

ข้อสอบ TOEIC

(Test of English for International Communication)

By PiM

ศูนย์สอบ TOEIC ประเทศไทย

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รูปแบบ Classic

Part Listening

- 1) Photographs (20 ข้อ)
- 2) Question - Response (30 ข้อ)
- 3) Conversations (30 ข้อ)
- 4) Short Talks (20 ข้อ)

Part Reading & Grammar

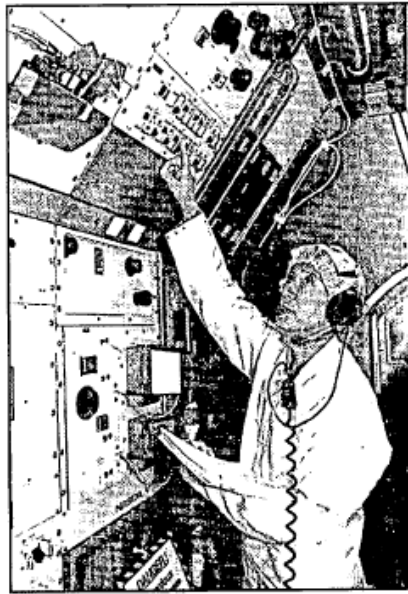
- 5) Grammar Patterns: Incomplete Sentences (40 ข้อ)
- 6) Grammar Patterns: Error Recognition ขีดเส้นใต้ (20 ข้อ)
- 7) Reading Comprehension (40 ข้อ)

ตัวอย่างและเทคนิคแต่ละหัวข้อ

Part Listening

- 1) **Photographs (20 ข้อ)** จะมีรูปให้ 1 รูป ในแต่ละข้อ และจะได้ฟัง 4 คำตอบที่อธิบายรูปที่แสดง ซึ่งไม่ได้แสดงคำตอบในข้อสอบ เลือก คำตอบที่แสดงรายละเอียดรูปได้ดีที่สุด

ตัวอย่าง



You will hear:

- (A) The conductor is raising his baton.
- (B) The musician is recording his experiences.
- (C) The scientist is signaling for a cab.
- (D) The technician is reaching for the controls.

On your answer sheet, you will see: (A) (B) (C) (D)

ตอบ D

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ สังเกตรูปภาพและสรุปว่าเป็นภาพอะไร ใคร ทำอะไรกัน สถานที่ เอาไว้ก่อน นึกถึงคำศัพท์ที่เห็นในภาพ อย่าสับสน กับคำที่มีเสียงคล้ายกัน เช่น Right vs Raise แล้วก็ Preposition ต่างๆ หรือคำที่มีความหมายได้หลายอย่าง แต่ไม่เกี่ยวกับประโยค เช่น chair อาจหมายถึง เก้าอี้ หรือ ประธานบริษัท

2) **Question - Response (30 ข้อ)** จะได้ยินประโยคคำถาม 1 ประโยค พร้อมคำตอบที่เหมาะสมกับคำถามนั้น 3 ตัวเลือก เลือกคำตอบที่เหมาะสมที่สุด

ตัวอย่าง

You will hear:

What time will he arrive?

You will also hear:

(A) *My mother will be late.*

(B) *About ten o'clock.*

(C) *My watch needs repairing.*

ตอบ B

ข้อควรระวัง เช่น เสียงใกล้เคียงกัน he, she มีคำเกี่ยวข้องกับประโยคแต่ว่าไม่ตรงกับคำถาม เช่น time กับ watch

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ สังเกตว่าเป็น Yes/no (Is Are Did Does Will Can May Have Has) หรือ Who/What/When/Where/Why/How

3) **Short Conversations (30 ข้อ)** ฟังสนทนาประมาณ 2 - 3 นาที 1 ครั้ง ตอบคำถาม ประมาณ 3 ข้อ

ตัวอย่าง

You will hear:

Man: *Would you keep this for me until I get back?*

Woman: *I'm leaving in half an hour, so be fast.*

Man: *It's four o'clock now. I'll be back in 10 minutes.*

In your test book, you will see:

On your answer sheet, you will see:

What time will the woman leave?

(A) (B) (C) (D)

(A) 4:00.

(B) 4:10.

(C) 4:30.

(D) 10:00.

ตอบ C

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ เดี่ยวข้อสนทนาก่อนจากคำถามที่เห็น และใช้วิธีเดียวกันกับประเภท picture, Question – Response เช่น ถ้าเป็น Who ในคำถามก็แสดงว่า จะต้องได้ยินเกี่ยวกับ บุคคล

4) **Short Talks (20 ข้อ)** ฟังสนทนาประมาณ 3 - 4 นาที ตอบคำถาม ประมาณ 3 ข้อ หัวข้อบางครั้งเป็น Business Announcement, Ads , news, weather reports,

ตัวอย่าง

You will hear:

All eastbound trains will be delayed until further notice because of flooding on the tracks west of the city. Commuters are urged not to use the trains this morning. Extra buses will be in service shortly.

In your test book, you will see:

What is the problem?

- (A) There are not enough buses.
- (B) Committees won't use public transportation.
- (C) The buses only run east.
- (D) The train tracks are covered with water.

On your answer sheet, you will see:

(A) (B) (C) (D)

ตอบ D

ข้อควรระวัง เช่น เสียงใกล้เคียงกับบทสนทนาแต่ไม่เกี่ยวกับ commuters vs committees

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ เตาหัวข้อสนทนาจากคำถาม เช่นจาก ตัวอย่าง จะเกี่ยวข้องกับ problem ก็ต้องฟังว่า ปัญหาที่เกิดจากบทสนทนา^{นี้}คืออะไร และคำตอบก็จะบอกว่า มันเกี่ยวข้องกับ transportation

Part Reading & Grammar

5) Grammar Patterns (40 ข้อ)

Incomplete Sentences คือ เลือกคำตอบที่ทำให้ประโยคสมบูรณ์ ซึ่งจะต้องมีความเข้าใจเกี่ยวกับไวยากรณ์ ส่วนประกอบของประโยค

ตัวอย่าง

In your test book, you will see:

The _____ dignitaries were shown the plant.

- (A) visitors
- (B) visitation
- (C) visit
- (D) visiting

On your answer sheet, you will see:

(A) (B) (C) (D)

ตอบ D เป็น Adj

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ ศึกษา Grammar review ในตอนท้าย

6) **Error Recognition** ชิดเส้นใต้ (20 ข้อ) เลือกคำตอบที่ผิดไวยากรณ์
ควรแก้ไข

ตัวอย่าง

In your test book, you will see:

On your answer sheet, you will see:

All pilots must be members of the National Pilots
A

(A) (B) (C) (D)

Association and must pay his national dues before January 1.
B C D

ตอบ C เนื่องจากว่า his เป็น singular pronoun ใช้กับประธานพหูพจน์ไม่ได้
ในที่นี้คือ pilots และควรจะแก้เป็น their

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ ศึกษา grammar review ในตอนท้าย

7) Reading Comprehension (40 ข้อ) มีหลายหัวข้อ มักจะเป็น fax , forms , ประกาศต่างๆ , email , โฆษณา , รายงาน ซึ่งใน 1 หัวข้อจะมีคำถามประมาณ 2-3 คำถาม

ตัวอย่าง

Questions 1-2 refer to the following article.

The population of the United States is often described as being mobile. To prove the point, half of the citizens of the United States do not live in the cities where they were born. Every year since 1995, 20 percent of U.S. families changed their residences. Most moves are due to changing economic circumstances. The pioneer spirit still thrives in America and many entrepreneurs move to new "gold mines." Others do not move by choice but are transferred by the companies that employ them. This mobility is positive for both the economy and the individual.

