



GLOSSARY

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GLOSSARY WORD	Definition
absurd	<i>adj.</i> Ridiculous; laughable
academically	<i>adj.</i> In a way that relates to school, studies, and/or grades
acceptance	<i>n.</i> The act of viewing a person, a group, or idea as proper or satisfactory
access	<i>v.</i> To open, load, or get at something
accomplish	<i>v.</i> To bring about a result (accomplishes, accomplishing, accomplished)
accomplishment	<i>n.</i> Something completed successfully; an achievement (accomplishments)
according	<i>adj.</i> (followed by <i>to</i>) As stated by a person or a research source (according to)
accountant	<i>n.</i> A person whose job it is to keep and inspect the monetary, or financial, records of people or businesses (accountants)
accounting	<i>n.</i> The system or job of keeping financial records
accumulate	<i>v.</i> To pile up (accumulates, accumulating, accumulated)
accurate	<i>adj.</i> Without error
accurately	<i>adv.</i> Without error; truly
accusation	<i>n.</i> The act of blaming or charging somebody with, e.g., committing a crime or behaving in an unacceptable way
accuse	<i>v.</i> To blame or make a charge against someone for, e.g., committing a crime or acting in an unacceptable way (accuses, accusing, accused)
acknowledge	<i>v.</i> To accept the truth of something (acknowledges, acknowledging, acknowledged)
active	<i>adj.</i> 1. Energetic, busy, characterized by physical movement; 2. Participating or engaged in a particular environment
ad	<i>n.</i> (see <i>advertisement</i>) A public notice that helps to sell or announce a product, service, or event – sometimes abbreviated to (ads)
ad revenue	<i>n. phr.</i> (short for advertising revenue) Money received from the sale of advertisements
address	<i>v.</i> 1. To focus on, think about, and begin to deal with an issue (addresses, addressing, addressed); 2. To speak to a group of people
adjust	<i>v.</i> To make a small change in order to get better results (adjusts, adjusting, adjusted)
adjustment	<i>n.</i> A small change made in order to get better results
adopt	<i>v.</i> 1. To start to have or use 2. To take ownership of and responsibility for an animal (adopts, adopting, adopted)
advantage	<i>n.</i> A benefit that helps make something better or more desirable (advantages)
advertise	<i>v.</i> To pay money to make the public aware of a particular product or service

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advertisement	<i>n.</i> A public notice that helps to sell or announce a product, service, or event – sometimes abbreviated to ad (advertisements)
advertiser	<i>n.</i> A person, group, or organization that pays a fee to a media organization for making the public aware of its product or service (advertisers)
advertising	<i>adj.</i> Having to do with paying to make the public aware of a particular product or service
advise	<i>v.</i> To give advice or guidance (advises, advising, advised)
advisor	<i>n.</i> A person charged with the job of giving advice or guidance based on solid experience
affect	<i>v.</i> To have an influence on (affects, affecting, affected)
affected	<i>adj.</i> Influenced in some way
agency	<i>n.</i> A business or government department created to provide a particular service (agencies)
aggression	<i>n.</i> Angry or violent behavior
ahimsa	<i>n.</i> A term from the Sanskrit language meaning nonviolence or non-injuring
allergic	<i>adj.</i> Having an allergy, or bad health reaction, as in a bad reaction to eating a food or petting an animal
allocate	<i>v.</i> To divide up and give out for a special reason (allocates, allocating, allocated)
aluminum	<i>n.</i> A strong, lightweight, silver metal
ambition	<i>n.</i> A strong desire to achieve
analytics	<i>n.</i> The automatic reporting – by a computer – of data or statistics on website use
analyze	<i>v.</i> To gain a deep understanding of something, such as a complex idea or an informative text, by studying its nature and relationship between its parts (analyzes, analyzing, analyzed)
ancient	<i>adj.</i> No longer in existence or belonging to the very distant past
angle	<i>n.</i> A particular approach or way of understanding something
apiece	<i>adj.</i> For each one
app	<i>n.</i> (short for <i>application</i> or <i>mobile application</i>) A program that can be downloaded onto a mobile device over the Internet for a specific purpose (apps)
appearance	<i>n.</i> 1. The way a person, scene, or object looks (appearances); 2. The act of taking part in a public event (appearances)
appliance	<i>n.</i> A machine designed to perform a specific task (appliances)
applicant	<i>n.</i> Someone who formally applies to get something, such as a job or admission to college (applicants)
approach	<i>v.</i> 1. To deal with or do something in a particular way; 2. To come nearer or closer to (approaches, approaching, approached)

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approval	<i>n.</i> A belief that something is satisfactory or good
arena	<i>n.</i> A large, circular area – typically a stage – surrounded by thousands of seats and designed for musical or other entertainment purposes
arena	<i>n.</i> A building that features a large area for sporting events
argument	<i>n.</i> One or more reasons given to persuade others to agree with an opinion or point of view (arguments)
artistic	<i>adj.</i> Showing skill in the arts and/or creating
as-needed basis	<i>n. phr.</i> According to the needs of one or more people
assess	<i>v.</i> To determine the importance, size, or value of; to make a judgment (assesses, assessing, assessed)
atmosphere	<i>n.</i> The overall feeling created by a place
attention	<i>n.</i> A person's interest and/or mental focus
attract	<i>v.</i> To cause someone to be interested in or to participate in; draw in
audio	<i>n.</i> Sound, especially recorded or broadcasted
authorize	<i>v.</i> To give official permission for something (authorizes, authorizing, authorized)
automatically	<i>adv.</i> In a way that accepts without question
available	<i>adj.</i> Able to be used or possible to get
avoid	<i>v.</i> To purposely stay away from (avoids, avoiding, avoided)
Baby Boomer	<i>n.</i> A person born between the mid-1940s and the early 1960s, when there was a temporary increase in the birth rate after World War II (Baby Boomers)
Bachelor of Arts	<i>n.</i> The degree earned by someone who graduates from a four-year college or university
bacteria	<i>pl n.</i> One-celled living things that can only be seen under a microscope
bandstand	<i>n.</i> An outdoor platform with a roof, typically in a park, often used for musical performances
bar graph	<i>n.</i> A diagram that displays data in bars of identical width and allows viewers to compare that data
bargain	<i>n.</i> An item selling at an excellent price considering it's value; an item selling at less than its value
base on	<i>v. phr.</i> To act as a point from which something else comes or is built (based on)
bass	<i>adj.</i> Having a deep, low tone
belonging	<i>n.</i> Something someone owns; a possession (belongings)
beloved	<i>adj.</i> Very much loved
beneficial	<i>adj.</i> Producing good or helpful results.

Glossary Word	Definition
benefit	<i>n.</i> 1. An advantage gained; 2. Something extra an employer gives to its workers in addition to their normal pay, such as vacation time and health insurance
benefit	<i>v.</i> To gain something good (usually followed by <i>from</i>) (benefits, benefitting, benefitted)
best practice	<i>n. phr.</i> A way of doing something that is accepted as the best and most effective way (best practices)
beware	<i>v.</i> To watch out for
bidder	<i>n.</i> Someone who offers to pay a particular sum of money for something specific
bigwig	<i>n.</i> A very important person in politics or government (bigwigs)
bill	<i>n.</i> A draft of a written idea presented to a governing body that will vote on whether or not it becomes law
biography	<i>n.</i> A story or summary of a real person's life, not written by that person (biographies)
bleak	<i>adj.</i> Not hopeful; discouraging
blended learning	<i>n. phr.</i> The use of both classroom teaching and online learning to complete educational goals
blissful	<i>adj.</i> In religious terms, having the joy of heaven
blitz	<i>n.</i> A fast, widespread, and powerful effort
blog	<i>n.</i> (short for <i>weblog</i>) A website that contains a writer's or group of writers' opinions and/or writing about their experiences (blogs)
blog	<i>v.</i> The act of writing posts to be published on a blog, a website that contains a writer's or group of writers' opinions and/or writing about their experiences (blogs, blogging, blogged)
blogger	<i>n.</i> A writer of a blog (bloggers)
blueprint	<i>n.</i> A drawing of a design plan (blueprints)
board	<i>v.</i> To provide a person or animal with meals and a place to live for a period of time in exchange for payment
boardwalk	<i>n.</i> A large wooden walkway, usually over sand along a shoreline
body	<i>n.</i> The main part of a written work – the text or paragraphs between the introduction and the conclusion
body language	<i>n. phr.</i> Movements or positions of the body that are said to express a person's real thoughts and feelings (informal)
boiler	<i>n.</i> A container or tank that heats water until it becomes steam, which can then be used to generate dry heat and power (boilers)
boost	<i>v.</i> To increase or improve (boosts, boosting, boosted)
brainchild	<i>n.</i> An idea or project of a person (idiom)
break	<i>v.</i> To make known (breaks, breaking, broken, broke)
break	<i>n.</i> A temporary pause in work for rest, relaxation, or leisure

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breaking news	<i>n. phr.</i> News that is happening and being reported at the present time
bribe	<i>v.</i> To persuade someone to do something by offering a gift of money or provide another benefit (bribes, bribing, bribed)
bribe	<i>n.</i> Something offered, such as a sum of money, in order to persuade someone to do something (bribes)
brigade	<i>n.</i> A group of people organized to act or work together
bring to justice	<i>v. phr.</i> To receive proper punishment for one's illegal actions and wrongdoings (idiom) (bring them to justice)
budget cut	<i>n. phr.</i> The removal of one or more expenses from a budget – or spending plan – for the purpose of saving money
building code	<i>n. phr.</i> A guideline that must be followed to assure that a building will be safe (building codes)
business	<i>n.</i> 1. A person, partnership, or company that charges people money in exchange for providing a product or a service (businesses); 2. The practice of buying and selling; 3. Work that has to be done or matters that have to be addressed
buzz	<i>n.</i> Great excitement related to a coming event (informal)
byte	<i>n.</i> A unit of computer information that is equal to eight bits (a bit is a small quantity of a thing)
candidate	<i>n.</i> A person who applies for a job or position (candidates)
caption	<i>n.</i> A short description that explains or adds information to a picture (captions)
carve	<i>v.</i> To form or write by cutting and digging (carves, carving, carved)
cashier	<i>n.</i> A person whose job is to handle payments and receipts in a store, bank, or other business
cast	<i>v.</i> To place or give – often refers to a vote or ballot
cast	<i>n.</i> All the actors in a movie, TV show, or play
catastrophe	<i>n.</i> A tragic or very unfortunate event that happens on a huge scale and has terrible consequences
catastrophic	<i>adj.</i> Causing sudden and great damage
catchy	<i>adj.</i> Attention-grabbing and easy to remember
category	<i>n.</i> A group of people or things that share particular features or characteristics (categories)
century	<i>n.</i> A period of 100 years (centuries)
certificate	<i>n.</i> A document proving someone has been trained and is qualified in doing a particular thing
certificate program	<i>n. phr.</i> A training program that, upon completion, gives students an official document proving they are qualified in a particular skill or set of skills
certification	<i>n.</i> Official approval to do something on a professional level

