

a great deal of	above	abbreviated Syn: shortened
absenteeism	abroad	abreast
accounts	accountable Syn: responsible	accommodate
acknowledge	achievement	accurate
actually	actual	acquire
address	addition	acumen
advancement	advance	administration

agenda	affect	affairs
alienate	albeit syn: although	ailing
appoint	AOB	alter nicht change, adapt, adjust
apprehension	appraisal	apprais syn: evaluate
appropriate	approach	apprehensive syn: anxious
aspire to	ascertain	aptitude
assign	assess	assert

attend	attain syn: achieve	assume belive that sth is true
aware	attitude syn: opinion, state of mind	attendance
bank balace	bankrupt	barrage
bay	batch	bargain
bold syn: courageous	biased syn: prejudiced	bear with me syn: be patient
boot syn: to fire them	boot	bond
can't be bothered to	bother	border

bribe	botom out syn: stabilise after fall	bottom line
by all means syn: certainly	buoyant	bring about syn: cause to happen
catch up with	cash register syn: till	call off syn: cancel
chair syn: lead a meeting	ceiling syn: the highest level	cater for
claim	claim syn: demand sth	circumstance
commission	come up with	collateral syn: security for a loan
comply with	commitment	commission

conceive syn: come up with a new idea	comprehensive	compete
constrian syn: limit	consignment	conducive to
cope	contingency	consultant
credibility	credible	core business
current	crux	crucial
deadline	daunt	cutting edge / leading edge
defy	dedicate sh	dear syn: expensive

deny	demanding	defiance
dip syn: fall	dignity	devote
disrupt	dispose of syn: throw away	dispatch syn: send
downside syn: disadvantage, drawback	diverge	distort
economical	eager syn: enthusiastic	drive
enclose syn: attached	emphasise syn: stress	edge
enhance	engage	enforce

ensure	enrol	enquire syn: ask
exemplify	evaluate	essential
exorbitant	exhibit	exhausting
expenditure	expatriate	expat
exploit	expire	expertise
facilitate	extend	express
failing	fail	facility

field	fee	fare
fluctuation	fluctuate	flood
forecast	(Work)force	to fond of
foster	former	forex
foundation	founder	found
frenzy	fraudster	fraud
get down	gauge	frenzied

gift	get rid of	get on with
governing	govern	goal
graduate	gradual	grade
gross	grant	post-graduate
head	hang up	hands-on approach
hostile	hold up	headcount
idiosyncrasy	huge	hostility

immediate	in stock	idiosyncratic
implementation	implement	impending
in the red/black	in terms of	in excess of
induce	incident	incentive
intend	instalment	insecurity
interpreter	interpret	intention
issue	invest	invariably

journey	jeopardy	jeopardise
Just	judge	judge
keen on	junction	justice
key	keep up with	keep up
landlady	launch n.	launch v.
level off	legal	leave
line manager	likely	liabilities

manifest	loss leader	lose touch
profit margin	margin	manifestation
measure	match n.	match v.
merit	merger	merge
misguided	mind	on merit
mould n.	mould v.	morale
notwithstanding	niche	narrow

observe	objective	nurture
occurrence	occur	observation
OHP	odds	odd
on someone's behalf	omission	omit
outline v.	outfit	outcome
overdraft	outstrip	outline n.
pace	overview	overdue

pedestrian	peak	payroll
personnel	perks	perceive
portable	poor	plummet
praise	postpone	post a profit
premium	premises	predecessor
primary	previously	prerequisite
prove	prospective	pros and cons

provision	provide with	provide for
quarrel	pursue	purchase
queue	quest	query
raise capital	raft of	quote
rate	rapport	rank
recruit	recover	recognition
reinforce	refurbish	redundant

rely	reluctant	release
resign	resent	renew
retire	retail	resume
reward	reveal	retrieve
SAE	run out	RSVP
scope	scale	saturate
secure	secondment	scrutinise

setback	set off	set to
shake up	significant	settle
shift	shares	shallow
shortfall	shortcoming	shop floor
skyrocket	single out	simultaneously
spot	sophisticated	sluggish
stay put	state of the art	stamina

stretch	straightforward	stick to
subsequently	subject to	struggle
subtract	subsidise	subsidiary
sweep away	sustain	supply and demand
take up	take out	tackle
tempt	target	takeover bid
testimony	terms	tenant

track record	tough	touch and go
ultimately	turn down	trust
venue	vary	ups and downs
volatility	vital	viable
wholesale	wage	voucher
withdraw	wine and dine	width
0	wrap up	within