1. Which of the following words best describes a U.S. citizen?

(A) (B) (C) (D)

- (A) Greedy
- (B) Undecided
- (C) Generous
- (D) Mobile

ตอบ D

2. What percentage of the population live in their hometowns?

(A) (B) (C) (D)

- (A) 20 percent
- (B) 50 percent
- (C) 80 percent
- (D) 100 percent

ตอบ B

เทคนิค สำหรับโจทย์ ประเภทนี้ คือ เตาหัวข้อจากคำถามและคำตอบ อย่างเช่นในตัวอย่าง จะทำให้เรารู้ว่า บทความที่จะอ่าน เกี่ยวกับข้อ US Citizen Population ทำให้สามารถจับคำในบทความได้ และส่วนใหญ่คำถามแรกจะหาได้จาก ส่วนบนของบทความ คำถามถัดมาก็อยู่ด้านล่างตามลำดับ

Conjunction ใช้สำหรับเชื่อมคำหรือประโยค

- **Coordinate conjunction** ใช้เชื่อมข้อความที่คล้ายกัน and, Not only.. but also ตรงกันข้าม but หรือให้เลือก either...or, neither..nor

INCORRECT [It is efficient *or* maintenance-free.]

CORRECT It is efficient *and* maintenance-free.

INCORRECT [We can take *either* a morning flight *but* an early afternoon flight.]

CORRECT We can take *either* a morning flight *or* an early afternoon flight.

- **Subordinate conjunction** เชื่อมความสัมพันธ์ของสองประโยค อาจเป็น สาเหตุและผลลัพธ์ because, so , as , since เวลา while ,when, after, before, until, as soon as เงื่อนไข if ,unless ความขัดแย้ง although, even though

INCORRECT [The machine shut off *even though* the power went off.]

CORRECT The machine shut off *when* the power went off.

INCORRECT [I couldn't call them *until* I don't know their phone number.]

CORRECT I couldn't call them *because* I don't know their phone number.

ตัวอย่าง

1. _____ she possesses such business acumen, she was able to regain control of the company.
(A) Despite (C) Because
(B) Even though (D) For
2. For a more effective ad campaign, we need both a new product _____ a new director.
(A) or (C) and
(B) either (D) so

ตอบ C , C

Prepositions ใช้เชื่อมกรรมของประโยค เพื่อแสดง เวลา สถานที่ ทิศทาง

- *At* is used for a specific time.
INCORRECT [We will convene *to* 10 A.M.]
CORRECT We will convene *at* 10 A.M.
- *On* is used for a specific day.
INCORRECT [The deadline is *at* Friday.]
CORRECT The deadline is *on* Friday.
- *In* is used for a specific city.
INCORRECT [She was born *at* San Francisco.]
CORRECT She was born *in* San Francisco.
- *On* is used for a specific date.
INCORRECT [The contract was signed *in* September 5th.]
CORRECT The contract was signed *on* September 5th.

ตัวอย่าง

1. _____ all the applicants, Ms. Stern has the most experience.
(A) From (C) Of
(B) By (D) To
2. Inspection will be _____ Monday at 9 A.M.
(A) at (C) to
(B) for (D) on
3. All housekeepers report _____ the hotel manager.
(A) for (C) in
(B) at (D) to

ตอบ C, D, D

Transition Words ใช้เชื่อม 2 ประโยค อาจใช้ ; นำหน้าก่อน ยกเว้น only ,else จะใช้ , ต้องเลือกใช้คำให้เหมาะสมกับความหมาย

<i>accordingly</i>	<i>furthermore</i>	<i>nevertheless</i>
<i>besides</i>	<i>however</i>	<i>for example</i>
<i>consequently</i>	<i>moreover</i>	<i>meanwhile</i>
<i>then</i>	<i>as a result</i>	<i>on the whole</i>
<i>hence</i>	<i>to this end</i>	<i>for this purpose</i>

- Therefore , thus , so , accordingly, hence, consequently ใช้แสดงสาเหตุและผลลัพธ์

INCORRECT	[She produces the most; <i>nevertheless</i> , she will be promoted.]
CORRECT	She produces the most; <i>consequently</i> , she will be promoted.

- However, nevertheless ใช้แสดงสิ่งตรงกันข้ามกับประโยคหลัก

INCORRECT	[He would have been a good representative; so he does not speak their language.]
CORRECT	He would have been a good representative; <i>however</i> , he does not speak their language.

- Also , in addition , moreover, furthermore ใช้ขยายเพิ่มเติมประโยคหลัก

INCORRECT	[There will be a memo on the subject; <i>however</i> , there will be an announcement.]
CORRECT	There will be a memo on the subject; <i>in addition</i> , there will be an announcement.

ตัวอย่าง

1. Cable TV revolutionized communications; _____ , the very existence of that service is now threatened by satellites.
 (A) consequently (C) for example
 (B) moreover (D) nevertheless

ตอบ D

Verbs: Causative แสดงบุคคลหรือสิ่งของที่ทำให้เหตุการณ์เกิดขึ้น ได้แก่ get , make , have และ order , cause , force , want ซึ่ง verb เหล่านี้จะตามด้วยประโยคย่อยที่ทำหน้าที่คล้ายคำนาม

- ถ้ากรรมตรงของ causative verb (make,have,let) เป็นผู้กระทำ verb แท้จะเป็น รูป simple

INCORRECT [He *had* the secretary *signed* for the package.]
CORRECT He *had* the secretary *sign* for the package.

- ถ้ากรรมตรงของ causative verb อื่นๆ (get,want,order,cause etc) เป็นผู้กระทำ verb แท้จะเป็น รูป "to+ v simple"

INCORRECT [He ordered everyone *leave* the room.]
CORRECT He ordered everyone *to leave* the room.

- ถ้ากรรมตรงของ causative verb เป็นผู้ถูกกระทำ verb แท้จะอยู่ในรูป past participle

INCORRECT [We will want the invoices *will be returned* at once.]
CORRECT We will want the invoices *returned* at once.

ตัวอย่าง

1. In the future, the company will not let its employees _____ overtime.
(A) to work (C) worked
(B) be working (D) work
2. The sudden recession made the partnership _____.
(A) fail (C) failed
(B) to fail (D) to be failed
3. The firm wants its product _____ safely.
(A) package (C) packaged
(B) be packaged (D) packaging

ตอบ D, A, C

Verbs: Conditional ประกอบไปด้วย 2 ส่วนคือ if-clause และ ผลลัพธ์ ซึ่งกริยาที่ใช้那儿จะขึ้นอยู่กับว่า real/unreal

- เรื่องจริงเกิดในอนาคต : if (simple) , result(future)
INCORRECT [If taxes *will go up*, we *will need* to borrow money.]
CORRECT If taxes *go up*, we *will need* to borrow money.

- ถ้าส่วน if-clause นั้น มีความหมายเดิมคือ want, doesn't want ในส่วนนี้จะ เป็น will+verb , won't
CORRECT If they *don't* compromise, we *should cancel* the negotiations.
OPTION If they *won't* compromise, we *should cancel* the negotiations.

- เรื่องจริงในอดีต : if (past), result (past)
INCORRECT [If they *were waiting* for a counter offer, they *would be* wise.]
CORRECT If they *were waiting* for a counter offer, they *were* wise.

- เรื่องไม่จริงในปัจจุบัน : if (past) , result (would,could + v)..
INCORRECT [If elephants *have* wings, they *fly*.]
CORRECT If elephants *had* wings, they *could fly*.

- เรื่องไม่จริงในอดีต : if (past perfect) , result (would have, could have + v3)
INCORRECT [His choice *would have been* excellent if he *listened* to our advice.]
CORRECT His choice *would have been* excellent if he *had listened* to our advice.

- เรื่องไม่จริงในปัจจุบัน ส่วนของ v.be ใน if-clause จะนิยมใช้ were
PREFERRED She *would raise* salaries if she *were* the manager.
OPTION She *would raise* salaries if she *was* the manager.