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chant	v. To shout, sing, or say at the same time as a group; a short, simple series of syllables or words (chants, chanting, chanted)
charging station	n. phr. A place where people can plug in their electronic devices to charge the batteries (charging stations)
charitable	adj. Done to help those in need
charity	n. An organization that helps people in need and is funded by people donating items or money (charities)
checklist	n. A list of items that need to be done; often used as a reminder
cinematography	n. The act of making motion pictures; camera work
circular	adj. Round; having the shape of a circle
circumstance	n. Something that happens; the specific way something happens (circumstances)
citizen	n. A person who was born in the country where he or she lives; a person not born in the country where he or she lives but who later received all the rights and responsibilities of the country of residence (citizens)
city council	n. phr. The group of people who make laws for a city or town also called a town council or town board
city hall	n. A city government's main building of administration
civic	adj. Relating to a community, city, or town
civics	pl. n. The study of how the government works and the rights and responsibilities of citizens
civil right	n. A right of a person to political and social freedom and equality (civil rights)
civilization	n. The culture and way of life of a particular group of people
claim	v. To make a statement of fact; to make a statement reflecting one's belief of what is fact (claims, claiming, claimed)
claim	n. A statement of fact; a statement reflecting a person's belief of what is fact (claims)
clerk	n. (short for <i>salesclerk</i>) A person who works or assists in a store
clip	n. A section of a larger video, film, or audio recording
clue word	n. phr. Situated near an unfamiliar word, a known word that acts as a hint to meaning of unfamiliar word (clue words)
code	n. A system of symbols or signals used to send a message
coding	n. In computer science, the arrangement of data or instructions in a computer program, expressed in symbols
coffin	n. A box in which a dead body is buried (coffins)
collapse	v. To break apart and/or fall down suddenly (collapses, collapsing, collapsed)
colleague	n. A person you work with or whom you know professionally; a coworker (colleagues)

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collection	<i>n.</i> A sum of money that has been gathered from different sources for a good cause
combat	<i>adj.</i> Having to do with active fighting, usually in war
comedian	<i>n.</i> A person who performs for an audience with the goal of making them laugh (comedians)
commit	<i>v.</i> To devote, or give a lot of time to (commits, committing, committed)
commitment	<i>n.</i> A promise to do or give something
committed	<i>adj.</i> Completely dedicated to something
communicate	<i>v.</i> To exchange information with others (communicates, communicating, communicated)
communication	<i>n.</i> The act of using words, sounds, signs, or behaviors to express or exchange information
communications	<i>n.</i> An academic field related to all ways people <i>communicate</i>
community council	<i>n. phr.</i> In a given community, a group of people chosen or elected to make laws and decisions about governing that community
compelling	<i>adj.</i> Interesting, attention-grabbing, irresistible
complex	<i>adj.</i> Having to do with a group of things that connect in complicated ways
computer chat	<i>n. phr.</i> A type of communication software that allows multiple users to read and write real-time messages on a computer or other device
computer model	<i>n. phr.</i> A 3-D image created on a computer by using mathematical equations (computer models)
computer modeling	<i>v. phr.</i> To make a 3-D image on a computer
computer science	<i>n. phr.</i> A branch of science that deals with computing and computers
con	<i>n.</i> (short for <i>disadvantage</i>) A downside that makes something less desirable (cons)
concentrated	<i>adj.</i> Having to do with a common objective; focused
concise	<i>adj.</i> Short and brief yet informative; giving a lot of clear information in few words
conclude	<i>v.</i> 1. To bring to an end; 2. To determine through reasoning and information
concluding	<i>adj.</i> Occurring at the end of something
conclusion	<i>n.</i> 1. The end part of a written text that usually sums-up the writing; 2. A judgment based on reasoning and available information (conclusions)
condition	<i>n.</i> The physical state of something (conditions)
conduct	<i>v.</i> To plan and do (conducts, conducting, conducted)
confirm	<i>v.</i> To show or say that something is true (confirms, confirming, confirmed)
conformity	<i>n.</i> The state of sameness within a group of people, such as a style of dress or a type of behavior that is accepted by that group
Congress	<i>n.</i> The group of people who make laws for a nation

Glossary Word	Definition
conscious	adj. Awake, aware, and able to understand what is happening around you
consciousness	n. The state of being awake and aware of what is happening around you
consequence	n. The result of an action, good or bad (consequences)
consider	v. To think carefully about something (considers, considering, considered)
consideration	n. A factor you might want to think about before making a decision
consolation	n. Comfort received after a loss or disappointment
consolidate	v. To combine together into a whole, often by getting rid of unneeded items (consolidates, consolidating, consolidated)
construction	n. The building of large structures, such as houses or hospitals
contact	v. To get in touch with or communicate with someone (contacts, contacting, contacted)
contact info.	n. Written information on where and/or how a person may be contacted, such as physical and email address, Twitter hashtag, etc. (<i>info</i> is informal for <i>information</i>)
contaminate	v. To make dirty or unsafe to use by adding something harmful (contaminates, contaminating, contaminated)
content	n. Information in the form of text or images available on a website or other electronic form
content management system	n. phr. abbreviated to (CMS) A web application designed to make it easy to create, add, or change content of a website or online program (content management systems)
contented	adj. Happy and satisfied
contention	n. A belief or an idea that might be true that is stated in speech or writing
context	n. The part of a text, written or spoken, that is near a certain word or passage that helps you find its meaning
context clue	n. phr. The information around a word or phrase that helps determine its meaning
continental	adj. Related to the great part of the United States, on the North American continent
contract	v. To enter into a legal agreement (contracts, contracting, contracted)
contract	n. A legal agreement between two or more parties, detailing the obligations and rights on all sides (contracts)
contractor	n. A person or company hired to perform work for a certain price and within in a certain time period (contractors)
contrast	n. A difference between two or more things, people, or ideas
contrast	v. To identify or show how two or more things, ideas, or people are different (contrasts, contrasting, contrasted)
contrasting	adj. Opposite; very different
contribute	v. Help to cause or bring about; play a part in (contributes, contributing, contributed)

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contribution	<i>n.</i> The act of adding something valuable to a group effort (contributions)
controversial	<i>adj.</i> Causing much disagreement, discussion, or argument
convince	<i>v.</i> Cause to believe something is true or real (convinces, convincing, convinced)
convincing	<i>adj.</i> Having the quality of causing someone to believe something to be true
convincingly	<i>adv.</i> In a <i>persuasive</i> way, or a way that will cause someone to believe something is true
cooler	<i>n.</i> A special container used to keep food and drinks cold
coordinate	<i>v.</i> To communicate with a group of people for the purpose of completing a task or job in the most effective way (coordinates, coordinating, coordinated)
cope	<i>v.</i> To deal with or attempt to overcome problems
cost of living	<i>n. phr.</i> The average cost of food, clothing, and other goods needed at a given time
councilman	<i>n.</i> A man who is a member of the group of people who make laws for a city or town
councilwoman	<i>n.</i> A woman who is a member of the group of people who make laws for a city or town
coupon	<i>n.</i> A small piece of paper that is traded for something discounted or free
course of action	<i>n. phr.</i> A planned set of actions to accomplish a goal
courteous	<i>adj.</i> Polite; showing good manners
cover email	<i>n. phr.</i> An email written for the purpose of highlighting a person's qualifications for, e.g., a job, scholarship, or award, usually accompanied by more detailed information
credential	<i>n.</i> A document showing that a person is allowed and capable of doing something (credentials)
credit	<i>n.</i> A unit of study that counts towards graduation from high school, college, and various educational programs (credits)
credit card	<i>n.</i> A card from a bank or store that allows a person to buy items and pay for them at a later time (credit cards)
cricket	<i>n.</i> An outdoor game played – especially in England – on a grass field with a ball and wooden bats
crisis	<i>n.</i> An emergency situation
critical	<i>adj.</i> Causing worry or leading to a turning point
critical moment	<i>n. phr.</i> A time of difficulty; a breaking point
curiosity	<i>n.</i> A desire to know more about a topic or person
curious	<i>adj.</i> Having a desire to know more about a topic or person
current event	<i>n. phr.</i> A recently occurring or ongoing event that is newsworthy (current events)
currently	<i>adv.</i> At the present time

Glossary Word	Definition
customer base	n. phr. A group of customers that can be relied upon to repeatedly buy a company's goods or services
customer service	n. phr. The activities involved in trying to help customers before, during, and after a purchase
cutback	n. The act of decreasing something, especially spending (cutbacks)
data	pl. n. 1. Facts or figures collected for research purposes; 2. Information stored or created by a computer
deadline	n. A time or date by which something must be finished
debris	n. Small, broken, scattered parts of something destroyed
decade	n. A period of ten years (decades)
delay	v. To make something happen later than planned (delays, delaying, delayed)
deliberately	adv. In a way that is on purpose; planned
delight	v. To show or feel great pleasure (delights, delighting, delighted)
deputy	adj. Acting as an important assistant; acting in the role of second in command to a person in a leadership position
deserve	v. To have a right to or to be worthy of (deserves, deserving, deserved)
designer	n. In reference to websites, a person whose main job is to lay out and style the appearance of the site in general and all areas and screens
desktop computer	n. phr. A computer designed to stay in a single location, such as on a desk or table (desktop computers)
desperate	adj. Having no hope
determine	v. To make a decision about something (determines, determining, determined)
devastation	n. Great damage
develop	v. To grow or become larger and/or more advanced (develops, developing, developed)
developer	n. (short for <i>web developer</i>) A person who makes or puts together websites and keeps them in good working order
development	n. The act of creating something over a period of time
devoted	adj. Loyal; supportive of
devotion	n. A commitment to; a strong feeling of loyalty
diabetes	n. A disease in which the body cannot properly control the amount of sugar in the blood
digital	adj. Relating to computers and how they store and process information
digital format	n. phr. A way of organizing data/information into small units on a computer so that it is easier to preserve, access, and share

