

刘哲 主编

ENGLISH
挂在嘴边常用1000单字系列

1000

Most Useful English
Words for Work & Learning

工作学习 必备词汇

1000
Most Useful
English Words
for Work & Learning



- 1 权威统计的1000个**英语高频**词汇，用最少的时间背最多的单字！
- 2 每个单字配有经典**句型**和生动**对话**，好学、好记又好用！
- 3 背最常用的单字，应对**考试**和**口语**交际能力迅速提升！

1 ENGLISH
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Most Useful English
Words for Work & Learning

工作学习 必备词汇



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前 言

为帮助英语学习者和英语爱好者迅速提高英语口语水平，实现日常生活中的基本英语交际，我们编写了《挂在嘴边常用1000单字系列》丛书，本套书共分为三册：日常生活篇、工作学习篇和休闲娱乐篇。每分册都精选了1000个该领域内最常用的单字。该丛书的特点是实用性较强，语言表达贴近生活。同时作者在选择过程中，参阅了大量的国内外书籍和网络资料，因此所选单字颇具时效性。

本分册为《工作学习必备词汇》，涉及日常办公、商贸活动、校园生活、求职、出国，以及文化与艺术等各个领域。本书精选了1000个与工作学习相关的常用单字，附有音标、释义及其常用的表达方式或例句，并增加了实用性很强的日常对话内容，范围较广且扩展性强，使英语学习者能够快速提高听说能力，进行日常交流。

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A

abandon [ə'bændən]

v. ①放弃, 抛弃, 遗弃 ②离弃, 丢弃

❖ Useful Expressions:

1. You cannot abandon a friend in trouble. 你不能抛弃处于危难中的朋友。
2. They abandoned the game because of rain. 因为下雨他们放弃了比赛。
3. Those who abandon themselves to despair cannot succeed.
那些自暴自弃的人无法成功。

❖ Dialogue:

A: You're going to abandon me, just like that?

你就这样抛下我不管吗?

B: I'm sorry, but I've got an important job to do.

实在对不起, 但是我有重要的工作要做啊。

aboard [ə'bo:d]

adv. 在船(飞机、车)上, 上船(飞机、车)

❖ Useful Expressions:

1. All aboard! 请上船(飞机、车)!
2. Welcome aboard! 欢迎各位登机(船)!
3. They went aboard the ship. 他们都上了船。

❖ Dialogue:

A: Good afternoon, Welcome aboard! I'm Lisa, your flight stewardess.

下午好! 欢迎您乘坐本次航班。我是乘务员丽莎。

B: Well, I've got seat A4. I hope it's by window so that I can see the view.

哦, 我的座位是A4。我希望能是靠窗的座位, 这样我就能看窗外的风景了。

abroad [ə'brɔ:d]

adv. ①在国外, 到海外

②广泛地; 遍布; 流行; 到处传开

❖ Useful Expressions:

1. A rumor is abroad. 谣言在传开。



2. Would it be a good idea to go abroad for further study? 到国外深造是个好主意吗?
3. Chinese silk sells well at home and abroad. 中国丝绸畅销国内外。

✦ **Dialogue:**

A: So tell me, the last time I saw you, you were planning to go abroad to study, weren't you?

说来听听,我上一次见到你的时候,你正准备去出国留学呢,是不是?

B: Yes, I guess I was. But as it turned out, I changed my mind. I decided not to go after all.

是,我想是的。但现在有了变化,我最终还是决定不去了。

absent [ˈæbsənt]

adj. ①缺席,不在 ②不关心的,心不在焉的
③不存在的;没有

✦ **Useful Expressions:**

1. He was absent from the meeting. 他今天没来开会。
2. Some students are often absent-minded. 一些学生经常心不在焉的。
3. Snow is absent in some countries. 有些国家不下雪。

✦ **Dialogue:**

A: Is everyone here today?

所有人都到齐了吗?

B: No, Jimmy Taylor is absent from class.

没有,今天吉米·泰勒没来上课。

A: What's the matter?

发生什么事了?

B: Jimmy's grandmother died.

吉米的祖母去世了。

absorb [əb'sɔ:b]

v. ①吸收 ②使(精神)集中 ③占用

✦ **Useful Expressions:**

1. The soil can absorb the rainwater. 土壤会吸收雨水。
2. Clever children absorb knowledge easily. 聪明孩子接受知识比较快。
3. He was absorbed in deep thought. 他陷入了深思。
4. This job absorbs all of my time. 这工作占用了我的全部时间。

✦ **Dialogue:**

A: What's the book you're absorbed in so much? It looks very interesting.

