

Pass the TOEIC® Test

- TOEIC Vocabulary • TOEIC Grammar • Listening skills
- Test-taking strategies • Reading skills • Practice Tests
- Over 1,500 items per level • Complete Audio Program
- Detailed Answer Key *and much more!*



Ideal for self-study or class use, *Pass the TOEIC Test* has everything you need to succeed on the TOEIC test. Choose from three levels, and boost your TOEIC score today!

TOEIC Word List

Here is a list of over 1000 words and phrases that are commonly used in the TOEIC test.

A

ability	advantage	anxious
abroad	advantageous	apologize
absolutely	advertise	appeal
accept	advertisement	appetizer
access	advice	appliance
accessible	advise	applicant
accident	affect	application
accommodate	afford	apply
accommodation	affordable	appoint
accomplish	agency	appointment
accomplishment	agenda	appreciable
according	agree	appreciate
accordingly	agreeable	appreciation
accounting	agreement	appreciative
accurate	agricultural	apprentice
achieve	aid	approach
acquire	aim	appropriate
act	airline	approve
actually	aisle	approximate
adapt	alarm	arbitrate
adapter	allow	area
additional	alternative	argue
adequate	ambitious	argument
adjust	amend	arrange
adjustment	amount	arrangement
administration	amusing	assemble
admire	analysis	assess
admit	analyze	assets
admittance	announcement	assign
advance	annoying	assignment
advanced	annual	assist
	anticipate	assistance

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assume

attach

attachment

attend

attendance

attentively

attract

audience

audit

authority

authorize

availability

available

avoid

awareness

awkward

B

background

backpack

baggage claim

balance

bank

bankrupt

barcode

bargain

basic

behave

belongings

beneficial

benefit

beverage

bid

bill

binder

blanket

block

board

boarding pass

boardroom

boast

book

boost

bored

borrow

bother

bottom line

branch

brand

briefcase

briefing

broadcast

broaden

browser

brush

budget

bulletin

C

cabin crew

cafeteria

calculate

calculation

calculator

campaign

cancel

cancellation

candidacy

candidate

capacity

capital

career

careless

cash

cashier

cause

cautious

celebrate

celebration

cell phone

certificate

certification

chain

chain store

chair

chairman

chairperson

characteristic

characterize

charge

charity

cheap

check in

check out

chef

circumstances

claim

claimant

classification

classify

clerk

client

climate

closure

coach

code

collect

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commence

commission

commit

committee

common

commonly

commute

commuter

company

comparable

compare

compatible

compensate

compensation

competent

competition

competitive

competitor

complain

complaint

complete

complex

complexity

compliment

complimentary

comply

comprehensive

compromise

compulsory

concede

concern

conclude

conclusion

concourse

condition

conduct

confirm

confirmation

confusion

connect

connection

consequence

consider

considerable

consignment

consist

consistent

consistently

constant

constantly

construction

consult

consultant

consume

consumer

contain

container

continual

continuation

continue

contribute

contribution

control

control panel

convenient

conveniently

convince

convincing

corporate

corporation

cost

counter

courier

cover letter

coverage

coworker

crash

credentials

credit

criteria

critical

criticize

crowd

crowded

crucial

cruise

currency

current

custom

customer

customs

cutting edge

cycle

D

daily

damage

deadline

deal

debit

debt

decision

decorate

decrease

dedicate

deduct

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defect
defective
definite
definitely
degree
delay
delete
delight
delighted
deliver
delivery
demand
demanding
demonstrate
depart
department
departure
depend on
dependence
deposit
description
designate
desperate
dessert
destination
detail
detailed
detect
deterioration
determine
determined
develop
developer
development
device

diagnose
differential
director
disagree
disagreement
disappointing
disconnect
discount
discrepancy
discrimination
discuss
discussion
dish
dismiss
dismissive
display
disposable
dispose
dispute
disruption
distinctive
distinguish
distribute
distribution
dividend
document
donate
donation
double
download
downsize
downturn
downward
dramatic
drastic

drastically
draw
drawer
drive
drop
dull
duration
duty-free
E
earn
earnings
economical
economize
economy
effective
effectively
effectiveness
efficiency
efficient
efficiently
elderly
electrical
elevator
embark
emergency
emphasize
emphasize
employ
employee
employer
employment
enable
enclose
encourage
endurance

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endure

engineer

engineering

enhance

ensure

enterprise

enthusiastic

enthusiastically

entitlement

entrée

environment

environmental

equivalent

essential

estimate

evaluate

event

evidence

evolve

exact

examination

examine

excel

excellent

excursion

executive

exhibit

expand

expansion

expect

expectation

expenditure

expense

expensive

experience

experienced

experiment

exploration

explore

express

extend

extension

external

F

facilities

facility

factor

factory

fail

failure

fair

famed

fare

fault

faulty

favor

fax

feature

fee

feedback

field

figure

file

fill out

finance

financial

financial

firm

fix

flexible

flight

flight attendant

fluctuate

fluctuation

focus

focused

fold

folder

force

forecast

foreign

forget

forgetful

form

forward

founded

frank

frankly

fuel

fulfill

function

functional

fundraising

furniture

further

G

gesture

goal

goods

gradually

grievance

grill

growth

guarantee

guidelines

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H	inclined	inventory
haggle	include	invest
handle	inclusion	investigate
handy	income	investigation
harbor	inconvenience	investment
harmful	increase	invite
hazardous	indicate	invoice
head office	indication	isolate
headquarters	individual	issue
hesitate	individually	item
hesitation	inexperienced	itemize
hide	infer	itinerary
highlight	inflate	J
highly	inflation	jealous
hike	influence	jeopardize
hire	influential	jeopardy
hold	information	jobless
homepage	input	join
host	inquiry	joint
I	install	journal
identification	installation	journey
identify	insurance	judge
imaginative	insure	justice
immediate	intend	justification
immediately	intention	justify
impact	intently	K
impatient	intern	keen
implement	internal	keep
imply	international	knock
imply	internship	know
impression	interrupt	knowledge
improper	interview	knowledgeable
improve	invaluable	L
improvement	invent	label
incentive	invention	labor