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digital source	<i>n. phr.</i> An electronic form of a research source, such as a book or article, that is accessed on a computer or other device (digital sources)
digital technology	<i>n. phr.</i> Computerized electronics
direct	<i>adj.</i> 1. Coming straight from a source without intervening factors; 2. Straightforward, plainspoken, simple
disadvantage	<i>n.</i> A downside that makes something less desirable (disadvantages)
disaster area	<i>n. phr.</i> A place that is seriously damaged by a sudden, major event, such as a hurricane, earthquake, flood, or fire
discipline	<i>n.</i> An activity or experience that provides a person with physical and/or mental training
discouraged	<i>adj.</i> Having lost confidence, hope, or courage
dismiss	<i>v.</i> To treat as not worthy of serious attention (dismisses, dismissing, dismissed)
dispatch	<i>v.</i> To quickly send to a certain place for a specific purpose (dispatches, dispatching, dispatched)
disposition	<i>n.</i> A person or animal's natural character or behavior
disreputable	<i>adj.</i> Not respected; dishonorable
disrupt	<i>v.</i> To throw into disorder (disrupts, disrupting, disrupted)
distribute	<i>v.</i> To divide and give out parts of something (distributes, distributing, distributed)
district	<i>n.</i> Part of a city divided out for the purpose of government management (districts)
diversity	<i>n.</i> Differences in type, style, race, ethnicity, etc.
document	<i>v.</i> To create a record of an event through film, writing, or photography
donate	<i>v.</i> To give away something, such as money, food, or clothes, to a good cause, such as a food pantry (donates, donating, donated)
donation	<i>n.</i> Money, food, or items given away to support a good cause, such as a food pantry (donations)
Doppler radar	<i>n.</i> A radar system used especially for tracking weather events
dormitory	<i>n.</i> A large room with many beds where several people may sleep (dormitories)
doubt	<i>v.</i> To lack confidence in; to be uncertain about
doubtful	<i>adj.</i> Unsure about a situation or idea
download	<i>v.</i> To move or copy a file, software program, etc. from a network or website to a computer or other device (downloads, downloading, downloaded)
dozen	<i>n.</i> A group of 12
dramatic	<i>adj.</i> Having a strong affect on emotions
dramatically	<i>adv.</i> In a way that attracts attention

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drastic	<i>adj.</i> Having a strong or extreme effect
drastically	<i>adv.</i> In a way that has a strong or extreme effect
dress code	<i>n. phr.</i> A set of rules stating what can and cannot be worn in a given setting, such as in school or in a workplace (dress codes)
dues	<i>pl. n.</i> A required payment; a fee, e.g., dues to belong to a labor union
dull	<i>adj.</i> Boring; lacking excitement
dune	<i>n.</i> A mound of sand formed by the wind (dunes)
eager	<i>adj.</i> Very much looking forward to doing or having something
economic downturn	<i>n. phr.</i> A period during which economic activity – buying and selling – is slow or unhealthy
economy	<i>n.</i> The wealth and financial resources of a country or region, especially from the production, buying, and using of goods and services
ecstatic	<i>adj.</i> Very happy or joyful
editor	<i>n.</i> A person whose job duties include assigning stories or articles and preparing them for publication (editors)
editorial	<i>n.</i> A piece of writing that represents the opinion of a given news source, whether online, in print, or broadcast (editorials)
educational background	<i>n. phr.</i> Details about where a person went to school, what degrees he or she earned, and what educational goals were accomplished
effect	<i>n.</i> 1. A change resulting from something being done or happening (effects); 2. An image or sound created to imitate something real (effects)
effective	<i>adj.</i> Capable of producing the results wanted
Egypt	<i>n.</i> A country that spans two continents: the northeast corner of Africa and the southwest corner of Asia
Egyptian	<i>n.</i> A person from Egypt (Egyptians)
elaborate	<i>adj.</i> Made or done with a lot of careful planning and detail
elderly	<i>adj.</i> “Old” when used in reference to a person
election	<i>n.</i> The formal process of choosing a person or persons by voting
elective	<i>adj.</i> Related to something that is chosen, rather than required
element	<i>n.</i> A part of something – usually an important part (elements)
elevator	<i>n.</i> A machine used for carrying people and things to different levels in a building (elevators)
eliminate	<i>v.</i> To remove something from consideration; to get rid of something (eliminates, eliminating, eliminated)
email blast	<i>n. phr.</i> The same electronic message sent at one time to many people on a large mailing list
embalm	<i>v.</i> To preserve a dead body to prevent it from decaying (embalms, embalming, embalmed)

Glossary Word	Definition
embarrassing	adj. Causing someone to feel self-conscious, awkward, or ashamed
embrace	v. To easily accept
emphasize	v. Gives special attention to (emphasizes, emphasizing, emphasized)
employ	v. To hire a person to do work for payment (employs, employing, employed)
employee	n. A person who is paid to work for a company, organization, or another person (employees)
employer	n. A company, organization, or individual who pays someone to work for them (employers)
endanger	v. To leave someone unprotected from danger; to put into some kind of danger (endangers)
energetic	adj. Having a lot of ability to be physically and mentally active
energy	n. 1. Power from resources, such as coal and oil, often to provide light and heat; 2. A person's physical and mental strength, power, and alertness
engaging	adj. Pleasing and interesting so that it keeps your attention
engineer	n. A person who designs and guides a plan, such as a plan to build a structure (engineers)
engulf	v. To completely flow over; submerge
ensure	v. To make sure that something is the case or will happen (ensures, ensuring, ensured)
enthusiastic	adj. Showing great excitement or interest
envy	n. 1. The feeling of wanting what someone else has; 2. Someone or something that causes such a feeling
equip	v. To provide with a certain feature or ability (equips, equipping, equipped)
essential	adj. Extremely important; basic
establish	v. To put into place; to found or initiate something new (establish, establishing, established)
estimate	v. To make a rough or general calculation about the value, size, or cost of something (estimates, estimating, estimated)
estimate	n. A written statement of the likely price that will be charged for work or repairs
eternal	adj. Lasting forever
ethics	pl. n. Rules of behavior based on what is generally accepted as right and good
evidence	n. Information that proves a statement to be true
exaggerate	v. To make seem greater or better than it really is (exaggerates, exaggerating, exaggerated)
examine	v. To look at closely (examines, examining, examined)
example	n. 1. A model to be followed (examples); 2. A specific case that is used to illustrate an idea (examples)

Glossary Word	Definition
exchange	v. To give something in return for another thing (exchanges, exchanging, exchanged)
exclaim	v. To say something in an excited or forceful way (exclaims, exclaiming, exclaimed)
execute	v. To perform an activity (executes, executing, executed)
executive	adj. Having to do with a job managing or directing people in a company or organization
exercise	n. Any activity that involves using the body to make it stronger or healthier, or to keep it at its current state of health (exercises)
exercise	v. Doing any activity that involves using the body to make it stronger or healthier, or to keep it at its current state of health (exercises, exercising, exercised)
exist	v. To be real or actual; to continue to be (exists, existing, existed)
existence	n. The state of being real
expand	v. To make bigger; to increase in size or amount (expands, expanding, expanded)
expect	v. 1. To require someone to do something; 2. To believe something will happen or arrive soon (expects, expecting, expected)
expectation	n. 1. The act of requiring someone to do a certain job; 2. A belief about what might happen (expectations)
experience	n. Skill or knowledge that you get by doing something
experience	v. To do or see something, or have something happen to you (experiences, experiencing, experienced)
expert	n. A person who has a special skill in or a lot of knowledge about a particular subject (experts)
expert source	n. phr. A person who is trusted to know more about a certain topic than the average person
expertise	n. Special knowledge or skills in a particular area
explanatory writing	n. phr. (see <i>informational text</i>) A type of non-fiction (true) writing that is based on facts and provides information about the natural or social world
explosion	n. A violent shattering or blowing apart of something
expose	v. To give important information that had previously been hidden from the public
express	v. To show a thought or feeling through actions or words (expresses, expressing, expressed)
extend	v. 1. To add to; 2. To increase the size of (extends, extending, extended)
extension	n. One or more rooms added on to a building
extensive	adj. Covering a large area; full or complete
extreme	adj. Very great in degree; very serious
eyewitness	n. A person who directly sees an event and is able to describe it (eyewitnesses)
fabricate	v. To make up or create for the purpose of tricking people (fabricates, fabricating, fabricated)

Glossary Word	Definition
fact	<i>n.</i> A piece of information that can be proven to be true (facts)
fact check	<i>v. phr.</i> To make sure a fact is correct by checking reliable sources <i>fact-based adj.</i> Describes a piece of information that can be proven to be true
factual evidence	<i>n. phr.</i> Pieces of information that, taken together, can be proven to be true
fateful	<i>adj.</i> Life-changing, usually in a bad way
feature	<i>v.</i> To mention or include in a noticeable way (features, featuring, featured)
feature	<i>n.</i> A distinctive attribute or characteristic (features); an article, story, or section of a print or online newspaper or magazine
Federal Emergency Management Agency	<i>n.</i> The name of a U.S. government agency charged with helping large numbers of victims after a natural disaster; shortened to <i>FEMA</i>
feedback	<i>n.</i> A response or reaction used to encourage improvement
fest	<i>n.</i> An event that has a specific focus, such as a <i>music fest</i>
fierce	<i>adj.</i> Very strong; violent
figurative expression	<i>n. phr.</i> A phrase that means something different from what its individual words say
figurative language	<i>n. phr.</i> A term referring to different types of words or phrases that do not stand for their actual meaning, such as similes, metaphors, and exaggeration
figure of speech	<i>n. phr.</i> A word or phrase used in a way that is not what it really says, so as to achieve special effect
finances	<i>pl. n.</i> Money that a person, company, or country has available to them
financial	<i>adj.</i> Relating to the management of money
fine	<i>n.</i> To make someone pay money as punishment for a wrongdoing (fines, fining, fined)
first-hand	<i>adj.</i> Coming from directly seeing, hearing, or experiencing an event
firsthand account	<i>n. phr.</i> A description of an event from a person who witnessed or experienced it directly (firsthand accounts)
fluorescent	<i>adj.</i> Describes objects that seem to glow, often with color
focus	<i>n.</i> Something that is being paid attention to
focus	<i>v.</i> To direct your attention to something (focuses, focusing, focused)
food pantry	<i>n. phr.</i> A place where food is donated and made available to those in need (food pantries)
forecast	<i>v.</i> To use available information to predict what will happen, e.g., predicting a future storm (forecasts, forecasting, forecasted)
forecaster	<i>n.</i> A person who uses available information to make a prediction, e.g., a weather forecaster (forecasters)