ตัวอย่าง

1. If you ignore overhead, you _____ your expenses.

- (A) underestimating (C) would underestimate
(B) will underestimate (D) have underestimated

ตอบ B

Verbs: Tense มีอยู่ 4 รูปแบบขึ้นกับ tense

PRESENT	PAST	PAST PARTICIPLE	PRESENT PARTICIPLE
<i>walk</i>	<i>walked</i>	<i>walked</i>	<i>walking</i>
<i>do</i>	<i>did</i>	<i>done</i>	<i>doing</i>
<i>speak</i>	<i>spoke</i>	<i>spoken</i>	<i>speaking</i>
<i>come</i>	<i>came</i>	<i>come</i>	<i>coming</i>

เลือกใช้กริยาที่เหมาะสม สังเกตพวก adv บอกเวลา , กริยาอื่นๆ ในประโยค

- คำบอกเวลา เช่น now, tomorrow, since ,etc ในประโยค

INCORRECT [I deal with his firm since 1988.]

CORRECT I have dealt with his firm since 1988.

- กริยาที่ใช้ในประโยคหลัก ใช้พิจารณากริยาประโยคย่อย

INCORRECT [He signed the release before he will read it.]

CORRECT He signed the release before he read it.

- Stative verbs แสดงการรับรู้ (seem ,become, understand ,be, know remember etc) ไม่สามารถใช้ใน continuous

INCORRECT [If I'm understanding what you mean, I have to agree.]

CORRECT If I understand what you mean, I have to agree.

ตัวอย่าง

1. The express train often _____ on time.
(A) is arriving (C) has been arriving
(B) arrives (D) arrive
2. When the shipment _____, he will dispatch it to the proper department.
(A) will come in (C) comes in
(B) is coming in (D) is going to come in

ตอบ B, C

Verbs: Two-Word verb ที่มีความหมายในตัวมันเอง 2 ตัวมาประกอบกัน เช่น turn แปลว่า เลี้ยว , down แปลว่า ลดลง แต่ turn down แปลว่า reject

ต้องสร้างความคุ้นเคยกับคำศัพท์เหล่านี้ เนื่องจากบางครั้งไม่สามารถเดาได้จากกริยาที่นำมาประกอบ

- Get to : เริ่มรู้จัก ไปถึง
- Get through : จบ ผ่าน
- Give in : ยอมจำนน
- Get by : รอดพ้น
- Give in : ยอมจำนน , ยอมตาม
- Take hold : จับ
- Take up : หยิบขึ้น ยึดครอง
- Take over : รับทำต่อ
- Take off : ถอดออก
- Look to : ปรึกษาหารือ มุ่งหวัง
- Look away : เมินหน้าหนี
- Look into : สอบสวนละเอียด
- Look out : ฝ้าดู ระมัดระวัง
- Look through : ทบทวน
ตรวจดู
- Look for : ค้นหา รอคอย
- Stand for : หมายถึง สนับสนุน
- Stand out : ยื่นหยัด สะดุดตา
- Come on : เริ่ม
- Come across : พบโดยบังเอิญ
- Come about : เกิดขึ้น
- Come by : มาโดยตรง ได้มา
- Count on : หวังพึ่ง
- Catch on : เข้าใจ เป็นที่รู้จัก
- Find out : สืบหา พบ
- Keep to : ปฏิบัติตาม ถูกกักขัง
- Deal with : จัดการ เกี่ยวข้อง
- Run into : รังชน โดยบังเอิญ
- Leave out : ตัดออก ละไว้
- Cut up : ตัดเป็นชิ้นๆ
- Put on : สวมใส่
- Put off : เลื่อนออก ขจัด

ตัวอย่าง

1. If you cannot _____ on the phone, try sending an e-mail or a fax.
(A) get to (C) come by
(B) get through (D) get by
2. During tough negotiations, neither side wants to _____.
(A) give in (C) take hold
(B) get by (D) come on

ตอบ B, A

Word Families รากศัพท์เดียวกันแต่อยู่ในหลายรูป เช่น noun , adj , adv

- Noun suffix (-ance, -ancy, -ence , ency, -ation, -dom, -ism, -ment, -ness , -ship, -or, -ion

INCORRECT [We have profited from his *employing*.]
CORRECT We have profited from his *employment*.

- Adj suffix (-able, -ible, -al , -ful, -ish, -ive)

INCORRECT [His business is *unsuccessfully*.]
CORRECT His business is *unsuccessful*.

- Adv suffix (-ly , -word, -wise)

INCORRECT [The presentation was given *profession*.]
CORRECT The presentation was given *professionally*.

- Verb (-en, -ify, -ize)

INCORRECT [This client will *strength* our credibility.]
CORRECT This client will *strengthen* our credibility.

ตัวอย่าง

1. She exercised a _____ influence on the firm.
(A) dominance (C) dominant
(B) dominate (D) dominantly
2. The recommendation was _____ to the success of the project.
(A) criticism (C) critic
(B) critique (D) critical

ตอบ C ,D

Adjective Comparisons and Superlatives เปรียบเทียบชั้นกว่า และ
ชั้นสูงสุด (prettier, the prettiest) หรือ (more intelligent, the most
intelligent)

- เปรียบเทียบชั้นกว่า ใช้ than
INCORRECT [They seem more experienced *then* they are.]
CORRECT They seem more experienced *than* they are.

- ใช้ The นำหน้า adj ชั้นสูงสุด
INCORRECT [*Biggest* demand is from the Midwest.]
CORRECT *The biggest* demand is from the Midwest.

- เปรียบเทียบของมากกว่า 3 สิ่งใช้ ชั้นสูงสุด
INCORRECT [This is the *more obvious* problem we face.]
CORRECT This is the *most obvious* problem we face.

- เทียบของ 2 สิ่งที่เท่ากัน ใช้ " as + adj + as"
INCORRECT [They are not *ambitious as* they could be.]
CORRECT They are not *as ambitious as* they could be.

- มี 5 คำที่เปลี่ยนรูปและต้องจำ
good better the best
bad worse the worst
far farther, further the farthest, furthest
little less the least
many, much more the most
INCORRECT [This is the *worse* indicator we have seen yet.]
CORRECT This is the *worst* indicator we have seen yet.

ตัวอย่าง

1. Since most senior executive is unavailable, make an
A
appointment as soon as possible with the highest-
B C D
ranking manager.

ตอบ A

Gerund and Infinitives Gerunds (v+ing) , infinitive (to+v) ใช้แทน คำนาม อยู่ในสวณใดของประโยคก็ได้ ที่ค่านามวางได้ เมื่อใช้เป็นกรรมตรง การ ดัดสันใจเลือก gerund หรือ infinitive นั้น ขึ้นอยู่กับกริยาแท้

- Verb + gerund ได้แก่ admit, appreciate, avoid, compare, consider, deny, delay, dislike, enjoy, escape, forgive, finish, favor, imagine, mind, miss, practice, postpone, miss, quit, recall, recognize, risk, suggest, resist, stop, etc

INCORRECT [He regretted to retire so early.]

CORRECT He regretted retiring so early.

- Verb + infinitive ได้แก่ afford ,agree, aim, ask , decide, expect ,invite , learn , hope, manage, offer, plan , persuade, promise, refuse, remind etc

INCORRECT [We expect arriving late.]

CORRECT We expect to arrive late.