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lack

landlord

laptop

launch

law

lay off

leak

lean

lease

leisure

lend

liability

license

licensing

lie

limited

limousine

list

livestock

loan

lobby

local

locate

log on

log out

loyal

luggage

luxurious

luxury

M

maintain

maintenance

major

manage

managerial

mandatory

manufacture

manufacturing

marketing

mechanic

medic

medical

medication

medicine

meeting

membership

memo

memorandum

mention

merchandise

mere

merge

merger

mileage

million

mishear

misleading

misrepresent

monitor

monument

mortgage

motivate

motivation

N

napkin

narrow

narrowing

neighborhood

network

nominate

nomination

notice

notify

O

objection

objective

obligation

oblige

obtain

obviously

occupation

occur

officer

official

onward

operate

operation

opinion

opportunity

optimistic

order

organization

organize

organized

original

outline

outlook

outstanding

overall

overdraft

overseas

overtime

overview

owe

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P

package
package tour
parcel
parking lot
participant
particularly
passenger
patent
patented
patience
payment
perform
performance
permanent
permission
permit
personal
personalized
personnel
persuade
pessimistic
plant
platform
pleasant
plow
plug in
plumber
point
pointless
policy
polite
politician
politics
poll

pollute
popular
popularity
position
postpone
postponement
potential
power
practical
practically
predict
predictable
prefer
preference
premises
prepare
present
presentation
press
prevent
prevention
price
priceless
principal
principle
priority
private
probability
probably
probationary
process
profession
professional
profile
profit

profitability
profitable
progress
progressive
prohibit
project
promote
promotion
prompt
promptly
properly
property
protect
protection
publicity
publicize
purchase
purpose
pursue

Q

qualification
qualifications
qualify
qualify
questionnaire
quotation
quote

R

raise
range
rare
rate
rational
raw materials
reach

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realize
rearrange
reasonable
reasonably
receipt
receive
recent
reception
receptive
recipe
recognize
recommend
recommendation
recruit
recruitment
reduce
reduction
redundant
refrigerator
refund
refundable
refusal
refuse
regarding
regardless
regional
register
registration
regret
regular
regularly
regulate
rehearse
reject
relax

relaxation
release
relevant
remain
remarkable
remind
reminder
remittance
remove
remuneration
renovate
renovation
rent
repair
repayment
repetitive
replace
replacement
report
represent
representative
request
require
requirement
reschedule
rescue
resemble
reservation
reserve
resign
resist
resolve
respect
respectable
respectful

respond
responsibility
responsible
restore
restructure
résumé
retail
retire
retirement
review
revise
revised
right away
rival
roadside
roughly
route
runway
S
salary
sale
salvage
sample
satisfactory
satisfied
satisfy
save
scene
scenery
schedule
scrutinize
search engine
secluded
secretarial
secretary

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select	stare	temporary
selection	starter	tenant
selective	stationery	terminate
seminar	steep	terrible
senior	stock	terrific
serious	strategic	theoretical
service	strategy	theory
several	streamline	thorough
shape	strike	tidy
sharp	studio	tip
shift	submit	tour
shine	subscribe	tourism
shipment	subscription	tourist
shipping	subsidiary	towel
shortage	suggest	tower
shuttle	suggestion	track
sightseeing	suit	trade
significant	suitability	tradition
simplify	suitable	traffic
situation	supervise	training
slump	supervision	transfer
software	supplier	transform
solar	supply	transformation
spacious	support	transit
spare part	supporter	transportation
spare time	surrounding	tremendous
specialize	suspicious	trend
specialty	switchboard	trial
specification	systematic	triumph
specify	T	trust
spectator	takeover	turnover
stable	target	U
stadium	tax	unconditional
staff	technical	understand
stapler	technician	unfavorable

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unfortunately

uniform

unspoiled

unwrap

upcoming

update

upgrade

upset

upstairs

utility bill

utmost

utterly

V

vacancy

vacant

vacation

vaccination

valuables

varied

variety

various

vendor

venture

venue

virus

vital

W

wage

walkway

warehouse

warn

warning

warrant

warranty

wastage

waterproof

wealth

website

weight

welfare

wholesale

win

withdraw

withdrawal

workplace

workshop

worth

worthless

wrap

X

X-ray

Y

yearly

yield

youth

Z

zero

zone

Ideas for using the TOEIC® Word List

- Write the translation next to each word. Cover the columns and test yourself!
- Write each word you don't know on a small card. Write the translation on the back. Carry these "flash cards" with you and test yourself regularly throughout the day.
- Make sentences using each word. Learning words in context is very effective.
- Choose the most useful words. Then use a dictionary to make a list of related words.

Enjoy!