Glossary Word	Definition
formal	adj. Following accepted form, custom, or rule; proper
formal tone	n. phr. In writing or speaking, a use of language that is correct for serious or professional situations, such as in business communications and writing for school
format	n. The way something is arranged or put together
formerly	adv. In the past or previously
formula	n. A specific way of doing something to achieve a certain result
forum	n. A meeting focused on a particular topic
foundation	n. 1. A structure, commonly made of concrete, that supports a building from below; 2. An institution created with a gift of money or property
fraud	n. The illegal act of misrepresenting the facts in order to trick others into giving you something you want
freelance	adj. Related to working for different employers, usually on a project basis, rather than working for one employer full-time
freelancer	n. A person who works for different companies at different times instead of being permanently employed by one company; a self-employed person (freelancers)
freeze	v. To hold at a fixed, or unchanging, state – especially work salaries (freezes, freezing, froze)
freeze	n. The act of holding at a fixed, or unchanging, state – especially work salaries
frustration	n. A feeling of anger or annoyance (frustrations)
fulfill	v. To meet a requirement or condition (fulfills, fulfilling, fulfilled)
fund	n. Money set aside for a specific purpose (funds)
fundamental	n. The minimum knowledge a person needs on a given subject (fundamentals)
garden gnome	n. A small garden decoration in the form of a bearded man with a pointed hat; shortened to <i>gnome</i>
Gen Xer	n. A member of Generation X, born between the early 1960s and the early 1980s (Gen Xers)
gender	n. The state of being male or female, or identifying with one of those states
generate	v. To cause an emotion or situation to arise (generates, generating, generated)
generation	n. A group of people born and living during the same time period (generations)
generator	n. A machine that produces electricity by changing mechanical energy into electric energy (generators)
generous	adj. Freely giving; showing kindness to others
generously	adv. In a generous way; freely giving; showing kindness and concern for others
geographical	adj. Having to do with the study of countries and their land and water features
geography	n. The study of countries and their land and water features

Glossary Word	Definition
get down to business	v. phr. To start concentrating on and/or discussing an important matter (idiom)
ghostwrite	v. To produce a piece of writing in the name of another writer, usually by a business agreement
good	n. An item to be bought or sold (goods)
gore	n. Bloodshed, especially due to violence
gorgeous	adj. Very beautiful
graduate	adj. Related to a student above the level of an undergraduate, or someone with a first-time four-year college degree
graph key	n. phr. The part of a graph that tells you what all of its symbols and/or colors stand for (also called a legend)
graphic	n. An image such as a photo or graph used to make an idea or point easier to understand (graphics)
graphic design	n. phr. The practice of using design elements to communicate information in a visually appealing way
Great Depression	n. Beginning with the 1929 stock market crash, a period of crisis marked by extremely low business activity in the U.S. and other countries
guarantee	v. To predict an outcome with great confidence (guarantees, guaranteeing, guaranteed)
guest blog	v. phr. Writing and publishing an article on another person or company's blog (guest blogs, guest blogging, guest blogged)
guilty	adj. Responsible for breaking a law
gut	n. 1. The inside part of something; 2. Automatic feeling; instinct (informal)
handcrafted	adj. Made by hand; not machine-made
handout	n. Printed information given out, usually to go along with a lecture or presentation
harass	v. To deliberately annoy or bother over a period of time
hard drive	n. A device used for storing computer data
hardship	n. A state of pain, trouble, or financial difficulty
hardware	n. In computer technology, any physical computer, component, or device
harmony	n. Agreement; peace; understanding
harsh	adj. Unpleasant; cruel; mean
hazardous waste	n. phr. A substance, such as a toxic chemical, that is potentially dangerous to the public and the environment
hearing	n. A formal chance – sometimes in a legal setting – to explain why you did or said something
high-income	adj. Relating to those who make more money than average

Glossary Word	Definition
high-stakes	adj. Having to do with a situation that has a lot of risk
high-value renter	n. phr. A responsible, financially secure, and often well-known business that rents space on a long-term lease, such as for 10 years (high-value renters)
Hindu	n. A follower of Hinduism, a religion (Hindus)
holy man	n. phr. A person dedicated to God or to a religious purpose
horizontal	adj. Going side-to-side rather than up and down; parallel to the ground
hotline	n. A free telephone service that the public can use for a specific purpose 24/7
house of worship	n. phr. Any building where people gather to pray – refers to all religions (houses of worship)
hula hoop	n. A large hoop that can be twirled around the body by hip movements, and that is used for fun or exercise (hula hoops)
humorous	adj. Funny; causing laughter
ideal	adj. Best possible
ideally	adv. In the best possible way
identify	v. To know or say who someone or something is (identifies, identifying, identified)
identifying	adj. Characteristic of a person or thing that distinguishes it from something else; distinctive
illustrate	v. To make clear or better understood (illustrates, illustrating, illustrated)
image	n. A visual representation of something (images)
image-sharing	n. The process of publishing a person’s digital photos online so that they can share them with others
imaginary	adj. Not real; pretend; existing only in imagination
imagination	n. The ability of the mind to think of and picture things that are not real
immediate	adj. Happening or done without delay; important now
immediately	adv. Right away
impact	n. A powerful or major result caused by an action or occurrence
implement	v. To carry out an idea, plan, or decision; to begin to do something (implements, implementing, implemented)
implication	n. An idea, opinion, or thought that is suggested rather than said directly
imply	v. To mean or express something without actually saying it (implies, implying, implied)
improvement	n. A change or addition that makes something better (improvements)
in this case	n. phr. In the matter of someone or something; phrase used to introduce a specific example
in-house staff	n. phr. employees who make up the core part of a company or organization and receive an annual salary, as apart from people who receive a set fee to do assigned work for the company

Glossary Word	Definition
inaccurate	adj. Not correct; wrong
incentive	n. Something that motivates or encourages someone to do something – often a payment (incentives)
income	n. Money that is earned from any source
independence	n. The state of being free from another’s control or authority
indication	n. A sign, signal, or piece of information that points something out
individual	n. A single person (individuals)
individual	adj. 1. Personal; related to a particular person; 2. Separate; single
Indus Valley	n. Land that once included modern-day Pakistan and was home to one of Earth’s earliest civilizations, the Indus Valley Civilization
industry	n. A group of businesses that provide products or services in the same general area of work, such as the computer industry
inform	v. To share knowledge based on facts (informs, informing, informed)
informal tone	n. phr. A style of writing, talking, or mannerisms in which a person uses simple writing, familiar vocabulary, and/or a casual attitude
information-rich	adj. Containing large amount of useful information
informational	adj. Providing useful information or knowledge
informational text	n. phr. A type of non-fiction (true) writing that is based on facts and provides information about the natural or social world – also called <i>explanatory writing</i> (informational texts)
informative	adj. Giving information
informative article	n. phr. A piece of writing meant to increase a reader’s knowledge of a topic or to explain a process; writing based on facts
informed decision	n. phr. A decision made after learning important and relevant facts (informed decisions)
innovate	v. To introduce new ways or methods
innovation	n. Something introduced as new or different that is meant to improve people’s lives in a particular way (innovations)
input	n. 1. The information given or put it to a computer, computer system, or other digital device; 2. Feedback or information given to a person
insist	v. To be firm, as in taking a stand about something
inspect	v. To look at something carefully so as to learn more about it (inspects, inspecting, inspected)
inspector	n. Someone whose job is to look carefully at something, usually to be sure it meets certain standards (inspectors)
inspiration	n. Anything that gives you the motivation and/or desire to do something

Glossary Word	Definition
inspiring	adj. Causing people to do better; providing an exciting model to aim for
institute	v. To put in place; to establish (institutes, instituting, instituted)
instruction	n. An order or command (instructions)
insurance	n. An agreement in which a person makes regular payments to a company in exchange for a much larger sum of money if the person is injured, suffers property damage, or dies
intended	adj. In someone's mind as a purpose or a goal
interactive	adj. Designed to respond to the actions or commands of a user
interface	n. The system controlling how software looks and how a user interacts with it
interfere	v. To block; to become involved in a way that slows progress
interior	adj. Inside
intern	n. An advanced student in a certain professional field who is getting supervised workplace experience
international	adj. Happening between or among countries
Internet browser	n. phr. A computer software application used to find information on the Internet (Internet browsers)
internship	n. The state of being an intern, or person being trained for a profession by working and learning within that profession
interpret	v. To explain what something means (interprets, interpreting, interpreted)
interpretation	n. The way an event or idea is looked at, understood, and explained (interpretations)
interview	v. To formally meet with one or more people in order to get or exchange information (interviews, interviewing, interviewed)
interview	n. A formal meeting between two or more people in which information is exchanged or one person gets information (interviews)
intimate	adj. Private; small or close; personal
introduction	n. The beginning of a written work that often lets readers know the topic or main idea
inventory	n. A supply of all the items stored in a place
irreparable	adj. Related to being beyond repair; too bad to be corrected
irritate	v. To make impatient, angry, or annoyed (irritates, irritating, irritated)
issue	n. Something, often a problem, that people are thinking and talking about (issues)
issue	v. To make an official announcement
italicized	adj. Written in italics, a style of typeface in which letters are slanted to the right
job interview	n. phr. An interview between someone applying for a job and one or more employers in which the goal of the applicant is to be hired

Glossary Word	Definition
job title	<i>n. phr.</i> (see <i>position title</i>) The title given to someone in his or her job role, e.g., editor-in-chief
journal	<i>n.</i> A scholarly magazine that deals with a specific subject (journals)
journalism	<i>n.</i> The activity of researching, writing, editing, and reporting stories for digital, print, or broadcast media
journalist	<i>n.</i> A person working in the field of journalism – the activity of researching, writing, editing, and reporting stories for news media (journalists)
Judaism	<i>n.</i> The religion of the Jewish people, who believe in one God and who trace their origins back to the ancient Hebrews and Abraham
judgment	<i>n.</i> The ability to form reasonable opinions and make thoughtful decisions
karaoke	<i>n.</i> A form of entertainment in which people take turns singing popular songs over a recorded track
keyboard	<i>n.</i> An electronic musical instrument with keys arranged as they are on a piano
labor relations board	<i>n. phr.</i> An agency or group charged with negotiating between workers and managers to meet each side's needs
lack	<i>n.</i> The state of not having enough of something
Lahore	<i>n.</i> A city in northeast Pakistan
landfall	<i>n.</i> The act of a storm reaching land
landline	<i>n.</i> A line of communication on land; informal name for a corded telephone
launch	<i>v.</i> To introduce a new product to the public for the first time (launches, launching, launched)
law enforcement	<i>n.</i> Refers to a body of people officially charged with enforcing the law
lay off	<i>v.</i> To dismiss an employee from work (lays off, laying off, laid off)
layoff	<i>n.</i> The act of ending ending the employment of one or more people (layoffs)
lead article	<i>n. phr.</i> In paper or news media, the first story, often considered the most important; also called a <i>lead</i>
lease	<i>n.</i> A legal contract between the owner of a property and a renter that states the rental time period, price per month, and rules for each side to follow
legitimate	<i>adj.</i> Real; official; generally accepted
lens	<i>n.</i> A curved piece of glass used in cameras to make things look clearer, smaller, or bigger
Lieutenant	<i>n.</i> Refers to person holding the job position ranking below captain in the military or in a police or fire department
likewise	<i>adv.</i> In the same way
literacy	<i>n.</i> The ability to read and write
literal	<i>adj.</i> Having to do with the actual meaning of words or phrases, not accounting for figurative meanings

