

# Glossary

- above** [PREP-U8] If a number is **above** a second number, it means it is higher.
- according to** [PREP-U8] If information is **according to** a person or document, it means that person or document is the source of the information.
- accountant** [N-COUNT-U6] An **accountant** is a person who keeps track of financial information.
- accrue** [V-I-U14] To **accrue** is to build up over time.
- add** [V-T-U7] To **add** a number to another number is to increase it by that amount.
- administrative assistant** [N-COUNT-U6] An **administrative assistant** is an employee who performs a variety of office tasks to support the management.
- and** [PREP-U7] **And** is used to show addition. For example, 1 and 1 is 2.
- below** [PREP-U8] If a number is **below** a second number, it means it is lower.
- benefits** [N-COUNT-U11] **Benefits** are services, extra money, or advantages provided by employers to some employees in addition to paying regular wages.
- bill** [N-COUNT-U12] A **bill** is money in the form of paper worth a certain amount.
- binder** [N-COUNT-U1] A **binder** is a hard cover with three rings inside used to hold papers together.
- bottom out** [V-I-U15] To **bottom out** is to reach the lowest value.
- break room** [N-COUNT-U4] A **break room** is a room where employees take breaks and eat lunch.
- calculator** [N-COUNT-U2] A **calculator** is a handheld device used to perform basic mathematical functions.
- cash** [N-UNCOUNT-U12] **Cash** is the physical form of money represented in paper bank notes and coins.
- change** [N-UNCOUNT-U12] **Change** is money in smaller denomination given in exchange for money of greater value.
- charge** [V-I-U13] To **charge** is to use a credit card to pay for a product or service.
- check** [N-COUNT-U14] A **check** is a financial tool, in the form of a written statement, that directs a bank to pay funds from a checking account.
- checking account** [N-COUNT-U14] A **checking account** is a financial account that allows the account depositor to write checks against the funds held in the account.
- clerk** [N-COUNT-U5] A **clerk** is a full-time employee who does general office tasks and other clerical work.
- close** [V-T-U14] To **close** an account is to remove all funds from it.
- coin** [N-COUNT-U12] A **coin** is money that is made from a hard material like metal.
- colleague** [N-COUNT-U5] A **colleague** is a fellow worker within a profession.
- comes to** [V PHRASE-U7] If something **comes to** a number it is equal to that number after a mathematical operation.
- commercial bank** [N-COUNT-U14] A **commercial bank** is a financial institution that focuses on savings and checking accounts and short-term loans.
- computer** [N-COUNT-U3] A **computer** is a machine used to run programs, store data, and process information.
- conference room** [N-COUNT-U4] A **conference room** is a large room where meetings are held.
- consult** [V-T-U10] To **consult** someone is to seek his or her advice or counsel.
- consultant** [N-COUNT-U6] A **consultant** is a person who gives professional advice on business matters.
- co-operative** [N-COUNT-U9] A **co-operative** is a business that is owned by the people who run it.

