

Vocabulary in the main contexts of TOEIC items

2019-11

Companies and businesses

Company structure					
president	workers	front office		board of directors	
salesperson	head office	chairman of the board		designer	
branch office	receptionist	personnel		manager	
CEO	personnel officer	boss		marketing	
accountant	foreman	staff		laboratory assistant	
secretary	supervisor				
Business procedures					
meetings	conferences	appointments		convention	
put off	postpone	organize		clients	
negotiate	quote	venue		trade (n. & v.)	
profit	arrange	loss	cancel	(re)schedule	
Office and procedures					
agenda	deal	supplies	minutes	complete	stationery
stores	participant(s)	competition		files	proposal
discussion	file cabinet	projects		debate	letter
fax machine	deadlines	policy (statement)			typewriter
complete	trade fair	fax	guidelines		reception
photocopy (ier)	orders	phoning	copy machine		decision
arranging	memo	resolution	notice		message
Employment					
factory	take up	construct	plant	posted	
maintain	assembly line	relocate	process	manufacture	
replacement	repair	order	probation	fix	
hire	salary	assemble	retire	pay	
holiday	quit	pay cut	leave	transfer	
jobs	store room	fire	inspect	workshop	
sack	research	machinery	promote	monitor	
equipment	bonus				
Office					
headquarters	briefcase	letter	desk	boardroom	
chair	manual (instructions)	envelope			
stool	supply cabinet	store room			
Telephone					
tone	cord	try again	call	receiver	hold on
answer	caller	hang up	busy	operator	queue
line	message	wait	dial	get through	redirect
answering machine	stay on the line	signal			
Computers					
hardware	run (a program)	database	software	install	
Finance and bank					
credit reference	refund	deposit	bill	invoice	
account(s)	taxes	currency	clerk	statement	
deposit(s)	credit	savings	securities	withdraw	
receipt	check (cheque)	interest	teller	payment(s)	

Job interview					
responsibility	background	resume	responsible for	experience	
curriculum vitae (C.V.)		applicant	personnel	bonus	
benefits	qualifications	short staffed	short listed	awards	
Insurance					
policy	claim	renewal			
Post office					
surface	stamps	rate	air mail	parcel	special delivery
registered	package		express delivery		overnight delivery
Science					
experiment	expert	assistant	laboratory (lab)	engineer	
technician	research	scientist			
Construction					
apartment	site	schedule	property	lot	
contract	warehouse	factory			

Travel, occupations, and places (and other)

Planes, trains, cars, buses, and taxis							
airport	depart	flight number		board	check-in counter		
check-in	takeoff	baggage claim		call (a flight)	ticket counter		
ticket	land	boarding pass		delayed	schedule		
flight	arrive	customs		immigration	on time		
baggage	changed	cancelled	booking	on schedule	luggage cart		
platform	station	dining car		sleeper	subway		
carriage (car)	metro	reservation		stops	express		
motor	garage	gas station	fill up	check (oil)	repair		
fix	engine	trunk	brakes	tire (flat tire)	auto		
attendant	windshield	automobile		gears	highway	freeway	
stop	fare	board	taxi stand	cab	meter	driver	
Entertainment							
lobby	seats	concert	theater	hall	sold out	role	
auditorium	intermission		play	actor	actress	movie	
patron	reserved seats		film	drama	comedy	tickets	
Economy							
grow	expand	contract	decline	growth	recession		
depression	investment		downturn				
Occupations							
messenger		dentist	doctor	pharmacist	mechanic		
scientist	technician	carpenter	physician	travel agent	ambassador		
farmer	author	architect	designer	accountant	mayor		
Museums and libraries							
gallery	display	print	picture	exhibit	check out		
return	due date	loan	checkout counter		shelf (shelves)		
librarian	reserve	library card			borrow		
Feelings							
satisfied	hurt	alarmed	disinterested				
Places							
sidewalk	curb	parking lot	park	trees			
path	border	harbor	lake				
Other							
patient							