

Vocabulary Files

Vocabulary File 1 Money

U.S.A.	Canada	European Union	United Kingdom
One dollar = 100 cents	One dollar = 100 cents	One euro = 100 cent	One pound = 100 pence
Coins: 1¢ (cent), 5¢ (nickel), 10¢ (dime), 25¢ (quarter), \$1 (dollar)	Coins: 1¢ (cent), 5¢ (nickel), 10¢ (dime), 25¢ (quarter), \$1 (loonie), \$2 (toonie)	Coins: 1c, 2c, 5c, 10c, 20c, 50c, €1, €2	Coins: 1p, 5p, 10p, 20p, 50p, £1, £2 (one "pee", five "pee")
Bills: \$1, \$5, \$10, \$20, \$50, \$100	Bills: \$5, \$10, \$20, \$50, \$100	Notes: €5, €10, €20, €50, €100, €200	Notes: £5, £10, £20, £50




\$1.25	one dollar twenty-five
\$125	one hundred and twenty-five dollars
\$2.39	two dollars thirty-nine cents
\$1.50	one dollar fifty (or one and a half dollars)

Math signs:

+	-	x	÷	=	%
plus	minus	times	divided by	equals	percent
to add	to subtract	to multiply	to divide	to equal	

$3 + 6 = 9$	<i>three plus six equals nine / add three to six</i>
$8 - 5 = 3$	<i>eight minus five equals three / subtract five from eight</i>
$3 \times 5 = 15$	<i>three times five equals fifteen / multiply three by five</i>
$18 \div 2 = 9$	<i>eighteen divided by two equals nine / divide eighteen by two</i>

Vocabulary File 2 Travel

						
arrivals	departures	customs	baggage reclaim	baggage carts	check-in	security check
						
flights	gates	connections	transfer desk	terminal	passport control/ immigration	meeting point
						
taxis	subway / underground	buses	limos	parking	trains	pick-up area
						
platform	bus stop	way out / exit	ticket office	car rental	gas station / petrol station	restrooms

Vocabulary File 3 Hotels

Facilities

barber's shop
beauty salon
bell desk
business services
coffee shop
concierge desk
conference center
currency exchange
front desk / reception
health club
housekeeping
laundry service
maintenance
reservation
restaurant
room safe
room service
safety deposit box
swimming pool
valet parking
voucher

People

bellhop / porter (U.K.)
bell captain
concierge
engineer
front desk clerk
guest
hairdresser
housekeeper
manager
operator
receptionist
room maid
security guard
table captain (maitre d')
valet
waiter

Verbs

to book
to check in
to check out
to help
to make a reservation
to offer
to register
to send up (bags to a room)
to serve (dinner)
to stay (for 3 days)
to swipe (a credit card)

Vocabulary File 4 Food and drink

breakfast

bacon
berries
cereals
cornflakes
eggs
- boiled
- fried
- poached
- scrambled
grits
hash browns
melon
mushrooms
oatmeal
orange juice
pancakes
potatoes
sausages
waffles
yoghurt

snacks / breaks

brownies
cake / gateaux (U.K.)
coffee
cookies / biscuits (U.K.)
hot chocolate
herb(al) tea
ice cream
milkshake
muffins
nachos
nuts
pastries
peanuts
potato chips / crisps (U.K.)
tea
toast

meat / fish





























beef
chicken
lamb
pork
steak
turkey

catfish
cod
crab
lobster
oyster
salmon
sea bass
shellfish
shrimp
sole
tuna

vegetables / salad

beans
broccoli
carrots
eggplant / aubergine (U.K.)
field greens / rocket (U.K.)
greens
lettuce
peas
potatoes
- baked
- boiled / new
- French fried
- mash(ed)
rice
salad
tomatoes
zucchini / courgette (U.K.)

Vocabulary File 5 Business / Communications

						
word processor	spreadsheet	presentation software	e-mail	web browser	folder	document
						
graphics program	virus checker / firewall	design / layout program	photo manipulation	digital camera	video editing	modem
						
CD / DVD drive	sound file	(graphics) card	answering machine	hub	network	multimedia
						
hard drive	monitor	printer	text message	mouse	keyboard	scanner

Vocabulary File 6 Socializing

Greetings, introductions and goodbyes	Small talk
<p>Hello / Hi / Hey Good morning / afternoon / evening How are you? I'm fine / good / very well. How do you do?</p> <p>I'd like you to meet ... May I introduce ... (X), this is (Y). (Y), this is (X) ...</p> <p>Thanks for all your help. It was good meeting you. It was a useful meeting. See you again / later / soon.</p>	<p>Do you know (Jackie Smith)? Have you ever been to (Poland)? Have you met (Paul Jones)? What do you think of this (city)? Do you like (chicken)?</p> <p>What's your favorite (sport)? What's the weather like in (New England) now? Would you like a drink? What can I get you?</p>