BEC Word List

Vocabulary List

Vocabulary and example	Write it
business trip phrase /ˈbɪznəs trɪp/ a journey made for work **Use it with:** go on a business trip She is on a **business trip** to Seoul this week.	
itinerary n. /aɪˈtɪnərəri/ a detailed plan of a journey, with times and places **Use it with:** travel itinerary The **itinerary** includes two days in Berlin.	
reservation n. /ˌrezəˈveɪʃn/ an arrangement to keep a room, seat or table for you **Family:** reserve (v.) **Use it with:** make a reservation · confirm a reservation **Tip:** Also: booking. I made a **reservation** for two nights at the hotel.	
accommodation n. /əˌkɒməˈdeɪʃn/ a place to stay, such as a hotel room **Use it with:** book accommodation **Tip:** BrE: uncountable. The company pays for **accommodation** and meals.	
check in phrase /tʃek ɪn/ to tell the hotel or airline that you have arrived **Family:** check-in (n.) **Use it with:** check in at · check-in desk **Tip:** Opposite: check out. Guests can **check in** after 2 pm.	
2	
delegate n. /ˈdelɪgeɪt/ a person who attends a conference for a company or organisation **Use it with:** conference delegate Over 300 **delegates** attended the conference.	
300	

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conference n. /ˈkɒnfrəns/

a large formal meeting where people discuss a subject, often for several days

Use it with: attend a conference · conference room

The sales **conference** is held in Hangzhou every year.

trade fair phrase /treɪd feə/

a large event where companies show and sell their products

Family: trade show (n.) **Use it with:** exhibit at a trade fair

We met many new buyers at the **trade fair**.

exhibition n. /eksɪˈbɪʃn/

a public show of products or art

Family: exhibit (v.) · exhibitor (n.) **Use it with:** hold an exhibition

The furniture **exhibition** opens on Friday.

stand n. /stænd/

a table or small area where a company shows its products at a fair

Family: booth (AmE) **Use it with:** exhibition stand · book a stand

Visit our **stand** in Hall 3.

3

venue n. /ˈvenjuː/

the place where an event happens

Use it with: conference venue · choose a venue

The hotel is a popular **venue** for weddings and meetings.

catering n. /ˈkeɪtərɪŋ/

providing food and drink for an event

Family: cater (v.) **Use it with:** catering company · provide catering

Catering for 200 people costs 30,000 yuan.

200 30,000

Vocabulary and example	Write it

hospitality n. /ˌhɒspɪˈtælɪti/

food, drink and entertainment that a company gives to guests

Use it with: corporate hospitality

Our clients enjoyed the **hospitality** at the match.

keynote speech phrase /ˈkiːnəʊt spiːtʃ/

the most important talk at a conference, usually at the start

Family: keynote speaker (n.)

The CEO gave the **keynote speech**.

workshop n. /ˈwɜːkʃɒp/

a meeting where a group learns and practises a skill together

Use it with: run a workshop · attend a workshop

I attended a **workshop** on negotiation.

networking n. /ˈnetwɜːkɪŋ/

meeting people who may be useful for your business

Family: network (v./n.) **Use it with:** networking event

The dinner is a good chance for **networking**.

business card phrase /ˈbɪznəs kɑːd/

a small card with your name, job and contact details

Use it with: exchange business cards

We exchanged **business cards** at the end of the meeting.

jet lag phrase /dʒet læg/

tiredness after a long flight across time zones

Family: jet-lagged (adj.) **Use it with:** suffer from jet lag

I had terrible **jet lag** for three days after the trip.

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Vocabulary and example	Write it

economy class phrase /ɪˈkɒnəmi klæs/

the cheapest seats on a plane

Tip: Also: business class, first class.

Staff fly **economy class** on flights under six hours.

boarding pass phrase /ˈbɔːdɪŋ pæs/

a card or app code that lets you get on a plane

Please show your **boarding pass** at the gate.

visa n. /ˈviːzə/

an official stamp or paper that lets you enter a country

Use it with: apply for a visa · business visa

Do I need a business **visa** for this trip?

allowance n. /əˈlaʊəns/

an amount of money given for a particular purpose

Family: allow (v.) **Use it with:** travel allowance · daily allowance

The daily meal **allowance** is 200 yuan.

200

reimburse v. /ˌriːɪmˈbɜːs/

to pay back money that someone has spent

Family: reimbursement (n.) **Use it with:** reimburse expenses

The company will **reimburse** your taxi fares.

entertain v. /ˌentəˈteɪn/

to take clients out for meals or events as part of business

Family: entertainment (n.) **Use it with:** entertain clients

We **entertained** the visitors at a local restaurant.

host v./n. /həʊst/

to organise an event and welcome the guests

Use it with: host an event · host company

Our Paris office will **host** the meeting.

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Vocabulary and example	Write it
registration n. /ˌredʒɪˈstreɪʃn/ putting your name on an official list for an event **Family:** register (v.) **Use it with:** registration fee · registration desk **Registration** for the conference closes on 1 May. 5 1	

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