

Business English II – Vocabulary List One

residents	residence	possess	posses
patients	patience	manger	manager
manufacture	manufacturer	corporation	cooperation

1. I know that I did not have enough patients to sit through a long, boring lecture.
2. Anyone who wants a refund will need to speak with the store manger.
3. We will need to locate a manufacture that can handle a small order like our order.
4. After reading your advertisement in the Centre Daily Times, I know that I posses all of the qualities you are seeking in an employee in your local plant.
5. We were not aloud to take notes in our history class.
6. You're cooperation will be needed for our winter term orientation.
7. The manger has band dogs from the entire residents.
8. Who's dog was barking last night? The loud barking effected all the residents.
9. Sitting in the waiting room, the patience were conscious of how many germs were in the air.
10. Plastic Carton Corperation is a manufacture of plastic egg cartons.
11. The sheriffs rounded up three posses to search for the bank robbers.
12. You posses all the qualifications needed for the position accept the bachelor's degree.
13. The secretary signed the minutes, "Respectively submitted, Marge Smith."
14. The corporation needed to rise capitol to pursue the expansion of the facilities.

Additional Words:

undermine	apathy
enable	implement
terminology	

Business English II – Vocabulary List Two

add	ad	optometrist	ophthalmologist
dining	dinning	optimist	pessimist
psychologist	psychiatrist	alot	a lot

1. All the residence need to have dinner in the dinning room this evening.
2. After reading your add in the *Lock Haven Express*, I want to apply for you're opening for a clinical psychologist.
3. The optometrist, who did my eye surgery, likes to do alot of surgery in the early morning.
4. My advise is that you defiantly need to see the ophthalmologist to have another eye exam to have your site checked real soon.
5. If you want to be a optimist, you must loose your patterns of negative thinking.
6. In the passed, I was not aloud in the dinning room because the desert tray was to much of a temptation.
7. Did you where that outfit when you visited the capital building on your class trip?
8. Set down here, so I can tell you about the whether report that I just heard.
9. The optimist differs from the pessimist in several ways. I am quit sure you would be happier as a optimist.
10. After taking classes in personal finance at South Hills, you will no how to alot your money to fit your budget.
- 11: The psychologist prescribed medications for his depression, but the medications made him loss touch with realty.
12. You bought such tasty foods at the bizarre; divide the deserts among the two of you.

Additional Words:

zealous	indicating
assurance	intermittent
berating	

Business English II – Vocabulary List Three

who	whom	sensation	cessation
instant(s)	instance	wreak	reek
waist	waste	inconvenience	incontinence

1. The declining reality market reeked havoc on the realtor's income.
2. To whom was the letter addressed for the perspective managerial position?
3. If a person gets waisted two many times during the holidays, they will get a larger waste from the calories.
4. Sam made it clear to his wife that it was incontinent for him to change close before the party.
5. Smokey, the man who's cloths reek of cologne, attended the smoking sensation class in order to please his children.
6. In this instants, it is unclear as to whom brought fourth the evidence.
7. Jacques and Jaime, ages 43 and 46 respectfully, are all ready wearing Depends for inconvenience.
8. I could not believe the cessation I felt from the back massage.
9. In order too be on time, Mrs. Vidmar made instance coffee instead of regular.
10. Whom is going to return the books to the library?
11. From my perspective, Miguel fell and hurt himself bad.
12. I couldn't hardly breath because of the stench from the waist can.
13. Our new coach is knot very popular because he thinks that he is a coaching cessation.
14. The English Department will reek it's anger upon you if you do not do good on these sentences.

Additional Words:

discreet	serenity
exemplifies	affinity
fruitful	

Business English II – Vocabulary List Four

alleged	acquitted	convicted	
lighting	lightening	lightning	
mental	metal	medal	meddle
for	from		
versus	verses		
deficiency			

1. The bright lightning in the photography studio effected the model's eyesite.
2. My psychologist is an imminent scholar in the field of metal disorders.
3. During the trial, the criminal was convicted and was aloud to leaf prison, even though the alleged crime was a cessation in the media.
4. Emily looses herself in the versus of her favorite song, even thought its a truly bazaar song.
5. Christy's dog is frightened of the lightening during badly whether, running and hiding under the dinning room table.
6. Lightning comes for the sky and is defiantly one of the most amazing cites in nature.
7. I don't know whom alleged that I stole the apple desert for the cooling tray.
8. Alot of the scenes in the movie "The People Verses Larry Flynt" is quit scandalous.
9. Those patience have a nutritional deficiency which results in a lose of they're hair.
10. Let's run away for the posses whom have surrounded us.
11. Once you are acquitted of a crime, you will be very upset because your life will be negatively effected for life.
12. The mental manufactures gained allot of capitol after selling there product to car makers.
13. Some skin-lightning products contain hydroquinone, a chemical that can adversely effect your skin.