ตัวอย่าง

1. After I had advised her to make her plans and invest,
A B
she delayed buying and considered to quit the market altogether.
C D

2. The receptionist suggested coming back or telephoning
A B
later, but the job applicant resented to be turned away
C
and persuaded her to let him wait.
D

ตอบ D , C

Modals กริยาช่วย

<i>can</i>	<i>could</i>	<i>could have</i>
<i>may</i>	<i>might</i>	<i>might have</i>
<i>will</i>	<i>would</i>	<i>would have</i>
<i>shall</i>	<i>should</i>	<i>should have</i>
<i>must</i>	<i>had to</i>	<i>has/have had to</i> <i>must have</i>
<i>has/have to</i>	<i>had to</i>	<i>have/have had to</i>

- ถ้า verb หลัก เป็น present , v ช่วยที่ใช้ก็ เป็น present
INCORRECT [The final decision *is* that he *could* go ahead with his project.]
CORRECT The final decision *is* that he *can* go ahead with his project.
- ถ้า verb หลัก เป็น past , v ช่วยที่ใช้ก็ เป็น past
INCORRECT [Last month he *thought* he *will* retire.]
CORRECT Last month he *thought* he *would* retire.
- รูป perfect ใช้ก็ต่อเมื่อ เหตุการณ์นั้นได้เกิดขึ้นแล้ว
INCORRECT [I thought he *should be promoted* last month.]
CORRECT I thought he *should have been promoted* last month.
INCORRECT [They agree that we *might make* a mistake yesterday.]
CORRECT They agree that we *might have made* a mistake yesterday.
- Must ในรูปอดีต เมื่อแปลว่า necessity จะใช้ had to ถ้าเป็นการสรุป จะใช้ must have
INCORRECT [She *must have used* her vacation days, or she would have lost them.]
CORRECT She *had to use* her vacation days, or she would have lost them.
INCORRECT [Here's Brad's report. He *had to forget* to take it.]
CORRECT Here's Brad's report. He *must have forgotten* to take it.

Nouns and Articles: Count and Noncount

- **The (definite article)**
- **A/An (indefinite article)** A สำหรับนำหน้าคำที่ออกเสียงด้วยพยัญชนะ An ออกเสียงด้วยสระ
- **Count noun** เป็นพหูพจน์โดยการเติม -s , es ต่อท้าย
- **Noncount noun** เป็นพหูพจน์ ไม่เปลี่ยนแปลง

MASS	ABSTRACT	GENERAL SUBJECT MATTER	ACTIVITIES
<i>coffee</i>	<i>honesty</i>	<i>engineering</i>	<i>baseball</i>
<i>air</i>	<i>fatigue</i>	<i>English</i>	<i>dancing</i>
<i>oxygen</i>	<i>justice</i>	<i>cooking</i>	<i>chess</i>

- คำนามทั่วไป เอกพจน์ใช้ a/an นำหน้า
INCORRECT [Employees' lounge is being added to each plant.]
CORRECT An employees' lounge is being added to each plant.
- คำนามพหูพจน์ทั้งนับได้และนับไม่ได้ ไม่มีอะไรนำหน้า
INCORRECT [We maintain the accurate records in this company.]
CORRECT We maintain accurate records in this company.
- คำเอกพจน์และพหูพจน์ของคำนามนับไม่ได้ ใช้ the นำหน้าแสดงความเฉพาะเจาะจง
INCORRECT [Oil I prefer to cook with is olive oil.]
CORRECT The oil I prefer to cook with is olive oil.

ตัวอย่าง

1. Technological advancements and the demand for
A
new services have created competition in
B
the next frontier: the space.
C D

ตอบ D

Participles (verb form that functions as an adjective)

VERB	<i>to speak</i>	
PAST PARTICIPLE	<i>spoken</i>	The language <i>spoken by</i> most people ... A <i>spoken</i> language ...
PRESENT PARTICIPLE	<i>speaking</i>	The woman, <i>speaking</i> loudly, ...

- วลี participle ไม่ต้องการ verb to be
INCORRECT [The worker *was causing* the most problems was fired.]
CORRECT The worker *causing* the most problems was fired.
- วลี participle ต้องตามหลังคำนามที่ขยายทันที
INCORRECT [The cat scared the child *attacking the mouse*.]
CORRECT The cat *attacking the mouse* scared the child.
- Past participle เป็นรูปย่อของ passive นั้นหมายถึงคนหรือสิ่งของนั้น
ได้รับ ถูกกระทำ
INCORRECT [The meeting *scheduling* for this morning has been canceled.]
CORRECT The meeting *scheduled* for this morning has been canceled.

ตัวอย่าง

1. Agreeing to sell most of its assets and eventually
A
is phasing out the business, the firm will be merging
B C
with a newly formed corporation.
D
2. The supervisor decided his depressed employees,
A
bored by their routine, needed stimulated
B C
incentives and instigated their proposed benefit program.
D

ตอบ B , C

Verbal Adjectives

- Present participle (v ing) เป็น adj ที่อธิบายถึง คนหรือสิ่งของ ที่สร้าง feeling หรือ reaction

INCORRECT [The company's *amazed* progress has captured everyone's attention.]

CORRECT The company's *amazing* progress has captured everyone's attention.

- Present participle (v ing) เป็น adj ที่อธิบายถึง การใช้ หรือ วัตถุประสงค์ของคนหรือสิ่งจ้อง หรือหมายถึงกิจกรรมที่คนหรือสิ่งของ นั้นๆ มีส่วนร่วม

INCORRECT [We need more *filed* cabinets in this office.]

CORRECT We need more *filing* cabinets in this office.

INCORRECT [*Fed* sharks can be extremely dangerous.]

CORRECT *Feeding* sharks can be extremely dangerous.

- Past participle อธิบายถึงคนหรือสิ่งของที่ได้รับ feeling หรือ reaction

INCORRECT [The *amazing* stockholders rushed to buy more shares in the company.]

CORRECT The *amazed* stockholders rushed to buy more shares in the company.

ตัวอย่าง

1. The corporation is restructuring the marketing division to reach the sophisticated consumer interesting in luxury goods.
A B C D
2. The satisfying patrons, returning for the third time to the restaurant, were surprised to find a newly hired chef.
A B C D

ตอบ D , A

Subject-Verb Agreement Subject และ Verb ในประโยค ต้องสอดคล้องกันในเรื่อง number (เอกพจน์ พหูพจน์) และ person (first second third)

- Collective nouns ที่หมายถึงกลุ่ม จัดเป็น เอกพจน์
INCORRECT [The entire *group are* researching a new plan.]
CORRECT The entire *group is* researching a new plan.

- Collective nouns ที่หมายถึงหลายๆ ส่วนประกอบกัน จัดเป็น พหูพจน์
INCORRECT [Only a few people *has* replied to the survey.]
CORRECT Only a few people *have* replied to the survey.

- คำนามบางตัวลงท้ายด้วย s แต่เป็น เอกพจน์
INCORRECT [The financial *news are* found in the business section.]
CORRECT The financial *news is* found in the business section.

- บางครั้ง ประธานและกริยา ถูกแยกจากกันด้วยวลี ทำให้ยากต่อการจัดประเภท
INCORRECT [The *effect* of computers on careers and goals *have* been phenomenal.]
CORRECT The *effect* of computers on careers and goals *has* been phenomenal.

ตัวอย่าง

1. The committee that was organized to review new policies
A B
have already met twice this month and passed two resolutions.
C D

2. County police who was asked to investigate were able to
A B
apprehend the suspects immediately.
C D

ตอบ C, A

Word Order โดยปกติ จะเป็น subject + Verb + Object ถ้าเปลี่ยนไปจากนี้ ความหมายก็จะเปลี่ยนไป

- Adjective จะนำหน้า คำนาม

INCORRECT [Expenses medical will increase next year.]
CORRECT Medical expenses will increase next year.

- Adverb นำหน้า Adj ที่ขยาย

INCORRECT [We are proud of our useful extremely product.]
CORRECT We are proud of our extremely useful product.