Glossary Word	Definition
literally	adv. In the actual sense
literary device	n. phr. Any method an author uses in writing to present his or her message (literary devices)
logical	adj. Clear and well thought out
logically	adv. In a clear and well thought out manner
long-term	adj. Happening over a long period of time
low-income	adj. Relating to those who make less money than average
main idea	n. phr. The most important information or central thought of a paragraph or section of a text (main ideas)
maintain	v. To keep something in good condition by making repairs and small improvements (maintains, maintaining, maintained)
makeshift	adj. Temporary – usually very basic; good enough for the time being
manage	v. 1. To succeed in doing something; 2. To have control of; to make decisions about (manages, managing, managed)
management	n. The state of having control over and/or the authority to make decisions about
manager	n. Someone in charge of a group of employees in a business situation
mantra	n. (originally in Hinduism and Buddhism) A word or sound repeated to help a person concentrate or relax during meditation
maraca	n. A musical instrument with a rounded top that is filled with beads, beans, or pebbles, and a handle that is shaken to make a rattling noise (maracas)
marital status	n. phr. The state of being unmarried or legally married
marketing	n. Activities involved in making people aware of a company's products or services
mass	adj. Involving or affecting many people
mass-produced	adj. Having been produced in large quantity by a machine or machines
massive	adj. Large in amount or degree; huge
Masters of Professional Studies	n. phr. A graduate degree focused on a particular career area, such as a Masters of Professional Studies in Publishing
mastery	n. Knowledge and skill at an advanced level
maximum	n. The highest possible number or amount that is allowed
media	adj. Of or related to types of communication reaching a great many people, such as TV, radio, and online magazines
media	pl. n. (plural of <i>medium</i>) Types of communication reaching a great many people, such as TV, radio, and online magazines
medical attention	n. phr. (see <i>treatment</i>) Medical care given to a patient for an injury, illness, or other condition
memo	n. (short for <i>memorandum</i>) A written message in a business

Glossary Word	Definition
memoir	<i>n.</i> A written account in which a person writes about his or her personal experiences (memoirs)
mental condition	<i>n. phr.</i> Refers to the state of one's mental health, or the ability to use one's cognitive and emotional capabilities, function in society, and cope with stress
mention	<i>v.</i> To refer to something briefly without going into much detail (mentions, mentioning, mentioned)
mentor	<i>v.</i> To give help to; advise (mentors, mentoring, mentored)
merchandise	<i>n.</i> Items that are bought and sold
meteorologist	<i>n.</i> A person who studies weather, such as thunderstorms, hurricanes, cloud formation, rain, etc.
meteorology	<i>n.</i> The scientific study of weather, such as thunderstorms, hurricanes, cloud formation, rain, etc.
microblogging	<i>n.</i> The act of making short, frequent blog posts
microwave	<i>n.</i> (short for <i>microwave oven</i>) An oven that uses microwaves, or very short waves of electromagnetic energy, to cook or heat food
Millennial	<i>n.</i> A member of Generation Y, born between the early 80s and the early 2000s (Millennials)
minimum	<i>n.</i> The least possible quantity or degree of something
minor	<i>adj.</i> Of small significance
misfortune	<i>n.</i> Bad luck
misleading	<i>adj.</i> Giving the wrong idea; giving false information
mission	<i>n.</i> An important military task (missions)
mobile application	<i>n. phr.</i> A software program designed to be used on a mobile device, such as a smartphone – often abbreviated to <i>app</i>
mobile clinic	<i>n. phr.</i> A small health clinic on wheels; a clinic operating out of a van (mobile clinics)
mobile device	<i>n. phr.</i> A computing device or tool designed to be taken along with a person, such as a smartphone or tablet (mobile devices, devices)
mobile pharmacy unit	<i>n. phr.</i> A pharmacy on wheels that can be used to provide medication to people in disaster areas
mobile unit	<i>n. phr.</i> A business on wheels (usually a van or trailer) supplied with the necessary tools for a special service
model	<i>n.</i> Something used as an example to follow (models)
monitor	<i>v.</i> To observe, listen to, or check something for a special purpose over a period of time (monitors, monitoring, monitored)
morale	<i>n.</i> The attitude and sense of loyalty one or more people have toward a task or job
motivation	<i>n.</i> The reason(s) somebody has for doing something or behaving in a certain way

Glossary Word	Definition
mudroom	<i>n.</i> A room at any entrance to a house specially designed so that people can leave wet or dirty shoes
multidisciplinary	<i>adj.</i> Combining several branches of learning
multimedia	<i>adj.</i> Having to do with information or a story that is presented in more than one media, such as in text, video, and art
multimedia presentation	<i>n. phr.</i> A presentation, or display of an idea, that uses many different media, such as text, audio, pictures, video, or animation (multimedia presentations)
multiple	<i>adj.</i> More than one; many
murky	<i>adj.</i> Dark and dirty (of a liquid)
musical	<i>n.</i> A play or movie that tells a story through song, the words of characters, and often dance
national	<i>adj.</i> Of or relating to a nation, usually a country
national origin	<i>n. phr.</i> The nation in which a person was born
natural	<i>adj.</i> Normal; not out of the ordinary
naturally	<i>adv.</i> In a natural or lifelike way; not forced or exaggerated
Nepal	<i>n.</i> The world's only Hindu kingdom, a country in the Himalaya Mountains between India and Tibet
nervous	<i>adj.</i> Feeling anxious or worried about something that could happen
news account	<i>n. phr.</i> A news organization's private access to a website
news article	<i>n. phr.</i> A news report of any length, presented as a factual description of events and without any personal opinion (news articles)
newsfeed	<i>n.</i> A digital list of up-to-date news stories
newsmaker	<i>n.</i> A person or event that is worthy of public notice through news reports (newsmakers)
newsroom	<i>n.</i> The central place where journalists research and report news to be published in a newspaper, magazine, online, or broadcast on radio or television (newsrooms)
newsworthy	<i>adj.</i> Interesting or important enough to be reported as news
nonprofit	<i>adj.</i> Not existing or done for the main purpose of making a profit, or making money after expenses
noteworthy	<i>adj.</i> Having to do with an event that is important enough to be noticed
notification	<i>n.</i> Something that brings important information to someone's attention (notifications)
numerical	<i>adj.</i> Having to do with numbers
objective	<i>n.</i> Something a person is trying to achieve; goal
objective	<i>adj.</i> Influenced only by facts and not by feelings and/or opinions
observant	<i>adj.</i> Carefully following religious teachings

Glossary Word	Definition
obtain	v. To gain or get something, usually by planning for it
obviously	adv. In a way that is easy to see and understand
occasionally	adv. Every now and then
octopus	n. A creature that lives at the bottom of the sea with a soft, oval body and eight sucker-bearing arms
official	n. A person in a position of power in a government or organization (officials)
official	adj. Approved or authorized by a person in a position of power in a government or organization
officially	adv. In a formal manner; with the permission of the government
om	n. A mantra that represents the vibration of the universe and is used during yoga or meditation; also spelled <i>ohm</i> or <i>aum</i> (See definition of <i>mantra</i> in this glossary.)
on behalf of	n. phr. In the interest of; for the benefit of someone or something else (idiom)
on-site	adj. At the place or business where an activity happens
on-topic	adj. Closely connected to the subject
ongoing	adj. Continuing; going on without a stated end
online	adv. While on the Internet
online	adj. Relating to products, services, or information that are available on the Internet, such as online banking or online magazines
online asset	n. phr. Any digital information belonging to one of three major groups: text, images or multimedia (online assets)
op-ed	n. An article that expresses and supports the opinions of a writer (op-eds)
operate	v. To use; to cause to work properly
operation	n. An activity of a business (operations)
opinion	n. A belief, judgment, or way of thinking about something
optimistic	adj. Having to do with the feeling that good things will happen; hopeful
option	n. Something that may be chosen (options)
organization	n. A business, company, club, or firm created for a specific purpose (organizations)
organize	v. To put together or make arrangements for something (organizes, organizing, organized)
orient	v. To guide and help situate a person to new or strange surroundings
out-of-towner	n. A person who visits from another place (out-of-towners)
outage	n. A period of time in which there is no electricity in an area (outages)
outlet	n. Any company producing a type of media, such as a newspaper company (outlets)

Glossary Word	Definition
outreach	<i>n.</i> The act of bringing information or services to the community
oversee	<i>v.</i> To direct or manage (oversees, overseeing, oversaw)
oversimplification	<i>n.</i> An explanation of a situation or an issue that is overly simple and therefore creates a false idea about what it is attempting to clarify
overview	<i>n.</i> A general review of something; summary
overwhelming	<i>adj.</i> Tending to be too much to deal with
pack journalism	<i>n. phr.</i> Journalism that is practiced by reporters in a group, reporting on the same story and often using the same sources
Pakistan	<i>n.</i> A country in South Asia
papyrus	<i>n.</i> Commonly used in ancient times, paper made from a tall, grass-like plant of the same name
par level worksheet	<i>n. phr.</i> A worksheet for keeping track of how many of an item a business has in stock against the average number it should have
paralyzed	<i>adj.</i> Not able to move or feel all or some of the body
paraphrase	<i>v.</i> To say or write, in different words, what someone else has said or written (paraphrases, paraphrasing, paraphrased)
participate	<i>v.</i> To take part, join, or get involved in something (participates, participating, participated)
participation	<i>n.</i> The act of taking part, joining, or getting involved in something
passive resistance	<i>n. phr.</i> A nonviolent way of standing up to the government, especially by refusing to follow the law
paywall	<i>n.</i> A system on a website that prevents users from accessing content without a paid <i>subscription</i>
periodic	<i>adj.</i> Happening every so often
perish	<i>v.</i> To die or to be killed (perishes, perishing, perished)
perishable	<i>adj.</i> Something organic, usually food, that is likely to go bad quickly if not preserved or refrigerated (perishables)
permanent	<i>adj.</i> Continuing without change for a very long time or forever
personal boundary	<i>n. phr.</i> A reasonable distance or way of behaving to protect the privacy of another person (personal boundaries) (informal)
personalize	<i>v.</i> To design something to meet a person's individual needs (personalizes, personalizing, personalized)
personification	<i>n.</i> A literary device that gives human traits and characteristics to objects, experiences, or animals
persuade	<i>v.</i> To cause someone to believe something is true or real