- copier** [N-COUNT-U2] A **copier** is a machine used for making identical reproductions of an existing document.
- corporation** [N-COUNT-U9] A **corporation** is a company that is recognized as an entity separate from the individual people that make it up.
- co-worker** [N-COUNT-U5] A **co-worker** is someone who works with others.
- credit** [V-T-U14] To **credit** money is to add money to an account.
- credit card** [N-COUNT-U13] A **credit card** is a plastic card that bills money to an account when used.
- credit limit** [N-COUNT-U13] A **credit limit** is the maximum amount of money that can be charged with a credit card.
- cubicle** [N-COUNT-U2] A **cubicle** is a small space in a larger room partitioned with usually adjustable dividers in which people work.
- currency** [N-COUNT-U12] **Currency** is the form of money that a particular country uses.
- debit card** [N-COUNT-U13] A **debit card** is a plastic card that automatically debits money from an account when used.
- decline** [V-I-U15] To **decline** is to fall in value.
- decrease** [N-COUNT-U15] A **decrease** is a drop in number.
- dental** [N-ADJ-U11] **Dental** benefits is insurance that covers the cost of caring for teeth.
- deposit** [N-COUNT-U12] A **deposit** is the act of putting money into an account.
- designer** [N-COUNT-U6] A **designer** is a creative professional responsible for devising plans for projects or structures.
- desk** [N-COUNT-U2] A **desk** is a flat surface upon which people work while sitting and which has room for a computer, papers, and other necessary supplies and equipment.
- desktop** [N-COUNT-U3] A **desktop** is a kind of computer that is used primarily in the same place all the time, usually at a desk.
- direct deposit** [N-UNCOUNT-U13] **Direct deposit** is a service that pays money directly to an account.
- divide by** [V PHRASE-U7] To **divide** a number (x) **by** another number (y) is to split number x evenly into y number of parts.
- employee** [N-COUNT-U5] An **employee** is someone who is paid to do work for a company.
- entrance** [N-COUNT-U4] An **entrance** to an office is the door where people enter and exit.
- envelope** [N-COUNT-U1] An **envelope** is a paper container that is flat, usually has a flap that can be sealed, and is used to protect papers.
- equal** [V-T-U7] To **equal** a number is to have the same value as that number.
- executive** [N-COUNT-U5] An **executive** is a senior member of a company who holds an upper management position.
- expand** [V-T-U15] To **expand** something is to increase it in size, scope, or amount.
- face** [V-T-U12] To **face** bills is to arrange them so they are all facing the same direction.
- fax machine** [N-COUNT-U2] A **fax machine** is a device that can send a copy of a document from one fax machine to another.
- file cabinet** [N-COUNT-U2] A **file cabinet** is a large set of drawers in which files can be stored and organized.
- fire exit** [N-COUNT-U4] A **fire exit** is an emergency exit often connected to a fire alarm, to be used in the case of fire.
- first** [ADJ-U8] If something is **first**, it comes before or is ranked higher than anything else.

# Glossary

- flash drive** [N-COUNT-U3] A **flash drive** is a device used for storing computer data and is small, portable, and uses flash memory.
- fluctuate** [V-I-U15] To **fluctuate** is to shift in value.
- freelance** [ADJ-U10] If a person is described as **freelance**, he or she works for different companies at different times with no permanent attachment.
- freelancer** [N-COUNT-U5] A **freelancer** is someone who is not permanently employed with a particular company, but provides services on an as-needed basis.
- full time** [ADJ-U10] If a job is **full time**, it is a job in which employees work a full amount of hours as designated by the employer.
- grow** [V-I-U15] To **grow** is to increase gradually over time.
- health insurance** [N-UNCOUNT-U11] **Health insurance** is insurance against paying for the cost of medical care.
- highest** [ADJ-U8] If a number is **highest**, it has the greatest value of a set.
- highlighter** [N-COUNT-U1] A **highlighter** is a kind of marker that is very bright and is used to mark important information in a document.
- HR representative** [N-COUNT-U6] An **HR representative** is a person who oversees personnel work such as hiring and employee benefits.
- hundred** [N-COUNT-U7] **Hundred** is combined with another number to abbreviate numbers in the thousands. For example, the number 1,400 could be said "fourteen hundred."
- incorporated** [ADJ-U9] To be **incorporated** is to be legally united into one entity, becoming a corporation.
- increase** [N-COUNT-U15] An **increase** is a rise in number.
- interest** [N-UNCOUNT-U14] **Interest** is money earned on money held in an account.
- intern** [N-COUNT-U5] An **intern** is a college student getting on-the-job training and work experience with a company, and can be either paid or unpaid.
- invest** [V-T-U13] To **invest** money is to place money in an account to earn more money.
- IT specialist** [N-COUNT-U6] An **IT specialist** is an employee with expertise in computers.
- janitor** [N-COUNT-U6] A **janitor** is an employee responsible for cleaning and waste disposal.
- keyboard** [N-COUNT-U3] A **keyboard** is a piece of equipment that has letters, numbers, and other symbols on it that allows a computer user to create text and perform various other functions on a computer.
- landline** [N-COUNT-U2] A **landline** is a phone line that travels over the ground.
- laptop** [N-COUNT-U3] A **laptop** is a small, portable computer.
- laser printer** [N-COUNT-U3] A **laser printer** is a kind of printer that uses a laser and ink to produce images on paper.
- legal pad** [N-COUNT-U1] A **legal pad** is a bound writing tablet with lined paper that is 8 1/2" by 14".
- less** [PREP-U7] If one number is **less** another number, it is reduced by that amount.
- LLC** [N-COUNT-U9] An **LLC** (limited liability company) is a business structure in which owners are only partially liable for the business's debts.
- lobby** [N-COUNT-U4] A **lobby** is an open area inside a building's main entrance that provides access to the different hallways and offices.
- lowest** [ADJ-U8] If a number is **lowest**, it has the least value of a set.