你全神贯注地看什么书呢？看起来很有趣呢。

B: Oh, its name is *Life on Earth*. Um, I got it because of the television program.

哦，书名是《地球上的生命》。嗯，我也是看了有关这书的电视节目后才找来书看的。

| | |
|-----------------------------|---|
| abstract ['æbstrækt] | <i>adj.</i> ①抽象的；理论上的，不现实的 ②深奥的，难以了解的 <i>n.</i> 摘要，抽象概念 |
|-----------------------------|---|

Useful Expressions:

1. Beauty is abstract quality. 美丽是很抽象的。
2. Astronomy is an abstract subject. 天文学是一门深奥的学科。
3. An abstract is included at the top of the report. 报告书前加上摘要。

Dialogue:

A: I really like those abstract paintings we saw yesterday. What do you think?

我非常喜欢昨天我们见到的那些抽象派油画。你觉得呢？

B: I guess it's something I haven't acquired a taste for yet.

我想我还没什么兴趣。

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|-----------------------------|---------------------|
| abundant [ə'bʌndənt] | <i>adj.</i> 丰富的，充足的 |
|-----------------------------|---------------------|

Useful Expressions:

1. There is abundant time. 时间多的是。
2. A just cause enjoys abundant support. 得道多助。
3. The country is abundant in natural resources. 这个国家天然资源丰富。

Dialogue:

A: May I take your order, sir?

先生，可以点菜了吗？

B: I haven't seen a menu yet. May I have one, please?

我还没见到菜单呢。可以给我份菜单吗？

A: I'm sorry. Here's one, sir.

不好意思。给您菜单。

B: There are abundant dishes listed that it is hard to decide.

菜式太丰富了，很难决定吃什么呢。



| | |
|----------------------|--|
| academic [ækə'demik] | adj. ①学院的, 大学的, 学会的.(学术、文艺)协会的 ②研究院的, 学究的; 理论的 |
|----------------------|--|

☛ **Useful Expressions:**

1. His influence is deeply seated in academic circles. 他在学术界的影响是很深远的。
2. He shut himself away for a month to catch up on his academic work.
他与世隔绝一个月, 力图把学业赶上去。
3. The question is purely academic. 这是一个纯学术问题。

☛ **Dialogue:**

A: Did you get any honors or rewards at your university?
大学期间你有没有受到过什么奖励呢?

B: Yes, I got the university scholarship in 2007~2008 academic year.
有, 我荣获了2007-2008学年的校奖学金。

A: Great.
好极了。

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| accent [ˈæksənt] n. | ①重音 ②口音, 腔调 |
|---------------------|-------------|

☛ **Useful Expressions:**

1. The accent falls on the second syllable. 重音在第二个音节上。
2. He speaks with a strong southern accent. 他说话带有很浓的南方口音。

☛ **Dialogue:**

A: You have an unusual accent, Mr. Robbins. Where are you from originally, if you don't mind me asking?
你的口音很特别, 罗宾斯先生。不介意的话, 请问您是哪里人?

B: Not at all. I was born in Madrid, but I came to the States when I was a teenager.
没关系。我在马德里出生, 但十几岁时就到了美国。

| | |
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| accept [ək'sept] | v. ①接受, 领受 ②答应, 承认, 认可 |
|------------------|------------------------|

☛ **Useful Expressions:**

1. The younger generation accepts things from the west much more easily than the old.
年轻一代比起老一代更容易接受西方的东西。
2. Please accept my apologies for any trouble my mistake has caused you.
因为我的失误给你添麻烦了, 请接受我的道歉。

Dialogue:

A: Anna tells me that you've just got engaged.

安娜告诉我你们刚刚订婚了。

B: That's right. We thought it was about time.

是的，我们都觉得是时候了。

A: That's great news. Please accept my heartiest congratulations.

真是个好消息！请接受我真心的祝福。

B: Thanks very much. Of course, you'll come to the wedding, won't you?

非常感谢。你肯定会来参加我们的婚礼的，对吗？

acceptance [ək'septəns]

n. ①接受，验收 ②答应，承认，认可，肯定

Useful Expressions:

- Here's my letter of acceptance. 这是我的录取通知书。
- The book he wrote met with a warm acceptance. 他写的书深受欢迎。

Dialogue:

A: So what about changing my tourist visa to a student visa?