Glossary Word	Definition
pharmacy	<i>n.</i> A store or place in a store where drugs and medicines are sold; a drugstore
philosophy	<i>n.</i> A set of ideas about knowledge, truth, how to live, and/or the meaning of life
photo essay	<i>n. phr.</i> A short article containing little text and many photographs (photo essays)
photographic	<i>adj.</i> Related to taking photographs
photojournalist	<i>n.</i> A person whose job is to take photographs of news events (photojournalists)
phrase	<i>v.</i> To say something in a particular way
piling	<i>n.</i> A heavy beam or post placed into soft ground to support a structure such as a house
pilot episode	<i>n. phr.</i> The first showing, or episode, of a television program that is made to test the audience's reaction to the show – also called a <i>pilot</i>
pitch	<i>n.</i> A presentation of an idea designed to convince someone to purchase or accept that idea
pitch	<i>v.</i> To present an idea with the intention of convincing someone to purchase or accept that idea (pitches, pitching, pitched)
plagiarism	<i>n.</i> The act of taking and using someone else's work or ideas as your own
platform	<i>n.</i> (short for <i>platform technology</i>) Any technology that allows for the creation of products (platforms)
plausible	<i>adj.</i> Reasonable; credible; likely; believable
plot	<i>n.</i> The main storyline, or events, in a movie, TV show, play, or book.
pocket door	<i>n. phr.</i> A sliding door that, when open, hides in a compartment in the wall (pocket doors)
podcast	<i>n.</i> A digital audio program (usually part of a themed talk series) made available for download over the Internet (podcasts)
point	<i>v.</i> To direct attention to something (points, pointing, pointed)
point	<i>n.</i> 1. An important argument, idea, or fact (points); 2. Moment in time; 3. A particular spot, place, or position in an area
point of view	<i>n. phr.</i> A way of thinking about or looking at something (points of view)
policy	<i>n.</i> 1. An overall plan for carrying out the goals of a company, organization, or government body; 2. An insurance contract, or agreement (policies)
political opponent	<i>n. phr.</i> A person who is running against you for an elected government office or a person who wants to see you fail in that office
politics	<i>pl. n.</i> The activities of a government that have to do with the control of a country
poll	<i>v.</i> To record the vote or opinion of a sample of people (polls, polling, polled)
poll	<i>n.</i> A survey created with the goal of getting accurate data on the ideas, opinions, or activities of a sampling of people (polls)

Glossary Word	Definition
portable	<i>adj.</i> Easily carried and moved from place to place
position title	<i>n. phr.</i> (see <i>job title</i>) The title given to someone in his or her job role, e.g., editor-in-chief (position titles)
possibility	<i>n.</i> A chance that something might happen
possible	<i>adj.</i> Able to be done; likely
potential	<i>adj.</i> Possible or likely
powerful	<i>adj.</i> 1. Having a strong effect on emotions; 2. Having a lot of control and authority
powerfully	<i>adv.</i> In a way that has a strong effect on emotions
practice	<i>n.</i> Something that is done regularly (practices)
practice	<i>v.</i> 1. To do something regularly; 2. To live by the principles and teachings of a specific religion (practices, practicing, practiced)
precious	<i>adj.</i> Valued, important, rare
precisely	<i>adv.</i> Exactly; with great accuracy
predict	<i>v.</i> To tell ahead of time that something will probably happen (predicts, predicting, predicted)
prediction	<i>n.</i> A guess that something will happen in the future, based on the knowledge a person has in the present (predictions)
prefer	<i>v.</i> To like better than another option (prefers, preferring, preferred)
preferably	<i>adv.</i> In a better or more desirable way
prescription drug	<i>n.</i> A drug that is only available through a pharmacy and by written instructions from a doctor (prescription drugs)
presence	<i>n.</i> The state of existing in a certain physical, virtual, or imaginary space
presentation	<i>n.</i> A display of an idea, usually including images
preserve	<i>v.</i> To keep something in its original state; to prevent from decaying, or rotting (preserves, preserving, preserved)
press conference	<i>n. phr.</i> A meeting in which someone, usually a public figure, informs the press and answers their questions
press coverage	<i>n. phr.</i> The act or state of news media covering an event thought to deserve public attention
preview	<i>v.</i> To see, hear, or test something before it is officially available to the public
prey	<i>v.</i> To take advantage of
primary care doctor	<i>n. phr.</i> A doctor who provides care to prevent or cure basic health conditions
principle	<i>n.</i> A belief that guides a person to know what is right or wrong (principles)
privacy	<i>n.</i> The state of being away from public attention, disturbance, and intrusion in one's life

Glossary Word	Definition
privilege	<i>n.</i> An opportunity to do something special; an honor
pro	<i>n.</i> (short for <i>advantage</i>) A benefit that helps make something better or more desirable (pros)
problem-oriented	<i>adj.</i> Directed at or focused on problems
process	<i>n.</i> A series of actions or steps taken that lead to a certain result
produce	<i>v.</i> To create; make (produces, producing, produced)
product	<i>n.</i> Something for which there is a demand and that people buy or sell (products)
production	<i>n.</i> In publishing, the department or group charged with making the physical or online product
productive	<i>adj.</i> Causing or resulting in something positive
productivity	<i>n.</i> Performance, as in how much work gets done in a period of time
profession	<i>n.</i> A type of job requiring special education or training
professional	<i>adj.</i> 1. Describing or relating to a job that requires special training, skill, or education, or a person in that role; 2. Meets standards that are expected with a special skill or training; high quality
professional	<i>n.</i> Someone who does something very well (professionals)
professional objective	<i>n. phr.</i> A career goal
proficient	<i>adj.</i> Good at doing something; skilled in
profile	<i>n.</i> A brief written description or biographical sketch of someone (profiles)
profit	<i>n.</i> The money left over when expenses are subtracted from the total amount received
profitable	<i>adj.</i> Having money left over when expenses are subtracted from the total amount received
program	<i>n.</i> A plan or system aimed at achieving certain goals, such as an after-school sports program (programs)
programmer	<i>n.</i> A person whose job or task it is to create computer programs
programming	<i>n.</i> The job or task of creating computer programs
promote	<i>v.</i> To move to a higher position (promoted, promotes, promoting)
promotion	<i>n.</i> A raise to a higher position or rank
prop	<i>n.</i> An object used on the set of a movie, TV show, or play, or in a photograph to enhance the scene (props)
prophet	<i>n.</i> A person known as an outstanding teacher of the word and will of God
propose	<i>v.</i> To offer an idea or plan for others to consider (proposes, proposing, proposed)
prospect	<i>n.</i> A good possibility that something will happen in the future (prospects)
protein bar	<i>n. phr.</i> Supplemental food bars that contain a high amount of protein, a substance important for the human diet and building muscle (protein bars)

Glossary Word	Definition
protest	v. To show disagreement or disapproval of something (protests, protesting, protested)
protest	n. An organized gathering of people to show disagreement or disapproval of something
prove	v. To show the truth of a statement or opinion by using facts that support it (proves, proving, proven, proved)
provide	v. To give; make available (provides, providing, provided)
psychological	adj. Of or relating to psychology, the study of the mind and human behavior
public	n. The people as a whole, such as all the people who live in a community
public space	n. phr. A social area that is open for people to use, such as a park or beach (public spaces)
publicity	n. Positive attention from the public
purchase	n. Something that has been bought
pure	adj. Free of germs; clean
purpose	n. The reason for, or goal of (purposes)
push notification	n. phr. An Internet-based communication that lets users know about new messages or events when the user is not actively using the application it comes from (push notifications)
quality	n. The state of being good or bad, as measured against an accepted standard
quotation mark	n. One of a pair of punctuation marks “ “ or ‘ ‘ that are used to show the beginning and the end of a quotation (quotation marks)
quote	v. To repeat something a person says or writes (quotes, quoting, quoted)
quote	n. (short for <i>quotation</i>) Something a person says or writes that is used or repeated by someone else (quotes)
radar	n. A device that sends out radio waves for the purpose of identifying the speed and location of a moving object
ramen noodles	n. phr. Quick-cooking noodles, bits of vegetables, and/or meat served in a meat-based broth
random	adj. Done, chosen, or happening without planning or purpose
ravage	v. To cause great damage (ravages, ravaging, ravaged)
readership	n. All the readers of a newspaper, magazine, or book
readiness	n. A state of being prepared
real-time	n. The actual time during which something takes place
reason	n. A cause or explanation for something (reasons)
reasonable	adj. Fair and rational
reasonably	adv. In a fair and rational way

Glossary Word	Definition
receipt	<i>n.</i> A written or printed slip showing that an amount of money was paid or goods were received (receipts)
receiver	<i>n.</i> Part of a TV or radio that changes electrical signals into images or sounds
recent	<i>adj.</i> Having happened near the present time
recently	<i>adv.</i> Not long ago
recognize	<i>v.</i> To know or be aware of based on previous knowledge or experience (recognizes, recognizing, recognized)
recommend	<i>v.</i> To propose an idea, action, or plan (recommends, recommending, recommended)
recommendation	<i>n.</i> A proposal to put an idea, action, or plan into place; a recommended course of action (recommendations)
recover	<i>n.</i> To return to normal after a difficult period
recovery	<i>n.</i> The act or process of returning to normal after a difficult period
recreation center	<i>n. phr.</i> A place where people go for recreation, which are activities done for enjoyment
recreational	<i>adj.</i> Relating to activity done for enjoyment
redirect	<i>v.</i> Pointed or directed to a new or different place (redirects, redirecting, redirected)
reduce	<i>v.</i> To make smaller or less in amount, size, or degree (reduces, reducing, reduced)
reevaluate	<i>v.</i> To make a new judgment about something after looking closely at it again or differently
refer	<i>v.</i> To mention or speak about (refers, referring, referred)
reference source	<i>n. phr.</i> A believable, published source, e.g., a book or article, that is used to ensure information is reliable
references available upon request	<i>n. phr.</i> A phrase on a résumé that means a potential employer can ask for the contact information of people who know about the job candidate's abilities
reflect	<i>v.</i> To accurately represent something (reflects, reflecting, reflected)
refuse	<i>v.</i> To not accept (refuses, refusing, refused)
regardless	<i>adv.</i> Without concern for; in spite of
register	<i>v.</i> To have an effect or make an impression (registers, registering, registered)
regular basis	<i>adv.</i> Often, with a similar amount of time passing between each occurrence; at the same time every day, week, or month
reincarnation	<i>n.</i> The belief that after a body dies its soul is reborn in a new body
reject	<i>v.</i> To refuse to take or use
relate	<i>v.</i> To make a connection between two or more things (relates, relating, related)
related	<i>adj.</i> Connected in some way