- ประธาน นำหน้า กริยาของประโยคที่เกี่ยวข้องกัน

INCORRECT [The manager asked when had the shipment arrived.]
CORRECT The manager asked when the shipment had arrived.

ตัวอย่าง

1. Mr. Jacobs, the investor clever, has said that he will acquire

a financially troubled food company that is based abroad.

2. The important question is how the new rates will give

customers regular more options for their basic service.

3. They decided on a previously unproven strategy, which they

realized was risky very but worth a try.

ตอบ A , C , C

Noun Clauses ทำหน้าที่เป็นได้ทั้งประธานหรือกรรมของประโยค เริ่มด้วย what, how, when, who, where, why, if, whether ,that

- แม้จะขึ้นต้นด้วย wh- แต่ไม่ใช่ประโยคคำถาม
INCORRECT [I don't know *why isn't he* here today.]
CORRECT I don't know *why he isn't* here today.

- ไม่ใช่ do does did ในการขยาย เนื่องจากไม่ใช่ ประโยคคำถาม
INCORRECT [I'm not sure *where did they go.*]
CORRECT I'm not sure *where they went.*

- เมื่อ noun clause เป็น ประธาน จะใช้ singular verb
INCORRECT [What they told us *were* surprising.]
CORRECT What they told us *was* surprising.

- "that" สามารถละได้ ถ้า noun clause นั้นเป็นกรรมของประโยค หากเป็นประธานของประโยค ไม่สามารถละได้

INCORRECT He said *that* he felt sick.
CORRECT He said he felt sick.

INCORRECT [She is the best person for the job is obvious.]
CORRECT *That* she is the best person for the job is obvious.

ตัวอย่าง

1. Economists assure us that the current recession is only
A
temporary and that we should remain optimistic, although
B C
how soon will the situation change is still an uncertainty.
D

ตอบ D

General Business

1) Contracts

Abide by	V	To comply with , to conform
Agreement	N	A mutual arrangement , a contract
Assurance	N	A guarantee, confidence
Cancel	V	To annul, to call off
Determine	V	To find out, to influence
Engage	V	To hire, to involve someone or something
Establish	V	To institute permanently, to bring about
Obligate	V	To bind legally or morally
Party	N	A person or group participating in an action or plan, the persons or sides concerned in a legal matter
Provision	N	A measure taken beforehand; a stipulation
Resolve	V	To deal with successfully, to declare
Specify	V	To mention explicitly

2) Marketing

Attract	V	To raw by appeal
Compare	V	To examine similarities and differences
Compete	V	To strive against a rival
Consume	V	To absorb, to use up
Convince	V	To bring to believe by argument; to persuade
Current	Adj Adv	Happening or existing at the present time To be on top of things
fad	N	A practice followed enthusiastically for a short time; a craze
Inspire	V	To spur on; to stimulate imagination or emotion
Market	V N	The course of buying and selling a product The demand for a product
Persuade	V	To move by argument or logic
Productive	Adj	Constructive , high yield
Satisfy	V	To make happy

3) Warranties

Characteristic	Adj	Revealing of individual traits
Consequence	N	That which follows necessarily
Consider	V	To think about carefully
Cover	V	To provide protection against
Expire	V	To come to an end
Frequently	Adv	Occurring commonly; widespread
Imply	V	To indicate by inference
Promise	V,N	to pledge to do, bring about, or provide
Protect	V	To guard
Reputation	N	The overall quality of character
Require	V	To deem necessary or essential
Vary	V	To be different from another, to change

4) Business Planning

Address	V	To direct to the attention of
Avoid	V	To stay clear, to keep from happening

Demonstrate	V	To show clearly and deliberately; to present by example
Develop	V	To expand , progress, or improve
Evaluate	V	To determine the value or impact of
Gather	V	To accumulate; to conclude
Offer	V	To propose, to present in order to meet a need or satisfy a requirement
Primary	Adj	Most important, first in a list, series, or sequence
Risk	N	The change of loss or damage
Strategy	N	A plan of action
Strong	Adj	Powerful; economically or financially sound
Substitute	V	To take the place of another

5) Conferences

Accommodate	V	To fit; to provide with something needed
Arrangement	N	The plan or organization
Association	N	An organization of persons or groups having a common interest; a relationship or society
Attend	V	To go to; to pay attention to
Get in touch	V	To make contact with
Hold	V	To accommodate; to conduct
Location	N	A position or site
Overcrowded	Adj	Too crowded
Register	V	To record
Select	V	To choose from a group
Session	N	A meeting
Take part in	V	To join or participate

Office Issues

6) Computers

Access	V	To obtain, to gain entry
Allocate	V	To designate for specific purpose
Compatible	Adj	Able to function together
Delete	V	To remove, to erase
Display	N	What is visible on a monitor
	V	To show
Duplicate	V	To produce something equal; to make identical
Fail	V	Not to succeed; not to work correctly
Figure out	V	To understand , to solve
Ignore	V	Not to notice, to disregard
Search	V	To look for
	N	investigation
Shut down	V	To turn off; to cease operation
Warn	V	To alert, to tell about a danger or problem

7) Office Technology

affordable	Adj	Able to be paid for, not too expensive
As needed	Adv	As necessary
Be in charge of	V	To be in control or command of
Capacity	N	The ability to contain or hold , the maximum that something can hold or do
Durable	Adj	Sturdy, strong, lasting

Initiative	N	The first step, an active role
Physical	Adj	Perceived by the senses
Provider	N	A supplier
Recur	V	To occur again or repeatedly
Reduction	N	A lessening; a decrease
Stay on top of	V	To know what is going on, to know the latest information
Stock	N	A supply
	V	To keep on hand

8) Office Procedures

Appreciate	V	To recognize, understand the importance of, to be thankful for
Be exposed to	V	To become aware of, to gain experience in
Bring in	V	To hire or recruit , to cause to appear
Casual	Adj	Informal
Code	N	Rules of behavior
Glimpse	N	A quick look
Made of	V	To consist of
Out of	Adj	No longer having, missing
Outdated	Adj	Obsolete, not currently In use
Practice	N	Method of doing something
Reinforce	V	To strengthen, support
Verbal	Adj	Oral

9) Electronics

Disk	N	An object used to store digital information
Facilitate	V	To make easier
Network	N	An interconnected group or system
	V	To connect , to broadcast over a radio or TV , to engage in informal communication
Popularity	N	The state of being widely admired, sought, or accepted
Process	N	A series of operations or actions to bring about a result
	V	To put through a series of actions or prescribed procedure
Replace	V	To put back in a former place or position, to take the place of
Revolution	N	A sudden or momentous change in a situation, a single complete cycle
Sharp	Adj	Abrupt or acute, smart
Skills	N	A developed ability
Software	N	The programs for a computer
Storage	N	The safekeeping of goods or information
Technical	Adj	Special skill or knowledge

10) Correspondence

Assemble	V	To put together, to bring together
Beforehand	Adv	Early, in advance
Complicated	Adj	Not easy to understand
Courier	N, Adj	A messenger , an official delivery person
Express	Adj	Fast and direct
Fold	V	To bend paper
Layout	N	A format, the organization of material on a page
Mention	V	To refer to

