

## CHECKLIST

	Word	Definition	Sentence
<input type="checkbox"/>	A	<b>A</b> Before a noun - <b>An</b> If the noun begins with a vowel	A document needs to be written. An important part of that document, will be written by the lawyer
<input type="checkbox"/>	able	having the necessary power	Are you able to lift the boxes?
<input type="checkbox"/>	about	regarding, concerning, having to do with	What do you know about the operations of that company?
<input type="checkbox"/>	above	overhead	The wires, which crossed above the road, were too low for safety.
<input type="checkbox"/>	accept	to receive, take, get	I will accept the offer, conditional, on certain terms.
<input type="checkbox"/>	according	as stated by, as claimed by	According to their accountant, the company operates with a positive cash-flow.
<input type="checkbox"/>	account	a list of transactions, a narrative, report, version	The executive manager was called upon to account for his expenditures.
<input type="checkbox"/>	accuse	to charge with having done something wrong	The finance manager, decided to accuse the executive officer, of the theft.
<input type="checkbox"/>	achieve	to succeed	There was considerable question whether the prosecutor could achieve a conviction.
<input type="checkbox"/>	across	to the opposite side	It was much work, just to move the office across the street.
<input type="checkbox"/>	act	process of doing something	You will have to act quickly, if you want to close this deal.
<input type="checkbox"/>	adapt	make fit for	There will be many changes with this acquisition, but we believe the management team will adapt.
<input type="checkbox"/>	add	to put with	It is a large undertaking when you add the new acquisition, at the same time as changing office locations.
<input type="checkbox"/>	admit	to permit to enter, to accept	The first time the President of the company went to the new office, the doorman would not admit him in.
<input type="checkbox"/>	adult	one who is of legal age	The President looked so young, the doorman asked him if he was an adult yet.
<input type="checkbox"/>	advertisement	to give public notice ( press, radio, TV, web)	Did you not see the advertisement that we were moving in, he asked the doorman.
<input type="checkbox"/>	advise	to give advice	I saw the paper, but the writing was very small. I would advise you to make larger letters next time.
<input type="checkbox"/>	affect	to have an affect upon	Making the printing larger, will help the advertisement to have a stronger affect on people.
<input type="checkbox"/>	afraid	filled with fear	I was afraid I would run out of ink if I made the advertisement larger.
<input type="checkbox"/>	after	behind, next to, later in time	It is too late to think of your supplies, after you start your work.
<input type="checkbox"/>	again	once more	The doorman will not allow this to happen again.
<input type="checkbox"/>	against	in an opposite direction to	The incident went against his desire to have a secure job, with the new company.
<input type="checkbox"/>	age	time of life	And at his age, he would not be able to find another job.
<input type="checkbox"/>	agency	a business or service acting for others	The doorman went and hired an agency to help him find a new job.
<input type="checkbox"/>	ago	gone by, past	The years have passed, and the incident with the President was long ago.
<input type="checkbox"/>	agree	have the same opinion	Most people would agree, that it was too small a thing for such a big deal.
<input type="checkbox"/>	ahead	in a forward motion	That may be, but we decided to move ahead without your help.
<input type="checkbox"/>	aid	to help	I would ask you to offer some financial aid to our efforts to save lives.
<input type="checkbox"/>	aim	to direct, a purpose	Our aim is to reduce the deaths of children, which are caused by poor quality, drinking water.
<input type="checkbox"/>	air	gases that surround the earth	Water is as important to the body as air is.
<input type="checkbox"/>	alive	having life	You need both water and air if you wish to stay alive for very long.
<input type="checkbox"/>	all	the whole of	All people, everywhere, need pure water and clean air.
<input type="checkbox"/>	allow	to permit	We must not allow industries to continue polluting the environment.
<input type="checkbox"/>	ally	to unite or join for a purpose	We must all become an ally of this work to stop unnecessary pollution.
<input type="checkbox"/>	almost	nearly, not quite	It is almost too late, so all of our efforts will be needed.
<input type="checkbox"/>	alone	apart from other people	One person cannot do this task alone.
<input type="checkbox"/>	along	on, with a forward motion	It is hard to keep a project moving along when there are so many distractions.
<input type="checkbox"/>	already	by this time	I thought you had already edited the documents.
<input type="checkbox"/>	also	in addition, besides	Please edit the memorandum also.
<input type="checkbox"/>	although	even if	I sent the document to them, although it was not totally completed.
<input type="checkbox"/>	always	every time, continuously	They can always send it back if they do not like it.
<input type="checkbox"/>	among	in the middle of	The papers you are looking for are among several other documents, on my desk.
<input type="checkbox"/>	amount	a total	There is a large amount of work to be done yet.
<input type="checkbox"/>	and	used to connect words and sentences	I want my cake now, and I want some milk with it, please.
<input type="checkbox"/>	anger	strong feeling of displeasure	I was surprised that he showed so much anger over a piece of cake.
<input type="checkbox"/>	angle	space between two line extending from the same point	We better cut the wood at the right angle, or it will not fit.
<input type="checkbox"/>	announce	make known	I am going to announce our success tomorrow.