- manager** [N-COUNT-U6] A **manager** is someone who oversees one or more aspects of a business.
- manager's office** [N-COUNT-U4] A **manager's office** is a private room where the manager conducts his or her work.
- marker** [N-COUNT-U1] A **marker** is a writing instrument that produces wide lines and comes in many colors.
- median** [ADJ-U8] If a number is **median**, it is the middle of a set of values.
- minimum wage** [N-UNCOUNT-U11] **Minimum wage** is the lowest pay that employers can legally pay employees.
- minus** [PREP-U7] If one number is **minus** a second number, the second number is subtracted from the first.
- monitor** [N-COUNT-U3] A **monitor** is a screen that displays information when using a computer.
- monitor** [V-T-U13] To **monitor** an account is to observe it's transactions on a regular basis.
- mouse** [N-COUNT-U3] A **mouse** is an object that a computer user controls the cursor on the monitor of a computer to interact with information on the screen.
- multiply by** [V PHRASE-U7] To **multiply** a number (x) **by** another (y) is to add number x to itself y number of times.
- non-profit organization** [N-COUNT-U9] A **non-profit organization** is a company that uses surplus revenue for the good of the company rather than for individual profit.
- open** [V-T-U14] To **open** an account is to establish a new account.
- open plan** [N-UNCOUNT-U4] **Open plan** is a type of office layout in which the office consists of one large, open room instead of dividing the space into individual offices.
- opportunity** [N-COUNT-U10] An **opportunity** is a chance for employment.
- over** [PREP-U7] If a number is **over** another number, it is divided by that number.
- overdraft** [N-COUNT-U14] An **overdraft** is an amount of money removed from an account that was beyond the total value of the account.
- overtime** [N-UNCOUNT-U11] **Overtime** is time worked and paid beyond an employee's normal hours.
- owner** [N-COUNT-U6] The **owner** is the person who owns the assets of a business.
- part time** [ADJ-U10] If a job is **part time**, it requires employees to work fewer hours than full time.
- partnership** [N-COUNT-U9] A **partnership** is a contract entered into by two or more people in which each person agrees to provide capital and labor in a business.
- pay** [N-UNCOUNT-U11] **Pay** is how much money an employee earns from working.
- peak** [V-I-U15] To **peak** is to reach the highest value.
- pen** [N-COUNT-U1] A **pen** is a device used for writing or drawing on paper using ink.
- pencil** [N-COUNT-U1] A **pencil** is a device used for writing or drawing on paper usually constructed of wood with a graphite center.
- per diem** [ADV-U10] If a person works **per diem**, he or she works and is paid on a day-to-day basis.
- permanent** [ADJ-U10] If a job is **permanent**, it is intended to last for a long time or indefinitely.
- petty cash** [N-UNCOUNT-U12] **Petty cash** is a small amount of cash kept on hand for small business expenses.
- plus** [PREP-U7] If one number is **plus** another number, the two numbers are added together.
- private** [ADJ-U9] If a company is **private**, it does not offer and sell its stock to the general public.
- public** [ADJ-U9] If a company is **public**, it does sell portions of the company in stocks to the general public.