	N	Something said or written
Petition	N V	A formal, written request, To make a formal request
Proof	V	To look for errors
Registered	Adj	Recorded and tracked
Revise	V	To rewrite
Personnel		
11) Job Advertising and Recruiting		
Abundant	Adj N	Plentiful, in large quantities A large number
Accomplishment	N	An achievement, a success
Bring together	V	To join, to gather
Candidate	N	One being considered for a position, office , or award
Come up with	V	To plan , to invent, to think of
Commensurate	Adj	In proportion to, corresponding, equal to
Match	N	A fit, a similarity
Profile	N	A group of characteristics or traits
Qualifications	N	Requirements, qualities, or abilities needed for something
Recruit	V	To attract people to join an organization or a cause
Submit	V	To present for consideration
Time-consuming	Adj	Taking up a lot of time, lengthy
12) Applying and interviewing		
Ability	N	A skill , a competence
Apply	V	To look for, to submit an application
Background	N	A person's experience, education , and family history
Be ready for	V	To be prepared
Call in	V	To request
Confidence	N	A belief in one's abilities, self-esteem
Constantly	Adj	On a continual basis, happening all the time
Expert	N	A specialist
Follow up	V N	To take additional steps , to continue The continuation of a previous action
Hesitate	V	To pause, o be reluctant
Present	V	To introduce, to show, to offer for consideration
Weakness	N	A fault, a quality lacking strength
13) Hiring and training		
Conduct	V N	To hold, to take place, to behave One's behavior
Generate	V	To create, to produce
Hire	V N	To employ, to offer a job or position An employee
Keep up with	V	To stay equal with
Look up to	V	To admire, to think highly of
Mentor	N	A person who guides and instructs, a resource
On track	Adj	On schedule , focused
Reject	V	To turn down, to say no , to not accept

Set up	V Adj	To establish, to arrange Established, arranged
Success	N	An accomplishment, reaching a goal
Training	N	The preparation or education for a specific job
Update	V N	To make current The latest information
14) Salaries and Benefits		
Basis	N	The main reason for something, a base or foundation
Be aware of	V	To be conscious of, to be knowledgeable about
Benefits	N	The advantages provided to an employee in addition to salary
Compensate	V	To pay, to make up for
Delicate	Adj Adv	Sensitive With sensitivity
Eligible	Adj	Able to participate in something, qualified
Flexible	Adj	Not rigid, able to change easily
Negotiate	V	To talk for the the purpose of reaching an agreement, especially on prices or contracts
Raise	N	An increase in salary
Retire	V	To stop working, to withdraw from a business or profession
Vested	Adj	Absolute, authorized
Wage	N	The money paid for work done, usually hourly
15) Promotions, Pensions, and awards		
Achieve	V	To succeed, to reach a goal
Contribute	V	To add, to donate, to give
Dedication	N	A commitment to something
Look forward to	V	To anticipate , to be eager for something to happen
Looked to	V	To depend on, to rely on
Loyal	Adj	Faithful, believing in someone or something
Merit	N	Excellence, high quality
Obvious	Adj	Easy to see or understand
Productive	Adj	Useful, getting a lot done
Promote	V	To give someone a better job, to support, to make known
Recognition	N	Credit, praise for doing something well
Value	N	Worth
Purchasing		
16) Shopping		
Bargain	N	Something offered or acquired at a price advantageous to the buyer
Bear	V	To have a tolerance for, to endure
Behavior	N	The manner of one's actions
Checkout	N	The act , time, or place of checking out, as at a hotel, library, or supermarket
Comfort	N	A condition or feeling of pleasurable ease , well-being, and contentment
Expand	V	To increase the size , volume, quantity or scope of, to enlarge
Explore	V	To investigate systematically
Item	N	A single article or unit
Mandatory	Adj	Required or commanded, obligatory

Merchandise	N	Items available in store
Strict	Adj	Precise, exact
Trend	N	The current style, vogue
17) Ordering Supplied		
Diverse	Adj	Different, made up of distinct qualities
Enterprise	N	A business , a large project
Essential	Adj	Indispensable, necessary
Everyday	Adj	Routine, common, ordinary
Function	V	To perform tasks
Maintain	V	To continue, to support, to sustain
Obtain	V	To acquire
Prerequisite	N	Something that is required or necessary as a prior condition
Quality	N	A distinguishing characteristic; a degree of excellence
Smooth	Adj	Without difficulties, deliberately polite and agreeable in order to win favor
Source	N	The origin
Stationery	N	Writing paper and envelopes
18) Shipping		
Accurate	Adj	Exact, errorless
Carrier	N	A person or business that transports passengers or goods
Catalog	N	A list or itemized display
	V	To make an itemized list of
Fulfill	V	To finish completely
Integral	Adj	Necessary for completion
Inventory	N	Goods in stock, an itemized record of these goods
Minimize	V	To reduce, to give less importance to
On hand	Adj	Available
Remember	V	To think of again, to retain in the memory
Ship	V	To transport, to send
Sufficient	Adj	As much as is needed
Supply	V	To make available for use, to provide
	N	Stock
19) Invoices		
Charge	N	An expense or a cost
	V	To demand payment
Compile	V	To gather together from several sources
Customer	N	One who purchases a commodity or service
Discount	N	A reduction in price
	V	To reduce in price
Efficient	Adj	Acting or producing effectively with a minimum of waste of unnecessary effort
Estimate	V	To approximate the amount or value of something , to form an opinion about something
	N	An approximation
Impose	V	To establish or apply as compulsory , to force upon others
Mistake	N	An error or a fault
Order	N	A request made to purchase something
	V	To command or direct
Prompt	Adj	Being on time or punctual, carried out without delay

	N	A reminder or a cue
Rectify	V	To set right or correct
Terms	N	Conditions
20) Inventory		
Adjust	V	To change in order to match or fit , to cause to correspond
Automatic	Adj	Operating independently
Crucial	Adj	Extremely significant or important
Discrepancy	N	Divergence or disagreement
Disturb	V	To interfere with, to interrupt
Liability	N	An obligation , a responsibility
Reflect	V	To give back a likeness
Run	V	To operate
Scan	V	To look over quickly
Subtract	V	To take away, to deduct
Tedious	Adj	Tiresome by reason of length, slowness, or dullness, boring
Verify	V	To prove the truth of
Financing and budgeting		
21) Banking		
Accept	V	To receive, to respond favorably
Balance	N	The remainder
	V	To compute the difference between credits and debits of an account
Borrow	V	To use temporarily
Cautious	Adj	Careful, wary
deduct	V	To take away from a total, to subtract
Dividend	N	A share in a distribution
Down payment	N	An initial partial payment
Mortgage	N	The amount due on a property
	V	To borrow money with your house as collateral
Restriction	N	A limitation
Signature	N	The name of a person written by the person
Take out	V	Withdraw, remove
Transaction	N	A business deal
22) Accounting		
Accounting	N	The recording and gathering of financial information for a company
Accumulate	V	To gather , to collect
Asset	N	Something of value
Audit	N	A formal examination of financial records
	V	To examine the financial records of a company
Budget	N	A list of probable expense and income for a given period
Build up	V	To increase over time
Client	N	A customer
Debt	N	Something owed, as in money or goods
Outstanding	Adj	Due not paid or settled
Profitable	Adj	Advantageous, beneficial
Reconcile	V	To make consistent
Turnover	N	The number of times a product is sold and replace

23) Investments		
Aggressive	Adj	Competitive, assertive
Attitude	N	A feeling about something or someone
Commitment	N	A promise
Conservative	Adj	Cautious, restrained
Fund	N	An amount of money for something specific
	V	To provide money for
Invest	V	To put money into a business or activity with the hope of making more money, to put effort into something
Long-term	Adj	Involving or extending over a long period
Portfolio	N	A list of investments
Pull out	V	To withdraw, to stop participating
	N	A withdrawal, removal
Resource	N	Assets , valuable things
Return	N	The amount of money gained as profit
Wise	Adj	Knowledgeable, able to offer advice based on experience
24) Taxes		
Calculate	V	Figure out, to compute
Deadline	N	A time by which something must be finished
File	V	To enter into public record
		A group of documents or information about person or an event
Fill out	V	To complete
Give up	V	To quit, to stop
Joint	Adj	Together, shared
Owe	V	To have a debt, to be obligated to pay
Penalty	N	A punishment, a consequence
Prepare	V	To make ready
Spouse	N	A husband or wife
Refund	N	The amount paid bank
	V	To give back
Withhold	V	To keep from, to refrain from
25) Financial Statements		
Desired	Adj	Wished or longed for
Detail	V	To report or relate minutely or in particular
Forecast	N	A prediction of future event,
	V	To estimate or calculate in advance
Level	N	A relative position or rank on a scale
Overall	Adj	Regarded as whole, general
Perspective	N	A mental view or outlook
Projected	Adj	Estimated, or predicted based on present data
Realistic	Adj	Tending to or expressing an awareness of things as they really are
Target	V	To establish as a goal
	N	A goal
Translation	N	The act or process of translating
Typical	Adj	Conforming to a type
Yield	N	An amount produced
	V	To produce a profit

