



VOCABULARY

Essential Vocabulary Builder

150 high-frequency English words with meaning and example sentences

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How to Use This Vocabulary Guide

This is not just a word list. Every word comes with a meaning, example sentence, and a pronunciation tip. Learn 5 words per day and you will master all 150 in just one month.

The 5-Word Daily Method

1. Learn 5 new words each morning (10 minutes)
2. Write each word in a sentence (5 minutes)
3. Use all 5 words in conversation that day

4. Review yesterday's words before learning new ones

5. After 7 days, take the mini-quiz at the end

Workplace Power Words

Word	Meaning	Example
Collaborate	To work together with others	"Our team collaborates on every major project."
Initiative	The ability to act independently	"She took the initiative to fix the problem before anyone asked."
Efficient	Achieving maximum output with minimum effort	"The new system is much more efficient than the old one."
Implement	To put a plan into action	"We plan to implement the changes next quarter."
Accomplished	Successfully completed or achieved	"She accomplished all her goals within six months."
Professionalism	The conduct expected in a workplace	"His professionalism impressed everyone in the meeting."
Prioritize	To decide what is most important	"I need to prioritize my tasks before the deadline."
Accountable	Responsible for outcomes	"Good leaders are accountable for both successes and failures."
Proactive	Acting in advance to handle problems	"Being proactive saves time and reduces stress."
Streamline	To make a process more efficient	"We streamlined the approval process from 5 days to 2."

Academic Power Words



Word	Meaning	Example
Analyze	To examine something in detail	"We need to analyze the data before drawing conclusions."
Hypothesis	An educated guess to be tested	"The scientist tested her hypothesis with three experiments."
Synthesize	To combine ideas into a whole	"The report synthesizes findings from multiple studies."
Methodology	The system of methods used	"Our methodology includes both qualitative and quantitative research."
Significant	Important or meaningful	"The results were statistically significant."
Furthermore	In addition to what has been said	"Furthermore, the evidence supports this conclusion."
Consequently	As a result	"Consequently, we revised our approach."
Subsequently	After that time	"Subsequently, the company expanded to three new markets."
Notwithstanding	Despite or in spite of	"Notwithstanding the challenges, we delivered on time."
Empirical	Based on observation or experience	"The study relied on empirical evidence rather than theory."

Interview Power Words

Word	Meaning	Example
Adaptable	Able to adjust to new conditions	"I am adaptable and thrive in fast-paced environments."
Proficient	Competent or skilled at something	"I am proficient in Excel, Python, and data analysis."
Collaborative	Working well with others	"I enjoy collaborative projects where every voice matters."
Ambitious	Having a strong desire to succeed	"I am ambitious and always looking for ways to grow."
Detail-oriented	Giving attention to small details	"My detail-oriented approach catches errors others miss."



Word	Meaning	Example
Resourceful	Good at finding solutions	"I am resourceful and can work with limited tools."
Resilient	Able to recover from difficulties	"I remain resilient even under tight deadlines."
Versatile	Able to adapt to many functions	"My versatile skill set allows me to support multiple teams."

Daily Life Power Words

Word	Meaning	Example
Reluctant	Unwilling or hesitant	"I was reluctant to try new food, but I loved it."
Essential	Absolutely necessary	"Sleep is essential for good health."
Convenient	Handy and easy to use	"Online shopping is convenient for busy people."
Fascinating	Extremely interesting	"The documentary was fascinating from start to finish."
Generous	Willing to give more than expected	"She is generous with her time and advice."
Hesitate	To pause before doing something	"Do not hesitate to ask if you need help."
Memorable	Worth remembering	"The trip was the most memorable experience of my life."
Obvious	Easy to see or understand	"The answer was obvious once she explained it."
Tremendous	Very great in amount or degree	"The project was a tremendous success."
Ultimate	The best or most extreme	"This is the ultimate guide to vocabulary building."

Pronunciation Tips

Word	Common Indian Error	Correct Pronunciation
comfortable	com-for-TA-ble	COMF-ter-ble (3 syllables)
entrepreneur	en-tre-pre-NEUR	ON-truh-pruh-NUR



vegetable	ve-ge-TA-ble	VEJ-tuh-ble (3 syllables)
controversy	con-tro-VER-sy	CON-truh-ver-sy
hierarchy	hi-er-ar-chy	HI-ruh-rar-kee

Weekly Quiz (After 7 Days)

- 1 What does "proactive" mean? Write a sentence using it.
- 2 Name 3 workplace words that start with the letter P.
- 3 Use "furthermore" and "consequently" in one paragraph.
- 4 What is the difference between "proficient" and "efficient"?
- 5 Write 5 sentences using 5 different words from this week's list.