BEC Word List

Vocabulary List

Vocabulary and example	Write it
agenda n. /əˈdʒendə/ a list of the subjects to discuss at a meeting **Use it with:** draw up an agenda · item on the agenda The first item on the **agenda** is the budget.	
minutes n. /ˈmɪnɪts/ a written record of what was said and decided at a meeting **Use it with:** take the minutes · circulate the minutes **Tip:** Always plural in this meaning. Could you take the **minutes** today?	
chair v./n. /tʃeə/ to lead a meeting, or the person who leads it **Family:** chairperson (n.) **Use it with:** chair a meeting · the chair The finance director will **chair** the meeting.	
attend v. /əˈtend/ to go to a meeting or event **Family:** attendance (n.) · attendee (n.) **Use it with:** attend a meeting **Tip:** Attend a meeting, not attend to a meeting. Twelve managers **attended** the conference.	
postpone v. /pəʊstˈpəʊn/ to move an event to a later time **Family:** postponement (n.) **Use it with:** postpone until · postpone indefinitely **Tip:** Informal: put off. We had to **postpone** the meeting until Monday.	
cancel v. /ˈkænsl/ to decide that a planned event will not happen **Family:** cancellation (n.) **Use it with:** cancel a meeting · cancel an order The client **cancelled** the meeting at the last minute.	

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reschedule v. /rɪˈʃedjuːl/

to change the time or date of a planned event

Use it with: reschedule a meeting

Can we **reschedule** our call for Thursday?

item n. /ˈaɪtəm/

one subject in a list, for example on an agenda

Use it with: agenda item · any other business

Let's move on to the next **item**.

proposal n. /prəˈpəʊzl/

a plan or idea that is formally suggested for people to consider

Family: propose (v.) **Use it with:** make a proposal · reject a proposal

The board accepted my **proposal** to open a new office.

consensus n. /kənˈsensəs/

general agreement among a group of people

Use it with: reach a consensus · general consensus

After a long discussion, we reached a **consensus**.

brainstorm v./n. /ˈbreɪnstɔːm/

to discuss many ideas quickly in a group before choosing the best

Family: brainstorming (n.) **Use it with:** brainstorm ideas · brainstorming session

Let's **brainstorm** names for the new product.

summarise v. /ˈsʌməraɪz/

to give the main points in a short form

Family: summary (n.) **Use it with:** summarise the main points **Tip:** AmE: summarize.

Let me **summarise** what we have agreed.

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action point phrase /ˈækʃn pɔɪnt/

a task that someone agrees at a meeting to do

Use it with: agree action points

Each **action point** has a name and a deadline next to it.

memo n. /ˈmeməʊ/

a short written message sent inside a company

Family: memorandum (formal) **Use it with:** send a memo · internal memo

The manager sent a **memo** about the new parking rules.

circulate v. /ˈsɜːkjʊleɪt/

to send something to all the people in a group

Family: circulation (n.) **Use it with:** circulate a document · circulate to all staff

Please **circulate** the report before the meeting.

forward v. /ˈfɔːwəd/

to send an email or letter that you received to another person

Use it with: forward an email · forward to

I'll **forward** you the customer's email.

attach v. /əˈtætʃ/

to add a document or file to an email

Family: attachment (n.) **Use it with:** please find attached · attached file

I have **attached** the price list.

confirm v. /kənˈfɜːm/

to say or show that something is definite or correct

Family: confirmation (n.) **Use it with:** confirm a booking · confirm in writing

Please **confirm** the delivery date by email.

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inform v. /ɪn'fɔːm/

to tell someone officially about something

Family: information (n.) **Use it with:** inform someone of / about · keep someone informed

We will **inform** you when the goods are sent.

enquiry n. /en'kwaɪəri/

a question asking for information

Family: enquire (v.) · inquiry (AmE) **Use it with:** make an enquiry · deal with enquiries

Thank you for your **enquiry** about our prices.

feedback n. /'fiːdbæk/

comments about how good or useful something is

Use it with: give feedback · positive/negative feedback **Tip:** Uncountable: some feedback, not a feedback.

Customer **feedback** on the new app has been positive.

update n./v. /'ʌpdeɪt/

the latest information about something, or to give it

Family: updated (adj.) **Use it with:** give an update · keep someone updated

Can you give us an **update** on the project?

get back to phrase /get bæk tuː/

to contact someone later with an answer

Tip: Neutral and friendly; formal: I will contact you.

I'll **get back to** you with the figures tomorrow.

voicemail n. /'vɔɪsmeɪl/

a system that records phone messages, or a recorded message

Use it with: leave a voicemail · check your voicemail

I left a **voicemail** for the supplier.

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Vocabulary and example	Write it

extension n. /ek'stenʃn/

one of several phone lines inside an organisation

Use it with: extension number

You can reach me on **extension** 245.

245

put through phrase /pʊt θru:/

to connect a caller to the person they want to speak to

Use it with: put someone through to

Hold on, I'll **put** you **through** to the sales department.

video conference phrase /'vɪdɪəʊ 'kɒnfrəns/

a meeting in which people in different places see and hear each other on screens

Family: video call (n.) **Use it with:** hold a video conference

We hold a weekly **video conference** with the Paris team.

presentation n. /ˌprezən'teɪʃn/

a talk that gives information about a subject to a group

Family: present (v.) · presenter (n.) **Use it with:** give a presentation · make a presentation

She gave a **presentation** on the new marketing plan.

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