那么把我的旅游签证换成学生签证怎样？

B: With all this documentation, you should have no problem.

有了这些文件，你应该没问题。

A: So I can just show up at the L.A. Airport with this acceptance letter, and they'll let me in?

那么我只要带这封认可信去洛杉矶机场，他们就会让我进去？

B: NO! You have to go through all the procedures at the American Institute here first!

不行！你必须先通过美国协会这里的所有的程序才行！

access ['ækses]

n. ①进入；入口，通路 ②使用或接近的机会，捷径

Useful Expressions:

- The only access to the town is across the bridge. 到镇上唯一的通路是经过一座桥。
- Citizens may have free access to the library. 市民可以自由使用图书馆。
- He is a man of easy access. 他是个平易近人的人。

Dialogue:

A: I'm frustrated. We're supposed to do our assignment on the computer, but I have

difficulty getting access to the computers in the library.

我觉得十分沮丧。本来打算要在计算机上做我们的作业，但是今天遇到点困难，我们无法使用图书馆的机子。

B: I understand the way you feel. I'm looking forward to the day when I can afford to get my own.

你的心情我理解。我盼望有一天我可以买得起自己的电脑!

accommodation [əˌkɒmə'deɪʃən]

n. ①施惠，方便，调节 ②和解，调停
③[pl.] 膳宿，接待 ④设备

☛ **Useful Expressions:**

1. It's a great accommodation to me. 这对我很方便。
2. Accommodation is provided to freshmen by the university. 学校为新生提供住宿。
3. This hospital has accommodation(s) for 400 patients. 这个医院有400个床位。
4. The two sides concerned have come to accommodation. 有关双方已达到和解。

☛ **Dialogue:**

A: I've just got back from the holiday you arranged for me, but I must tell you the hotel was really awful! It was miles from the sea. The food was awful too. The bedroom was dirty.

我刚刚旅行回来，但是我不得不说，你帮我安排的旅馆糟糕透了！旅馆离海很远，食物也很难吃，卧室很脏。

B: Sorry about that but it's really not our fault. The contract does say that the hotel accommodation is not our responsibility

很抱歉。但这不是我们的错。合同上写明了，食宿不由我们负责。

accompany [ə'kʌmpəni]

v. ①陪伴 ②伴随 ③伴奏

☛ **Useful Expressions:**

1. He accompanied his friend to the film. 他陪他的朋友去看电影。
2. Thunder accompanies lightning. 雷随闪电而来。
3. Mary sang and I accompanied her on the piano. 玛丽唱歌，我弹琴给她伴奏。
4. The letter was accompanied with an invitation. 函内附有一张请帖。

☛ **Dialogue:**

A: We would like to meet with you on June 2nd. Is that all right with you?

我们希望安排在6月2日见面。您方便吗？

B: June 2nd is fine with us.



6月2日没有问题。

A: Will you come alone? Do you need accommodations of any kind?

请问只有您一位吗? 需要相关帮助吗?

B: I will be accompanied by one of my colleagues. Could you kindly send me a map showing how to get there from the airport? And could you be kind to reserve two single rooms for us for the night of June 1st and 2nd?

我和我的同事共两位。您可以提供机场至贵公司的地图吗? 除此之外, 您能帮忙订6月1号到2号两间单人房吗?

A: No problem.

没有问题。

accomplish [ə'kɒmplɪʃ]

v. 完成, 贯彻, 实现(计划等), 达到(目的); 实行

☛ Useful Expressions:

1. The explorers accomplished the voyage in five weeks. 探险队在五周内完成了航程。
2. They'll certainly accomplish something. 他们会搞出名堂来的。
3. You should accomplish the task within the allotted time.
你们必须在规定时间内完成这项任务。

☛ Dialogue:

A: Your new task is to reach US \$20 billion by the end of 2009. That's a magnificent task. How can you make sure you will accomplish it?

你们的新目标是到2009年底增长到200亿美元, 这是宏伟的任务, 你们要怎样完成这个任务呢?

B: Well, in addition to improving the quality of our products, we need to open more international markets.