Glossary Word	Definition
relationship	<i>n.</i> The connection between two or more people or things
relatively	<i>adj.</i> When compared with something else
release	<i>v.</i> To make someone or something available (releases, releasing, released)
relevant	<i>adj.</i> Closely connected to the topic
reliability	<i>n.</i> The degree to which a device produces results that can be counted on over time
reliable	<i>adj.</i> Able to be counted on to do what is needed; able to be trusted
remains	<i>pl. n.</i> What is left over when something has been used or destroyed
replace	<i>v.</i> To do the job of someone or something else (replaces, replacing, replaced)
reporter	<i>n.</i> A person who gathers information from reliable sources and then writes a story for a news organization (reporters)
represent	<i>v.</i> To serve as a sign or symbol of a person, idea, or object (represents, representing, represented, represented by)
representative	<i>n.</i> A person who acts or speaks for a certain business or group (representatives)
reputation	<i>n.</i> An opinion about someone or something that is shared among many people
require	<i>v.</i> To order or demand (requires, requiring, required)
research	<i>v.</i> To look up and collect information about a given topic
research findings	<i>n. phr.</i> A summary of facts from a scholarly or formal study of a subject (research)
research study	<i>n. phr.</i> A scholarly or formal investigation with the goal of reporting facts on a given topic, usually for a specific purpose (study, studies)
research-based argument	<i>n. phr.</i> In writing or speaking, an argument supporting an opinion (claim) with facts or data gathered from reliable research
research-based fact	<i>n. phr.</i> A piece of information that can be proven to be true, based on the results of a formal study (research-based facts)
researcher	<i>n.</i> A person who does scholarly or formal studies with the goal of discovering facts (researchers)
resident	<i>n.</i> Someone who lives in a particular place (residents)
resist	<i>v.</i> To act against, oppose, stand in the way of (resists, resisting, resisted)
resolve	<i>v.</i> To solve a problem or find a solution (resolves, resolving, resolved)
respond	<i>v.</i> To react to something said, done, shown, or read (responds, responding, responded)
response	<i>n.</i> A reaction to something said, done, shown, or read
responsibility	<i>n.</i> A duty or task a person is required to do (responsibilities)
responsible	<i>adj.</i> 1. Being in charge of; having an obligation to do something; 2. Able to be trusted to do what is required

Glossary Word	Definition
restate	v. To say something again
restaurant chain	n. phr. Multiple restaurants using the same brand and owned by the same company (restaurant chains)
restoration	n. The act of bringing something back to the way it was before
restore	v. To bring something back to the way it was before (restores, restoring, restored)
retire	v. To leave one's job and stop working because it is no longer necessary to work (retires, retiring, retired)
retirement	n. The state of having left one's job or stopped working in a given career field
reunite	v. To bring back together after being apart for a time (reunites, reuniting, reunited)
reverse	v. To cause to change to an opposite or earlier state
review	n. An analysis of a book, play, movie, product, etc. that is published in a newspaper, magazine, or online (reviews)
review	v. To look at closely or take a second look at something (reviews, reviewing, reviewed)
revise	v. To change something with the goal of improving it
revolution	n. A major change in the way people live, work, communicate, etc.
routine	n. Actions normally followed; a regular way of doing things
royal	adj. Being a king or queen, a member of their family, or a person who has the legal right to inherit a royal title
royalty	n. People who come from the family of kings or queens or have a legal right to inherit a royal title
rubble	n. Broken pieces of brick, stone, or concrete from fallen building or walls
ruined	adj. No longer usable; destroyed
rumor	n. A story or statement about a person or situation that has not been proven to be true (rumors)
résumé	n. A brief description of a person's job history and education, used to apply for a job (résumés); (also resumé)
sacrifice	n. The act of giving up something you want in order to achieve a goal or help someone else
sacrifice	v. To give up something you want in order to achieve a goal or help someone else (sacrifices, sacrificing, sacrificed)
sake	n. For the purpose of; in the interest of
salary	n. A fixed, or unchanging, regular payment an employer gives to an employee in exchange for performing a job (salaries)
Sanitation Department	n. phr. The unit of local government responsible for picking up and safely removing garbage (Department of Sanitation)
sarcastic	adj. Saying the complete opposite of what you really mean, in order to mock or be funny

Glossary Word	Definition
satellite	<i>n.</i> An object that moves around a planet or the sun or moon
satellite	<i>adj.</i> Related to an object that moves around a planet or the sun or moon
scam	<i>n.</i> A dishonest operation to make money (scams)
scam	<i>v.</i> To be dishonest with someone in order to take money from them; to swindle (scams, scamming, scammed)
scammer	<i>n.</i> Someone who is dishonest with innocent people in order to make money fast (scammers)
scan	<i>v.</i> To move a finely focused beam of light over a document, turning text and/or images into a form that can be sent electronically (scans, scanning, scanned)
scan	<i>n.</i> The digital image that results after transferring a physical document onto the computer
scarce	<i>adj.</i> Not found in great numbers; fewer than usual
scheming	<i>adj.</i> Given to forming clever but often dishonest plans to get something done
scour	<i>v.</i> To search a place very carefully in order to locate something (scours, scouring, scoured)
screening room	<i>n. phr.</i> A room that is used by small groups to view films or videos
screenwriter	<i>n.</i> A person who writes the script of a movie
sea level	<i>n. phr.</i> The average height of a sea's surface
search engine	<i>n. phr.</i> A computer program that looks for and finds items on the Internet, based on keywords entered by a user (search engines)
search engine marketing	<i>n. phr.</i> The act of promoting websites by increasing their visibility in search engine results pages
seasonal	<i>adj.</i> Happening during a particular season of the year
seek	<i>v.</i> To search or look for something
selective	<i>adj.</i> Choosing carefully
senior	<i>n.</i> A person who is 65 years or older (seniors)
senior manager	<i>n. phr.</i> (a higher level of <i>manager</i>), a person in charge of a group of employees in a business situation (senior managers)
sensational	<i>adj.</i> Using shocking details to draw interest and curiosity
sequence	<i>n.</i> The specific order in which things follow each other
series	<i>n.</i> A set, such as a set of articles, published about the same general topic
serious	<i>adj.</i> 1. Relating to an important matter or topic; 2. Acting or speaking sincerely, formally, and intensely
service	<i>n.</i> 1. A company or organization supplying a public demand (services); 2. The act of helping someone with something that is needed
set design	<i>n. phr.</i> The creation of scenery in movies, television, and plays; also called <i>scenic design</i>

Glossary Word	Definition
setting	<i>n.</i> An operation on a technology device that can be adjusted to the user's liking (settings)
severe	<i>adj.</i> Very bad, serious, or unpleasant
sexual orientation	<i>n. phr.</i> The inclination of a person to be heterosexual, homosexual, or bisexual
shift	<i>v.</i> To move or change (shifts, shifting, shifted)
showcase	<i>v.</i> To show or focus on (showcases, showcasing, showcased)
Sicily	<i>n.</i> An Italian island off the southern coast off the country of Italy <i>n.</i> Importance
significant	<i>adj.</i> Very important or meaningful
significantly	<i>adv.</i> In a way that is important or meaningful; in a way that will have an effect
Sikhism	<i>n.</i> A religion created in 15th century Punjab, located in northwest India, that worships only one God
silhouette	<i>n.</i> A dark shape and outline of someone or something that can be seen against a lighter background (silhouettes)
situation	<i>n.</i> The condition or state of an event that has happened – usually an important or sudden problem (situations)
skim	<i>v.</i> To look over or read specifically for the purpose of finding the main ideas (skims, skimming, skimmed)
slump	<i>n.</i> A period of time when the economy is doing badly (informal)
social media	<i>pl. n.</i> Websites and applications that let users interact and share information, ideas, and messages with one another
social network	<i>n. phr.</i> A dedicated website or application that allows users to communicate with others, often friends or people with similar interests (social networks)
social networking	<i>n. phr.</i> The use of specific websites and applications to communicate with others, often friends or people with similar interests
social security	<i>n. phr.</i> A program that pays government money to people who do not or are not able to work because they are retired or disabled
social service	<i>n. phr.</i> A government service that benefits the community, such as schools, hospitals, and government-owned housing (social services)
software	<i>n.</i> Any program that runs on a computer and performs certain tasks <i>adj.</i> Of or relating to the sun and/or its energy
solution	<i>n.</i> An action or process of solving a problem (solutions)
sophisticated	<i>adj.</i> Showing advanced knowledge
source	<i>v.</i> To provide reliable information from book, person, document, or experience (sources, sourcing, sourced)
source	<i>n.</i> A book, person, document, or experience that provides reliable information (sources)

Glossary Word	Definition
source of revenue	<i>n. phr.</i> Where income comes from, e.g., a landlord's source of income is rent (sources of revenue)
sourced evidence	<i>n. phr.</i> Research or data that comes from a reliable source
sourced quote	<i>n. phr.</i> A statement from someone that is quoted in a text as coming from that person (sourced quotes)
specialize	<i>v.</i> To concentrate on a certain area of knowledge (specializes, specializing, specialized)
specialty	<i>n.</i> Something a person is known for doing well
specific	<i>adj.</i> Detailed and clear
specifically	<i>adv.</i> Clearly and exactly
spiritual	<i>adj.</i> Relating to or affecting the human spirit, the non-physical part of a person that contains his or her emotions and character
spoke	<i>n.</i> A bar connecting the center of a round object to its rim (spokes)
sponsor	<i>v.</i> To introduce and/or support something (sponsors, sponsoring, sponsored)
sponsored	<i>adj.</i> Describing an activity or event that is paid for and supported by a person or group of people – sponsors
staff	<i>n.</i> All of the people who are employed by an organization
staged	<i>adj.</i> Designed to achieve a desired effect, e.g., leaving people with a belief you want them to have
standard	<i>n.</i> The rule or model against which other ideas, works, events, etc. are compared or measured (standards)
state	<i>v.</i> To say something (states, stating, stated)
state	<i>n.</i> 1. The condition that someone or something is in; 2. Part of a nation that has a government, such as the state of New York (states)
state-of-the-art	<i>adj.</i> Incorporating the newest features
statement	<i>n.</i> Words that you say or write, usually to deliver a fact (statements)
statistic	<i>n.</i> A number that stands for a single item of information in a collection of data
status	<i>n.</i> The state or condition of a person, place, or thing
stock	<i>n.</i> Supply of items to be bought and sold in a store
strategy	<i>n.</i> A plan of action to achieve a goal (strategies)
stream	<i>v.</i> To receive digital data, such as audio or video, over the Internet in a continuous flow (streams, streaming, streamed)
stress	<i>n.</i> A state of worry and mental tension