Additional Words:

omnipresent	glitch
aversion	ovation
intrigued	

Business English II List Five

performed and performed

steal and steel

lead, led

pedal, petal, peddle

lend, loan

peak, pique, peek

formerly, formally

granite and granted

fair and fare

mist and midst

1. The petals on my bicycle were broke, so I took the bike to the repair shop.
2. Formerly, I was self-employed peddling pretzels from a cart in front of the Corner Room.
3. Your add in the *Centre Daily Times* peaked my interest.
4. In the mist of the classroom discussion, the teacher and the class needed to decide what wood be a fare way to divide the work between the too groups.
5. The stainless steal plate needs to be performed so that you can precede with the project.
6. For the class trip to the Palmer Museum, the bus fair will be \$1.25 each way.
7. From my prospective, I could see every pedal on the flower painted by Georgia O'Keefe.
8. I want to have a receiving line at the wedding, so everyone will be formerly introduced.
9. The groom is not suppose to pique at the bride before the start of there wedding; its bad luck.
10. When you feel you have done something that is not fare, it will bother your conscious.
11. Never take you're good health for granite! Take a peak at the health statistics.
12. The band preformed on the stage out on the front lawn of the school, wearing colorful, outrageous close.
13. I though he could help me find my way home, but the student lead me on a wild goose chase.
14. We past many unfamiliar cites and got lost, so I will never take his advise again.
15. With the crisis in the housing market, it has become more difficult for a bank to chose good customers.

Additional Words:

frenzied

virtual

clandestine

protocol

resourceful

Business English II – Vocabulary List Six

beginning	assistance
occurrence	efficiency
absence	environment
carried	brochure
carrying	guarantee
maintenance	gauge
criticism	February
referred	

1. Please speak to the new man in the maintenance department about the broken gauge.
2. In the mist of the graduation crowd, I spotted the imminent Senator Casey.
3. I need your assistance during the month of February. Your criticism is not helpful.
4. Constructive criticism can help student improve there writing; therefore, your instructor will give you feedback on you're first draft.
5. We can design the new brochure that will be used during my absent.
6. Employers are suppose to guarantee a safe work environment for all employes.
7. Is she carying health insurance with our company? Last year she caried it with Prudential.
8. Begining tomorrow, park across the street from the office.
9. Who refered you to the Hershey Medical Center?
10. We need to plan for greater efficiency with today's meeting.
11. Sue carried the reponsibility for overseeing the new people during my absence.
12. You must write up a disciplinary report after the first ocurrence of the problem.

13. If the Stealers win the game, they might be in the Super Bowl.
14. The medical center's brochure showed that the imminent psychologist graduated from medical school almost fifty years ago.
15. He carried his medical assistance card to the appointment with the ophthalmologist.
16. Mr. Smith worked with a team of people whom had personnel experience with diabetes.
17. If you're pre-diabetic, you are supposed to limit your intake of high carbohydrate foods.
18. Effectiveness and efficiency are important traits to demonstrate when you are beginning your internship in February.
19. No one can guarantee you a trouble-free life; however, we can all learn skills to cope with adversity.
20. Regular attendance will help you achieve good grades; any absence can result in missing key concepts in the courses you are taking.
21. The final exam is imminent. Have you studied for Medical Terminology?
22. We're supposed to have 100 questions on the final exam, and many of the questions are fill-in-the-blank.
23. Bad things happen with diabetes because it affects so many systems in the body.

Additional Words:

cursory

miscalculation

precise

condone

omnipotent

Business English II – Vocabulary List Seven

government	schedule
Wednesday	recommend
receive	restaurant
itinerary	questionnaire
separate	accessible
handicapped	accidentally

1. The government recommends that states prohibit teens from using tanning beds.
2. The restaurant passed out a questionnaire to determine the customers' preferences.
3. My husband received a patient itinerary from Hershey Medical Center showing the schedule of each pre-operative appointment.
4. Every building that is part of Hershey Medical Center is handicapped accessible.
5. When washing your clothes, it's best to separate the dark clothes from the light clothes.
6. Schedule the meeting for the first Wednesday in February.
7. When we planned our trip to Russia, we knew we wanted to visit the principle cities.
8. Barcelona is defiantly one of the most beautiful cities in Europe, with fabulous restaurants.
9. I accidentally chose some stationery that was too frilly for a business letter.
10. Surgery is eminent for my handicapped friend who broke her hip.
11. My mother and I have never needed surgery, and we are happy about that fact.
12. Democracy means government by discussion, but it is only effective if you can stop people talking.

Additional Words:

virile	oblivious
abhorred	embellish
amorous	

Business English II - Vocabulary List Eight

role and roll

desperate

profit and prophet

recent and resent

indifferent and different

sole and soul

chalk and chock

manner and manor

heel and heal

foreign

receive

privilege

1. Confession is good for the sole. (Proverbs)
2. A verbal contract isnt worth the paper its printed on. (Samuel Goldwyn)
3. Genius is 1 percent inspiration and 99 percent perspiration. (Thomas Edison)
4. On the Internet, nobody nowns your a dog. (Peter Steiner, cartoonist)
5. Did you receive the roll you wanted in the new play?
6. A profit is without honor in his hometown.
7. It would be a priviledge to travel to a foriegn countrie and stay on an old manner.
8. You're essay is chalk full of errors, and I resent having to correct it.
9. Our new buisness is desparate to make a prophet in the second year of operation.
10. "Heart and Sole" is one of my favorite songs.
11. The resume was full of errors; obviously, that person will not recieve a job offer.
12. After surgery, you need some time to heal.
13. I recent your attitude; you need an indifferent attitude to be an asset to our workplace.
14. The Old Testament is full of stories of the profits and the leadership they provided.
15. On a recent Wensday morning in Febuary, I realized that I needed to separate all my laundry.
16. Your resume defiantly needs to be done in a professional manor.

Additional Words:

pandemonium

euphoria

provocative

seclusion

delude

Business English II - Vocabulary List Nine

covert

incredulous

decisive

circumvent

transitory

assent

optimist

alibi

misgivings

presentiment

Business English II - Vocabulary List Ten

impede

potential

surpass

nurture

facilitate

innate

impose

adhere

advocate

susceptible