fund-raising 243
furthermore 242
further 22

g

gain 103

gathering 142
gaze 259
generate 161
generous 36
give a hand 72
give a ride 72
given that 220
glance 51
go over 181
grab 65
graduate 26
grant 223
grateful 204
gratitude 233
greet 255
grocery 131

h

habitually 101
hallway 96
handle 81
hand out 26
hang up 89
harsh 218
have a hard time 14
headquarters 10
high-rise 261
hire 11
hold 13
hostile 146
household 111
human resources 75

i

identification 11
identify 184
imbalance 67
immediately 11
impending 241
implement 175
imply 176
impressive 84
improve 10
in accordance with 199

in addition to 89
in advance 82
in a line 265
in a row 259
inaugural 252
in case 195
incentive 241
incident 112
income 18
in contrast to 115
incur 231
in detail 32
indicate 79
indispensable 192
inevitable 244
in exchange for 208
infer 241
influence 87
inform 79
informative 200
ingredient 185
in honor of 208
initial 225
initiate 251
innovation 200
in place of 207
inquire 167
in reference to 115
in response to 200
insist 16
inspect 13
inspiring 112
install 112
instead of 18
institute 219
instruct 13
instrument 256
integral 251
intensive 17
interest rate 167
in terms of 183
interrupt 146
intervene 112
in the case of 163

in the event of 163
 in time 22
 invention 19
 inventory 168
 investigation 92
 investment 70
 invoice 169
 involve 114
 issue 172
 item 172
 itinerary 235

j

job interview 12
 job opening 82
 journal 157
 justify 204

k

keep up with 22
 kneel down 265

l

laboratory 16
 labor union 212
 ladder 260
 lapse 247
 late fee 20
 launch 227
 lawn 266
 lay off 85
 leading 164
 lean 263
 legal 145
 legislation 190
 liability 250
 liaison 241
 lift 264
 load 256
 locate 165
 look over 105
 look up 34
 loyal 17
 luggage 85

m

machinery 101
 maintain 18
 majority 19
 make a contribution 16
 make an improvement 16
 make sure 87
 make up for 114
 manageable 100
 managerial 213
 mandatory 245
 manner 203
 manufacturer 102
 manuscript 212
 margin 202
 market 188
 match 142
 material 32
 matter 137
 mayor 144
 means 138
 measure 136
 mechanic 136
 medication 230
 memorable 206
 memorandum 162
 mention 91
 merchandise 92
 merger 206
 method 15
 metropolitan 152
 mind 41
 minutes 151
 miss 54
 moderate 183
 modify 243
 museum 31
 mutual 126
 mutual fund 235

n

native 54
 natural resources 65

necessarily 21
 neglect 122
 negotiate 126
 neighborhood 41
 next to 32
 no later than 94
 nominate 126
 notice 93
 notify 146
 numerous 177

o

objective 54
 object to 20
 obligation 67
 observation 120
 obsolete 215
 obstruct 109
 obtain 53
 occupation 31
 occupy 254
 occur 19
 offer 30
 office supplies 71
 on average 118
 on behalf of 163
 on display 118
 operate 28
 opportunity 28
 otherwise 194
 outcome 103
 outdated 106
 outline 153
 outlook 195
 out of order 126
 out of service 145
 out of stock 162
 output 174
 outstanding 181
 overall 221
 overcome 125
 overdue 232
 overlook 213
 overnight 209

oversee 97
 oversight 185
 overtime 144
 overview 181
 overwhelmingly 234

p

pardon 191
 parking lot 145
 participant 41
 passenger 28
 pass out 61
 patent 218
 path 266
 patient 143
 patron 129
 paved 259
 pay for 13
 payroll 213
 pedestrian 266
 pending 250
 perceive 244
 performance 164
 periodical 234
 periodically 194
 permit 80
 personnel 88
 perspective 201
 pharmaceutical 106
 pharmacy 133
 phase 226
 photocopier 104
 physical 23
 physician 193
 pick up 97
 pier 257
 place 197
 place an order 166
 plant 98
 pleased 73
 plumber 226
 point 255
 position 27
 possess 60

post 127
 postage 128
 postpone 40
 potential 98
 pour 268
 practical 132
 praise 17
 precaution 224
 precisely 209
 predict 125
 prefer 33
 premise 248
 premium 216
 prepare 45
 prescription 181
 present 38
 press conference 20
 prestigious 198
 prevail 228
 prevent 45
 previously 132
 prior to 180
 prize 58
 procedure 188
 proceed 222
 procure 242
 produce 268
 productivity 93
 profession 105
 profit 30
 progress 52
 prohibit 83
 prominent 203
 promising 188
 promote 83
 promptly 71
 proper 143
 property 37
 proposal 83
 propose 10
 prospective 191
 prosperity 143
 prove 23
 provide 128