Management Issues

26) Property and departments

Adjacent	Adj	Next to
Collaboration	N	The act of working with someone
Concentrate	V	To focus, to think about
Conducive	Adj	Contributing to, leading to
Disrupt	V	To interrupt, to disturb
Hamper	V	To impede or interface
Inconsiderate	Adj	Rude, impolite
Lobby	N	An anteroom, foyer, or waiting room
Move up	V	To advance, improve position
Open to	Adj	Receptive to, vulnerable
Opt	V	To choose, to decide on
Scrutinize	V	To look at carefully and closely

27) Board meetings and committees

Adhere to	V	To follow, to pay attention to
Agenda	N	A list of topics to be discussed
Bring up	V	To introduce a topic
Conclude	V	To stop, to come to a decision
Go ahead	V	To proceed with
	N	Permission to do something
Goal	N	Objective, purpose
Lengthy	Adj	Long in time, duration, or distance
Matter	N	An item, issue, topic of interest
Periodically	Adv	From time to time
Priority	N	Something of importance, something that should be done before other things
Progress	N	A movement forward To move forward on something, especially work or a project
Waste	V	Not to use wisely,
	N	Not worthwhile

28) Quality control

Brand	N	An identifying mark or label, a trademark
Conform	V	To match specifications or qualities
Defect	N	An imperfection or flaw
Enhance	V	To make more attractive or valuable
Garment	N	An article of clothing
Inspect	V	To look at closely, to examine carefully or officially
Perceive	V	To notice, to become aware of, to see
Repel	V	To keep away, to fight against
Take back	V	To return something, to withdraw or retract
Throw out	V	To dispose of
Uniform	Adj	Consistent in form or appearance
Wrinkle	N	Crease, ridge, or furrow, especially in skin or fabric

29) Product Development

Anxious	Adj	Worried
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Ascertain	V	To discover, to find out for certain
Assume	V	To take upon oneself, to believe to be true
Decade	N	A period of ten years
Examine	V	To interrogate, to scrutinize
Experiment	V N	To try out a new procedure or idea A test or trial
Logical	Adj	Formally valid, using orderly reasoning
Research	N	The act of collecting information about a particular subject
Responsibility	N	A task
Solve	V	To find a solution, explanation or answer
Supervisor	N	An administrator in charge
Systematic	Adj	Methodical in procedure, organized
30) Renting and Leasing		
Apprehensive	Adj	Anxious about the future
Circumstance	N	A condition, a situation
Condition	N	The state of something, a requirement
Due to	Prep	Because of
Fluctuate	V	To go up and down , to change
Get out of	V	To escape, to exit
Indicator	N	A sign, a signal
Lease	N V	A contract to pay to use property for an amount of time To make a contract to use property
Lock into	V	To commit, to be unable to change
Occupancy	N	The state of being or living in certain place
Option	N	A choice, an alternative
Subject to	Adj	Under legal power, dependent
Restaurants and Events		
31) Selecting a restaurant		
Appeal	Adj	To be attractive or interesting
Arrive	V	To reach destination
Compromise	N	Settlement of differences in which each side makes concessions
Daring	Adj	To have the courage required
Familiar	Adj	Often encountered or seen, common
Guide	N	One who leads, directs, or gives advice
Majority	N	The greater number or part
Mix	V N	To combine or blend into one mass A combination
Rely	V	To have confidence in, to depend on
Secure	V	To get possession of, to obtain
Subjective	Adj	Particular to given person, highly personal, not objective
Suggest	V	To offer for consideration or action
32) Eating out		
Basic	Adj	Serving as a starting point or basis
Complete	Adj	Having all necessary or normal parts , components or steps
Excite	V	To arouse an emotion
Flavor	N	A distinctive taste

Forget	V	To be unable to remember
Ingredient	N	An element in a mixture
Judge	V	To form an opinion
mix-up	N	A confusion
	V	(mix up) to confuse
Patron	N	A customer, especially a regular customer
Predict	V	To state, tell about or make known in advance
Random	Adj	Having no specific pattern purpose, or objective
Remind	V	To cause to remember
33) Ordering lunch		
Burdensome	Adj	Of or like a burden, onerous
Common	Adj	Widespread, frequent, usual
Delivery	N	The act of conveying or delivering
Elegant	Adj	Exhibiting refined , tasteful beauty
Fall to	V	To become one's responsibility
Impress	V	To affect strongly, often favorably
Individual	Adj	By or for one person, special, particular
List	N	A series of names, words, or other items,
	V	To make a list
Multiple	Adj	Having, relating to , or consisting of more than one part
Narrow	V	To limit or restrict
	Adj	limited
Pick up	V	To take on passengers of freight
Settle	V	To make compensation for , to pay , to choose
34) Cooking as a career		
Accustom to	V	To become familiar with, to become used to
Apprentice	N	A student worker in a chosen field
Culinary	Adj	Relating to the kitchen or cooking
Demanding	Adj	Requiring much effort or attention
Draw	V	To cause to come by attracting
Incorporate	V	To unite one thing with something else already in existence
Influx	N	Flowing in
Method	N	A procedure
Outlet	N	A means of release or gratification, as for energies, drives or desires
Profession	N	An occupation requiring considerable training and specialized study
Relinquish	V	To let go, to surrender
Theme	N	An implicit or recurrent idea, a motif
35) Events		
Assist	V	To give help or support to
Coordinate	V	To adjust or arrange parts to work together
Dimension	N	A measure of width, height, or length
Exact	Adj	Characterized by accurate measurements or inferences
General	Adj	Involving only the main features rather than precise details
Ideal	Adj	Imaginary, existing as a perfect model
Lead time	N	The time between the initial stage of a project and the appearance of results
Plan	N	A scheme for making something happen
	V	To formulate a scheme

Proximity	N	The state, quality , sense, or fact of being near or next to, closeness
Regulation	N	Rules, laws, or controls
	V	To control
Site	N	A place or setting
Stage	V	To exhibit or present
Travel		
36) General Travel		
Agency	N	An establishment engaged in doing business
Announcement	N	A public notification
Beverage	N	A drink other than plain water
Blanket	N	A covering for keeping warm, especially during sleep, any full coverage
	V	To cover uniformly
Board	V	To enter a boar, plane, or train, to finish with meals and a place to stay
Claim	V	To take as rightful , to retrieve
Delay	V	To postpone until a later time
	N	The period of time during which one is delayed
Depart	V	To go away or leave , to vary from a regular course of action
Embark	V	To go onboard a flight or ship, to begin
Itinerary	N	A proposed route for a journey, showing dates and means of travel
Prohibit	V	To forbid by authority or to prevent
Valid	Adj	Having legal efficacy or correctness
37) Airlines		
Deal with	V	Phrase, to attend to, to manage, to see to
Destination	N	The place to which one is going to directed
Distinguish	V	To make noticeable or different
Economical	Adj	Intended to save money, time , or effort
Equivalent	Adj	Equal
Excursion	N	A pleasure trip, a trip at a reduced fare
Expensive	Adj	Marked by high prices
Extend	V	To make longer, to offer
Prospective	Adj	Likely to become or be
Situation	N	The combination of circumstances at a given moment
Substantial	Adj	Considerable in importance, value, degree, amount or extent
System	N	A functionally related group of elements
38) Trains		
Comprehensive	Adj	Covering broadly , inclusive
Deluxe	Adj	Noticeably, luxurious
Directory	N	A book or collection of information or directions
Duration	N	The time during which something lasts
Entitle	V	To allow or quality
Fare	N	The money paid for transportation
Offset	V	To counterbalance
Operate	V	To perform a function
Punctual	Adj	Prompt
Relatively	Adv	Somewhat
Remainder	N	The remaining part