	Word	Definition	Sentence
<input type="checkbox"/>	another	some other	Did you have another success, or are you talking about the one last year?
<input type="checkbox"/>	answer	words in return to a question	I am not going to answer that question.
<input type="checkbox"/>	any	one out of many	Can you give me any reason at all?
<input type="checkbox"/>	apartment	a series of connected rooms, a flat	When he lost his job, they moved out of the large house and into a small apartment.
<input type="checkbox"/>	apologize	to express regret	He felt he should apologize to his family for losing his job.
<input type="checkbox"/>	appeal	make a request	He decided he would appeal the decision to fire him.
<input type="checkbox"/>	appear	to come to be seen	The manager told him to appear in front of the Board of Directors.
<input type="checkbox"/>	apple	fruit	Lunch was served but only the apple looked appetizing.
<input type="checkbox"/>	apply	to put into service or to ask for something	I am going to apply for a better job position in my company.
<input type="checkbox"/>	appoint	to name to a position	The shareholders are going to appoint a new Chairman.
<input type="checkbox"/>	approve	to agree with something or somebody, to okay	Does anybody else have to approve the person they appoint?
<input type="checkbox"/>	area	a space	I hope they do not need too large an area of the room.
<input type="checkbox"/>	argue	to discuss with someone who disagrees	I am not going to argue with you about this decision.
<input type="checkbox"/>	arm	human upper body part, weapon	They intend to open up a new arm of the company to do the manufacturing.
<input type="checkbox"/>	army	a group of people armed for war	I heard the government was slashing the funding that supports the army.
<input type="checkbox"/>	around	on all sides	That would be an all around, bad, decision.
<input type="checkbox"/>	arrest	to seize or hold by legal authority	I think they should arrest the person who thought up that idea.
<input type="checkbox"/>	arrive	to come to a place	You must arrive at exactly the right time, or you will miss the action.
<input type="checkbox"/>	art	the creation of beautiful or important things	That building is a wonderful work of art.
<input type="checkbox"/>	as	to the same degree	I thought it was the same as the other building.
<input type="checkbox"/>	ask	to input a question to	You should ask the man at the door how old the building is.
<input type="checkbox"/>	assist	to help	Let me assist you, up the stairs.
<input type="checkbox"/>	at	near to, by, in	There is one at the store, down the street.
<input type="checkbox"/>	attach	to join one thing to another by some means	Can you attach this handle, back onto the hammer?
<input type="checkbox"/>	attack	to set upon with force	Once you fix the hammer, I am going to attack that nail.
<input type="checkbox"/>	attempt	to make an effort at	I will attempt to hammer it all the way into the board.
<input type="checkbox"/>	attend	to be present at	Then I will attend the graduation ceremony.
<input type="checkbox"/>	attention	a mental effort toward one thing	I have gained a lot of attention because of my good work.
<input type="checkbox"/>	authority	the power to enforce something on someone	Do you have the authority to sign this document?
<input type="checkbox"/>	automatic	acting or operating by itself	The rest of the process is automatic, and just takes care of itself.
<input type="checkbox"/>	autumn	the season between summer and winter, the fall	I hope to clean up my yard, before autumn is over, and winter comes.
<input type="checkbox"/>	available	for use by someone	I am available for work, if you need me.
<input type="checkbox"/>	average	usual quantity	I will take the average amount of pay, for my work here.
<input type="checkbox"/>	avoid	to keep away from	I want to avoid any conflict, with my boss.
<input type="checkbox"/>	awake	to stop sleeping	When I feel stress, I lay awake at night, and cannot sleep.
<input type="checkbox"/>	award	to give for high performance or quality	I won an award for my excellent contribution.
<input type="checkbox"/>	away	at a distance from a given place or position	Keep that angry person away from me.
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