# Glossary

- purchase** [N-COUNT-U13] A **purchase** is a product or service that is bought.
- receipt** [N-COUNT-U12] A **receipt** is a document recording the exchange of money.
- reception desk** [N-COUNT-U4] A **reception desk** is a desk near the office entrance where visitors check in with a receptionist for meetings and appointments.
- receptionist** [N-COUNT-U6] A **receptionist** is an employee who greets office visitors and answers incoming phone calls, in addition to other administrative duties.
- restroom** [N-COUNT-U4] A **restroom** is a room with toilet facilities.
- retirement plan** [N-COUNT-U11] A **retirement plan** is a plan to set money aside from one's paycheck to be spent after retiring from employment.
- salary** [N-COUNT-U11] A **salary** is a set amount of money made during the year as determined by the employer that is paid in installments.
- salesperson** [N-COUNT-U5] A **salesperson** is an employee who sells merchandise or services on behalf of the company.
- save** [V-T-U13] To **save** money is to keep money.
- savings account** [N-COUNT-U14] A **savings account** is a financial account that allows deposits to be held and earn interest.
- scanner** [N-COUNT-U3] A **scanner** is a machine that can create accurate reproductions of documents on a computer.
- second** [ADJ-U8] If something is **second**, it comes after or is ranked just below the first.
- secretary** [N-COUNT-U5] A **secretary** is an assistant who provides clerical and administrative services, usually to an executive.
- shareholder** [N-COUNT-U9] A **shareholder** is a person or entity that has purchased and legally owns part of a company in shares or stocks.
- shredder** [N-COUNT-U2] A **shredder** is a machine that destroys papers by cutting them into small pieces and is usually used to dispose of confidential or sensitive information.
- shrink** [V-T-U15] To **shrink** something is to decrease it in size, scope, or amount.
- sole proprietor** [N-COUNT-U9] A **sole proprietor** is a person who owns a business and is solely responsible for the company's debts.
- spend** [V-T-U13] To **spend** money is to use it to make purchases.
- stapler** [N-COUNT-U1] A **stapler** is a device used to permanently join separate pieces of paper together.
- staples** [N-COUNT-U1] **Staples** are small metal pieces that are used to hold papers together when placed inside of a stapler.
- steady** [ADJ-U15] If something is **steady**, it maintains a constant value.
- stock options** [N-COUNT-U11] **Stock options** are benefits that allow employees to purchase company stocks at a discounted price.
- subtract** [V-T-U7] To **subtract** one number from another number is to reduce it by that amount.
- supervisor** [N-COUNT-U5] A **supervisor** is a manager directly responsible for overseeing the work of other employees.
- th** [SUFF-U8] **-th** is added to numbers higher than three to indicate ranking or order.
- tape** [N-UNCOUNT-U1] **Tape** is a long, narrow piece of plastic with one adhesive side and one non-adhesive side used to adhere materials to another surface.

**temporary** [ADJ-U10] If a job is **temporary**, it is intended to last only for a short time.

**third** [ADJ-U8] If something is **third**, it comes after or is ranked just below the second.

**times** [PREP-U7] If a number is **times** another number, it is multiplied by that number.

**toner** [N-UNCOUNT-U2] **Toner** is the powdered ink that a copier uses to make copies.

**track** [V-T-U13] To **track** money is to watch how it is used.

**transfer** [V-T-U14] To **transfer** money is to move it from one account to another.

**transition** [V-I-U10] To **transition** is to move from one position or status to another.

**vacation time** [N-UNCOUNT-U11] **Vacation time** is paid time away from work that is allotted to employees.

**waiting area** [N-COUNT-U4] A **waiting area** is a seating area where visitors wait before meetings and appointments.

**withdrawal** [N-COUNT-U12] A **withdrawal** is the act of taking money out of an account.