Remote	Adj	Far removed
39) Hotels		
Advance	N	Move forward
Chain	N	A group of enterprises under a single control
Check in	V	To register at a hotel, to report one's presence
Confirm	V	To validate
Expect	V	To consider probable or reasonable
Housekeeper	N	Someone employed to do domestic work
Notify	V	To report
Preclude	V	To make impossible , to rule out
Quote	V N	To give exact information on A quotation
Rate	N	The payment or price according to a standard
Reserve	V	To set aside
Service	N	Useful functions
40) Car Rentals		
Busy	Adj	Engaged in activity
Coincide	V	To happen at the same time
Confusion	N	A lack of clarity, order , or understanding
Contact	V	To get in touch with
Disappoint	V	To fail to satisfy the hope, desire, or expectation of
Intend	V	To have in mine
License	N	The legal permission to do or own a specified thing
Nervous	Adj	Easily agitated or distressed , uneasy or apprehensive
Optional	Adj	Not compulsory or automatic
Tempt	V	To be inviting or attractive to
Thrill	N	The source or cause of excitement
Tier	N	A rank or class
41) Movies		
Attain	V	To achieve
Combine	V	To come together
Continue	V	To maintain without interruption
Description	N	A representation in words or picture
Disperse	V	To spread widely, to scatter
Entertainment	N	A diverting performance or activity
Influence	V	To alter or affect
Range	N	The scope
Release	V	To make available to the public, to give permission for performance
Represent	V	To typify
Separate	Adj	Detached, kept apart
Successive	Adj	Following in order
42) Theater		
Action	N	The series of events that form the plot of a story or play
Approach	V	To go near, to come close to in appearance or quality
Audience	N	The spectators at a performance
Create	V	To produce through artistic or imaginative effort

Dialogue	N	A conversation between two or more persons
Element	N	Fundamental or essential constituent
Experience	N	An event or a series of events participated in or lived through
Occur	V	To take place, to come about
Perform	V	To act before an audience , to give a public presentation of
Rehearse	V	To practice in preparation for a public performance, to direct in rehearsal
Review	N	A critical estimate of a work or performance
	V	Writing a criticism of a performance
Sold out	Adj	Having all tickets or accommodations completely sold, especially ahead of time
	V	To sell all the tickets
43) Music		
Available	Adj	Ready for use, willing to serve
Broad	Adj	Covering a wide scope
Category	N	Division in a system of classification , a general class of ideas
Disparate	Adj	Fundamentally distinct or different
Divide	V	To separate into parts
Favorite	Adj	Preferred
Instinct	N	An inborn pattern that is powerful motivation
Preference	N	Someone or something liked over another or others
Reason	N	The basis or motive for an action, an underlying fact or cause
Relaxation	N	The act of relaxing or the state of being relaxed, refreshment of body or mind
Taste	N	The ability to discern what is excellent or appropriate
Urge	V	To advocate earnestly
	N	A natural desire
44) Museums		
Acquire	V	To gain possession of, to get by one's own efforts
Admire	V	To regard with pleasure, to have esteem or respect for
Collection	N	A group of objects or works to be seen, studied, or kept together
Criticism	N	An evaluation, especially of literary or other artistic works
Express	V	To give an opinion or depict emotion
Fashion	N	The prevailing style or custom
Leisure	N	Freedom from time-consuming duties, free time
Respond	V	To make a reply, to react
Schedule	N	A list of times of events
	V	To enter on a schedule
Significant	Adj	Meaningful, having a major effect, important
Specialize	V	To concentrate on a particular activity
Spectrum	N	A range of related qualities, ideas, or activities
45) Media		
Assignment	V,N	Something , such as a task, that is assigned
Choose	V	To select one thing over another
Constant	N	Something that is unchanging or invariable
Constitute	V	To be the elements or parts of
Decisive	Adj	Characterized by decision and firmness
Disseminate	V	To scatter widely, to distribute
Impact	N	Strong, immediate impression

In depth	Adj	In complete detail, thorough
Investigative	Adj	Specializing in uncovering and reporting hidden information
Link	N	An association, a relationship
Subscribe	V	To receive a periodical regularly on order
Through	Adj	Exhaustively complete
Health		
46) Doctor's office		
Annual	Adj	Yearly
Appointment	N	Arrangements for a meetings, a position in a profession
Assess	V	To determine the value or rate of something
Diagnose	V	To recognize a disease, to analyze the nature of something
Effective	Adj	Producing the desired effect, being in effect
Instrument	N	A tool for precise work, the means whereby something is achieved
Manage	V	To handle, to deal with , to guide
Prevent	V	To keep from happening, to hinder
Recommend	V	To present as worthy, to endorse
Record	V	To set down in writing
	N	An official copy of documents
Refer	V	To direct for treatment or information, to mention
Serious	Adj	Weighty
47) Dentist's office		
Aware	Adj	Having knowledge
Catch up	V	To bring up to date
Distraction	N	The act of being turned away from the focus
Encouragement	N	Inspiration or support
Evident	Adj	Easily seen or understood, obvious
Habit	N	A customary manner or practice
Illuminate	V	To provide or brighten with light
Irritate	V	To chafe or inflame , to bother
Overview	N	A summary , a survey, a quick look
Position	N	The right or appropriate place
Regularly	Adv	Occurring at fixed intervals
Restore	V	To bring back to an original condition
48) Health insurance		
Allow	V	To let do or happen, to permit
Alternative	N	The choice between two mutually exclusive possibilities
Aspect	N	A feature element, an appearance
Concern	V	To be of interest or importance to
Emphasize	V	To stress
Incur	V	To acquire or come into
Personnel	N	A group of employees or workers
Policy	N	A set of rules and regulations
Portion	N	A section or quantity within a larger thing, a part of a whole
Regardless	Adv	In spite of
Salary	N	A fixed compensation paid regularly for work done, one's pay
Suitable	Adj	Appropriate to purpose or an occasion

49) Hospital		
Admit	V	To permit to enter
Authorization	N	The ac of sanctioning
Designate	V	To indicate or specify
Escort	N	A person accompanying another to guide or protect
Identify	V	To ascertain the name or belongings of
Mission	N	A inner calling to purpose an activity or perform a service
Permit	V	To allow
Pertinent	Adj	Having relevance to the matter at hand
Procedure	N	A series of steps taken to accomplish an end
Result	N	An outcome
Statement	N	An accounting showing an amount due, a bill
Usual	Adj	Ordinary, expected
50) Pharmacy		
Consult	V	To seek advice or information of
Control	V	To exercise authoritative or dominating influence over
Convenient	Adj	Suited or favorable to one's purpose, easy to reach
Detect	V	To discover or ascertain
Factor	N	A contribution to an accomplishment , a result, a process
Interaction	N	An influence, a mutual activity
Limit	N	The point beyond which something cannot proceed
Monitor	V	To keep track of
Potential	Adj	Capable of being but not yet in existence, possible
Sample	N	A portion, piece, or segment that is representative of a whole
Sense	N	A judgment, an intellectual interpretation
Volunteer	N	One who performs a service without pay
	V	To perform as a volunteer