刘 哲 主编

Words for Work & Learning

紫边常用1000单字系列

ENGLISH

Er Work & Learning

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TENGLISH 挂在嘴边常用1000单字系列

Most Useful English Words for Work & Learning

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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。同时作者在选字过程中,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。
- 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'bɔ: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:

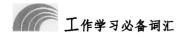
- A: Good afternoon, Welcome aboard! I'm Lisa, your flight stewardess. 下午好! 欢迎您乘坐本次航班。我是乘务员丽莎。
- B: Well, I've got seat A4. I hope it's by window so that I can see the view. 哦,我的座位是A4。我希望是靠窗的座位,这样我就能看窗外的风景了。

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 ['æbsənt]

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'so: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] adj. ①抽

adj. ①抽象的;理论上的,不现实的 ②深奥的,难以了解的 n. 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。

abundant [ə'bʌndənt]

adj. 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:

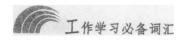
A: May I take your order, sir? 先生,可以点菜了吗?

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。
- 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。

accent ['æksənt] 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。

accept [ək'sept]

ν. 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:

- 1. Here's my letter of acceptance. 这是我的录取通知书。
- 2. 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]

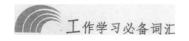
n. ①进入;入口,通路 ②使用或接近的机会,捷径

Useful Expressions:

- 1. The only access to the town is across the bridge. 到镇上唯一的通路是经过一座桥。
- 2. Citizens may have free access to the library. 市民可以自由使用图书馆。
- 3. 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 [ə.kəmə'deifən]

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'kəmplif]

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.

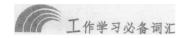
除了提高我们的产品质量,我们还需要开拓更多的销售市场。

accomplishment [ə'kəmplismənt]

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。

- 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 ['ækjurəsi]

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。

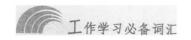
accurate ['ækjurit]

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。

- 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'kastəmd]

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'tfi: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!

- 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'kwaiə]

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!

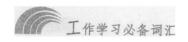
acquisition [.ækwi'zifən]

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。

- 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

Weful 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.