provided 248
 publicity 207
 publicize 223
 public relations 220
 publisher 107
 purchase 77
 pursue 173

q

qualification 25
 qualified 77
 quantity 50
 quarter 12
 questionnaire 147
 quit 228
 quite 178
 quote 214

r

railing 263
 raise 60
 rapid 38
 rather than 27
 ratio 144
 reach into 256
 readily available 189
 real estate 180
 reasonable 101
 recall 117
 receipt 29
 recently 41
 receptionist 139
 recipient 214
 recognize 54
 recommend 61
 recover 180
 recruit 88
 reduce 31
 refer 130
 reference 245
 refrain from 173
 refreshment 222
 refuel 264
 refund 107

refute	250
regarding	189
regardless of	222
region	97
register	15
registration	139
regretful	209
regular business hours	23
regulation	210
reimburse	240
reject	63
related	19
relative	132
relative to	201
release	97
reliability	90
reliable	87
relieved	214
relocate	108
rely on	111
remain	86
remaining	196
remark	219
remedy	247
remind	125
reminder	195
remove	47
renew	59
renovate	196
renowned	250
rent	27
reorganize	155
repair	31
replace	88
reply	53
represent	201
representative	184
reputation	95
require	124
resident	108
resign	156
resolve	155
respectfully	154
respectively	183
respondent	199
responsibility	93
restore	154
restrain	148
restrict	139
restructure	155
result from	62
résumé	74
resume	236
retailer	162
retain	247
retirement	76
return a call	120
reveal	156
revenue	170
reverse	114
review	95
revise	102
reward	40
routine	120
routinely	75
run out of	148
rural	64
S	
safety inspection	108
scatter	268
scenery	66
scholarship	115
scissors	219
screen	205
sculpture	192
secure	226
security	205
security	129
seek	40
segment	232
separately	59
serial	148
serve as	220
set aside	156
settle	135
set up	80
shareholder	218
shipment	170
shortage	118
shortcomings	246
short-handed	113
shortly	170
side by side	257
signature	230
significant	169
sink	109
site	218
situate	260
skeptical	182
skilled	118
skyscraper	267
slant	267
slightly	104
sluggish	232
solely	131
solution	133
sophisticated	215
sort	260
specialize	131
specifically	215
specification	240
specify	230
speculation	235
spend on	92
stable	230
stack	254
stagnant	252
stairs	257
stapler	213
state	133
stationery	64
statistic	186
statue	262
status	196
steadily	144
steps	261
stimulate	64
stipulate	248
stock	171
stop by	171
stopover	205
store	127
story	257
strategy	94
stream	263
stress	134
strict	98
strictly	94
struggle	66
submit	70
subordinate	231
subscribe	162
subscriber	165
subsidiary	223
subsidy	236
substantially	164
subtly	185
suburb	138
suffer	48
sufficiently	90
suitable	147
summarize	40
supervise	147
supervisor	75
supplementary	178
supplier	95
supply	130
surpass	204
surplus	138
surroundings	66
survey	28
suspect	47
suspend	130
sustain	208
sweep	262
T	
tactics	157
take advantage of	149
take measures	149
take over	90
takeover	197
take part in	15
take place	64
take steps	109
task	86
temperature	20
temporarily	117
temporary worker	91
tendency	157
tentative	178
terminate	221
terms	193
thoroughly	74
timely	100
tip	251
tool	139
tow	262
traffic congestion	32
transaction	189
transfer	165
transform	227
transit	197
transitional	227
transport	124
trash bin	262
tuition	231
turn around	248
turn down	113
turn off	53
turn out	103
U	
unbearably	204
undergo	227
underway	215
unfortunately	27
unique	86
unit	216
unload	267
unprecedented	252
upcoming	84
update	177
upgrade	223
upright	266
up to	110
up-to-date	193
urgent	148
use caution	222
utility	197
utilize	224
V	
vacant	165
vacate	188
valid	240
valuable	74
valued	85
various	124
vary	124
vehicle	254
vending machine	234
vendor	235
verification	219
verify	176
view	129
vital	231
voluntary	33
voucher	176
W	
wage	102
waive	251
walkway	21
warehouse	171
warning	42
warranty	76
wave	267
wealth	123
weigh	252
welfare	154
whereas	240
whichever	242
while	21
while (...) on duty	244
whoever	113
wholesaler	177
withdraw	177
without notice	221
work force	117
work load	160
written description	186