除了提高我们的产品质量, 我们还需要开拓更多的销售市场。

accomplishment [ə'kɒmplɪʃmənt]

n. ①成就, 完成, 实现, 达到
②[pl.] 技艺, 才能

☛ Useful Expressions:

1. The accomplishment of this task took many years. 这项工作的完成花费了好几年。
2. The first walk on the moon is quite an accomplishment.
第一次在月球上行走是相当的了不起的成就。
3. Among her accomplishments were sewing, cooking, playing the piano and dancing.
她的才能包括缝纫、烹调、弹钢琴和跳舞。

☛ **Dialogue:**

A: What provide you with a sense of accomplishment?
什么会让你有成就感?

B: Doing my best job for your company.
为贵公司竭力效劳。

| | |
|-------------------|--|
| account [ə'kaunt] | n. ① 户头, 账目 ② 报道, 说明, 记事 ③ 考虑 ④ 利益 v. ① 认为 ② 解释, 说明 |
|-------------------|--|

☛ **Useful Expressions:**

1. Your account is still unpaid. 你的帐还没付。
2. Please give me an account of your trip. 请告诉我你旅行的情况。
3. When judging his performance, don't take his age into account.
评定他的表现时, 不必考虑他的年龄。
4. I want you to account for each sum of the money you spent.
我要你说明你所花掉的每一笔钱的用途。

☛ **Dialogue:**

A: I'm sorry to say that the price you quote is too high. It would be very difficult for us to push any sales if we buy it at this price.

很遗憾你们报的价格太高, 如果按这种价格买进, 我方实在难以推销。

B: Well, if you take quality into account, you won't think our price is too high.

如果你考虑一下质量, 你就不会觉得我们的价格太高了。

A: Let's meet each other half way.

那咱们就各让一步吧。

| | |
|----------------------------|----------------|
| accumulate [ə'kju:mjuleit] | v. 积成堆, 累积, 聚积 |
|----------------------------|----------------|

☛ **Useful Expressions:**

1. Dust had accumulated during her absence. 她不在时灰尘积了起来。
2. His debts accumulated. 他债台高筑。
3. We shall accumulate new experience and try new solutions as new problems arise.
我们还要积累新经验, 还会遇到新问题, 然后提出新办法。

☛ **Dialogue:**

A: I have no idea of how to improve my English. Do you have some good suggestions?

对于怎么提高英语, 我一点儿概念都没有。你有什么好的建议吗?

B: Accumulation of knowledge. If you just learn two or three sentences a day, you



will accumulate a wealth of English in a very short time.

知识的积累。如果你每天学2~3个句子，你就会在短时间内积累丰富的英语知识。

accuracy ['ækjʊərəsi]

n. 正确性，准确(度)；精确性，精度

🌟 **Useful Expressions:**

1. Accuracy is more important than speed in his new job.
对于他的新工作来说，准确比速度更重要。
2. I doubt the accuracy of your statement. 我怀疑你所说的正确性。
3. He's a man of accuracy and strict method. 他是个精细而严谨的人。

🌟 **Dialogue:**

A: How did you do on the history exam?

历史考得怎么样？

B: I am afraid I didn't do well. There was a section on the Civil War, and that's the chapter in the book that I studied the least.

恐怕不太好。有一部分内容是关于独立战争的，那一章我没怎么复习。

A: Well, don't worry. You must have done okay on the rest of the test.

哦，不用担心。其他部分应该答得不错吧。

B: I answered other questions with accuracy. Perhaps I won't fail.

其他的问题我倒是准确地作答了。也许不会不及格吧。

accurate ['ækjʊrɪt]

adj. 准确的，精密的，精确的

🌟 **Useful Expressions:**

1. The new salesgirl is accurate at figures. 新来的女售货员计算很准确。
2. Is this watch accurate? 这只表准吗？
3. He was accurate in his observation. 他观察很细致。

🌟 **Dialogue:**

A: I heard that you have bought an alarm clock yesterday. How does it look like?
听说你昨天买了个闹钟，是什么样的？

B: It shaped like an apple. It's very cute.

它是苹果形状的，很可爱。

A: Is it red color?

是红色吗？

B: No. It's pink in color. It has a luminous light built in and it is rather accurate.



