

Collins COBUILD

KEY WORDS FOR THE TOEIC® TEST





NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH

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Nhân Trí Việt

- ✓ Learn words and phrases for a top test score
- ✓ Revise essential topics and build your confidence
- ✓ Understand how English is really used

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contents

Introduction	5
Pronunciation guide	7
Guide to dictionary entries	8
Guide to labels	10
Key Words A-Z	13
Word lists	679
Organization	680
Logistics & Distribution	681
Banking & Finance	682
Legal	685
Marketing & Sales	686
R & D	688
Jobs	689
Personnel	690
Office	693
Communications	695
Travel	697
Health & Fitness	698
General	699

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Collins COBUILD KeyWords for the TOEIC Test covers the words and phrases that will help you to raise your English to the level required to succeed in the Test of English for International Communication (TOEIC). Mastering the vocabulary in this book will give you the skills you need to operate confidently in an English-medium work environment.

The first section of the book contains alphabetically ordered dictionary-style entries for **key words** and **phrases**. The vocabulary items have been chosen to prepare you fully for the kind of language found in the TOEIC test. This includes some of the more formal vocabulary that occurs mainly in written English, as well as technical terms that you are likely to encounter in commercial correspondence and conversations.

Each word is illustrated with **examples** of natural English taken from the Collins Corpus and reflecting the style of language used in a typical work environment. As well as definitions and examples, entries include useful information about **collocations** and **usage notes** to help you put the vocabulary you have learnt into practice.

Words from the same root (for example, *calculate*, *calculation*, and *calculator*) are shown together to help you to make the vital **links** between words. By understanding how these words relate to each other, you will be able to vary the way you express your ideas, which will help improve your writing and speaking skills.

There are also **synonyms** at each entry to help you widen your range of vocabulary and create more variety and flexibility in your writing style. The **Extend your vocabulary** boxes help you understand the differences between sets of similar words, so you can be sure that your English is accurate and natural, while the **Business correspondence** boxes give tips on expressions that are widely used in specific work situations.

6 introduction

The second section of the book consists of **word lists** organized by subject and topic area. You can use these lists to help **revise** sets of vocabulary or when preparing for writing tasks. The words are grouped into different **business areas** (such as Personnel and Sales & Marketing), **common topics** (such as education and the natural world), as well as according to **functions** (such as talking about problems and solutions or describing location).

We hope you enjoy preparing for the TOEIC using *Collins COBUILD KeyWords for the TOEIC Test*. The vocabulary in this book will not only help you to succeed in the test, but will also equip you for success in your future studies and career.

We have used the International Phonetic Alphabet (IPA) to show how the words are pronounced.

IPA Symbols

Vowel Sounds

ɑ	calm, ah
æ	act, mass
aɪ	dive, cry
aʊ	out, down
ɛ	met, lend, pen
eɪ	say, weight
ɪ	fit, win
i	feed, me
ɒ	lot, spot
oʊ	note, coat
ɔ	claw, more
ɔɪ	boy, joint
ʊ	could, stood
u	you, use
ʌ	fund, must
ɜ	turn, third
ə	the first vowel in about

Consonant Sounds

b	bed, rub
d	done, red
f	fit, if
g	good, dog
h	hat, horse
k	king, pick
l	lip, bill
əɫ	handle, panel
m	mat, ram
n	not, tin
ən	hidden, written
p	pay, lip
r	run, read
s	soon, bus
t	talk, bet
v	van, love
w	win, wool
x	loch
y	yellow, you
z	zoo, buzz
ʃ	ship, wish
ʒ	measure, leisure
ŋ	sing, working
tʃ	cheap, witch
θ	thin, myth
ð	then, bathe
dʒ	joy, bridge

Notes

Stress is shown by a line below the stressed syllable. For example, in the word *abandon*, /əbændən/, the second syllable is stressed.

8 guide to dictionary entries