Glossary Word	Definition
strict	adj. Unbroken; followed exactly
strike	v. 1. To occur or seem to a person (strikes, striking, struck); 2. To occur suddenly and have damaging effects (strikes)
structure	n. A building or other object made from several parts
structure	v. To arrange according to a plan
struggle	v. To be faced with great difficulty (struggles, struggling, struggled)
study	v. To try to gain knowledge or skill (studies, studying, studied)
style	n. A way of arranging one's appearance that is unique to that person
subject	n. A person being described, discussed, interviewed, or photographed
submit	v. To give something to another person or body for approval, suggestions, or rejection (submits, submitting, submitted)
subscriber	n. Someone who receives a publication regularly by paying for it in advance (subscribers)
subscription	n. A regular publication that is sent out to those who sign up and pay for it in advance (subscriptions)
substantial	adj. Noticeably large in size
succinct	adj. Short; brief; clearly expressed, and to the point
suffer	v. To experience something bad or unpleasant (suffers, suffering, suffered)
suffering	n. A state in which a person experiences bad or unpleasant events and feelings
summarize	v. To give a short description of the main points (summarizes, summarizing, summarized)
superior	adj. Being of higher rank, quality, or importance
supervise	v. To be in charge of, and responsible for, the successful completion of a job or task (supervises, supervising, supervised)
support	n. 1. Encouragement, comfort, and emotional help offered during times of distress; 2. A fact or other kind of evidence that backs up the truth of something
support	v. To back up the truth with facts or other kinds of evidence (supports, supporting, supported)
supporting	adj. 1. Having an important but not leading part in a musical, film, or other performance; 2. Backing up the truth with facts or other kinds of evidence
surrounding	adj. Around something
survey	v. To look at; examine (surveys, surveying, surveyed)
suspect	v. To think, feel, or have an idea about something – usually something bad
suspicious	adj. Questionable or dishonest
swamp	v. To cover something in water (swamps, swamping, swamped)

Glossary Word	Definition
system	<i>n.</i> A group of related parts that work together (systems)
tab	<i>n.</i> A small, flat strip used for organization that sticks out from the edge of a folder or sheet
tabloid	<i>n.</i> A type of print or online news source that tends to focus on celebrity and sensational events rather than serious news (tabloids)
tackle	<i>v.</i> To deal with; to trying to solve (tackles, tackling, tackled) (an idiom when used with problem)
tailor	<i>v.</i> To change to meet the needs of a particular person or group (tailors, tailoring, tailored)
take advantage of	<i>v. phr.</i> 1. To make unfair use of someone or something for one's own benefit (idiom); 2. To make good use of the opportunities something offers (takes advantage of, taking advantage of, took advantage of)
tape recorder	<i>n. phr.</i> A device that can be set to store or play back sound
target audience	<i>n. phr.</i> A particular group of people that a movie, book, magazine, or ad is designed for (target audiences)
tarp	<i>n.</i> (short for tarpaulin) A large sheet of strong, waterproof material, usually plastic or coated canvas, that is used to cover things and keep them dry
task	<i>n.</i> Something to be done (tasks)
tech startup	<i>n. phr.</i> A newly created technology company that is still growing and possibly still searching for the right market (tech startups)
technique	<i>n.</i> A particular way of doing something; a method (techniques)
technologist	<i>n.</i> A person who specializes in technology (technologists)
temporarily	<i>adv.</i> During a limited time
tenant	<i>n.</i> A person who lives in property or on land that they rent from another person, usually the owner (tenants)
tetanus	<i>n.</i> Caused by a bacteria, a serious disease that causes the muscles to become rigid and to spasm
thesis	<i>n.</i> In a written work, a statement that someone wants to discuss or prove
thrive	<i>v.</i> To grow and be healthy; to reach a desired level
tidbit	<i>n.</i> A short, interesting piece of information (tidbits)
time-tested	<i>adj.</i> Related to something done over a long period of time that has proved to be effective, such as <i>a time-tested approach to interviewing sports stars</i>
timespan	<i>n.</i> A period of time between two events
tomb	<i>n.</i> Anything serving as a place to bury dead bodies
tone	<i>n.</i> 1. An author's attitude about a topic or toward the reader that comes through in their writing; 2. A particular attitude or mood that comes through when a person is speaking
tool of the trade	<i>n. phr.</i> Any instrument or device that is needed in order to do one's job; any symbol or sign standing for one's job (tools of the trade)

Glossary Word	Definition
tour	n. A short trip to or through a place in order to view or learn about something – can be virtual or physical
tour	v. To go through an area or place in order to get information (tours, touring, toured)
tracking map	n. phr. A map or chart showing weather conditions over a large area – used to predict weather (tracking maps)
tradeoff	n. An exchange of one thing in return for another; a balance; a compromise (tradeoffs)
traditional	adj. Typical; relating to something usual
training	n. The teaching of a certain skill or behavior
transaction	n. A situation in which money or goods are passed from one person to another (transactions)
transcript	n. A text that exactly matches spoken words
transition	n. A change from one state to another
traumatize	v. To cause a very difficult or unpleasant emotional experience (traumatizes, traumatizing, traumatized)
treat	v. 1. To give medical care for an injury, illness, or other condition (treat, treating, treated); 2. To behave or act toward something in certain way (treats, treating, treated)
treatment	n. Medical care given to a patient for an injury, illness, or other condition
tremendously	adv. To a very great degree
trend	n. The general direction something is going in
trivial	adj. Not important or worth great attention
tropical storm	n. phr. A strong storm beginning in the Tropics that has high winds, though not as strong as hurricane winds (tropical storms)
typically	adv. Usually; commonly
umpteenth	adj. Very many; too numerous to be counted (informal)
unbiased	adj. Not believing that some groups of people are more or less worthy than others
unconscious	adj. Without awareness, sensation, or active mental thought – the state you are in when sleeping
undergraduate	n. A student in a college or university who is studying to get a first degree (undergraduates)
unethical	adj. Not following accepted behaviors in matters of what is thought to be right or wrong
unfounded	adj. Not based on fact
unified	adj. In agreement
unique	adj. Being the only one of its type; original

Glossary Word	Definition
universe	n. All of outer space and everything included within in it, such as the stars, planets, galaxies, etc. – used in a spiritual sense
unofficial	adj. Not official, authorized, or confirmed
unprofessional	adj. Below expected standards of a career area
unrecognizable	adj. Not able to be identified
unrelated	adj. Not connected to someone or something
upcoming	adj. About to happen
update	n. A report that includes the most recent information on a specific topic (updates)
update	v. To give the latest information about something (updates, updating, updated)
upgrade	n. An improved version of something
uphold	v. To give support to; to keep at a high level or standard
upload	v. To move or copy a file, program, etc. from a computer or other device to a network, website, blog, etc. (uploads, uploading, uploaded)
urgent	adj. Very important; needing attention now
URL	n. (abbreviation for <i>uniform resource locator</i>) The letters, numbers, and symbols that make up the address of an Internet website
utility company	n. phr. A company that provides a product or service to the public, such as gas, water, and energy (utility companies)
utter	v. To say something or make a sound (utters, uttering, uttered)
vague	adj. Unclear or indefinite in meaning
valid	adj. Reasonable; logical; well thought out
valuable	adj. Worth a lot of money, often because of limited availability
valuable	n. Something that is worth a lot of money, often because of limited availability (valuables)
verifiable	adj. Based on fact; can be proven to be true
verifiably	adv. In a way that can be proven to be true
vertical	adj. Going up and down rather than side-to-side; perpendicular to the ground
vet	n. (see veterinarian) A specially trained doctor who cares for the health of animals; also called a vet (vets)
veterinarian	n. A specially trained doctor who cares for the health of animals; also called a vet
victim	n. Someone who suffers from or is the target of an unpleasant event (victims)
video conference	n. phr. Through the use of software, a type of meeting in which people who are not present can see and hear each other by using a TV or computer screen
virtual reality	n. phr. A realistic but artificial computer-generated world of 3D images that is controlled by the person experiencing it using special equipment
visual	n. Something presented with textual information to make it more appealing or easier to understand, such as a graph or photo (visual)

Glossary Word	Definition
vital	<i>adj.</i> All-important and necessary
volunteer	<i>n.</i> Someone who works without getting paid (volunteers)
volunteer	<i>v.</i> To work without being paid (volunteers, volunteering, volunteered)
volunteer	<i>adj.</i> Describing the job of someone who works without getting paid
wake	<i>n.</i> A track or path left over directly after something passes through
warning	<i>n.</i> A statement or event suggesting possible trouble, conflict, or danger ahead
water pump	<i>n. phr.</i> A machine that uses pressure to move water upward (water pumps)
waterborne	<i>adj.</i> Carried by water; supported by water
weak argument	<i>n. phr.</i> An argument – or reason given to support an opinion or claim—that is not persuasive, e.g., an argument that is unsupported or uses poor reasoning
weak evidence	<i>n. phr.</i> Information offered as support but that fails to prove a claim or statement is true
web developer	<i>n. phr.</i> A person or company whose job it is to make or put together websites and keep them in good working order
web development	<i>n. phr.</i> The practice of making or putting together websites and keeping them in good working order
web page	<i>n. phr.</i> One of a number of documents linked together to form a website (web pages)
weigh	<i>v.</i> To decide how important something is compared to something else
weight	<i>n.</i> The importance or influence of something
wholesaler	<i>n.</i> A company or person selling items only to a business and for a lower price than the business charges its customers
win-win situation	<i>n. phr.</i> Providing a good result for all sides (informal)
wing	<i>n.</i> A part of a building that is secondary to the main part
wisdom	<i>n.</i> Good judgment; knowledge gained by having a lot of experience
workplace	<i>n.</i> The physical place where someone does his or her job
worthy	<i>adj.</i> Deserving attention
would-be	<i>adj.</i> Aiming to achieve a certain role in life
x-axis	<i>n.</i> The line on a graph that runs from left to right, or horizontally, through zero
y-axis	<i>n.</i> The line on a graph that runs up and down, or vertically, through zero
yoga	<i>n.</i> 1. A series of exercise movements and breathing techniques meant to help obtain body and mental control and well-being; 2. (capitalized) A Hindu philosophy and discipline that teaches a person how to control the body and mind in order to experience inner peace