不是，是粉红色的。它带有夜视灯功能，走时精确。

accustomed [ə'kʌstəmd]

adj. 经常的，习惯的

☛ **Useful Expressions:**

1. He took his accustomed seat by the fire. 他坐在火炉旁他常坐的座位上。
2. I'm not accustomed to getting up so early to do morning exercise.
我不习惯这么早起床进行晨练。
3. You will soon get accustomed to the climate here. 你会很快习惯这里的气候。

☛ **Dialogue:**

A: I'm very glad to meet you.
很高兴认识你。

B: It's a pleasure to meet you.
能认识你很荣幸。

A: How do you like London so far?
你觉得伦敦怎么样呢?

B: It's really different from what I expected.
与我期望的真的很不一样。

A: Don't worry. You'll get accustomed to it in no time.
别担心。你很快就会适应的。

achieve [ə'tʃi:v]

v. 完成(功绩等), 实现(目标, 目的等)

☛ **Useful Expressions:**

1. I've achieved only half of what I'd hoped to do. 我仅完成了预想的一半。
2. The actor achieved fame when he was only nineteen. 那位演员十九岁时就成名了。
3. May our two parties achieve even greater successes in our business!
祝我们双方在生意中取得更大的成功!

☛ **Dialogue:**

A: We should study harder and get higher scores.
我们应该更努力地学习，争取考到好成绩。

B: But I am not good at physics; I am afraid I can't achieve good scores.
但是我不擅长物理，我怕我得不到好成绩。

A: Me too. but I believe we can overcome any difficulties through our efforts.
我也是，但是我相信只要我们努力就没有困难的事。

B: OK, let's study together.

好，我们一起去学习吧。

acquire [ə'kwaɪə]

v. ①得到，获得，招致
②学得(知识等)，求得，养成(习惯等)

✧ **Useful Expressions:**

1. The museum has just acquired a famous painting by Pablo Picasso.
该美术馆刚刚获得一幅毕加索的名画。
2. Gradually we acquired experience in how to do the work.
我们逐步获得了做这工作的经验。
3. She acquired a good knowledge of English by careful study. 她认真学习而精通英语。

✧ **Dialogue:**

A: Hey! Long time no see! Where have you been during the summer holiday?

嗨！好久不见了！暑假去哪里了？

B: Well, I spent my holiday in an English Summer Camp.

哦，我假期参加了一个英语夏令营。

A: Is it helpful?

有帮助吗？

B: Of course! I've acquired a lot!

当然啦！我学到了很多东西呢！

acquisition [ækwi'zɪʃən]

n. ①取得，获得 ②获得物(人)

✧ **Useful Expressions:**

1. The school has a valuable new acquisition. 学校里来了个生力军。
2. This car is my latest acquisition. 这辆汽车是我最近买的。
3. He devotes his time to the acquisition of knowledge. 他把时间用在获取知识上。

✧ **Dialogue:**

A: I've heard that you found a part-time job.

听说你找了份兼职。

B: That's true.

没错。

A: Are you short of money?

你是缺钱花吗？

B: Not exactly. I took the job for acquisition of work experience.

不是的。我找那份工作主要是为了获取工作经验。



active ['æktiv]

adj. ①活跃的, 积极的, 灵敏的
②能做事的, 勤勉的, 精力充沛的

Useful Expressions:

1. Although he's quite old he's very active. 他虽然老了, 可仍闲不住。
2. He is an active member of the school's stamp club.
他是学校集邮俱乐部的一名活跃会员。
3. We should take active part in extracurricular activities. 我们应该积极参加课外活动。

Dialogue:

A: It seems that everyone knows John in this university!
似乎学校里每个人都认识约翰!

B: He takes an active part in almost all school activities and impresses others deeply.
他积极参加了几乎所有的学校活动, 给大家留下了深刻的印象。

A: No wonder he becomes so popular!
难怪他那么受欢迎啊!

B: I'll say.
没错。

adapt [ə'dæpt]

v. ①使适应, 使适合 ②改写, 改编

Useful Expressions:

1. He tried hard to adapt himself to the new conditions. 他努力使自己适应新的情况。
2. The movie was adapted from a novel. 这部电影是由小说改编的。
3. You must adapt to the norms of the society you live in.
在社会中生活就要遵循社会行为准则。

Dialogue:

A: So tell us, how do you like life in New York?
你觉得纽约的生活怎么样?

B: It's quite an adjustment. My wife and son are adapting themselves to the new environment quite well, though.
很多东西需要适应。我太太和儿子都很能适应新环境。

A: And what about you?
那你呢?

B: Between you and me, I just can't get used to city life.